



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Réception des soumissions - TPSGC / Bid Receiving  
- PWGSC

Voir dans le document/  
See herein

NA  
Québec  
NA

**Request For a Standing Offer  
Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and  
Government Services Canada, hereby requests a Standing Offer  
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et  
Services Gouvernementaux Canada, autorise par la présente,  
une offre à commandes au nom des utilisateurs identifiés  
énumérés ci-après.

**Comments - Commentaires**

**Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

TPSGC/PWGSC  
601-1550, Avenue d'Estimauville  
Québec  
Québec  
G1J 0C7

<b>Title - Sujet</b> Environmental Eval. Receiving Env.	
<b>Solicitation No. - N° de l'invitation</b> EE517-220492/A	<b>Date</b> 2021-11-29
<b>Client Reference No. - N° de référence du client</b> EE517-22-0492	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$QCL-058-18245
<b>File No. - N° de dossier</b> QCL-1-44052 (058)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Standard Time EST <b>on - le 2022-01-07</b> Heure Normale du l'Est HNE	
<b>Delivery Required - Livraison exigée</b> .	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Parent, Alexandra	<b>Buyer Id - Id de l'acheteur</b> qcl058
<b>Telephone No. - N° de téléphone</b> (418)563-8334 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA 1550 D'ESTIMAUVILLE QUEBEC Québec G1J0C7 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b>	<b>Facsimile No. - N° de télécopieur</b>
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

Solicitation No. - N° de l'invitation  
EE517-220492/A  
Client Ref. No. - N° de réf. du client  
EE517-220492

Amd. No. - N° de la modif.  
File No. - N° du dossier  
QCL-1-44052

Buyer ID - Id de l'acheteur  
QCL-058  
CCC No./N° CCC - FMS No./N° VME

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## **NOTICE TO OFFERORS**

**This Request for Standing Offer is also part of a set aside under the federal government's Procurement Strategy for Aboriginal Business (EE517-220492/B).**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1            General Information: provides a general description of the requirement;
- Part 2            Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3            Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4            Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5            Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6            Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7            7A, Standing Offer, and 7B, Resulting Contract Clauses:
- 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

#### **The attachments includes:**

- |                        |  |
|------------------------|--|
| Attachment 1 to Part 3 | Pricing schedule                             |
| Attachment 1 to Part 4 | Mandatory and point rated technical criteria |
| Attachment 1 to Part 5 | List of names for integrity                  |
| Attachment 2 to Part 5 | Public Servant                               |

#### **The annexes include:**

- |         |                                    |
|---------|------------------------------------|
| Annex A | Statement of Work                  |
| Annex B | Basis of payment                   |
| Annex C | Periodic report                    |
| Annex D | Federal employment equity programs |
| Annex E | Electronic payment instrument      |

## **1.2 Summary**

### **1.2.1 Project Title**

Environmental services – Environmental assessment and receiving environment

### **1.2.2 Description**

Public Works and Government Services Canada (PWGSC) is seeking specialized firms that are able to provide, upon request, various environmental services for different locations across Quebec. These services are required throughout the Quebec Region and will assist PWGSC's Environmental Services (ES).

As part of their mandate to provide services to Canadians, federal departments and agencies regularly call upon PWGSC's ES for mandates to be fulfilled on their properties. These mandates pertain to property management and the environmental compliance of their operational activities. These projects must be carried out so as to meet the objectives of PWGSC's clients and in accordance with applicable acts and regulations. It is within this context that PWGSC makes use of specialized firms to obtain various environmental services, including studies, environmental projects or other environmental responses planned in various environments.

PWGSC's ES team would like to establish standing offers in order to make use of professional environmental services. To that effect, the services in question are divided into two stream and associated with consultant services in environmental assessment and for the receiving environment.

### **1.2.3 Period of the Standing Offer**

2 firm year and 2 one-year option periods

### **1.2.4 Commercial agreements**

This requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA), the Canada-Colombia Free Trade Agreement, the Canada-Peru Free Trade Agreement, the Canada-Panama Free Trade Agreement, the Canada-Chili Free Trade Agreement and the Canada-Honduras Free Trade Agreement.

### **1.2.5 Security Requirements**

No security requirement is required for the work.

### **1.2.6 Funding**

This Request for Standing Offer is also part of an Procurements set aside (EE517-220492/B) and a portion of the requirement could be issued to the Aboriginal business with the responsive offer with the highest combined rating of technical merit and price. 5% of the Limitation of Expenditure could be allocated for the Aboriginal market.

### **1.2.7 epost Connect**

This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

### **1.3 Debriefings**

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

### **1.4 Anticipated migration to an e-Procurement Solution (EPS)**

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

## **PART 2 - OFFEROR INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2020-05-28) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

#### **2.1.1 SACC Manual Clauses**

[A7035T](#) (2007-05-25), List of proposed subcontractors

### **2.2 Submission of Offers**

Offers must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the Request for Standing Offers:

#### **2.2.1 Epost Connect**

Bidders choosing to submit using epost Connect must send an email requesting to open an epost Connect conversation to the following address:

[TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca)

**Note: Offers will not be accepted if emailed directly to this email address.** This email address is to be used to open an epost Connect conversation, as detailed in Standard Instruction [2006](#), or to send offers through an epost Connect message if the Offeror is using its own licensing agreement for epost Connect.

It is the Offeror's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the Request for Standing Offers closing date.

Steps to follow for the Bid Submission to Bid Receiving Unit (BRU) using epost Connect (<https://buyandsell.gc.ca/steps-to-follow-for-the-bid-submission-to-bid-receiving-unit-bru-using-epost-connect>)

#### **2.2.2 Facsimile**

Facsimile number: 418-566-6168.

**2.2.3** Offers transmitted by hardcopy to PWGSC will not be accepted.

### 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

#### Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#) R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

#### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension?

Yes ( ) No ( )

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes ( ) No ( )

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.
- h.

### 2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority, [Alexandra.Parent@tpsgc-pwgsc.gc.ca](mailto:Alexandra.Parent@tpsgc-pwgsc.gc.ca), no later than **10 calendar days** before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

### 2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force **in Quebec**.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

## 2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
- Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

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## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The offer must be gathered per section and separated as follows:

Section I: Technical Offer  
Section II: Financial Offer  
Section III: Certifications

Offers transmitted by hardcopy will not be accepted.

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

#### Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work. Offerors should demonstrate their capability and describe the approach they will take in a comprehensive, concise and clear manner to perform the work.

The technical offer must be presented for each stream separately:

Stream #1 : Environmental assessment  
Stream #2 : Receiving environment

The technical offer must have a maximum of 40 pages for each stream identifies, Environmental assessment and Receiving environment, all inclusive (in particular, the calculation of the number of pages must include the cover page, the table of contents, the list of abbreviations, text, tables, organization charts, résumé, graphics etc). If a technical offer exceeds 40 pages, all excess pages will not be considered for evaluation.

The technical offer includes the following:

- i. All the information required to demonstrate its conformity with the Mandatory an Point Rated Technical Criteria described in *Attachment 1 to Part 4 - Mandatory and Point Rated Technical Criteria*.
- ii. Each criterion should be addressed separately.
- iii. Offerors should submit their technical offer following the numbering and ordering of the mandatory and point rated technical evaluation criteria, as listed in *Attachment 1 to Part 4 – Mandatory and Point Rated Technical Criteria*.
- iv. **Résumés for the Proposed Resources:** The technical bid must include résumés for the proposed resources that demonstrate that each proposed resources meets the qualification requirements described in *Attachment 1 to Part 4 – Mandatory and Point Rated Technical Criteria* (including any educational requirements, work experience requirements, and professional designation or membership requirements, if applicable). With respect to résumés and resources:

- A) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource by the time of bid closing.
- B) For any requirements that specify a particular time period of work experience (e.g., 24 months), Canada will disregard any information about experience if the experience claimed does not include the relevant dates (i.e., the start date and end date indicated in month and year).
- C) For work experience to be considered by Canada, the Offeror must not simply indicate the title of the resource's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the resource while in that position.

## **Section II: Financial Offer**

Offerors must submit their financial offer in Canadian dollars and in accordance with the Pricing Schedule detailed in *Attachment 1 to Part 3 – Pricing Schedule*. Offerors must include a single, firm hourly rate quoted in Canadian dollars in each cell requiring an entry in the pricing schedule.

Offerors must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and applicable taxes excluded.

When preparing their financial offer, Offerors should review clause 4.1.2, *Financial Evaluation*, of Part 4 - *Evaluation Procedures and Basis of Selection*.

**All rates must be included:** The financial offer must include all rates for the requirement described in this Request For Standing Offer for the entire period of the Standing Offer, including option years.

**Rates not shown:** If the Offeror leaves the field blank, Canada will consider the rate to be « 0,00\$ » for evaluation purposes and may ask the Offeror to confirm that the price is indeed « 0,00\$ ». No Offeror will be allowed to add or modify a price during this confirmation. If the offeror refuses to confirm that the price of a blank field is « 0,00\$ », their offer will be declared non-responsive.

