



<p><b>RETURN RESPONSES TO: RETOURNEZ VOS RÉPONSES À</b></p> <p><b>Response Receiving - Environment Canada / Réponse recevant – Environnement Canada</b></p> <p><a href="mailto:moufid.samri@ec.gc.ca">moufid.samri@ec.gc.ca</a></p> <p><b>REQUEST FOR INFORMATION (RFI) DEMANDE DE RENSEIGNEMENTS (DDR)</b></p>	<p><b>Title – Titre</b> TECHNICAL SERVICES FOR THE DEVELOPMENT OF CLIMATE INDICES AND PRODUCTS SPECIFIC TO THE DIFFERENT SECTORS OF HUMAN ACTIVITY</p>	
	<p><b>EC Request for Information No. /SAP No. – N° de la demande d’information EC / N° SAP</b> 5000053843</p>	
	<p><b>Date of Request for Information (YYYY-MM-DD) – Date de la demande d’information (AAAA-MM-JJ)</b> 2022-01-27</p>	
	<p><b>Request for Information Closes (YEAR- MM-DD) - La demande d’information prend fin (AAAA-MM-JJ)</b></p>	<p><b>Time Zone – Fuseau horaire</b></p>
	<p>on – le 2022-05-16 at – à 14:00</p>	<p>Eastern Standard Time (EST)</p>
	<p><b>Address Enquiries to - Adresser toutes questions à</b> <a href="mailto:moufid.samri@ec.gc.ca">moufid.samri@ec.gc.ca</a></p>	
	<p><b>Telephone No. – N° de téléphone</b> 514-496-2617</p>	<p><b>Fax No. – N° de Fax</b></p>
	<p><b>Destination - of Services / Destination des services</b> Specified Herein - Précisé dans les présentes</p>	
	<p><b>Security / Sécurité</b> There is no Security Requirement - Il n’y a pas d’exigence sur la sécurité</p>	
	<p><b>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l’entrepreneur</b></p>	
<p><b>Telephone No. – N° de téléphone</b></p>	<p><b>Fax No. – N° de Fax</b></p>	
<p><b>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)</b></p>		
<p><b>Signature</b></p>	<p><b>Date</b></p>	



## REQUEST FOR INFORMATION

### Technical services for developing climate related indices and sector-specific climate products

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## 1. Nature of the Request for Information (RFI)

- 1.1 This is a Request for Information (RFI) only and not a bid solicitation. It should not be considered as a commitment to issue a subsequent solicitation or award contract(s) for the work described herein. The issuance of this RFI is not to be considered in any way a commitment by the Government of Canada, nor as authority to potential respondents to undertake any work that could be charged to Canada. However, information obtained from this RFI **may** be used to **identify potential non-competitive contracts** (i.e. sole source contracts), and to identify **areas of interest for future competitive processes** such as a call for tender or a Request for Proposals (RFP).
- 1.2 The scope of this RFI is to **seek information** from regional consortia, industry, consulting companies and academia on their **interest, capacity, and ability** to complete technical services for developing climate products (including but not limited to computing sector-specific climate indices, bias correcting and downscaling of climate projections, QA/QC of climate projection data and methods). Procurement will also use this RFI to see how their contracting strategy is perceived.
- 1.3 In particular, Environment and Climate Change Canada (ECCC) is seeking to understand Suppliers' ability to develop climate change related indices and sector-specific climate products to help people, communities, economic sectors, and other users of climate information in incorporating climate change adaptation measures into their planning, design, and operations. **Annex B (the Statement of Work) describes all the typical requirements that will be listed in future competitive or non-competitive contracts.**
- 1.4 Interested respondents should review the questions identified in Annex A, and provide answers in writing, to the ECCC representative identified on page 1 of this RFI. Since this is not a bid solicitation, ECCC will not necessarily respond to all inquiries in writing.
- 1.5 Participation in this RFI is encouraged, but it is not mandatory to be considered for future contracts or competitive processes. Respondents will not be reimbursed for any cost incurred by participating in this RFI.
- 1.6 All information obtained with this RFI will be treated as confidential.

## 2. Background

- 2.1 The impacts of climate change and the need to prepare for and adapt to these impacts are increasingly evident in Canada and throughout the world. While science assessments, synthesis reports and information on the projected climate change expected for Canada already exist, they usually provide coarse resolution information that is not ideally suited to planning at the local level. Therefore, one of the biggest barriers to climate change adaptation is the lack of access to relevant, local, useful climate data as well as guidance on how to use it for adaptation planning.
- 2.2 The Canadian Centre for Climate Services (CCCS), part of the Climate Change Branch, of ECCC, and Climate Research Division (CRD), part of the Science and Technology Branch, of ECCC, work together to provide Canadians with the climate data and information needed for adaptation to climate change. The CRD generates and shares state-of-the-art knowledge of the climate system and its evolution in response to human and natural influences, while CCCS' goal is to provide access to climate data, information, and tools in forms adequate to support adaptation decision-making. Part of CCCS's mandate includes identifying climate information that align with users' needs and creating or transforming data into forms that are suitable for them to use and to apply in climate change risk assessment and adaptation.
- 2.3 The information ECCC is seeking with this RFI pertains to Suppliers' ability to work with climate data and develop products and tools to facilitate climate change risk assessment and adaptation.



