



REQUEST FOR PROPOSAL / DEMANDE DE PROPOSITION

**PROPOSALS MUST BE SUBMITTED BY EMAIL
ONLY TO THE FOLLOWING ADDRESS:**

soumissionbid@sac-isc.gc.ca

**LES PROPOSITIONS DOIVENT ÊTRE
ACHEMINÉES UNIQUEMENT PAR COURRIEL À
L'ADRESSE SUIVANTE :**

soumissionbid@sac-isc.gc.ca

Proposal To: Crown-Indigenous Relations
and Northern Affairs Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, as represented by the Minister of Crown-Indigenous Relations and Northern Affairs Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the services listed herein and on any attached sheets at the price(s) set out thereof.

Proposition à : Relations Couronne-
Autochtones et Affaires du Nord Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les services énumérés ici sur toute feuille ci-annexées, au(x) prix indiqué(s).

Instructions : See Herein / Voir aux présentes

Page 1 of 38		Page 1 de 40	
Title – Sujet			
Rewriting the Nunavut General Monitoring Plan's (NGMP) Priority Ecosystemic State of Knowledge (SOK) Summary Reports			
Récrire les rapports sommaires sur l'état des connaissances (EC) sur les composantes écosystémiques prioritaires du Plan de surveillance générale du Nunavut (PSGN)			
Solicitation No. – N° de l'invitation		Date	
1000233834		January 11, 2022 / 11 janvier 2022	
Client Reference No. – N° référence du client			
1000233834			
BuyandSell No. – N° Achatsetventes			
File No. – N° de dossier		Amendment No. / Modification N°	
Solicitation Closes – L'invitation prend fin			Time Zone / Fuseau horaire
at – à 02:00 PM / 14 hr			Eastern Standard Time EST / Heure normale de l'Est (HNE)
on – le January 31, 2022 / 31 janvier 2022			
Address Inquiries to : - Adresser toutes questions à:			Buyer Id – Id de l'acheteur
christine.Madore@sac-isc.gc.ca			CE8
Telephone No. – N° de téléphone :			
874-354-1376			
Destination of Services / Destination des services :			
Nunavut, Canada			
Security / Sécurité :			
There are no security requirements associated with this requirement. Ce besoin ne comporte aucune exigence relative à la sécurité.			

Vendor/firm Name and address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Facsimile No. / N° de télécopieur

Telephone No. / N° de téléphone

Name and title of person authorized to sign on behalf of Vendor/firm (type or print) /

Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)

Signature

Date

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	4
1.1 SUMMARY	4
1.2 STATEMENT OF WORK.....	4
1.3 SECURITY REQUIREMENTS	4
1.4 PERIOD OF RESULTING CONTRACT	4
1.5 COMPREHENSIVE LAND CLAIMS AGREEMENT(S)	4
1.6 DEBRIEFINGS	4
1.7 COVID-19 VACCINATION REQUIREMENT.....	4
PART 2 - BIDDER INSTRUCTIONS	5
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	5
2.2 SUBMISSION OF BIDS.....	5
2.3 FORMER PUBLIC SERVANT.....	5
2.4 ENQUIRIES - BID SOLICITATION.....	5
2.5 APPLICABLE LAWS.....	5
2.6 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD.....	6
2.7 BID CHALLENGE AND RECOURSE MECHANISMS.....	6
PART 3 - BID PREPARATION INSTRUCTIONS.....	7
3.1 BID PREPARATION INSTRUCTIONS	7
ATTACHMENT 1 TO PART 3, PRICING SCHEDULE	9
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	10
4.1 EVALUATION PROCEDURES.....	10
4.2 BASIS OF SELECTION - HIGHEST COMBINED RATING OF TECHNICAL MERIT (70%) AND PRICE (30%) ...	17
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	19
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	19
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	19
PART 6 - RESULTING CONTRACT CLAUSES	21
6.1 SECURITY REQUIREMENTS	21
6.2 STATEMENT OF WORK.....	21
6.3 STANDARD CLAUSES AND CONDITIONS.....	21
6.4 TERM OF CONTRACT	21
6.5 AUTHORITIES	21
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	22
6.7 PAYMENT	22
6.8 INVOICING INSTRUCTIONS	23
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	24
6.10 APPLICABLE LAWS.....	24
6.11 PRIORITY OF DOCUMENTS	24
6.12 INSURANCE – NO SPECIFIC REQUIREMENT.....	24
6.13 JOINT VENTURE (IF APPLICABLE)	24
6.14 DISPUTE RESOLUTION.....	25
ANNEX "A"	26
STATEMENT OF WORK	26
ANNEX "B"	31

BASIS OF PAYMENT 31

ANNEX "C" 33

SECURITY REQUIREMENTS CHECK LIST 33

ANNEX "D" 35

COVID-19 VACCINATION REQUIREMENT CERTIFICATION 35

ANNEX "1" TO PART 5 OF THE BID SOLICITATION 36

CERTIFICATION – FORMER PUBLIC SERVANT..... 36

ANNEX "2" TO PART 5 OF THE BID SOLICITATION 38

CERTIFICATION – JOINT VENTURE (IF APPLICABLE) 38

PART 1 - GENERAL INFORMATION

1.1 Summary

Rewriting the Nunavut General Monitoring Plan's (NGMP) Priority Ecosystemic State of Knowledge (SOK) Summary Reports.

1.2 Statement of Work

The Work to be performed is detailed under Annex A of the resulting contract clauses.

1.3 Security Requirements

There are no security requirements associated with this bid solicitation.

1.4 Period of Resulting Contract

The contract resulting from this RFP process will be from Contract Award date to December 31, 2022.