### **3.1.1 Electronic Payment of Invoices - Offer**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "E" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "E" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### **3.1.2 Exchange Rate Fluctuation**

**C3011T (2013-11-06)**, Exchange Rate Fluctuation

**Section III: Certifications** Offerors must submit the certifications and additional information required under Part 5.

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### ATTACHMENT 1 TO PART 3 – PRICING SCHEDULE

For each of the stream where the offeror wishes to present an offer:

1. The offeror must complete this pricing schedule (e.i. *Table 1 and Table 2*) and include it in its financial offer once completed. As a minimum, the offeror must respond to this pricing schedule by including in its financial offer, for each of the periods specified below, its quoted all inclusive firm price (in Canadian dollars) proposed for each of the resource categories identified. The all inclusive firm price per hour should not include applicable taxes.
2. The volumetric data included in this pricing schedule are provided for offer evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the offer solicitation will be consistent with this data.

Stream #1 – Environmental assessment

3. The cumulative total of all resource categories will be calculated as follows:

**Cumulative total for Project Manager**  
+  
**Cumulative total for Environmental professional (Senior, Intermediate and Junior)**  
+  
**Cumulative total for Illustrators/Cartographers**  
+  
**Cumulative total for Administrative personnel**

---

**Cumulative total of all resource categories**

Stream #2- Receiving Environment

4. The cumulative total of all resource categories will be calculated as follows:

**Cumulative total for Project Manager**  
+  
**Cumulative total for Environmental professional (Senior, Intermediate and Junior)**  
+  
**Cumulative total for Technician (Senior, Intermediate and Junior)**  
+  
**Cumulative total for Illustrators/Cartographers**  
+  
**Cumulative total for Administrative personnel**

---

**Cumulative total of all resource categories**

5. Total Bid Price for Evaluation Purposes = Cumulative total of all resource categories.

Each cumulative total by resource category will be calculated as follows:

$$f = (a \times b) + (a \times c) + (a \times d) + (a \times e)$$

**TABLE1 – STREAM #1 ENVIRONMENTAL ASSESSMENT**

Resource categories	Level of effort	Firm prices per hour all inclusive				Cumulative total by resource category (f)
		Firm year #1 (b)	Firm year#2 (c)	Option year #1 (d)	Option year #2 (e)	
	Estimated average annual level of effort (a)					$(f) = (a \times b) + (a \times c) + (a \times d) + (a \times e)$
Project manager Name:	3000 hours	\$/hr	\$/hr	\$/hr	\$/hr	\$
Senior environmental professional Name :	1600 hours	\$/hr	\$/hr	\$/hr	\$/hr	\$
Intermediate environmental professional Name :	2000 hours	\$/hr	\$/hr	\$/hr	\$/hr	\$
Junior environmental professional Name :	1900 hours	\$/hr	\$/hr	\$/hr	\$/hr	\$
Illustrators / Cartographers	1100 hours	\$/hr	\$/hr	\$/hr	\$/hr	\$
Administrative personnel	750 hours	\$/hr	\$/hr	\$/hr	\$/hr	\$
<b>Total offer price for evaluation purposes</b>						<b>\$</b>

**TABLE 2 – STREAM #2 RECEIVING ENVIRONMENT**

Resource categories	Level of effort Estimated average annual level of effort	Firm prices per hour all inclusive				Cumulative total by resource category (f)
		Firm year #1 (b)	Firm year#2 (c)	Option year #1 (d)	Option year #2 (e)	
Project manager Name:	2150 hours	\$/hr	\$/hr	\$/hr	\$/hr	\$(a x b) + (a x c) + (a x d) + (a x e)
Senior environmental professional Name :	850 hours	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Intermediate environmental professional Name :	1150 hours	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Junior environmental professional Name :	1000 hours	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Senior technician Name :	1325 hours	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Intermediate technician Name :	1350 hours	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Junior technician Name :	850 hours	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Illustrators / Cartographers	1100 hours	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Administrative personnel	750 hours	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
<b>Total offer price for evaluation purposes \$</b>						<b>\$</b>

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Offeror Experience**

Except where expressly provided otherwise, the experience described in the offer must be the experience of one or more of the following:

- a) The Offeror itself (which includes the experience of any companies that formed the Offeror by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract); or
- b) The Offeror's affiliates (i.e. parent, subsidiary or sister corporations, maximum of 2), provided the Offeror identifies and demonstrates the transfer of know-how, the use of toolsets and the use of key personnel from the affiliate for the applicable criteria; or
- c) The Offeror's subcontractors, provided the Offeror includes a copy of the teaming agreements and identifies the roles and responsibilities of all parties under the agreement and how their work will be integrated.

The experience of the Offeror's suppliers will not be considered.

##### **4.1.1.2 Mandatory Technical Criteria**

Refer to *Attachment 1 to Part 4 – Mandatory and point rated technical Criteria*.

##### **4.1.1.3 Point Rated Technical Criteria**

Refer to *Attachment 1 to Part 4 – Technical Criteria*. Point-rated technical criteria not addressed will be given a score of zero.

### **4.1.2 Financial Evaluation**

- 4.1.2.1** For offer evaluation and Offeror selection purposes only, the evaluated price of an offer will be determined in accordance with the pricing schedule detailed in *Attachment 1 to Part 3 – Pricing Schedule*.

#### **4.1.2.2 Mandatory Financial Criteria**

Offerors must submit their financial offer in accordance with *Section II: Financial Offer of Part 3 – Offer Preparation Instructions*.

## 4.2 Basis of Selection

### 4.2.1 Basis of Selection - Highest Combined Rating of Technical Merit (60%) and Price (40%)

4.2.1.1 To be declared responsive, an offer must:

- a) comply with all the requirements of the Request for Standing Offer; and
- b) meet all mandatory criteria; and
- c) obtain the required minimum of 49 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 80 points.

4.2.1.2 Offers not meeting 4.2.1.1 a) or b) or c) will be declared non-responsive.

4.2.1.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40 % for the price.

4.2.1.4 To establish the technical merit score, the overall technical score for each responsive offer will be determined as follows:

***total number of points obtained / maximum number of points available  
multiplied by the ratio of 60 %.***

4.2.1.5 To establish the pricing score, each responsive offer will be prorated against the lowest evaluated price and the ratio of 40 %.

4.2.1.6 For each responsive offer, the technical merit score and the pricing score will be added to determine its combined rating.

4.2.1.7 Neither the responsive offer obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive offer with the highest combined rating of technical merit and price will be recommended for award of a contract.

4.2.1.8 This Request for Standing Offer is also part of an Procurements set aside (EE517-220492/B) and a portion of the requirement could be issued to the Aboriginal business with the responsive offer with the highest combined rating of technical merit and price.

The table below illustrates an example where all three offers are responsive and the selection of the Offeror is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 80 and the lowest evaluated price is \$5,000,000.00.

**Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)**

		OFFEROR 1	OFFEROR 2	OFFEROR 3
<b>Overall Technical Score</b>		70 / 80	56 / 80	75 / 80
<b>Offer Evaluated Price</b>		5,500,000.00 \$	5,000,000.00 \$	6,000,000.00 \$
<b>Calculations</b>	<b>Technical Merit Score</b>	$(70 / 80) \times 60 = 52,50$	$(56 / 80) \times 60 = 42,00$	$(75 / 80) \times 60 = 56,25$
	<b>Pricing Score</b>	$5,000,000.00 \$ / 5,500,000.00 \$ \times 40 = 36.36$	$5,000,000.00 \$ / 5,000,000.00 \$ \times 40 = 40.00$	$5,000,000.00 \$ / 6,000,000.00 \$ \times 40 = 33.33$
<b>Combined Rating</b>		<b>88,86</b>	<b>82,00</b>	<b>89,58</b>
<b>Overall Rating</b>		<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>1<sup>st</sup></b>

#### 4.2.1.9

For each stream (stream #1 and stream #2), the eight (8) offerors with the highest score will be recommended for issuance of a standing offer. PWGSC intends to authorize a maximum of eight (8) Standing Offers for each stream, *Environmental assessment and Receiving environment*.

If an offeror qualifies for both stream, a standing offer will be awarded with a total financial limitation combined with percentages, according to his ranking.

For example:

If an offeror rank second for stream #1 and fourth for stream #2. A single standing offer will be granted with the following financial limitation:

A total of 18% of the limitation of expenditure of stream #1 and 14% of the limitation of expenditure of stream #2, for a grand total of 32% of the budget combined.

Limitation of expenditure  
Stream #1: 3 600 000\$, applicable taxes extra  
Stream #2: 4 400 000\$, applicable taxes extra

Following the technical and financial offer's evaluation the allocation of call-ups (distribution of the total budget of the standing offer) will be made according to the ideal following distribution:

- 20% of the work assigned to the first ranked consultant;
- 18% for the second ranked consultant;
- 16% for the third;
- 14% for the fourth;
- 11% for the fifth;
- 9% for the sixth;
- 7% for the seventh;
- 5% for the eighth.

