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The Articles contained in this document are mandatory in their entirety, unless otherwise indicated. Acceptance of these Articles, in their entirety, as they appear in this document, is a Mandatory requirement of this RFP.

**Suppliers submitting a proposal containing statements implying that their proposal is conditional on modification of these clauses or containing terms and conditions that purport to supersede these clauses or derogate from them will be considered non-responsive.**

Bidders with concerns regarding the provisions of the Bid Solicitation document (including the Resulting Contract Clauses) should raise such concerns in accordance with the Enquiries provision of this RFP.



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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

**Part 1 General Information:** provides a general description of the requirement;

**Part 2 Bidder Instructions:** provides the instructions, clauses and conditions applicable to the bid solicitation;

**Part 3 Bid Preparation Instructions:** provides Bidders with instructions on how to prepare their bid;

**Part 4 Evaluation Procedures and Basis of Selection:** indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

**Part 5 Certifications and Additional Information:** includes the certifications and additional information to be provided;

**Part 6 Security and Other Requirements:** includes specific requirements that must be addressed by Bidders; and

**Part 7 Resulting Contract Clauses:** includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, Set-Aside for Aboriginal Business.

The Appendixes include the Evaluation Criteria and the Financial Proposal Form.

### 1.2 Summary

By means of the RFP, Natural Resources Canada (NRCan) is seeking proposals from bidders for....

**1.2.1** Natural Resources Canada (NRCan) is seeking the services of an experienced Indigenous business (as defined by Indigenous Services Canada's Eligibility for Aboriginal Procurement Set Aside) to co-develop 3 research projects with 3 First Nations or Tribal Councils around wildfire risk and evacuations, in collaboration with the Assembly of First Nations to be completed on or before March 31, 2023.

**1.2.2** This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, refer to [Annex 9.4](#) of the Supply Manual.

This procurement is set aside from the international trade agreements under the provision each has for measures with respect to Aboriginal peoples or for set-asides for small and minority businesses.

Further to Article 800 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement.



**1.2.3** This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

### **1.3 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing will be done in writing, by email.



## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation 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.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation with the modifications to the text below. If there is a conflict between the provisions of 2003 and this document, this document prevails.

- **In the complete text content (except Section 1 and 3) Delete:** Public Works and Government Services Canada” and **Insert:** “Natural Resources Canada.” **Delete:** “PWGSC” and **Insert:** “NRCan”
- **Section 2: Delete:** “Suppliers are required to” and **Insert:** “It is suggested that suppliers”
- **Subsection 1 of Section 8: Delete entirely**
- **Subsection 2 of Section 8:**  
**Delete:** The only acceptable email address to use with epost Connect for responses to bid solicitation issued by PWGSC headquarters is: [tpsgc.dgareceptiondessoumissions-abbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca), or, if applicable, the email address identified in the bid solicitation. The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.  
**Insert:** The only acceptable email address to use with epost Connect for responses to bid solicitation issued by NRCan is: [procurement-aprovisionnement@NRCan-RNCan.gc.ca](mailto:procurement-aprovisionnement@NRCan-RNCan.gc.ca)
- **Under Subsection 2 of Section 20:** Not applicable

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

### 2.2 Submission of Bids

By epost Connect only

Bids must be submitted only to the Natural Resources Canada (NRCan) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation.

NRCan Bid Receiving Unit:

**Only bids submitted using epost Connect service will be accepted. The Bidder must send an email requesting to open an epost Connect conversation to the following address:**

**[procurement-aprovisionnement@NRCan-RNCan.gc.ca](mailto:procurement-aprovisionnement@NRCan-RNCan.gc.ca)**



**Note:** Bids will not be accepted if e-mailed directly to this address. This e-mail address is to be used to open an ePost Connect conversation, as detailed in the Standard Instructions [2003 \(Subsection 2 of Section 08\)](#), or to send bids through an ePost Connect message if the bidder is using its own licensing agreement for ePost Connect.

**IMPORTANT:** It is requested that you write the bid solicitation number in "Subject" of the email:  
**NRCan-PR 5000061481 Social Science Research - Fire risk and evacuation capabilities in isolated communities**

NRCan will not assume responsibility for proposals directed to any other location.