1.5 Comprehensive Land Claims Agreement(s)

"This procurement is subject to the following Comprehensive Land Claims Agreement(s):
- Nunavut Land Claims Agreement (NLCA). "

1.6 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 may be in writing, by telephone or in person.

1.7 COVID-19 Vaccination Requirement

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive.

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.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.2 Submission of Bids

Bids (and any amendments thereto) must be submitted **electronically only, in PDF format**, to Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) by the date, time and to the e-mail address indicated on page 1 of the Request for Proposals. Transmission of Bids (and any amendments thereto) submitted by any other means to CIRNAC 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 FPSs, bidders must provide the information required in Annex 1, to Part 5 of the Bid Solicitation, before contract award.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **5** 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.

2.5 Applicable Laws

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

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.

2.6 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 **5 days** before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers 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) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid electronically in accordance with section 8 of the 2003 standard instructions and as amended in Part 2 - Bidder Instructions, Article 2.1 Standard Instructions, Clauses and Conditions. Bidders are required to provide their bid in a single transmission. **The total size of the email, including all attachments, must not exceed 10 megabytes (MB).** It is solely the Bidder's responsibility to ensure that the total size of the email does not exceed this limit.

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

- Section I: Technical Bid in PDF format.
- Section II: Financial Bid in PDF format.
- Section III: Certifications in PDF format.
- Section IV: Additional Information in PDF format.

Prices must appear in the financial bid only. No prices must 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) page format; and
- (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

3.1.1 Bidders must submit their financial bid in accordance with the Pricing Schedule detailed below under Attachment 1 to Part 3, Pricing Schedule.

3.1.2 Electronic Payment of Invoices – Bid

Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) method of invoices payment is by direct deposit to the Bidder's financial institution of choice.

3.1.3 Exchange Rate Fluctuation

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

Section III: Certifications

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

Section IV: Additional Information

In Section IV of their bid, bidders should provide:

1. their legal name;
2. their Procurement Business Number (PBN);
3. the name of the contact person (provide also this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid.

ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

Financial Evaluation

The Bidder must complete this pricing schedule and include it in its financial bid.

All price must be in Canadian Dollars (CAD) excluding applicable taxes.

If the bidder is awarded the Contract, the all-inclusive fixed per-diem rates submitted within the table below will formulate the basis of payment for the duration of the Contract.

The inclusion of volumetric data in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

Failure to comply with any of the instructions provided in this section will render the bid non-responsive.

Periods and Resource Categories	All-inclusive fixed Per-Diem Rate	Volumetric Data (estimated)	Total
	A	B	C = A x B
Period 1: Contract Award Date to March 31, 2022			
Senior Consultant/Leader	\$	3 days	\$
Junior Consultants/Assistant Leaders/Report Writers	\$	24 days	\$
Internal or subcontracted subject matter experts	\$	2 days	
Administrative Assistant	\$	0.5 days	\$
Total Period 1:			\$
Period 2: April 1, 2022 to December 31, 2022			
Senior Consultant/Leader	\$	5 days	\$
Junior Consultants/Assistant Leaders/Report Writers	\$	32 days	\$
Internal or subcontracted subject matter experts		4 days	
Administrative Assistant	\$	0.5 days	\$
Total Period 2:			
Evaluated Price (excluding applicable taxes): (sum of Total Period 1 and Total Period 2)			\$

Definition of a Day/Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\text{(Hours worked} \times \text{applicable firm per diem rate)} \div 7.5 \text{ hours.}$$

- i. All proposed personnel must be available to work for the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

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

4.1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

To Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.

Item	Mandatory Criteria	Required Supporting Information	PASS/FAIL (Dept. Use Only)
M1	<p>COMPANY PROFILE</p> <p>M.1 The Bidder MUST provide a company profile /overview. This MUST include the legal business name and operating name or names used and number of years in business.</p> <p>M1.2 The Bidder MUST have been in business for a minimum of three (3) years.</p>	<p>Provide a summary page that includes all information requested.</p> <ul style="list-style-type: none"> - Company overview; - Legal business name; - Operating name(s); - Number of years in business; and - Business number. 	
M2	<p>BIDDER'S EXPERIENCE</p> <p>To describe the Bidder's experience, Bidders MUST provide three (3) written project summaries including the following services:</p> <ol style="list-style-type: none"> 1. Project management; 2. Review of technical and non-technical documents; 3. Perform data analysis, synthesis and/or integration; 4. Use data visualization methods to identify trends and outliers within a set of data; 5. Write non-technical science-focused report (physical and biological 	<p>Provide three (3) project summaries (half a page each). The project summaries MUST include all of the criteria listed in M2.</p> <p>Work MUST have occurred during the past five (5) years.</p> <p>The main Senior Consultant(s) proposed in M3 MUST have been the primary lead or co-lead in the projects described in the summaries.</p> <p>Within each project summary provided, Bidders MUST indicate the following:</p>	