If less than eight (8) consultants are retained, the % of work to be allocated will be distributed to the successful offerors using the following formula :

$$\text{The revised distribution \%} = \frac{\text{established \%}}{100 \text{ minus the \% to distribute}} \times 100$$

In the event that a consultant withdraws or that Canada terminates a standing offer during its term, the remaining residual amount of the financial limitation of the standing offer of this consultant will be divided equally proportionately and added to the financial limitation of the other qualified firms on the standing offer.

***Canada intends to maintain the above balance when issuing call-ups, however this is not an obligation.***

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### 5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### 5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process, *Attachment 1 to part 5 – List of names for integrity*.

#### 5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/canada-labour's) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

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### 5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

#### 5.2.3.1 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

#### 5.2.3.2 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

#### 5.2.3.3 Language skills

The Offeror certifies that he have the language skill required to execute the work stated in the Statement of Work.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### Certification

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **6.1 Security Requirements**

There is no security requirement required for the work.

### **6.2 Financial Capability**

*SACC Manual* clause [M9033T](#) (2011-05-16) Financial Capability

### **6.3 Insurance Requirements**

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in article 7.7.1 .

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **7.1 Offer**

The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

#### **7.2 Security Requirements**

**7.2.1** There is no security requirement applicable to the Standing Offer.

#### **7.3 Standard Clauses and Conditions**

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

##### **7.3.1 General Conditions**

[2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### **7.3.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in annex « C ». If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

The data must be submitted to the Standing Offer Authority.

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period: ***(Will be inserted at standing offer award)***

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#### **7.4 Term of Standing Offer**

##### **7.4.1 Period of the Standing Offer *(Will be inserted at standing offer award)***

The period for making call-ups against the Standing Offer is from April 1<sup>st</sup> 2022 to March 31<sup>st</sup> 2024.

Solicitation No. - N° de l'invitation  
EE517-220492/A  
Client Ref. No. - N° de réf. du client  
EE517-220492

Amd. No. - N° de la modif.  
File No. - N° du dossier  
QCL-1-44052

Buyer ID - Id de l'acheteur  
QCL-058  
CCC No./N° CCC - FMS No./N° VME

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#### **7.4.2 Extension of Standing Offer (*Will be inserted at standing offer award*)**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) period of one (1) year each , from \_\_\_\_\_ to \_\_\_\_\_ under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

#### **7.5 Authorities**

##### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Alexandra Parent  
Title: Supply specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
General directorate of procurement

Telephone: 418 – 563 - 8334

E-mail address: [Alexandra.Parent@tpsgc-pwgsc.gc.ca](mailto:Alexandra.Parent@tpsgc-pwgsc.gc.ca)

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

##### **7.5.2 Project Authority**

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

##### **7.5.3 Offeror's Representative *(To be filled out by the offeror)***

Name: \_\_\_\_\_  
Title:  
Organisation:  
Address:  
Telephone: \_\_\_\_\_  
Facsimile:  
Email :  
\_\_\_\_\_

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

## 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Public services and Government Canada.

## 7.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer
  - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
  - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
  - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)or
3. An equivalent form or electronic call-up document which contains at a minimum the following information:
  - standing offer number;
  - statement that incorporates the terms and conditions of the Standing Offer;
  - description and unit price for each line item;
  - total value of the call-up;
  - point of delivery;
  - confirmation that funds are available under section 32 of the Financial Administration Act;
  - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

## 7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$400 000 (Applicable Taxes included).

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## 7.10 Financial Limitation (*Will be inserted at standing offer award*)

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority

## 7.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- e) the general conditions 2010B ; (2020-05-28), General conditions – Professional services (medium complexity)
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) Annex C, Periodic report;
- i) Annex D, Federal contractors program for employment equity - Certification;
- j) Annex E, Electronic payment instrument;
- k) the Offeror's offer dated \_\_\_\_\_. (*Will be inserted at standing offer award*)

## 7.12 Certifications and Additional Information

### 7.12.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

### 7.12.2 SACC Manual Clauses

M3020C (2016-01-28), Status of availability of ressources - Offer

## 7.13 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force **in Quebec**.

## **7.14 Transition to an e-Procurement Solution (EPS)**

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **7.1 Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

[2010B](#) (2020-05-28), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

The Work is to be performed during the period indicated in the call-up against the Standing Offer.

#### **7.3.2 Delivery Date**

Delivery must be completed in accordance with the call-up against the Standing Offer.

### **7.4 Proactive Disclosure of Contracts with Former Public Servants**

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

## **7.5 Payment**

### **7.5.1 Basis of Payment – Progress payment**

1. Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to 90 p. 100 of the amount claimed and approved by Canada if:
  - a. an accurate and complete claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - b. the amount claimed is in accordance with the basis of payment;
  - c. the total amount for all progress payments paid by Canada does not exceed 90 p.100 of the total amount to be paid under the Contract;
  - d. all certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives.
2. The balance of the amount due will be paid in accordance with the payment provisions of the order.
  - a. Subsequent when all of the work required by the contract has been completed and delivered if the work has been accepted by Canada and a final demand for payment is made.
3. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

### **7.5.2 SACC Manual Clauses**

[A9117C](#) (2007-11-30), T1204 - Direct request by customer department

### **7.5.3 Electronic Payment of Invoices – Call-up**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

## 7.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Each invoice must be supported by:
  - a. a copy of time sheets to support the time claimed;
  - b. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
3. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## 7.7 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in article 7.7.1. The Contractor must maintain the required insurance coverage for the duration of the Standing offer. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Standing offer.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Standing offer and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the , a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

### 7.7.1 Commercial general liability insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

## 7.8 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

## **ATTACHMENT 1 TO PART 4 – MANDATORY AND POINT RATED TECHNICAL CRITERIA**

### **1. Services Required**

All instances of “Services Required” in the technical and point rated criteria refer to section 3 of the Statement of Work, entitled Description of Services Required.

#### ***STREAM 1: Environmental assessment***

Unless otherwise indicated regarding the exclusion of Item 5, the phrase “Services Required” refers to the five (5) following items and their sub-items:

1. Environmental assessment (*Impact Assessment Act—IAA*);
2. Environmental monitoring to apply environmental mitigation measures for the environmental impacts of projects;
3. Follow-up on the effectiveness of the environmental mitigation measures;
4. Environmental authorization, approval, licence and certificate; and
5. Related environmental studies and development of general application tools for environmental protection.

#### ***STREAM 2: Receiving environment***

Unless otherwise indicated regarding the exclusion of Item 2, the phrase “Services Required” refers to the two (2) following items and their sub-items:

1. Characterization, sampling and/or inventory studies intended to describe one or more biological or biophysical components in various types of environments; and
2. Identification of sites and/or projects with a potential for offsets and determination of development potential based on the results of environmental assessments and implementation of environmental surveillance and monitoring programs for offset projects.

## 2. Mandatory Technical Criteria

At bid closing time, the bidder must respond to the mandatory technical criteria presented below, in Tables 1 and 2, and provide the necessary documentation to support compliance. The technical bid must meet all mandatory criteria. If that is the case, the technical offer will be considered responsive and will be evaluated on the basis of the point rated criteria (technical first, then financial). Failure to meet the mandatory criteria will render the bid non-responsive and no further evaluation will be carried out. Each requirement should be addressed separately.

In the *Reference* column of Table 1, the bidder should indicate the page number(s) of the bid with the information and documents requested. The *Satisfied (Y/N)* column will be filled out by the evaluation team.

For each stream, the bidder must propose at least a project authority (Tables 1 and 2, sections 1.1), an environmental professional (Tables 1 and 2, section 1.2) and a technician (STREAM 2 ONLY; Table 2, section 2.3). Only the proposed resources meeting the mandatory criteria will be considered for a standing offer. The resumé of these resources (maximum two pages per resumé) must also be provided with the proposal.

For information purposes, the tasks of a project manager should include, but are not limited to, the following:

- Ensure the economic and technical feasibility of the project based on the established methods and budget;
- Develop and validate project objectives and implementation plan;
- Approve the schedule of activities and detailed work plan;
- Assign the necessary resources to the various tasks;
- Direct the project in its entirety and provide appropriate guidance;
- Supervise and coordinate the project team, which includes the environmental professionals, technicians and subcontractors, throughout the duration of the project;
- Effectively ensure project management, coordination and follow-up (completion of tasks, compliance with budgets, schedules and milestones) using a range of project management tools;
- Address issues and get involved in conflict resolution;
- Ensure quality control;
- Review and approve deliverables produced;
- Be responsible for the project and results;
- Ensure that the various applicable requirements, such as those related to occupational health and safety, are complied with; and
- Be the main contact for PWGSC.