The onus is on the Bidder to ensure that the bid is submitted correctly using epost Connect service. Not complying with the instructions may result in NRCan's inability to ascertain reception date and/or to consider the bid prior to contract award. Therefore, NRCan reserves the right to reject any proposal not complying with these instructions.

Due to the nature of the bid solicitation, bids transmitted by mail or facsimile to NRCan will not be accepted.

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders 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 the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

### **2.4 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, 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 Bidders.

### **2.5 Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will





be given consideration provided they are submitted to the Contracting Authority at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## **2.6 Basis for Canada's Ownership of Intellectual Property**

Natural Resources Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following reasons: as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#)

1. Where the main purpose of the Crown Procurement Contract, or the deliverables contracted for, is to generate knowledge and information for public dissemination.



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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

The Bidder must submit its bid electronically and in accordance with section 08 of 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid 1 electronic copy.

Section II: Financial Bid 1 electronic copy in **a separate file and document.**

Section III: Certifications 1 electronic copy.

Section IV: Additional Information 1 electronic copy.

**Prices should appear in the financial bid only. No prices should be indicated in any other section of the bid.**

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) format;
- (b) use a numbering system that corresponds to the bid solicitation.

#### **Section I: Technical Bid**

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Financial Proposal Form in Appendix "B". The total amount of Applicable Taxes must be shown separately.

#### **Section III: Certifications**

Bidders must submit the certifications and additional information required under Part 5.



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

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

Mandatory and point rated technical evaluation criteria are included in Appendix "A" – Evaluation Criteria.

#### **4.1.2 Financial Evaluation**

Mandatory financial evaluation criteria are included in Appendix "B" – Evaluation Criteria.

### **4.2 Basis of Selection**

#### **4.2.1 Highest Combined Rating of Technical Merit and Price**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of 18 points overall for the technical evaluation criteria which are subject to point rating.  
The rating is performed on a scale of 30 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.



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

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).

<b>Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)</b>				
		<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	<b>Pricing Score</b>	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27$	$45/45 \times 30 = 30$
<b>Combined Rating</b>		84.18	73.15	77.70
<b>Overall Rating</b>		1st	3rd	2nd



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## PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### 5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

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

In accordance with the Integrity Provisions of the Standard Instructions (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/25#integrity-provisions>), all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the Forms for the Integrity Regime website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

#### 5.1.2 Additional Certifications Required with the Bid

##### 5.1.2.1 Set-aside for Aboriginal Business in Annex "C"

This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business, For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see Annex 9.4, Supply Manual.

### 5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder 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 specified will render the bid 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](#)), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

- Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder or, in the case of a private company, the owners of the company.
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).
- Bidders bidding as partnerships do not need to provide lists of names.

Name of Bidder: \_\_\_\_\_

OR

Name of each member of the joint venture:

Member 1: \_\_\_\_\_

Member 2: \_\_\_\_\_

Member 3: \_\_\_\_\_

Member 4: \_\_\_\_\_

Identification of the administrators/owners:

SURNAME	NAME	TITLE

**5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder 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 \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website. (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).



Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

### **5.2.3 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting 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 Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder 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 Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

### **5.2.4 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.

### **5.2.5 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 FPSs, 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 FPSs 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.

Professional fees	Amount
_____	_____
_____	_____

**5.2.6 Aboriginal Designation**

Who is eligible?

- a) An Aboriginal business, which can be:
- i) a band as defined by the Indian Act
  - ii) a sole proprietorship
  - iii) a limited company
  - iv) a co-operative
  - v) a partnership
  - vi) a not-for-profit organization

in which Aboriginal persons have at least 51 percent ownership and control,

OR

- b. A joint venture consisting of two or more Aboriginal businesses or an Aboriginal business and a non-Aboriginal business(es), provided that the Aboriginal business(es) has at least 51 percent ownership and control of the joint venture.



When an Aboriginal business has six or more full-time employees at the date of submitting the bid, at least thirty-three percent of them must be Aboriginal persons, and this ratio must be maintained throughout the duration of the contract.

The bidder must certify in its submitted bid that it is an Aboriginal business or a joint venture constituted as described above.