Item	Mandatory Criteria	Required Supporting Information	PASS/FAIL (Dept. Use Only)
	sciences).	<ul style="list-style-type: none"> • Client organization to whom the services were provided; • Dates (Year and Month)/duration of the service contract; • Dollar (CAD) value of the project (to the Bidder); • List of stakeholders involved; • Role of the contractor, i.e. project manager, lead role, support role. 	
M3	<p>PROJECT TEAM</p> <p>The Bidder MUST propose a project team which can provide the range of services described in the Statement of Work.</p> <p>The team MUST consist of the following:</p> <p>One (1) Senior Consultant/Leader; and One (1) Alternative resource for Senior Consultant/ Leader;</p> <p>Four (4) Junior Consultant / Assistant Leader / Report Writer Two (2) Alternative resources for Junior Consultant</p> <p>One (1) Administrative Assistant/ editing report revisions, document layout One (1) Alternative resource for Administrative Assistant</p> <p>For additional internal and subcontracted resources that may be required to complete the work, such as, but not limited to, experts in caribou, muskox, polar bear, marine noise, bathymetry and statistical analysis., the Bidder must provide a Curriculum Vitae (CV) (suggested 5 page maximum for proposed resources.</p>	<p>Provide two (2) paragraphs describing each proposed resources experience and their role(s) in the project, including:</p> <ul style="list-style-type: none"> - Summary of expertise; - Number of years of experience; - List of similar projects. <p>Provide a team organizational chart (structure), including each team member, their role(s) and years of experience. Identify the main client contact.</p>	

Item	Mandatory Criteria	Required Supporting Information	PASS/FAIL (Dept. Use Only)
M4	<p>PROJECT TEAM</p> <p>The Bidder MUST provide proof of experience of the Senior Consultant / Leader and his/her alternative.</p> <p>These resources MUST have a minimum of ten (10) years relevant experience.</p>	<p>Provide a Curriculum Vitae (CV) (suggested 5 page maximum) for each proposed resources.</p> <p>The CV should include experiences that demonstrate the capacity of resources to conduct the work as described in the Statement of Work, such as (but not limited to):</p> <ul style="list-style-type: none"> • Project management; • Reviewing various technical and non-technical documents to retrieve most relevant data and information; • Performing data analysis, synthesis and/or integration; • Using data visualization methods to identify trends and outliers within a set of data and tell the stories found within the data. 	
M5	<p>PROJECT TEAM</p> <p>The Bidder MUST provide proof of experience of the four (4) Junior Consultants / Assistant Leader/Report Writer and the two (2) alternative resources.</p> <p>These resources MUST have a minimum of three (3) years of relevant experience.</p>	<p>Provide a Curriculum Vitae (CV) (suggested 5 page maximum) for each proposed resources.</p> <p>The CV should include experiences that demonstrate the capacity of resources to conduct the work as described in the Statement of Work, such as (but not limited to):</p> <ul style="list-style-type: none"> • Reviewing various technical and non-technical documents to retrieve most relevant data and information; • Performing data analysis, synthesis and integration; • Using data visualization methods to identify trends and outliers within a set of data & tell the stories found within the data; • Non-technical science-focused report writing (physical and biological sciences). 	

4.1.1.2 Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

Item	Point-Rated Criteria	Evaluation Factors	WEIGHT
<p>R1 linked to M2</p>	<p>BIDDER EXPERIENCE</p> <p>Provide three (3) project summaries as submitted for M2 and demonstrate relevance and similarity to CIRNAC's requirements.</p> <p>Each project should be of similar scope as the work defined in the Statement of Work.</p> <p>The Bidder should demonstrate the relevance of their services provided as well as the Bidder's depth and capacity to perform the services as indicated in the Statement of Work attached as Annex A.</p>	<p>Up to fifteen (15) points for project summaries, to a maximum of five (5) points per project.</p> <p>Criterion: The project is relevant and similar to CIRNAC's requirements, as described in the Statement of Work.</p> <p><i>The following Rating Scale will be used to evaluate this criterion:</i></p> <p>Five (5) points: Complete and extensive details provided. Project is very relevant and similar to CIRNAC's requirements. Role of the proposed Senior Consultant was as primary lead or project manager.</p> <p>Three (3) points: Incomplete and partial details provided. Project has some relevance and similarities to CIRNAC's requirements. Role of the proposed Senior was as a supporting resource and NOT as primary lead or project manager.</p> <p>Zero (0) points: Insufficient details to evaluate if Project is relevant and/or similar to CIRNAC's requirements.</p>	<p>Project #1 /5</p> <p>Project #2 /5</p> <p>Project #3 /5</p> <p>/15 points maximum</p>
<p>R2</p>	<p>TEAM EXPERIENCE</p> <p>The Senior Consultant should have experience working with Academic, Research and/or Scientific communities or experts.</p>	<p>Criterion:</p> <p>Up to five (5) points for a proposal that includes a Senior Consultant with up to five (5) years of experience working with Academic, Research and/or Scientific communities or experts within the last ten (10) years.</p>	<p>Include a Senior Consultant experience working with Academic, Research and/or Scientific communities or</p>

Item	Point-Rated Criteria	Evaluation Factors	WEIGHT
		<p><i>The following Rating Scale will be used to evaluate this criterion:</i></p> <p>0 year = 0 points >1 year = 1 point >2 years = 2 points >3 years = 3 points >4 years = 4 points >5 years = 5 points</p>	<p>experts</p> <p>/5 points maximum</p>
R3	<p>TEAM EXPERIENCE</p> <p>The Senior Consultant should have experience working on northern projects (above the 60th parallel north) over the past Ten (10) years.</p>	<p>Criterion: Up to five (5) points for a proposal that includes a Senior Consultant with up to five (5) years of experience working on northern projects (above the 60th parallel north) within the past ten (10) years.</p> <p><i>The following Rating Scale will be used to evaluate this criterion:</i></p> <p>0 year = 0 points >1 year = 1 point >2 years = 2 points >3 years = 3 points >4 years = 4 points >5 years = 5 points</p>	<p>The senior consultant has experience working on northern projects (above the 60th parallel north) over the past ten (10) years.</p> <p>/5 points maximum</p>
R4	<p>METHODOLOGY</p> <p>Provide a methodology outline to demonstrate how the work will be carried-out.</p>	<p>Up to ten (10) points for a proposal that includes a methodology outline.</p> <p><i>The following Rating Scale will be used to evaluate these criteria:</i></p> <p>Four (4) points:</p> <p>Identifies the steps necessary to conduct the work as described in the Statement of Work.</p> <p>Four (4) points:</p> <p>Describes the steps necessary to conduct the work as described in the Statement of Work.</p> <p>Two (2) points:</p> <p>Provides a tentative timeline to</p>	<p>Include a methodology outline</p> <p>/10 points maximum</p>