For information purposes, the tasks of an environmental professional should include, but are not limited to, the following:

- Participate in the analysis and evaluation of the approaches and options for completing the project;
- Develop the schedule of activities, milestones and budget for the preferred option;
- Develop a detailed work plan and obtain approval for the plan;
- Develop a follow-up plan for the agreed-upon parameters (including the schedule, milestones and budget) and update any relevant information on the project;
- Validate data, tables, graphs, diagrams, plans, etc. to ensure a detailed analysis and accurate interpretation of the scope;
- Ensure that all results obtained are complete, analyzed and processed in depth in order to meet the objectives and ensure compliance with the Statement of Work for the Standing Offer; and
- Prepare reports.

For information purposes, the tasks of a technician should include, but are not limited to, the following:

- Perform the various technical tasks that have been assigned in order to complete the project;
- Prepare the material required for assessments;
- Perform the field work required for the project;
- Act as the consultant's representative, in the field, for subcontractors; and
- Compile, organize and process the data collected.

Other resources will also be useful to complete these mandates, such as illustrators, geomaticians and cartographers along with the administrative personnel and any other resources considered useful to the completion of the contracts awarded.

**STREAM 1 Environmental Assessment**

**TABLE 1**

<b>1. Mandatory technical criteria related to personnel – STREAM 1</b>		<b>Reference</b>	<b>Satisfied (Y/N)</b>
<b>1.1 Project Authority</b>			
<b>The technical proposal for the Project Authority must meet mandatory criteria 1.1.1 to 1.1.6</b>			
1.1.1	Provide the name of the proposed resource.		
1.1.2	<u>Education</u> : The proposed resource must have at least a bachelor's degree from a university recognized* by the Government of Canada with a specialization in a field related to environmental sciences. *The list of recognized organizations is posted on the website of the Canadian Information Centre for International Credentials.		
1.1.3	<u>Minimum experience</u> : The proposed resource must have ten (10) years' experience, acquired within the last fifteen (15) years, as project authority for environmental projects. The projects must include at least items 1 to 4 under Services Required in Stream 1 (Item 5 is not mandatory).  *(Start/end dates: MM/YYYY)		
<b>Instructions for criteria 1.1.4 to 1.1.6</b>			
In order to show that criteria 1.1.4 to 1.1.6 have been met, the bidder must provide project descriptions (one page maximum per project). The projects submitted to demonstrate the experience acquired must be <u>completed</u> by the bid closing date. For each project submitted, the bidder must include the information indicated in section 3.3 of this document.			
1.1.4	<u>Minimum experience</u> : The proposed resource must have participated in at least three (3) projects presented by the firm (section 3.3).		
1.1.5	<u>Minimum experience</u> : The proposed resource must have completed at least six (6) environmental assessments of projects as the project authority within the federal regulatory framework ( <i>Canadian Environmental Assessment Act</i> [CEAA], <i>Impact Assessment Act</i> [IAA] ) during the last 10 years.*  *(Start/end dates: MM/YYYY)		
1.1.6	<u>Minimum experience</u> : The proposed resource must have completed at least five (5) projects within the last ten (10) years* as project authority including the development of a monitoring plan or site monitoring or a follow-up program for environmental impact mitigation measures as part of a federal regulatory framework.  *(Start/end dates: MM/YYYY)		

**TABLE 1 (continued)**

<b>1.2 Environmental Professional</b>			
<b>The technical proposal for the Environmental Professional must meet mandatory criteria 1.2.1 to 1.2.6</b>			
1.2.1	Provide the name of the proposed resource.		
1.2.2	<u>Education:</u> The proposed resource must have at least a bachelor's degree from a university recognized* by the Government of Canada with a specialization in a field related to environmental sciences. *The list of recognized organizations is posted on the website of the Canadian Information Centre for International Credentials.		
1.2.3	<u>Minimum experience:</u> The proposed resource must have seven (7) years' experience,* acquired within the last ten (10) years, as environmental professional for environmental projects. The projects must include at least items 1 to 4 under Services Required in Stream 1 (Item 5 is not mandatory).  *(Start/end dates: MM/YYYY)		
<b>Instructions for criteria 1.2.4 to 1.2.6</b> In order to show that criteria 1.2.4 to 1.2.6 have been met, the bidder must provide project descriptions (one page maximum per project). The projects submitted to demonstrate the experience acquired must be completed by the bid closing date. For each project submitted, the bidder must include the information indicated in section 3.3 of this document.			
1.2.4	<u>Minimum experience:</u> The proposed resource must have participated in at least three (3) projects presented by the firm (section 3.3).		
1.2.5	<u>Minimum experience:</u> The proposed resource must have completed at least three (3) environmental assessments as an environmental professional within the federal regulatory framework ( <i>Canadian Environmental Assessment Act</i> [CEAA]; <i>Impact Assessment Act</i> [IAA]) during the last seven (7) years.*  *(Start/end dates: MM/YYYY)		
1.2.6	<u>Minimum experience:</u> The proposed resource must have completed at least three (3) projects within the last seven (7) years* as environmental professional including the development of a monitoring plan and/or site monitoring and/or a follow-up program for environmental impact mitigation measures as part of federal regulatory framework.  *(Start/end dates: MM/YYYY)		

**STREAM 2 Receiving Environment**

**TABLE 2**

<b>2. Mandatory technical criteria related to personnel – STREAM 2</b>		<b>Reference</b>	<b>Satisfied (Y/N)</b>
<b>2.1 Project Authority</b>			
<b>The technical proposal for the Project Authority must meet mandatory criteria 2.1.1 to 2.1.5</b>			
2.1.1	Provide the name of the proposed resource.		
2.1.2	<u>Education</u> : The proposed resource must have at least a bachelor's degree from a university recognized* by the Government of Canada with a specialization in a field related to environmental sciences. *The list of recognized organizations is posted on the website of the Canadian Information Centre for International Credentials.		
2.1.3	<u>Minimum experience</u> : The proposed resource must have ten (10) years' experience,* acquired within the last fifteen (15) years, as project authority for environmental projects. The projects must include at least items 1 and 2 under Services Required in Stream 2.  *(Start/end dates: MM/YYYY)		
<b><u>Instructions for criteria 2.1.4 and 2.1.5</u></b>			
In order to show that criteria 2.1.4 and 2.1.5 have been met, the bidder must provide project descriptions (one page maximum per project). The projects submitted to demonstrate the experience acquired must be completed by the bid closing date. For each project submitted, the bidder must include the information indicated in section 3.3 of this document.			
2.1.4	<u>Minimum experience</u> : The proposed resource must have participated in at least three (3) projects presented by the firm (section 3.3).		
2.1.5	<u>Minimum experience</u> : The proposed resource must have carried out at least six (6) projects as project authority to study the characterization of various biological, ecological or physicochemical components, including the preparation of a study plan/protocol and the sampling, analysis and interpretation of data within the last ten (10) years.*  *(Start/end dates: MM/YYYY)		

**TABLE 2 (continued)**

<b>2.2 Environmental Professional</b>			
<b>The technical proposal for the Environmental Professional must meet mandatory criteria 2.2.1 to 2.2.5</b>			
2.2.1	Provide the name of the proposed resource.		
2.2.2	<u>Education:</u> The proposed resource must have at least a bachelor's degree from a university recognized* by the Government of Canada with a specialization in a field related to environmental sciences. *The list of recognized organizations is posted on the website of the Canadian Information Centre for International Credentials.		
2.2.3	<u>Minimum experience:</u> The proposed resource must have seven (7) years' experience,* acquired within the last ten (10) years, as environmental professional for environmental projects. The projects must include at least items 1 and 2 under Services Required in Stream 2.  *(Start/end dates: MM/YYYY)		
<b>Instructions for criteria 2.2.4 and 2.2.5</b>			
In order to show that criteria 2.2.4 and 2.2.5 have been met, the bidder must provide project descriptions (one page maximum per project). The projects submitted to demonstrate the experience acquired must be <u>completed</u> by the bid closing date. For each project submitted, the bidder must include the information indicated in section 3.3 of this document.			
2.2.4	<u>Minimum experience:</u> The proposed resource must have participated in at least three (3) projects presented by the firm (section 3.3).		
2.2.5	<u>Minimum experience:</u> The proposed resource must have carried out at least four (4) projects as environmental professional to study the characterization of various biological, ecological (at least one (1) project) and physicochemical (at least one (1) project) components, including the preparation of a study plan/protocol and the sampling, analysis and interpretation of data within the last seven (7) years.*  *(Start/end dates: MM/YYYY)		