- Our Company is NOT an Aboriginal Firm, as identified above.
- Our Company is an Aboriginal Firm, as identified above.

---

Signature

---

Date



## **PART 6 - SECURITY AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

There are no security requirements associated with this requirement.



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## PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_\_.

### 7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract 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.

#### 7.2.1 General Conditions

[2010B](#) ([2021-12-02](#)), General Conditions – Professional Services - Medium Complexity, apply to and form part of the Contract.

- As applicable, replace references to Public Works and Government Services Canada (PWGSC) with Natural Resources Canada (NRCan).

#### 7.2.2 Supplemental General Conditions

[4007](#) (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information

### 7.3 Dispute Resolution

#### *Mediation*

If a dispute arising from this contract cannot be settled amicably through negotiation, then the parties agree in good faith to submit the dispute to mediation as administered by the Arbitration and Mediation Institute of Canada Inc. (AMIC). The parties acknowledge receipt of the rules of AMIC. The cost of mediation shall be borne equally by the parties.

#### *Arbitration*

If the parties cannot resolve the dispute through mediation within sixty (60) days, the parties agree to submit the dispute to arbitration pursuant to the Commercial Arbitration Act (Canada). The party requesting such arbitration shall do so by written notice to the other party/parties. The cost of the arbitration and fees of the arbitrator shall be borne equally by the parties. The arbitration shall take place in the city where the contractor carries on business before a single arbitrator to be chosen jointly by the parties. If the parties cannot agree on the choice of arbitrator within thirty (30) days of written notice to submit the dispute to arbitration, each party will choose a representative who will select the arbitrator.



The parties may determine the procedure to be followed by the arbitrator in conducting the proceedings, or may ask the arbitrator to do so. The arbitrator shall issue a written award within thirty (30) days of hearing the parties. The award may be entered in any court having jurisdiction and enforced as a judgment of that court.

#### *Meaning of "Dispute"*

The parties agree that the word "dispute" in this clause refers to a dispute of fact or of law, other than a dispute of public law.

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request or consent of the parties to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca).

## **7.4 Security Requirements**

**7.4.1** There is no security requirement applicable to the Contract.

## **7.5 Term of Contract**

### **7.5.1 Period of the Contract**

The period of the Contract is from date of Contract Award to March 31, 2023 inclusive.

## **7.6 Comprehensive Land Claims Agreements (CLCAs)**

The Contract is not subject to any Comprehensive Land Claims Agreements.

## **7.7 Authorities**

### **7.7.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Moira Farkas  
Title: Procurement Officer  
Organization: Natural Resources Canada  
Address: 5320 122 Street NW, Edmonton, AB T6H 3S5  
Telephone: 403-462-1162  
E-mail address: [moira.farkas@nrca-nrcan.gc.ca](mailto:moira.farkas@nrca-nrcan.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside



the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### **7.7.2 Project Authority**

The Project Authority for the Contract is:

Name:  
Title:  
Organization:  
Address:  
Telephone:  
E-mail address:

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### **7.7.3 Contractor's Representative**

Name:  
Title:  
Organization:  
Address:  
Telephone:  
E-mail address

## **7.8 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.

## **7.9 Payment**

### **7.9.1 Basis of Payment – Fixed Time Rate Ceiling Price**

The Contractor will be paid for the Work performed in accordance with the Basis of payment at annex "B", to a ceiling price of \$130000.00. Customs duties are excluded and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.



**7.9.2 Method of Payment**

**Milestone Payments**

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- a. an accurate and complete claim for payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

**7.10 Invoicing Instructions**

Invoices shall be submitted using **one of the following methods**:

<p><u>E-mail:</u></p> <p><a href="mailto:invoiceimaging-servicedimageriedesfactures@nrcan-rncan.gc.ca">invoiceimaging-servicedimageriedesfactures@nrcan-rncan.gc.ca</a></p> <p><b>Note:</b> Attach "PDF" file. No other formats will be accepted</p>
<b>OR</b>
<p><u>Fax:</u></p> <p>Local NCR region: <b>613-947-0987</b></p> <p>Toll-free: <b>1-877-947-0987</b></p> <p><b>Note:</b> Use highest quality settings available.</p>

Please do not submit invoices using more than one method as this will not expedite payment.