Item	Point-Rated Criteria	Evaluation Factors	WEIGHT
		<p>conduct the work as described in the Statement of Work.</p> <p>Zero (0) points:</p> <p>Does not provide a methodology outline.</p>	
R5	<p>INUIT AND NORTHERN OWNED AND OPERATED BUSINESS</p> <p>Based on the submitted information CIRNAC will evaluate the firm's eligibility as either a Northern and/or Inuit-owned business. CIRNAC will also evaluate the firm's intent to engage Inuit professional services in the completion of the work.</p>	<p>Up to fifteen (15) points with a maximum of five (5) points per category that is relevant and similar to CIRNAC's requirements</p> <p><i>The following Rating Scale will be used to evaluate these criteria:</i></p> <p>Six (6) points:</p> <p>A certified Inuit-owned business as registered with Nunavut Tunngavik Inc.</p> <p>Six (6) points:</p> <p>The firm is a northern business with employee(s) and/or offices permanently located in Nunavut.</p> <p>Six (6) points:</p> <p>The firm clearly indicates that it will engage Inuit professional services in the completion of any work related to this contract.</p>	<p>Inuit Owned Business</p> <p>/6</p> <p>Offices and/or employees located in Nunavut</p> <p>/6</p> <p>Engagement of Inuit professional services</p> <p>/6</p> <p>/18 points maximum</p>
R6	<p>PROPOSAL</p> <p>Organization and detail of the proposal.</p>	<p>Up to six (6) points for the depth and detail of the proposal which demonstrates an understanding of the size and scope of the work and the approach.</p> <p><i>The following Rating Scale will be used to evaluate this criterion:</i></p> <p>Zero (0) point:</p> <p>Does not demonstrate understanding and/or outline the approach to the work.</p>	<p>Understanding of the size and scope of the work and the approach</p> <p>/6</p>

Item	Point-Rated Criteria	Evaluation Factors	WEIGHT
		<p>Two (2) points:</p> <p>Basic understanding, does not include sufficient detail.</p> <p>Four (4) points:</p> <p>Demonstrates an understanding of the scope and clearly demonstrates.</p> <p>Six (6) points:</p> <p>Exceeds understanding, shows thorough knowledge of ability to work on project of this size.</p> <p>Up to five (5) points for the inclusion of a Table of Contents that corresponds to both the Mandatory and Rated Criteria:</p> <p><i>The following Rating Scale will be used to evaluate this criterion:</i></p> <p>Zero (0) Point:</p> <p>Does not include the Table of Content</p> <p>Two (2) points:</p> <p>Include the Table of Content, but lacks detail; page numbers, tabs, etc.</p> <p>Five (5) points:</p> <p>Include the Table of Content, page numbers correspond to Mandatory and Rated Criteria, tab dividers included.</p>	<p>Table of Contents</p> <p>/5</p> <p>/11 points maximum</p>
Maximum Points			61
Minimum Points Required			37
Bidder's Score			/61

4.1.2 Financial Evaluation

SACC Manual clause [A0220T](#) (2014-06-26) Evaluation of Price – Bid

4.2 Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)

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 **37** points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **61** 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.
8. In the event of more than one (1) bidder has the same Combined Rating, the bidder with the Highest Technical Merit Score will be ranked higher

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 equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)

	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135

Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27$	$45/45 \times 30 = 30$
Combined Rating		84.18	76.15	77.70
Overall Rating		1st	3rd	2nd

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, all bidders must provide with their bid, **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.

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 COVID-19 Vaccination Requirement Certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

The Bidder must provide with its bid the COVID-19 vaccination requirement certification included in Annex "D", Additional Certifications Required with the Bid.

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 provided 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) (<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.

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 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

SACC Manual clause [A3005](#) (2010-08-16) Status and Availability of Resources

5.2.3.2 Education and Experience

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

5.2.3.3 Annex 1 to Part 5 of the Bid Solicitation – Certification – Former Public Servant

5.2.3.4 Annex 2 to Part of the Bid Solicitation – Certification – Joint Venture (if applicable)

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

There are no security requirements.

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

6.3 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.

6.3.1 General Conditions

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

6.3.2 Supplemental General Conditions

[4013](#) (2021-11-29) Compliance with on-site measures, standing orders, policies, and rules.

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to December 31, 2022 inclusive.

6.4.2 Comprehensive Land Claims Agreement(s)

The Contract is subject to the following Comprehensive Land Claims Agreement(s):

- Nunavut Land Claims Agreement (NLCA)

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Christine Madore
Title: Senior Procurement Expert
Department: Indigenous Services Canada
Directorate: Materiel and Assets Management
Address: 10 Wellington Street, 13th Floor, Gatineau, Quebec K1A 0H4

Telephone: 873-354-1376
E-mail address: christine.Madore@sac-isc.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.

6.5.2 Project Authority (IDENTIFIED AT CONTRACT AWARD)

The Project Authority for the Contract is:

Name: _____
Title: _____
Department: _____
Address: _____

Telephone: _____
Facsimile: _____
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.

6.5.3 Contractor's Representative (IDENTIFIED AT CONTRACT AWARD)

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail address: _____

6.6 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.