**TABLE 2 (continued)**

<b>2.3 Technician</b>			
<b>The technical proposal for the Technician must meet mandatory criteria 2.3.1 to 2.3.5</b>			
2.3.1	Provide the name of the proposed resource.		
2.3.2	<u>Education:</u> The proposed resource must have at least a college diploma with a specialization in the environmental sciences field.		
2.3.3	<u>Minimum experience:</u> The proposed resource must have seven (7) years' experience* in ecological and physicochemical characterization projects within the last ten (10) years.* The projects must include at least items 1 and 2 under Services Required in Stream 2.  *(Start/end dates: MM/YYYY)		
<b>Instructions for criteria 2.3.4 and 2.3.5</b>			
In order to show that criteria 2.3.4 and 2.3.5 have been met, the bidder must provide project descriptions (one page maximum per project). The projects submitted to demonstrate the experience acquired must be <u>completed</u> by the bid closing date. For each project submitted, the bidder must include the information indicated in section 3.3 of this document.			
2.3.4	<u>Minimum experience:</u> The proposed resource must have participated in at least three (3) projects presented by the firm (section 3.3).		
2.3.5	<u>Minimum experience:</u> The proposed resource must have carried out, as a technician, at least five (5) projects to study the characterization of various biological, ecological (at least one (1) project) and physicochemical (at least one (1) project) components, including the application of a study plan/protocol, sampling and participation in the analysis and interpretation of data within the last seven (7) years.*  *(Start/end dates: MM/YYYY)		

### 3. Point Rated Technical Criteria

Each bid that meets all of the above mandatory requirements shall be evaluated and scored in accordance with the point rated technical criteria listed below (items 3.1 to 3.3).

Table 3 sets out the maximum scores and the passing scores required for the point rated technical criteria described in the following sections. Table 3 should be filled out to support the technical bid for each stream in which the firm would like to qualify.

For criteria 3.2 and 3.3 in Table 3, the bidder should indicate, in the Reference column, the page number(s) of the bid with the information or documents needed to evaluate the point rated technical criteria.

When applicable, a generic evaluation grid will be used to establish criteria scores. The scores in this grid, presented at the end of this document in Table 4, allow the bidder to obtain a maximum of 10 points for each criterion listed. The scoring obtained will then be weighted on the basis of the points in Table 3.

**TABLE 3: Scoring for Point Rated Technical Criteria**

<b>POINT RATED TECHNICAL CRITERIA</b>	<b>MAXIMUM</b>	<b>REQUIRED PASS MARK</b>	<b>REFERENCE</b>
<b>3.1 CLARITY OF PROPOSAL</b>	<b>10</b>	<b>-</b>	
3.1.1 Presentation and Structure of Proposal	10	-	N/A
<b>3.2 COMPREHENSION OF THE MANDATE AND PLANNING</b>	<b>30</b>	<b>21</b>	
3.2.1 Comprehension of the scope of services	10	-	
3.2.2 Assignment of tasks and operational structure	8	-	
3.2.3 Methods and tools used to perform the work	10	-	
3.2.4 Integration of sustainability in the delivery of services	2	-	
<b>3.3 FIRM'S PROJECTS</b>	<b>40</b>	<b>28</b>	
3.3.1 Relevance (15 points)			
3.3.1.1 Project 1	1.5	-	
3.3.1.2 Project 2	1.5	-	
3.3.1.3 Project 3	1.5	-	
3.3.1.4 Project 4	1.5	-	
3.3.1.5 Project 5	1.5	-	
3.3.1.6 Project 6	1.5	-	
3.3.1.7 Project 7	1.5	-	
3.3.1.8 Project 8	1.5	-	
3.3.1.9 Project 9	1.5	-	
3.3.1.10 Project 10	1.5	-	
3.3.2 Diversity (15 points)			
3.3.2.1 Diversity of required services	10	-	
3.3.2.2 Diversity of types of projects	5	-	
3.3.3 Complexity (10 points)			
3.3.3.1 Project 1	1.0	-	
3.3.3.2 Project 2	1.0	-	
3.3.3.3 Project 3	1.0	-	
3.3.3.4 Project 4	1.0	-	
3.3.3.5 Project 5	1.0	-	
3.3.3.6 Project 6	1.0	-	
3.3.3.7 Project 7	1.0	-	
3.3.3.8 Project 8	1.0	-	
3.3.3.9 Project 9	1.0	-	
3.3.3.10 Project 10	1.0	-	
<b>TOTAL</b>	<b>80</b>	<b>49</b>	

### **3.1 Clarity of proposal**

#### **3.1.1 Presentation and structure of proposal (10 points)**

The submitted technical offer should contain all of the information requested in this document without any superfluous or irrelevant material. The presentation and structure of the technical bid document must be clear in order to easily find chapters, sections and information. The quality of the bidder's proposal must meet the standards normally required for reports and studies in the environmental sciences field. The structure of the bid should follow the order of the mandatory and point rated evaluation criteria. Particular attention must also be paid to the quality of the language used, including spelling, grammar and syntax.

This criterion will be evaluated using the generic grid provided in Table 4.

### **3.2 Comprehension of the mandate and planning**

#### **3.2.1 Comprehension of the scope of services (10 points)**

The bidder should clearly demonstrate that it has understood the full scope and breadth of the Services Required, which may require methods, techniques, criteria, regulatory requirements, etc. that may have an impact on the performance of the services and deliverables.

This criterion will be evaluated using the generic grid provided in Table 4.

#### **3.2.2 Assignment of tasks and operational structure (8 points)**

The bidder should clearly outline how the work team will be structured to carry out the various mandates that could be assigned and meet the requirements. The bidder should explain how they will ensure that the best resources are assigned in the best places. In particular, in addition to the explanations that should be presented, an organizational chart should be provided to show the structure and assignment of tasks. The operational structure should include, but not be limited to, the key positions, roles and responsibilities, communication links, coordination components, follow-up, etc. within the framework of a mandate.

This criterion will be evaluated using the generic grid provided in Table 4.

#### **3.2.3 Methods and tools used to perform the work (10 points)**

The bidder should demonstrate that they understand the scope of the services requested (Statement of Work) and the way they must be provided. The bidder should clearly describe the methods and tools that will be used to carry out each step of the mandate. Without limitation, the methods and tools may be used to plan the work, identify issues and priorities, evaluate the workload, monitor tasks and activities, monitor budgets, schedules and timelines, etc.

This criterion will be evaluated using the generic grid provided in Table 4.

### **3.2.4 Integration of sustainability in the delivery of services (2 points)**

The bidder must demonstrate the extent of its ability to incorporate sustainable development and environmentally responsible practices into the delivery of the contracts awarded to it.

It should demonstrate that the firm has implemented, as part of its own operations, initiatives in at least five (5) of the following priority areas:

- Sustainable development or environmental management policy
- Paper recycling
- Using recycled paper
- Waste minimization
- Soil salvage
- Water recovery (if floating phase)
- Waste pickup
- Use of recoverable materials instead of disposable materials
- Reduction of pollution from employee transportation

### **3.3 Firm's projects**

Bidders must demonstrate, through the description of ten (10) projects, which items in the Services Required their firm has already provided as part of previous mandates. The projects submitted must have been carried out as lead expert (lead contractor) and successfully completed by the bid closing date. The projects submitted will be evaluated based on their relevance, diversity and complexity.

The projects submitted must meet the following conditions:

- Have been completed within the last five (5) years\* (the final report must have been submitted between 2016 and the closing date of this bid solicitation).
- Have been completed in Canada.

\*(Start/end dates: MM/YYYY)

For each proposed project, the bidder must include at least the following information:

- a) Title
- b) Objectives
- c) Project team
- d) Scope of work/services provided
- e) Description and specific characteristics of the projects
- f) Project location
- g) Project start and end dates (day/month/year)
- h) The client (client organization, person in charge and contact information)

The content of the technical proposal should provide the information required to evaluate the project's relevance (section 3.3.1), diversity (section 3.3.2) and complexity (3.3.3). If more than 10 projects are submitted, PWGSC will evaluate only the 10 first projects.

### **3.3.1 Relevance (15 points)**

The relevance of the ten (10) projects submitted will be evaluated on the basis of their compatibility with the items under Services Required for each of the streams for which the projects are submitted. A project will be considered relevant if it directly includes at least one of the Services Required items.

The score for relevance will be established as follows:

Relevant project = 1.5 points

Non-relevant project = 0 points

### **3.3.2 Diversity (15 points)**

#### **3.3.2.1 Diversity of Services Required (10 points)**

Diversity will be evaluated based on the number of Services Required items included in the services provided as part of the projects submitted by the firm. Scores are established based on the number of items included in the 10 projects submitted for each stream:

##### **Stream 1:**

5 items = 10 points

4 items = 8 points

3 items = 6 points

2 items = 4 points

1 item = 2 points

##### **Stream 2:**

2 items = 10 points

1 item = 5 points

#### **3.3.2.2 Diversity of types of projects (5 points)**

Diversity in the types of project (Stream 1) or types of natural environment (Stream 2).