Invoices and all documents relating to a contract must be submitted on the Contractor's own form and shall bear the Contract number: \_\_\_\_\_

**Invoicing Instructions to suppliers:** <http://www.nrcan.gc.ca/procurement/3485>

**7.11 Certifications and Additional Information**

**7.11.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.



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### 7.11.2 SACC Manual Clause A3000C (2014-11-27) Aboriginal Business Certification

1. The Contractor warrants that its certification of compliance is accurate and complete and in accordance with the "Requirements for the Set-aside Program for Aboriginal Business" detailed in [Annex 9.4](#) of the *Supply Manual*.
2. The Contractor must keep proper records and documentation relating to the accuracy of the certification provided to Canada. The Contractor must obtain the written consent of the Contracting Authority before disposing of any such records or documentation before the expiration of six years after final payment under the Contract, or until settlement of all outstanding claims and disputes, under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audits.
3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

### 7.12 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_.

### 7.13 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 Articles of Agreement;
- b) the supplemental general conditions [4007](#) (2010-08-16) - Canada to Own Intellectual Property Rights in Foreground Information;
- c) the general conditions [2010B](#) (2021-12-02), General Conditions – Professional Services - Medium Complexity;
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment;
- f) Annex , C Set-Aside for Aboriginal Business;
- g) the Contractor's bid dated \_\_\_\_\_.

### 7.14 Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.





## 7.15 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the contractor respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca).



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## ANNEX “A” - STATEMENT OF WORK

### 1. Title

Social Science Research - Fire risk and evacuation capabilities in isolated communities

### 2. Context

This research will be part of the larger “Fire risk and evacuation capabilities in isolated communities” project funded by Defence Research and Development Canada’s Centre for Security Science (DRDCCSS). A team of researchers at the Canadian Forest Service (Natural Resources Canada) is leading this project. The overall project has three main objectives:

- (1) context-relevant recommendations for fire mitigation
- (2) further understand evacuation capabilities of communities
- (3) contribute to informing necessary planning to strengthen community resilience

There will be no public opinion research component; the research for this project falls outside POR purview as it is behavioural research.

### 3. Objectives and Scope of Work

NRCan is seeking the services of an experienced Indigenous business (as defined by Indigenous Services Canada’s Eligibility for Aboriginal Procurement Set Aside) to co-develop 3 research projects with 3 First Nations or Tribal Councils around wildfire risk and evacuations, in collaboration with the Assembly of First Nations.

Potential First Nation partners have already been identified by the Assembly of First Nations. The contractor will need to work with potential communities to develop three research projects based on the each community’s interest, supporting the community to undertake the research on their own through community-based research assistants. Each community will be required to submit a report summarizing the research project to the contractor. The contractor will then compile the reports, analyze the results, and prepare a summary report of the three projects for NRCan. In the report, the contractor will provide historical data such as previous wildfires, risk mitigation, what happened, what is happening now and plans for the future. This summary report will include barriers and opportunities for developing further partnerships or completing further research with First Nations on wildfire management, including risk assessment. The report should also include recommendations for NRCan related to the research findings. Data will be provided in the report in spreadsheet format or a format acceptable to the consultant. The data will assist NRCan in ongoing research programs, including reducing wildfire risk to Indigenous communities.

Potential research topics must be based on the community’s interest/need, and related to one or multiple of the following topics.

#### (1) Risk Assessment

- a. This could include a community assessment of wildfire risk, which could be carried out using participatory mapping, group site visits, or photographs
- b. Community fire risk reduction plan, which may involve collaborative fuel treatment planning, best fuel modification to preserve both human lives and ecosystem services



(2) Wildfire evacuation

- a. This could include looking at how evacuations have been conducted, and/or preparedness and expectations around future wildfire evacuation events.