6.7 Payment

6.7.1 Basis of Payment

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ **(IDENTIFIED AT CONTRACT AWARD)**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor

unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75% committed, or
- b. four months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Method of Payment - Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

6.7.4 SACC Manual Clauses

[A9117C](#) (2007-11-30) T1204 – Direct Request by Customer Department

6.7.5 Electronic Payment of Invoices – Contract

Method of invoice payment by Crown-Indigenous Relations and Northern Affairs Canada is by direct deposit to the Contractor's financial institution of choice.

If not registered for direct deposit payments, to enable payment, the Contractor must complete the Electronic Payment Request Form (https://www.rcaanc-cirnac.gc.ca/DAM/DAM-CIRNAC-RCAANC/DAM-FNDNG/STAGING/texte-text/20-545_1362495227097_eng.pdf) and submit the form to the address provided.

6.8 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.

Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract.

2. 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.

6.9 Certifications and Additional Information

6.9.1 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.

6.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor - Removed

6.10 Applicable Laws

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

6.11 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 Articles of Agreement;
- (b) the supplemental general conditions 4013 (2021-11-29), Compliance with on-site measures, standing orders, policies, and rules;
- (c) the general conditions 2010B (2021-12-02), Professional Services (Medium Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, COVID-19 Vaccination Requirement Certification; and
- (h) the Contractor's bid dated **(IDENTIFIED AT CONTRACT AWARD)**.

6.12 Insurance – No Specific Requirement

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.

6.13 Joint Venture (if applicable)

The contractor confirms that the name of the joint venture is _____ and that it is comprised of the following members: (list all the joint venture members named in the contractor's bid).

With respect to the relationship among the members of the joint venture contractor, each member agree, represents and warrants (as applicable) that:

1. _____ has been appointed as the "representative member" of the joint venture contractor and has full authority to act as agent for each member regarding all matters relating to the contract;

2. By giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor;
3. All payments made by Canada to the representative member will act as a release by all the members.

All the members agree that Canada may terminate the contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the work in any way.

All the members are jointly and severally or solidarily liable for the performance of the entire contract.

The contractor acknowledges that any change in the membership of the joint venture (i.e. a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject of the assignment provisions of the general conditions.

6.14 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](#)".

ANNEX "A"

STATEMENT OF WORK

SW1 PROJECT TITLE

Rewriting the Nunavut General Monitoring Plan's (NGMP) Priority Ecosystemic State of Knowledge (SoK) Summary Reports

SW2 TERMINOLOGY

CIRNAC = Crown-Indigenous Relations and Northern Affairs Canada
NGMP = Nunavut General Monitoring Plan
SoK = State of Knowledge
VEC = Valued Ecosystemic Components
VSEC = Valued Socio-Economic Components

SW3 BACKGROUND

- 3.1. In 2011-2012, the NGMP Secretariat completed a desktop study and writing of a preliminary draft State of Knowledge (SoK) summary report for all 52 of its valued ecosystemic and socio-economic components (VECs, VSECs). The reports were an attempt to consolidate local, regionalized and territory-wide aggregated baseline data aimed at supporting Nunavut's general monitoring efforts. This baseline data was intended to support decision-making, identify current gaps and generate preliminary key questions that may be emerging. The reports were updated again in 2013 however for a variety of reasons, the SoK reports were never finalized or made public.
- 3.2. In the fall of 2018, the NGMP Secretariat completed a comprehensive five-year review of its program. One of the key deliverables arising out of the review was to ensure that the information contained within the NGMP's SoK reports be updated and made publicly available as a method of ensuring that important NGMP-collected data was accessible to decision makers and Nunavummiut.
- 3.3. In 2020-2021, the NGMP contracted to have the datasets of its 16 high priority SoKs updated. The work commenced with the socio-economic SoKs and it was realized that, in most cases, a full rewrite of the SoK was necessary. The NGMP was able to complete the rewriting of the priority socio-economic SoKs however, was only able to complete subject matter expert interviews for the priority ecosystemic SoKs.

During the interviews with the ecosystemic subject matter experts, the NGMP's contractor was able to source data, documents, and Web links to relevant and current information related to key indicators for each ecosystemic priority SoKs. This information was captured in two primary documents and will form the basis of which this new work will commence. It will be expected that the Contractor will be able to review all material, reports, and Web links to data sets in order to pull relevant information to create an accurate and current snap-shot of what the experts tell us about the health and state of each priority VEC in order to rewrite/write an updated SoK.

SW4 OBJECTIVE

- 4.1. The NGMP Secretariat (described here and forward as the Project Authority) requires a Contractor to rewrite five (5) of the NGMP's high priority Ecosystemic State of Knowledge (SoK) Summary Reports using the information captured during the subject matter expert interviews, but

not limited to this information where other sources of information are known, or, in the event that further consultations with subject matter experts is required.

4.2. The five priority SoKs are:

1. Muskox
2. Polar Bear
3. Marine Noise
4. Caribou
5. Bathymetry

SW5 SCOPE OF WORK

The Contractor must perform the following to the satisfaction of the Project Authority:

- 5.1. Attend a detailed preparatory meeting with the Project Authority Team, Manager, NGMP, as well as the Ecosystemic and Socio-Economic Monitoring Analysts of the NGMP Secretariat. This meeting will ensure that the Contractor understands the context within which this work will be undertaken. In addition the Contractor will ensure that it obtains approval from the Project Authority for the Contractor's proposed approach for completing the work. This meeting will be done via videoconference or teleconference.
- 5.2. Complete an in-depth review of the 2021 datasets and other information captured and provided to the NGMP (reports, data, Web links to resource information etc.).
- 5.3. Based upon the completed review (5.2 above), the Contractor must fully develop a methodology document for laying out and describing the sequence of steps and activities to be taken and the time required to complete this work, along with the milestone deliverables. This document could include, but is not limited to, the following steps:
 - a. review;
 - b. analyze and synthesize (tables, graphs);
 - c. writing of the SoK for each priority VEC;
 - d. perform quality assurance and control;
 - e. put together a detailed bibliography;
 - f. desktop publication to finalize a polished document (Table of Contents, list of figures, list of acronyms, glossary, headers, footers etc.); and
 - g. data storage and organization.