##### **Stream 1:**

Diversity in the types of project will be evaluated based on the following categories:

- a) Construction, renewal, repair, demolition of port infrastructure (wharf structures, breakwaters, etc.) or other projects in water;
- b) Dredging, immersion of sediments at sea, treatment of contaminated and uncontaminated sediments;
- c) Work in protected areas, such as, but not limited to, national wildlife areas, federal or provincial parks; and
- d) Construction/deconstruction of various infrastructures (including, but not limited to, lightstations, range lights, buildings in urban areas, correctional institutions, military bases, roads, airports, border crossings).

The score is established based on the number of types of projects among the projects submitted by the firm:

4 types of project = 5 points

3 types of project = 4 points

2 types of project = 2 points

1 type of project = 1 point

### **Stream 2:**

Diversity in the types of natural environment in which the projects submitted have been carried out will be evaluated based on the following categories:

- a) Freshwater aquatic environment
- b) Marine/estuarine aquatic environment
- c) Wetland
- d) Terrestrial environment

The score is established based on the number of natural environments among the projects submitted by the firm:

- 4 types of environment = 5 points
- 3 types of environment = 4 points
- 2 types of environment = 2 points
- 1 type of environment = 1 point

### **3.3.3 Complexity (10 points)**

The complexity of the projects submitted will be evaluated based on the characteristics likely to make them more complex. The list below sets out the characteristics used to assess complexity:

#### **Stream 1:**

- a) Request and obtain federal environmental authorization, approval, licence and certification, other than under the *Environment Quality Act*, the *Canadian Environmental Assessment Act*, or the *Impact Assessment Act*.
- b) Presence of sensitive components, such as threatened or vulnerable species or species at risk, heritage elements, protected areas, humid or aquatic environments, requiring the application of specific protective measures.

The score for project complexity will be established as follows:

- Project including item a) = 0.5 points
- Project including item b) = 0.5 points
- Project including neither item = 0 points

The scores will be added together (item a + item b = 1 point)

#### **Stream 2:**

- a) Project involving characterization, sampling or inventory work with a number of biological and physicochemical components AND including at least one threatened or vulnerable species or species at risk.
- b) Project involving the identification of compensation sites, determination of compensation potential AND the development of design concepts in a context of significant adverse environmental effects on a habitat in one of the four types of environments identified in section 3.3.2.2.

The score for project complexity will be established as follows:

- Project including item a) = 0.5 points
- Project including item b) = 0.5 points
- Project including neither item = 0 points

The scores will be added together (item a + item b = 1 point)

**Table 4 – Generic Grid**

<b>Point Rated Criterion</b>	<b>Non Responsive</b>	<b>Unsatisfactory</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Excellent</b>
	0 points	2 points	4 points	6 points	8 points	10 points
<b>3.1.1 Presentation and structure</b>	Did not submit information which could be evaluated	The presentation and structure are unsatisfactory	The presentation and structure are poor	The presentation and structure are fair	The presentation and structure are good	The presentation and structure are excellent
<b>3.2.1 Comprehension of the scope of services</b>	Did not submit information which could be evaluated	The comprehension of the scope of services is almost non-existent	The comprehension of the scope of services is poor	The comprehension of the scope of services is fair	The comprehension of the scope of services is good	The comprehension of the scope of services is excellent
<b>3.2.2 Assignment of tasks and operational structure</b>	Did not submit information which could be evaluated	The assignment of tasks and operational structure are unsatisfactory	The assignment of tasks and operational structure are poor	The assignment of tasks and operational structure are fair	The assignment of tasks and operational structure are good	The assignment of tasks and operational structure are excellent
<b>3.2.3 Methods and tools used to perform the work</b>	Did not submit information which could be evaluated	The choice and description of the methods and tools used to perform the work are unsatisfactory	The methods and tools used to perform the work are poor	The methods and tools used to perform the work are fair	The methods and tools used to perform the work are good	The methods and tools used to perform the work are excellent

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## ATTACHMENT 1 TO PART 5 – LIST OF NAME FOR INTEGRITY

### List of names for integrity verification form

#### Requirements

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names with their bid or offer. The required list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

#### Supplier information

<b>Supplier's legal name:</b>
<b>Organizational structure:</b> <input type="checkbox"/> Corporate entity <input type="checkbox"/> Privately owned corporation <input type="checkbox"/> Sole proprietor
<b>Supplier's address:</b>
<b>Supplier's procurement business number (optional):</b>
<b>Solicitation or transaction number:</b>
<b>Date of bid, offer submission or closing date of Invitation to Offer (yyyy-mm-dd):</b>

Solicitation No. - N° de l'invitation  
EE517-220492/A  
Client Ref. No. - N° de réf. du client  
EE517-220492

Amd. No. - N° de la modif.  
File No. - N° du dossier  
QCL-1-44052

Buyer ID - Id de l'acheteur  
QCL-058  
CCC No./N° CCC - FMS No./N° VME

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**List of names**

Name	Title

**Declaration**

I, (name)\_\_\_\_\_, (position)\_\_\_\_\_, of (supplier's name)\_\_\_\_\_ declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the contracting authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

---

Signature

Please include with your bid or offer.

## ATTACHMENT 2 TO PART 5 – FORMER PUBLIC SERVANT

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

### Definitions

For the purposes of this clause,

"**former public servant**" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"**lump sum payment period**" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"**pension**" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S., 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes ( ) No ( )

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

**Yes** ( ) **No** ( )

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

## ANNEX A – STATEMENT OF WORK

### 1. Scope of the Statement of Work

#### **Objectives**

Public Works and Government Services Canada (PWGSC) is seeking specialized firms that are able to provide, upon request, various environmental services for different locations across Quebec. To that end, on behalf of PWGSC, the firms will be required to provide, depending on need, the services set out in section 3 of this document. These services are required throughout the Quebec Region and will assist PWGSC's Environmental Services (ES).

#### **Background**

As part of their mandate to provide services to Canadians, federal departments and agencies regularly call upon PWGSC's ES for mandates to be fulfilled on their properties. These mandates pertain to property management and the environmental compliance of their operational activities. These projects must be carried out so as to meet the objectives of PWGSC's clients and in accordance with applicable acts and regulations. It is within this context that PWGSC makes use of specialized firms to obtain various environmental services, including studies, environmental projects or other environmental responses planned in various environments. For information purposes, these specialized services may be required for various projects and activities including:

- Construction and renewal of marine infrastructure;
- Dredging and disposal at sea projects;
- Construction, repair or deconstruction of various infrastructures such as navigational aids, urban buildings, correctional institutions, military bases, wharves, access roads, airports, border crossings, etc.;
- Development projects to compensate for adverse environmental effects;
- Fit-up projects in national wildlife areas; and
- Various operational activities carried out on federal sites.

### 2. Reference Documents

When a call-up against a standing offer is issued, the contracting authority (PWGSC) will indicate the framework in which the supplier must perform the work in accordance with expectations and applicable rules. While not being limited thereto, the selected firm may be required to carry out the work in accordance with stipulations derived from various publications or documents that are developed or issued by specialized or regulatory authorities. The following are examples of these documents.

- |                          |                               |                     |
|--------------------------|-------------------------------|---------------------|
| • Regulatory requirement | • Guide                       | • Notice            |
| • Method and protocol    | • Act and Regulations         | • Guidelines        |
| • Assessment manual      | • Procedure                   | • Criterion         |
| • Guidance document      | • Code                        | • Recommendation    |
| • Reference document     | • Standard                    | • Directive, policy |
| • Classification system  | • Conditions of authorization | • Permit            |

For information purposes, the following are examples of authorities likely to publish or issue documents to be taken into account:

- Impact Assessment Agency of Canada (IAAC)
- Fisheries and Oceans Canada (DFO)
- Environment and Climate Change Canada (ECCC)
- Public Works and Government Services Canada (PWGSC)
- St. Lawrence Centre
- Natural Resources Canada
- Centre d'expertise an analyse environnementale (CEAEQ)
- Centre d'expertise hydrique du Québec (CEHQ)
- Committee on the Status of Endangered Wildlife in Canada (COSEWIC)
- Canadian Council of Ministers of the Environment (CCME)
- Ministère du Développement Durable, de l'Environnement et de la Lutte contre les changements climatiques du Québec (MDDELCC)
- Ministère des Forêts, de la Faune et des Parcs (MFFP)
- Ministère de la Culture de des Communications (MCC);
- Federal Contaminated Sites Action Plan (FCSAP)
- Canadian Wildlife Service (CWS)
- Other provincial, municipal or federal entities

### **3. Description of Required Services**

PWGSC's ES team would like to establish standing offers in order to make use of professional environmental services. To that effect, the services in question are divided into two stream and associated with consultant services in **environmental assessment** and for the **receiving environment**.

Responsibilities will include:

#### **3.1 STREAM 1: Environmental Assessment**

##### **3.1.1 Environmental Assessment (Impact Assessment Act—IAA)**

- Preparation of impact assessment reports under section 82 of the IAA;
- Preparation of environmental assessment reports for designated projects under the *Physical Activities Regulations* (SOR/2019-285); and
- Preparing updates for reports of sections of reports within the federal regulatory framework for impact assessment.