(3) Wildfire mitigation

- a. This could include incorporation of Indigenous knowledge into community wildfire mitigation planning

4. Background

Canada has experienced more intense wildfire seasons over the last decade. There have been larger, more frequent and uncontrollable wildland fires, extended smoke impacts, concomitant emergency alerts, extensive evacuations, and higher costs of fire protection. With weather being more conducive to fire as a result of climate change (Wang et al. 2015) and the growth of residential, recreational, and industrial development in forested areas, fire risk to communities is set to increase. Indigenous and remote forest-dependent communities have already seen the evolution of their environment due to climate change (Chapin III et al. 2004, Turner and Clifton 2009). Vulnerability of these communities will increase under the pressure of more intense fire activity if no specific and adapted mitigation measures are implemented in the coming years.

In Canada, evacuation has been the main response by emergency management agencies to ensure the safety of Canadians during wildfire events for both fire proximity and smoke, and the majority of evacuations are due to direct threat of wildfire (Beverly and Bothwell 2011). Although they make up less than 4% of the Canadian population, almost one-third of all evacuees and evacuation events from the last decades involved Indigenous communities (Christianson 2015) This is because around 80% of Indigenous communities in Canada are located in forests prone to wildfire (Christianson 2015; Erni et al. in prep), and are particularly vulnerable to emergency events caused by wildfires due to their relative remoteness and limited access to emergency services.

Anticipating the extent and the occurrence of fires around remote communities by applying wildfire risk assessments, particularly in high fire risk areas, would provide a framework for preparing and implementing alternatives to evacuation (e.g. plan, stay, and defend) during a fire event, planning fire mitigation initiatives (e.g. fire breaks), targeting investment in fire suppression capacity, or for giving an extended period of time to evacuate the local population.

In Canada, Indigenous Service Canada has identified over 100 isolated communities (no year-round road access) which might have to be flown out, should an evacuation be deemed necessary. However, currently it is not clear that the airport servicing these communities have the required capability and capacity for a full, timely evacuation of the communities at risk. There is an imperative need to analyze and optimize evacuation assets and timelines based on context or location of a community, particularly for remote and isolated communities.

In this project, the prospective efficacy of fire-mitigation initiatives will be demonstrated through different “what-if scenarios” in simulations models. Values relating to risk in Indigenous communities will include a wider diversity of values than the standard Wildland-Urban-Interface (WUI) concept - therefore the project will investigate these additional, community-specific variables to ensure the validity of the results. Furthermore, risk and vulnerability might be perceived differently by an Indigenous community based on socioeconomic conditions, historic events, cultural beliefs, social and political norms, these factors must also be taken into account.

This project will inform the FireSmart Canada (<https://www.firesmartcanada.ca/>) initiative because the unique challenges Indigenous communities face in reducing risk to wildland fire have not been properly addressed, although



education, vegetation management, legislation & planning, development considerations, interagency cooperation, cross-training, and emergency planning have been well covered. Moreover, lessons learned from the First Nations Wildfire Evacuation Partnership (<https://www.eas.ualberta.ca/awe/>) can also be used to inform this project.

References:

Beverly, J. L., and P. Bothwell. 2011. Wildfire evacuations in Canada 1980–2007. *Natural Hazards* 59: 571-596. 10.1007/s11069-011-9777-9.

Chapin III, F. S., G. Peterson, F. Berkes, T. Callaghan, P. Angelstam, M. Apps, C. Beier, Y. Bergeron, A. -S. Crépin, and K. Danell. 2004. Resilience and vulnerability of northern regions to social and environmental change. *AMBIO: A Journal of the Human Environment* 33:344-349.

Christianson, A. 2015. Social science research on Indigenous wildfire management in the 21st century and future research needs. *International Journal of Wildland Fire* 24:190-200.

Turner, N. J., and H. Clifton. 2009. “It’s so different today”: Climate change and indigenous lifeways in British Columbia, Canada. *Global Environmental Change* 19:180-190.

Wang X, D. Thompson, G.A. Marshall, C. Tymstra, R. Carr, and M.D. Flannigan. 2015. Increasing frequency of extreme fire weather in Canada with climate change. *Climatic Change* 130(4): 573-586.