The methodology must also include:

- 5.3.1 A project timeline: The timeline is to include the level of effort required by the Contracting Team for each step and activity described in the methodology. The estimated time required to transpose the newly acquired information into a SoK report for each of the identified VEC. This timeline will be discussed with and approved by the Project Authority;
- 5.3.2 The process by which the Contractor will engage with the previously identified subject matter experts on the contents of any draft reports to ensure that the reports accurately reflect the current state of knowledge of the relevant VEC. This engagement process will be discussed with and approved by the Project Authority.
- 5.4. Complete drafts of the new SoK summary reports using the approved methodology.

- 5.5. Amend the reports based upon any changes recommended by the subject matter experts, and the Project Authority.
- 5.6. Complete the final version of the new SoK summary reports. Store and organize all the supporting data and documents acquired during this contract and submit to the Project Authority via a prearranged method of file sharing and USB key.

SW6 TRAVEL

There is no requirement for travel associated with this Contract.

SW7 OUTPUT AND DELIVERABLES

The Contractor must provide to the Project Authority:

- 7.1. Meeting Notes no later than three (3) business days after a meeting, whether with the Project Authority or with a subject matter expert.
- 7.2. One (1) electronic (MS Word format) copy of the methodology for rewriting the reports, this will be due no later than twenty (20) business days after the date of the preliminary meeting and receipt of the relevant information from the Project Authority;
- 7.3. One (1) electronic (MS Word format) copy of each of the completed and revised final draft SOK summary report no later than five (5) days after it has been vetted by the appropriate subject matter expert;
- 7.4. One (1) electronic (MS Word format and Adobe PDF) copy of each of the final SoK summary reports no later than ten (10) business days after all final comments are received;
- 7.5. Two (2) electronic copies of all documents, datasets, reference material, all meeting notes with Project Authority and subject matter experts at the completion of the project as a final deliverable. Method of delivery to be determined by the Project Authority.

Timelines may be changed by mutual agreement of the Project Authority and the Contractor

SW8 DEPARTMENTAL SUPPORT

Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) will:

- 8.1. Provide the Contractor with detailed project-specific instructions where required;
- 8.2. Provide all relevant documents collected including but not limited to: electronic copies of the original SoK summary reports requiring rewrite as well as electronic copies of all documents and information captured to date.
- 8.3. Provide all background information relevant to the work specified in the Contract, as required and determined in consultations with the Contractor;
- 8.4. Provide contact information and introductions to the subject matter experts.
- 8.5. Where necessary assist with logistical support such as the booking of meetings and teleconferences;
- 8.6. Provide reviews, comments and/or approvals for draft methodology and rewritten SoK summary reports within ten (10) business days of receipt and/or presentation, unless otherwise agreed on a case by case basis between the Project Authority and the Consultant.

SW9 LANGUAGE OF WORK

The language of work, correspondence and all deliverable shall be in English.

SW10 LOCATION OF WORK

The work will be performed at the Contractor's premises.

Meetings will be conducted virtually using MS Team or Zoom.

If consultant(s) are required to attend a meeting on-site at Qimugjuq Building, 969 Federal Road, Iqaluit Nunavut, they will be escorted at all times.

SW11 RESOURCE REQUIREMENTS

10.1 The Contractor shall provide resources in the following Categories for the provision of Services related to this Contract and as detailed in the Contractor's proposal.

Resource Category	Minimum Resource Qualifications
One (1) Senior Consultant/Leader	<p>Ten (10) years of experience (120 months) conducting the work as described in the SOW, such as but not limited to:</p> <ul style="list-style-type: none"> • Project management; • Reviewing various technical and non-technical documents to retrieve most relevant data and information; • Performing data analysis, synthesis and/or integration; • Using data visualization methods to identify trends and outliers within a set of data and tell the stories found within the data.
One (1) Alternative resource as Senior Consultant/Leader	<p>Ten (10) years of experience (120 months) conducting the work as described in the SOW, such as but not limited to:</p> <ul style="list-style-type: none"> • Project management; • Reviewing various technical and non-technical documents to retrieve most relevant data and information; • Performing data analysis, synthesis and/or integration; • Using data visualization methods to identify trends and outliers within a set of data and tell the stories found within the data.
Four (4) Junior Consultants / Assistant Leaders / Report Writers	<p>Three (3) years (36 months) of relevant experience conducting the work as described in the SOW, such as but not limited to:</p> <ul style="list-style-type: none"> • Reviewing various technical and non-technical documents to retrieve most relevant data and information; • Performing data analysis, synthesis and integration; • Using data visualization methods to identify trends and outliers within a set of data & tell the stories found within the data; • Non-technical science-focused report writing (physical and biological sciences).