### *3.1.2 Environmental monitoring of the application of measures for mitigating the environmental effects related to projects involving various environmental components*

- On the basis of environmental assessment reports or other sources (such as a requirement issued by a regulatory authority), development of environmental monitoring plans applicable to the project site;
- On-site execution of the environmental monitoring associated with the delivery of a project; and
- Preparation of an environmental monitoring report associated with the delivery of a project.

### *3.1.3 Monitoring of the effectiveness of measures for mitigating the environmental effects related to projects involving various environmental components*

- On the basis of environmental assessment reports, environmental monitoring reports or other sources (such as a requirement issued by a regulatory authority), development of environmental follow-up programs on the effectiveness of measures to mitigate effects of a project;
- Implementation of environmental follow-up programs on the effectiveness of measures to mitigate effects of a project;
- Preparation of an environmental follow-up report on the effectiveness of measures to mitigate effects of a project.

### *3.1.4 Environmental authorizations, approvals, licences and certificates*

- *Fisheries Act (FA):*
  - Preparation of the Request for Project Review in accordance with the Request for Review form under the FA;
  - Preparation of the Authorization Request in accordance with the Guide for submitting a request for authorization as per paragraph 35(2)(b) of the FA;
- *Canadian Environmental Protection Act (CEPA):* Preparation of applications for permits for disposal at sea under the CEPA and in accordance with the *Regulations Respecting Applications for Permits for Disposal at Sea (SOR/2014-177)*;
- *Canadian Navigable Waters Act (CNWA):* Preparation of requests for approval (Notice of Works) under the CNWA in accordance with Transport Canada requirements;
- *Species at Risk Act (SARA):* Preparation of applications for permits under the SARA in accordance with the *Permits Authorizing an Activity Affecting Listed Wildlife Species Regulations (SOR/2013-140)*;
- Other regulatory considerations: Preparation of requests for environmental authorizations, approvals, permits and certificates in addition to the preceding items.

### *3.1.5 Related environmental studies and development of general application tools for environmental protection*

- Summary of knowledge, literary review, risk assessment, communications products and collection and analysis of various environmental data;
- Prepare a guide presenting environmental protection measures or an environmental management tool applicable to the operational programs or activities of various federal departments in order to comply with environmental protection acts, regulations, policies, directives, best practices or other applicable requirements; and
- Prepare a decision-making tool to guide various organizations in the development of programs, operational procedures, management plans or in the implementation of projects or activities in order to comply with environmental protection acts, regulations, policies, directives, best practices or other applicable requirements.

## **3.2 STREAM 2: Receiving Environment**

### *3.2.1 Characterization, sampling and inventories*

Various biological (including protected wildlife and flora) or physicochemical components, such as:

- Water
  - Air
  - Soil
  - Sediment
  - Terrestrial wildlife
  - Aquatic wildlife
  - Terrestrial flora
  - Aquatic flora
  - Others (bathymetry, hydrology, hydrodynamics, etc.)
- Preparation of: plans and protocols for characterization, sampling and/or inventory studies;
  - Characterization studies of the receiving environment, sampling and/or inventory programs and, upon request, preparation of documents to present the results (tables, figures or others); and
  - Analysis and/or interpretation of the results of the characterization study, sampling results and/or the results of inventories and preparation of results or expert opinions.

### *3.2.2 Adverse environmental effects compensation project*

- Performing research to identify sites and/or compensation projects with the potential to meet compensation objectives (summary project description, evaluation and feasibility grid, recommendations, etc.);

- Determining the development potential based on the results of environmental studies and biophysical characterizations (interpretation and analysis of the results of environmental studies to identify the project with the best compensation potential, including a cost estimate, surveillance and monitoring program, etc.);
- Implementing and executing the surveillance program during the project (including writing surveillance reports); and
- Implementing and executing the monitoring program after the project is completed (including an environmental monitoring report, its interpretation and the results in terms of compensation in relation to the objectives).

•

#### **4. Service Operation**

##### **4.1 Preparation and start-up**

The PWGSC contract authority will provide the firm in question with a description of the work to be carried out and the expected deliverables so as to enable the firm to prepare a complete work plan. This step will lead to exchanges that may include an initial work meeting.

In general, the work plan to be developed by the firm in question must include, but not be limited to, the following:

- Understanding of the mandate;
- Project completion phases;
- Schedule and milestones;
- Personnel assigned to the tasks (including their qualifications);
- Evaluation of effort in terms of time for each employment category involved;
- Budget evaluation relating to calculated effort; and
- Conditions, indicators and steps set out in the quality control and assurance program.

Following PWGSC's acceptance of the work plan, a start-up meeting will be held in which PWGSC's client (federal department or agency) may participate. Generally, in this meeting, the steps, schedule, milestones, costs, communication mechanisms, administrative aspects, coordination of field work, etc. will be reviewed in detail.

##### **4.2 Completion of mandates**

Throughout the duration of the work, the firm must report to PWGSC's contract authority in accordance with the monitoring conditions set out in the work plan. Monitoring may involve, but is not limited to, progress of work, updated expenses, schedule, milestones, etc. Status reports and follow-ups may lead to many discussions including meetings.

The PWGSC contract authority must be informed immediately of any known or anticipated delay that may affect a milestone, specifically, the work completion date. Furthermore, PWGSC must also be informed immediately of any known or anticipated issue that may affect the cost of the work. The firm must keep accurate records and lists of items that may delay the project or affect its budget.

### 4.3 Health and safety

A health and safety plan customized for the site and the activities set out in the work plan must be developed by the firm for orders where field work is required. The consultant will be responsible for the health and safety of the workers carrying out the activities set out in the health and safety plan when carrying out the work. The plan must be in compliance with the acts, regulations, codes and best practices applicable to all aspects of the project and all field work tasks. The firm is responsible for ensuring compliance with the health and safety plan. An emergency plan must also be included. The plan must be submitted to the PWGSC representative before any field work begins.

In addition, safety measures must be applied, if applicable, to protect users of the sites where work will be taking place. Specifically, identification signage, tape and fences must be installed to delineate the perimeter of the work zones. The list of planned safety measures must also be provided to the PWGSC contract authority before the field work begins.

When submitting its bid, the firm assumes responsibility for its personnel and subcontractors, the stakeholders connected to the firm in call-up offers. In accepting this contract, the consultant agrees to assume all of the responsibilities normally assigned to the principal contractor under the *Quebec Act respecting occupational health and safety* and to supervise the work site. Therefore, before beginning the work, the firm must:

- Regardless of the number of workers assigned to the site, provide the technical authority, prior to the start of the work, with a work safety plan (health and safety plan) specific to the study site. This plan must include a list of activities to be carried out under the contract, risks and prevention measures that will be taken on and in the vicinity of the work sites, in accordance with the applicable regulations.
- Provide a mechanical inspection certificate for the machinery to be used on the site.
- Ensure that its workers, employees or subcontractors have received the information and training required to carry out the work safely.
- Ensure that all the required protective equipment and tools are available, inspected, used properly and in compliance with standards, acts and regulations applicable in Quebec. The firm must also be able to provide the technical authority with evidence of equipment inspection and certification upon request.
- Comply at all times with the provisions of the *Occupational Health and Safety Act*, the *Safety Code for the Construction Industry*, the *Occupational Health and Safety Regulations*, the *Canada Occupational Health and Safety Regulations* and the *Canada Labour Code - Part II*. In the event of a conflict between the requirements of these documents, the most stringent will apply.
- Notify its workers that they have the right to refuse any work that involves danger to their health or safety.
- Delineate and block off the work area and control access to the site.
- In the event of an unexpected incident, take all necessary measures, including work stoppage, to protect the health and safety of workers and the public. If applicable, the firm must contact the technical authority immediately.

#### 4.4 Service quality control and assurance

Quality monitoring mechanisms for services provided will be put in place by PWGSC:

- Implementation of the “Vendor Performance Corrective Measure Policy” (available at [buyandsell.gc.ca](http://buyandsell.gc.ca) - [buyandsell.gc.ca](http://buyandsell.gc.ca))

#### 4.5 Production of deliverables

The types of reports or other deliverables provided for under this standing offer are laid out in section 3.

The content and form of the documents to be delivered will be specified by PWGSC for each individual call-up. As a general rule, the firm must:

- Produce reports or other deliverables in French.
- As needed, the firm may be asked to produce English versions of reports or other deliverables, or only sections of those documents, upon request.
- The reports or other deliverables must be signed by the resources included in the contract (project authority, environmental professional) and the contributing consultant (subcontractor) as applicable.
- Unless otherwise indicated by PWGSC, the firm must submit paper copies of the reports or other deliverables as well as electronic copies on a medium approved by the PWGSC representative (the medium may specified on a case-by-case basis).