5. Project Requirements

Milestones, Deliverables, and Schedules

5.1 The Contractor will be expected to start work within one week of the contract award.

5.2 The following deliverables are required during the course of the contract:

Deliverable	Timeline	Milestone	# of Invoices	
Submission of work plan	Three weeks after contract start	1 Submitted Work Plan	1	50%*
Report detailing progression of research (one to two pages)	Every two months after the contract has started.	2 Submitted Reports	Multiple	20%
Update on submission by First Nations of community report(s)	November 1, 2022	3 Submitted interim report	1	5%
Draft Contractor final report for review by NRCan	February 15, 2023	4 Submitted draft final report	1	5%
Contractor final report	March 31, 2023	5 Submitted final report	1	20%

Through the duration of the contract, the Contractor must liaise and provide status updates by email or meetings as needed with NRCan staff and other relevant stakeholders. The Contractor must also proactively inform the TA of any modifications to or difficulties in the report that could affect the final deliverable or date.



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Timing shifts during the project may be considered by NRCan on an as-needed basis (other than the deadlines of Milestones #5), provided that all deliverables are met.

NRCan will aim to provide feedback on deliverables within ten (10) working days.

5.3 The tasks to be completed by the Contractor include the following:

#### Milestone 1 – Submitted Work Plan

Within two weeks of contract award, the Contractor must attend a kick-off videoconference with the Technical Authority (TA) to: discuss the overall scope of the work; the provisional work plan and approach that were submitted during the Request for Proposal stage; and, to clarify any issues. Based on the discussion at the kick-off meeting, the Contractor must submit an updated work plan. The documents must be submitted within one week of the kick-off meeting for approval by the TA.

#### Milestone 2 – Submitted Reports

Every two months after the contract has been awarded, the Contractor must submit to the TA proof that the research is progressing. This can be a short, one to two page report detailing progress made since the last report. The contractor will work with the First Nations, NRCan, and the Assembly of First Nations to develop the research project based on community needs. These submitted reports will fulfil reporting requirements.

#### Milestone 3 – Submitted Interim Reports

The reports written by the communities must be submitted to the contractor by November 1, 2022. The contractor will be required to submit an interim report providing status update of community projects/reports.

#### Milestone 4 – Submitted Draft Final Report

By February 15<sup>th</sup>, 2023, the Contractor must submit a draft final report to NRCan. The TA will provide the Contractor with feedback and may request changes to the final report.

#### Milestone 5 – Contractor Final Report

By March 31<sup>st</sup>, 2023, the Contractor must submit its final report. The final report will compile the community reports, analyze the results, and prepare a summary for NRCan. It will include an Executive Summary. The report will include a summary of the three separate projects. In the report, the contractor will provide historical data such as previous wildfires, risk mitigation, and plans for the future. This summary report will include barriers and opportunities for developing further partnerships or completing further research with First Nations on wildfire management, including risk assessment. The report should also include recommendations for NRCan related to the research findings. Data will be provided in the report in spreadsheet format or a format acceptable to the consultant. The data will assist NRCan in ongoing research programs, including reducing wildfire risk to Indigenous communities.

## 6. Departmental Responsibilities and Support

The Department will provide the following to the Contractor:



(a) Access to the Technical Authority, or this person's designate, who will be responsible for coordinating the overall project, providing as-required direction, guidance, and support to the Contractor, and accepting and approving Contractor deliverables on behalf of the Department.

(b) Feedback will be provided within two weeks on deliverables, in order to enable the Contractor to stay within the timelines specified in the Contract.

## 7. Reporting and Communication

In addition to the timely submission of deliverables and the meetings referenced above, it is the responsibility of the Contractor to facilitate and maintain regular communication with the Technical Authority. Communication is defined as all reasonable effort to inform all parties of plans, decisions, proposed approaches, implementation and results of work, to ensure that the project is progressing well and in accordance with expectations. Communication may include phone calls, electronic mail, and meetings. In addition, the Contractor is to immediately notify the Department of any issues or areas of concern in relation to any work completed under the contract, as they arise.

## 8. Language of Work

All deliverables are to be submitted in English. Translation of the final report, if required, will be the responsibility of NRCan. All communications with members of the public and/or Canada's stakeholders must be in the official language of their choice.