Resource Category	Minimum Resource Qualifications
Two (2) Alternative resources as Junior Consultant	<p>Three (3) years (36 months) of relevant experience conducting the work as described in the SOW, such as but not limited to:</p> <ul style="list-style-type: none"> • Reviewing various technical and non-technical documents to retrieve most relevant data and information; • Performing data analysis, synthesis and integration; • Using data visualization methods to identify trends and outliers within a set of data & tell the stories found within the data; • Non-technical science-focused report writing (physical and biological sciences).
One (1) Administrative Assistant	<ul style="list-style-type: none"> • Editing report revisions and document layout. • 1 year of experience with document revision and layout
One (1) Alternative resource as Administrative Assistant	<ul style="list-style-type: none"> • Editing report revisions and document layout. • 1 year of experience with document revision and layout

10.1.1 The Contractor may also identify additional internal and subcontracted resources that may be required to complete the work, such as, but not limited to, experts in caribou, muskox, polar bear, marine noise, bathymetry and statistical analysis.

10.2 Addition or Replacement of Resource

After Contract award, if a resource must be added or replaced, the Contractor must propose a resource on the basis of the resource category and minimum resource qualifications as outlined in the SOW under section 10 Resource Requirements. The resource must be evaluated and qualified by CIRNAC.

ANNEX "B"
BASIS OF PAYMENT

Period of Contract: From Contract Award date to December 31, 2022

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

1. Professional Fees

Periods and Resource Categories	All-inclusive fixed Per-Diem Rate
Period 1: Contract Award Date to March 31, 2022	
Senior Consultant/Leader	\$
Junior Consultants/Assistant Leaders/Report Writers	\$
Administrative Assistant	\$
Internal or subcontracted subject matter experts	\$
Period 2: April 1, 2022 to December 30, 2022	
Senior Consultant/Leader	\$
Junior Consultants/Assistant Leaders/Report Writers	\$
Administrative Assistant	\$
Internal or subcontracted subject matter experts	\$

Total Estimated Cost of Professional Fees: \$ (IDENTIFIED AT CONTRACT)

Definition of a Day/Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\text{(Hours worked} \times \text{applicable firm per diem rate)} \div 7.5 \text{ hours.}$$

- i. All proposed personnel must be available to work for the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

2. Cost Reimbursable Expenses (IDENTIFIED AT CONTRACT)

2.1 Subcontracts

The Contractor will be reimbursed the expenses for subcontracts it reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead. These expenses will be paid upon submission of a copy of the invoice (supported by receipt vouchers (as applicable) the contractor received from the subcontractor.

Subcontractor

Estimated Cost

_____ (name) \$
_____ (name) \$

Total Estimated Cost of Subcontracts: \$ (IDENTIFIED AT CONTRACT)

3. Total Estimated Cost- Contract Period 1 and 2: \$ _____ (IDENTIFIED AT CONTRACT)

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

Affaires autochtones et Développement du Nord Canada / Aboriginal Affairs and Northern Development Canada	Contract Number / Numéro du contrat 1000233834 Security Classification / Classification de sécurité Unclassified
---	--