#### *Drafts*

Unless otherwise indicated in writing by PWGSC and in general, all deliverables must be submitted to the PWGSC contract authority in paper format (number to be determined) and in MS Word and Adobe Acrobat (PDF) electronic unprotected format permitting the addition of comments.

Under this standing offer, a “draft version” of reports and other deliverables refers to a complete version that complies with all PWGSC quality requirements and that addresses each element of the mandate as described in the Statement of Work and in accordance with the work plan approved by PWGSC. This version must be able to be qualified as “pre-final.” That is, a draft version submitted by the firm that does not meet these basic requirements may be returned without delay to the firm for correction without a detailed review by PWGSC. Under these specific circumstances, no budget or timeline change request will be considered for this purpose.

For draft versions that have been deemed acceptable, PWGSC will carry out a complete review of reports and other deliverables. In general, the review will cover the overall quality of the product, the clarity of the wording, the organization of the text, tables, figures and appendices as well as spelling and syntax. The detailed review will also include the analysis of technical and scientific information as well as findings and recommendations presented by the firm. In that respect, the contexts, objectives, methodologies, work descriptions, results, interpretations, analyses, recommendations and findings will be examined in detail. PWGSC therefore requires that all reports or other deliverables undergo a complete review and a quality control at all levels before submission to the PWGSC contract authority.

In addition to the review by PWGSC, other federal departments or agencies may review the reports and other deliverables submitted by the firm. Specifically, the review will be done by PWGSC’s “client” department, expert departments or departments with regulatory responsibilities related to the subject in question.

Upon completion of the review, PWGSC will provide the firm with the report or other deliverable along with comments from PWGSC, its client and appropriate authorities. Where necessary, following the firm's receipt of the report containing comments or other deliverable, a work meeting may be held. The purpose of the work meeting will be to discuss the comments made in order to agree on the corrections to be made.

The reviewed and corrected version must include the changes agreed on with PWGSC. If there are remaining doubts when the corrected version is being prepared, the firm must contact PWGSC to obtain the necessary clarifications. All requested corrections or comments not incorporated into the reviewed and corrected version must be explained and justified by the firm to PWGSC. Though PWGSC believes that a single corrective phase should suffice in order to submit compliant and satisfactory deliverables, PWGSC may request corrections and improvements more than once, based on the level of quality and compliance of the submitted documents.

#### *Final versions*

The final reports must first be submitted to PWGSC in a complete unprotected PDF version for approval before final printing.

If it is deemed that the content and/or quality of the deliverable submitted by the firm differs from the last draft version submitted, that it is not acceptable or that it does not include all the corrections requested, PWGSC reserves the right to ask the firm to submit other final versions by specific deadlines that will be set by PWGSC, until the deliverable is deemed satisfactory.

Unless otherwise specified by PWGSC:

- The final versions of the deliverables must be submitted in digital format to PWGSC in a single document.
- Photographs and maps must be printed on only one side of the paper.
- The final versions must also be submitted in MS Word digital format, as well as in MS Excel or AUTOCAD format, and all other native file formats.

#### *Other deliverables*

In some circumstances, the firm may be asked to prepare a presentation and present the results of its work to various stakeholders, including federal departments or agencies, provincial departments, municipal organizations, members of the public, etc. These presentations may be given during work meetings, formal meetings with regulatory authorities, public meetings, etc.

**ANNEX "B" - BASIS OF PAYMENT**

1. **LABOUR** : Firm hourly rates, including overhead and profit, GST/HST extra, FOB destination (for goods), as follows.

**STREAM #1 ENVIRONMENTAL ASSESSMENT**

Resource Categories	Firm prices per hour all inclusive			
	Initial period		Option period	
	Firm year From April 1 <sup>st</sup> 2022 To March 31 <sup>st</sup> 2023	Firm year From April 1 <sup>st</sup> 2023 To March 31 <sup>st</sup> 2024	Option year From April 1 <sup>st</sup> 2024 To March 31 <sup>st</sup> 2025	Option year From April 1 <sup>st</sup> 2025 To March 31 <sup>st</sup> 2026
Project Manager Name:	\$/hr	\$/hr	\$/hr	\$/hr
Senior environmental professional Name :	\$/hr	\$/hr	\$/hr	\$/hr
Intermediate environmental professional Name :	\$/hr	\$/hr	\$/hr	\$/hr
Junior environmental professional Name :	\$/hr	\$/hr	\$/hr	\$/hr
Illustrators/Cartographers	\$/hr	\$/hr	\$/hr	\$/hr
Administrative personnel	\$/hr	\$/hr	\$/hr	\$/hr

**STREAM #2 RECEIVING ENVIRONMENT**

Resource Categories	Firm prices per hour all inclusive			
	Initial period		Option period	
	Firm Year From April 1 <sup>st</sup> 2022 To March 31 <sup>st</sup> 2023	Firm year From April 1 <sup>st</sup> 2023 To March 31 <sup>st</sup> 2024	Option year From April 1 <sup>st</sup> 2024 To March 31 <sup>st</sup> 2025	Option year From April 1 <sup>st</sup> 2025 To March 31 <sup>st</sup> 2026
Project Manager Name:	\$/hr	\$/hr	\$/hr	\$/hr
Senior environmental professional Name :	\$/hr	\$/hr	\$/hr	\$/hr
Intermediate environmental professional Name :	\$/hr	\$/hr	\$/hr	\$/hr
Junior environmental professional Name :	\$/hr	\$/hr	\$/hr	\$/hr
Senior technician Name :	\$/hr	\$/hr	\$/hr	\$/hr
Intermediate technician Name :	\$/hr	\$/hr	\$/hr	\$/hr
Junior technician Name :	\$/hr	\$/hr	\$/hr	\$/hr
Illustrators/Cartographers	\$/hr	\$/hr	\$/hr	\$/hr
Administrative personnel	\$/hr	\$/hr	\$/hr	\$/hr

## 2. TRAVEL AND LIVING EXPENSES :

a) Canada will not accept any travel and living expenses incurred by the contractor in carrying out the work, for :

(i) services rendered within the metropolitan community of Quebec, such as defined on the website : <http://www.cmquebec.qc.ca/communaute-metropolitainequebec/territoire> ; and

(ii) services rendered within the metropolitan community of Montreal such as defined on the website : [http://cmm.qc.ca/fileadmin/user\\_upload/carte/2015\\_cmm\\_general\\_8x11.pdf](http://cmm.qc.ca/fileadmin/user_upload/carte/2015_cmm_general_8x11.pdf) ; and

(iii) services rendered within a radius of 50 km from the address of the company name of the Entrepreneur.

b) The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

c) All travel must have the prior authorization of the Technical Authority.

d) All payments are subject to government audit.

3. **MATERIAL** : at laid-down cost without mark-up

4. **SUBCONTRACTOR** : at laid-down cost without mark-up

### STREAM #1 ENVIRONMENTAL ASSESSMENT

**Total financial limitation for STREAM #1 (applicable taxes extra) :\$ \_\_\_\_\_**  
*(Will be inserted at standing offer award)*

### STREAM #2 RECEIVING ENVIRONMENT

**Total financial limitation for STREAM #2 (applicable taxes extra) :\$ \_\_\_\_\_**  
*(Will be inserted at standing offer award)*

Solicitation No. - N° de l'invitation  
EE517-220492/A  
Client Ref. No. - N° de réf. du client  
EE517-220492

Amd. No. - N° de la modif.  
File No. - N° du dossier  
QCL-1-44052

Buyer ID - Id de l'acheteur  
QCL-058  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "C" – PERIODIC REPORT**



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## ANNEX "D" "to PART 5 OF THE REQUEST FOR STANDING OFFERS

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Offeror, by submitting the present information to the Standing Offer Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare an offer non-responsive, or may set-aside a Standing Offer, or will declare a contractor in default, if a certification is found to be untrue, whether during the offer evaluation period, during the Standing Offer period, or during the contract period. Canada will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with any request or requirement imposed by Canada may render the Offer non-responsive, may result in the Standing Offer set-aside or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the RFSO closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Offeror certifies having no work force in Canada.
- A2. The Offeror certifies being a public sector employer.
- A3. The Offeror certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Offeror certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Offeror has a combined workforce in Canada of 100 or more employees; and

- A5.1 The Offeror certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.
- OR**
- A5.2. The Offeror certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to issuance of a standing offer, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Offeror is not a Joint Venture.

**OR**

- B2. The Offeror is a Joint venture and each member of the Joint Venture must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

Solicitation No. - N° de l'invitation  
EE517-220492/A  
Client Ref. No. - N° de réf. du client  
EE517-220492

Amd. No. - N° de la modif.  
File No. - N° du dossier  
QCL-1-44052

Buyer ID - Id de l'acheteur  
QCL-058  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "E" to PART 3 OF THE REQUEST FOR STANDING OFFERS**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Offeror accepts to be paid by any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);