## 9. Location of Work

The Contractor must conduct the work at their own facilities; however the contractor's resources must be available to participate in videoconference meetings with NRCan. No travel and/or living expenses and per diems will be paid to the Contractor under this contract.



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



## ANNEX “C” – SET-ASIDE FOR ABORIGINAL BUSINESS

### 1. Set-aside for Aboriginal Business

1.1 This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set aside Program for Aboriginal Business, see [Annex 9.4](#), Supply Manual.

1.2 The Bidder:

- i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
- ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
- iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.

1.3 The Bidder must check the applicable box below:

- i.  The Bidder is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.

**OR**

- ii.  The Bidder is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.

1.4 The Bidder must check the applicable box below:

- i.  The Aboriginal business has fewer than six full-time employees.

**OR**

- ii.  The Aboriginal business has six or more full-time employees.

1.5 At Canada's request, the bidder must submit all information and evidence supporting this certification. The Bidder must ensure that this evidence is available for review by a representative of Canada during normal working hours, such representative of Canada may make copies or extracts of this evidence. The contractor will provide all the facilities necessary for these checks.

### 2. Owner/ Employee Certification – Set-aside for Aboriginal Business





If requested by the Contracting Authority, the Contractor must provide the following certification for each owner and employee who is Aboriginal:

I am \_\_\_\_\_ (*insert "an owner" and/or "a full-time employee"*) of

\_\_\_\_\_ (*insert name of business*), and an Aboriginal person, as defined in Annex 9.4 of the *Supply Manual* entitled "Requirements for the Set-aside Program for Aboriginal Business".

I certify that the above statement is true and consent to its verification upon request by Canada.

\_\_\_\_\_  
**Name of owner and/or employee**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



## APPENDIX “A” EVALUATION CRITERIA

Bidders are advised to address these criteria in the following order and in sufficient depth in their proposals to enable a thorough assessment. NRCan’s assessment will be based solely on the information contained within the proposal. NRCan may confirm information or seek clarification from bidders.

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the criteria will not be considered demonstrated for the purpose of this evaluation.

The Bidder should provide complete details as to where, when (month and year) and how (through which activities/ responsibilities) the stated qualifications/experience were obtained. Experience gained during formal education shall not be considered work experience. All criteria for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

Bidders are also advised that the month(s) of experience listed for a project whose time frame overlaps that of another referenced project will only be counted once. For example: project one time frame is July 2001 to December 2001; project two time frame is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

### 1. Technical Criteria

#### 1.1 Mandatory Evaluation Criteria

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Proposals which fail to meet the mandatory criteria will be deemed non-responsive.

Criterion ID	Mandatory Criteria	Proposal Page #	Pass/Fail
M1	The Bidder must propose a Principal Investigator (PI), and submit a CV for the PI.		
M2	The Bidder must demonstrate that the proposed PI has a minimum of 2 years experience received within the last 10 years conducting quantitative or qualitative research with Indigenous communities.		
M3	The Bidder must demonstrate that the proposed PI has a minimum of 2 previous projects completed within the last 10 years conducting quantitative or qualitative research in the area of wildfire management.		



**1.2 Evaluation of rated criteria**

The criteria contained herein will be used by NRCan to evaluate each proposal that has met all of the mandatory criteria.

Proposals must achieve the stated minimum points required overall for the rated criteria to be assessed as responsive under the point rated technical criteria section; proposals not meeting the minimum required points will be deemed non-responsive.

Proposals will be evaluated based on the following criteria:

Criterion ID	Point-rated Technical Criteria	Scoring Method	SUBMISSION PAGE NO.	Maximum points available
R1	<p><b>CVs:</b> Bidders must include within their proposal <b>at least one (1)</b> detailed Curriculum Vitae (CV) for the identified PI to show research experience (two projects completed in last 10 years). CVs must include:</p> <ul style="list-style-type: none"> <li>detailed descriptions of current and previous work experience (and timing indicated in years / months), demonstrating experience in research with Indigenous communities and wildfire management (as described in mandatory requirements)</li> <li>educational / academic / professional designations or credentials</li> <li>[not required to go further back than ten (10) years]</li> </ul>	<p>Each CV will receive a maximum of 10 points.</p> <p><b>6-10 points:</b> CV meets the criteria and is fully applicable and relevant as experience, i.e.:</p> <ul style="list-style-type: none"> <li>relevant / applicable experience conducting quantitative or qualitative research with Indigenous communities.</li> <li>relevant / applicable experience conducting quantitative or qualitative research in the area of wildfire management.</li> <li>the Bidder has experience with obtaining and completing contracts.</li> <li>educational/ academic/ professional designations or credentials are sufficient to demonstrate expertise and ability to complete the project.</li> </ul> <p><b>0-5 points:</b> CV partially meets the above criteria and is partially applicable (less relevant) as experience.</p>		10
R2	<p><b>Specific projects:</b> Bidders must include detailed descriptions of two recent (within</p>	<p>Each project will receive a maximum of 10 points.</p>		20



	<p>the last 10 years) projects they have completed, demonstrating experience in research with Indigenous communities and wildfire management. Each detailed description should be a maximum of two pages and contain:</p> <ul style="list-style-type: none"> <li>(i) Project title</li> <li>(ii) Principal or Lead investigator</li> <li>(iii) Team members/partners</li> <li>(iv) Funding source</li> <li>(v) Amount of funding received</li> <li>(vi) Project description, including methodology and results</li> </ul>	<p>The project meets the criteria and is fully applicable and relevant as experience, i.e.:</p> <ul style="list-style-type: none"> <li>• working with Indigenous communities (3 points)</li> <li>• Experience involving wildfire management (3 points)</li> <li>• Appropriate ethical considerations (use of OCAP, etc.) (2 points)</li> <li>• Project completion (2 points)</li> </ul>		
		<b>Total Points Available</b>		<b>30</b>
		<b>Total points needed to be considered compliant (60%):</b>		<b>18</b>

## 2. Financial Criteria

### 2.1 Mandatory Financial Criteria

Bidders must provide financial details as requested in this appendix. Proposals which do not contain pricing details as requested below shall be considered incomplete and non-responsive.

#### 2.1.1 Funding Limitation

The maximum funding available for the Contract resulting from the bid solicitation is \$130000.00 (Applicable Taxes extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

This maximum **includes a) the Price to perform the Work, b) any Travel and Living and c) Miscellaneous Expenses that may be required.**

Any bids received in excess of this maximum funding will be automatically deemed non-responsive and will not be evaluated.



### 2.1.2 COST BREAKDOWN

It is mandatory to present a cost breakdown to support the Financial Proposal (Appendix "2" - Financial Proposal Form).

DESCRIPTION	FIRM HOURLY RATE	LEVEL OF EFFORT	COST \$
			\$ _____
			\$ _____
<b>Total</b>			\$ _____



## APPENDIX “B” - FINANCIAL PROPOSAL FORM

### 1. Firm Price - Milestone Payments

Bidder tendered all-inclusive firm price to perform the work is in Canadian funds, applicable taxes excluded. Any Travel and Living Expenses and other miscellaneous expenses must be included in the firm price.

*The bidder must complete the schedule below indicating the firm proposed amounts for each step according to the indicated percentages:*

Milestone #	Description of Milestone	Firm Price (Applicable Taxes Excluded)
1	Submission of Work Plan. 50% of the total price for the work following delivery and acceptance by the Project Authority, of deliverable #1 as identified in the statement of work at Annex “A”.	\$ _____
2	Report detailing progression of research (1 to 2 pages). 20% of the total price for the work following delivery and acceptance by the Project Authority, of deliverable #2 as identified in the statement of work at Annex “A”.	\$ _____
3	Update on submission by First Nations of community report(s). 5% of the total price for the work following delivery and acceptance by the Project Authority, of deliverable #3 as identified in the statement of work at Annex “A”.	
4	Draft Contractor final report for review by NRCan . 5% of the total price for the work following delivery and acceptance by the Project Authority, of deliverable #4 as identified in the statement of work at Annex “A”.	\$ _____
5	Contractor final report. 20% of the total price for the work following delivery and acceptance by the Project Authority, of deliverable #5 as identified in the statement of work at Annex “A”.	
<b>Total Firm Price for Financial Proposal Evaluation:</b>		\$ _____