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A – CONTRACT INFORMATION / PARTIE A – INFORMATION CONTRACTUELLE																																																																							
1. Branch / Sector / Directorate / Region / Direction générale / Secteur / Direction / Région NAO-NRO-Resource Management-NGMP	2. Contract type / Type de contrat Non-Competitive / Non-compétitif <input type="checkbox"/> Competitive / Compétitif <input checked="" type="checkbox"/> Type :																																																																						
3. Brief Description of Work / Brève description du travail Rewrite 5 Priority Ecosystemic NGMP Summary of Knowledge Reports																																																																							
4. Contract Amount / Montant du contrat To be identified at contract award / Identifié à l'attribution du contrat	6. Company Name and Address (for non-competitive contract only) / Nom et adresse de la compagnie (pour les contrats non-compétitifs seulement) :																																																																						
5. Contract Start and End date / Date de début et de fin du contrat Upon Contract Award to December 30, 2022 / De l'attribution du contrat au 30 décembre 2022																																																																							
7. Will the supplier require / Le fournisseur aura-t-il :																																																																							
7.1 access to PROTECTED and/or CLASSIFIED information or assets? accès à des renseignements ou à des biens désignés PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui																																																																						
7.2 an access card to AANDC premises? besoin d'une carte d'accès aux bureaux d'AANDC?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui																																																																						
7.3 access to the departmental computer network? accès au réseau informatique du Ministère?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui																																																																						
(If the answer is No to all three questions, go to Part D / Si la réponse est Non aux trois questions, allez à la Partie D)																																																																							
PART B – SAFEGUARDS OFF-SITE (COMPANY) / PARTIE B – MESURES DE PROTECTION À L'EXTÉRIEUR (COMPAGNIE)																																																																							
PHYSICAL INFORMATION / ASSETS / RENSEIGNEMENTS MATÉRIELS / BIENS																																																																							
8. Will the supplier be required to receive/store PROTECTED and/or CLASSIFIED information/assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir/entreposer sur place des renseignements/biens PROTÉGÉS et/ou CLASSIFIÉS?																																																																							
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui																																																																							
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)																																																																							
9.1 Will the supplier be required to use its computers, portable media, or IT systems to electronically process/store sensitive information? Le fournisseur sera-t-il tenu d'utiliser ses propres ordinateurs, médias portatifs ou systèmes TI pour traiter/stocker électroniquement des renseignements sensibles?																																																																							
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui																																																																							
9.2 Will the supplier be required to electronically transmit sensitive information to/from the Department or with other parties? Le fournisseur sera-t-il requis de transmettre électroniquement de l'information sensible au/à partir du Ministère ou avec d'autres parties?																																																																							
If yes, specify: / Si oui, spécifiez :																																																																							
a) Email transmission / Transmission par courrier électronique :	<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui																																																																						
b) Other transmission (Secure FTP, Collaboration, etc) / Autre transmission (FTP sécurisé, collaboration, etc) :	<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui																																																																						
c) Remote access required to AANDC network (VPN, Citrix) / Besoin de connexion à distance au réseau d'AANDC (VPN, Citrix) :	<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui																																																																						
9.3 Will the supplier be required to safeguard COMSEC* information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC* ?																																																																							
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui																																																																							
* Handling equipment and measures for secure transmission and emission (cryptographic, secure fax/phone) / Manipulation de l'équipement et des mesures sécuritaires pour fin de transmission et émissions (cryptographie, téléphone/télécopieur sécuritaire)																																																																							
10. SUMMARY CHART / TABLEAU RÉCAPITULATIF																																																																							
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="2">Category / Catégorie</th> <th rowspan="2">Please refer to question / Veuillez vous référer à la question</th> <th colspan="3">PROTECTED / PROTÉGÉ</th> <th colspan="3">CLASSIFIED / CLASSIFIÉ</th> </tr> <tr> <th>A</th> <th>B</th> <th>C</th> <th>CONFIDENTIAL / CONFIDENTIEL</th> <th>SECRET</th> <th>TOP SECRET / TRÈS SECRET</th> </tr> </thead> <tbody> <tr> <td>Information / Assets / Renseignements/Biens</td> <td>7.1</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Information / Assets (off site) / Renseignements/Biens (extérieur)</td> <td>8</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>IT Information / Assets (off site) / Renseignements/Biens TI (extérieur)</td> <td>9.1</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>IT Transmission - e-mail / Trans. - e-mail</td> <td>9.2 a)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>IT Transmission - other / Transmission TI - autre</td> <td>9.2 b)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Remote Access to Network / Connexion à distance au réseau</td> <td>9.2 c)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>COMSEC</td> <td>9.3</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Category / Catégorie	Please refer to question / Veuillez vous référer à la question	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	Information / Assets / Renseignements/Biens	7.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Information / Assets (off site) / Renseignements/Biens (extérieur)	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IT Information / Assets (off site) / Renseignements/Biens TI (extérieur)	9.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IT Transmission - e-mail / Trans. - e-mail	9.2 a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IT Transmission - other / Transmission TI - autre	9.2 b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Remote Access to Network / Connexion à distance au réseau	9.2 c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COMSEC	9.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Category / Catégorie			Please refer to question / Veuillez vous référer à la question	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ																																																																
	A	B		C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET																																																																
Information / Assets / Renseignements/Biens	7.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																
Information / Assets (off site) / Renseignements/Biens (extérieur)	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																
IT Information / Assets (off site) / Renseignements/Biens TI (extérieur)	9.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																
IT Transmission - e-mail / Trans. - e-mail	9.2 a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																
IT Transmission - other / Transmission TI - autre	9.2 b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																
Remote Access to Network / Connexion à distance au réseau	9.2 c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																
COMSEC	9.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																
PART C – PERSONNEL / PARTIE C – PERSONNEL																																																																							
11.1 Personnel Security Screening Level Required: / Niveau d'enquête de la sécurité du personnel requis :																																																																							
<input checked="" type="checkbox"/> N/A / Non requis <input type="checkbox"/> Reliability / Fiabilité <input type="checkbox"/> Confidential / Confidentiel <input type="checkbox"/> Secret <input type="checkbox"/> Top Secret / Très secret																																																																							
11.2 May unscreened personnel be used for portions of work? / Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?																																																																							
<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui N/A / Non requis																																																																							
12. Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? / La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?																																																																							
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui																																																																							

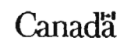


Contract Number / Numéro du contrat
1000233834
Security Classification / Classification de sécurité
Unclassified

This signature will be added upon Contract Award.
Cette page de signature sera ajoutée à l'attribution du contrat.

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified



ANNEX "D"

COVID-19 VACCINATION REQUIREMENT CERTIFICATION

I, _____ (*first and last name*), as the representative of _____ (*name of business*) pursuant to _____ (*insert solicitation number*), warrant and certify that all personnel that _____ (*name of business*) will provide on the resulting Contract who access federal government workplaces where they may come into contact with public servants will be:

- (a) fully vaccinated against COVID-19 with Health Canada-approved COVID-19 vaccine(s); or
- (b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures that have been presented to and approved by Canada;

until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by _____ (*name of business*) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the _____ (*name of business*) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

Signature: _____

Date: _____

Optional

For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below is not a substitute for completing the mandatory certification above.

Initials: _____

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.

ANNEX "1" to PART 5 OF THE BID SOLICITATION

Certification – Former Public Servant

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 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. T

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.

Name (printed): _____

Signature: _____

Date: _____

ANNEX “2” to PART 5 OF THE BID SOLICITATION

Certification – Joint Venture (if applicable)

The contractor confirms that the name of the joint venture is _____and that it is comprised of the following members: (list all the joint venture members named in the contractor’s bid).

With respect to the relationship among the members of the joint venture contractor, each member agree, represents and warrants (as applicable) that:

1. _____has been appointed as the “representative member” of the joint venture contractor and has full authority to act as agent for each member regarding all matters relating to the contract;
2. By giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor;
3. All payments made by Canada to the representative member will act as a release by all the members.

All the members agree that Canada may terminate the contract in its discretion if there is a dispute among the members that, in Canada’s opinion, affects the performance of the work in any way.

All the members are jointly and severally or solidarily liable for the performance of the entire contract.

The contractor acknowledges that any change in the membership of the joint venture (i.e. a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject of the assignment provisions of the general conditions.

Name (printed): _____

Signature: _____

Date: _____