Specific examples are presented in Annex B (The Statement of Work). Therefore, it is necessary for the respondent to have thorough knowledge of historical climate data, of climate science and of tools for creating climate change scenarios and related indices. Experience in translating climate information into accessible language for people working across a wide range of sectors and professions is also an asset.

2.4 Work described in Annex B will complement work done within CRD and CCCS and will be subject to quality control and approval of both CRD and CCCS.

### 3. RFI Potential Use and Constraints

3.1 If a follow-on solicitation occurs it will be:

- a) in the form of a Sole Source solicitation for non-competitive contracts with less than \$40,000 (including taxes and/or overhead),
- b) in the form of an Invitation to Tender (ITT) for competitive contracts with less than \$100,000 (including taxes and/or overhead), or
- c) published on <https://buyandsell.gc.ca/> in the form of a Request for Proposal (RFP).

Should a Supplier require information on those solicitation forms, please refer to <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-on-opportunities#30>

3.2 There are no security requirements associated with this RFI, however there may be security requirements associated with any resulting procurement process. Should a Supplier require information on personnel and organization security screening or security clauses, please refer to the Canadian Industrial Security Directorate (CISD), Industrial and Security Program of Public Services and Procurement Canada (<https://www.tpsgc-pwgsc.gc.ca/esc-src/index-eng.html>) website.

### 4 How to respond to this RFI

4.1 Respondents should refer to the Statement of Work presented in Annex B and provide a response to the Supplier Engagement Questions from Annex A. The response must be addressed to the Contracting Authority by email.

#### 4.2 RESPONSE TEMPLATE

##### TITLE PAGE

The first page should be the title page, which should contain the following information:

- (i) Title of the response
- (ii) The full legal name and address of the respondent
- (iii) Name, address and telephone number of the respondent's contact
- (iv) Date
- (v) RFI number.

##### GENERAL RESPONSE

This section should include responses to the questions (see Annex A)

##### QUESTIONS AND OTHER INFORMATIONS

This section should include any questions regarding the SOW and any information vendors wish to include that does not fit into the response section.



## **Annex A - Supplier Engagement Questions**

**Part 1. Questions regarding interest, capacity, and ability to complete technical services for developing climate products.** See Section 3.1 (General scope of work) in Annex B for examples of products and services to guide your answers to the following questions.

- 1.1. Please provide a short description of your group/organisation/firm and the types of services and products it provides.
- 1.2. Are you interested in a Sole Source contract? Which product or service will you be particularly interested in providing?
- 1.3. If an RFP or ITT is issued on any of the examples of projects presented in Annex B, would you be interested in submitting a Proposal? Which product or service will you be particularly interested in providing?
- 1.4. Please provide a statement regarding your capability to meet the requirements for any of the three categories of projects mentioned in Annex B that you are interested in (treat each category separately):
  - Provide any supporting information that would be beneficial to ECCC, including links to demos, videos, scientific papers, white papers, case studies/examples of projects that you have previously developed and are similar to our requirements;
  - Provide information on your organization's ability to provide the requested resources (see section 5 CONTRACTOR RESOURCE REQUIREMENTS) with the necessary expertise to fulfill the work for the categories/products /services you are interested in providing.
- 1.5 Please list any other services or projects related to the examples presented in Annex B that you are interested to provide and that meets the mandate described in Section 1.2 Background.

### **Part 2. Feedback on procurement contracting strategy**

- 2.1 Are any aspects of the Statement of Work unclear?
- 2.2 Does the Statement of Work have enough information for Bidders to submit a quality bid?
- 2.3 What, if any, additional information would you like to see included in the Statement of Work?
- 2.4 Please identify any other issues, concerns, recommendations not addressed above.



## **Annex B – Typical Statement of Work**

**This Annex describes the typical requirements that will be listed in future competitive or non-competitive contracts.**

### **TECHNICAL SERVICES FOR THE DEVELOPMENT OF CLIMATE INDICES AND PRODUCTS SPECIFIC TO THE DIFFERENT SECTORS OF HUMAN ACTIVITY**

#### **1. PURPOSE**

##### **1.1 OBJECTIVE**

The Government of Canada created the Canadian Centre for Climate Services (CCCS) of Environment and Climate Change Canada in 2018 so that all Canadians have the climate data, the information, and the support they need to understand and plan for climate change and its impacts. CCCS is seeking technical services of qualified consultant(s) to develop climate change related indices and sector-specific climate products (e.g. computing sector-specific climate indices, bias correcting and downscaling of climate projections, QA/QC of climate projection data and methods), to help people, communities and economic sectors in incorporating climate change adaptation measures in their plans for the future.

##### **1.2 BACKGROUND**

- a) The effects of climate change and the need to mitigate and adapt to these effects are increasingly evident in Canada and throughout the world. While science assessments, synthesis reports and information on the projected climate change expected for Canada already exist, they are usually providing global level information that is difficult to integrate at the local level. Therefore, one of the biggest barriers to climate change adaptation is the lack of access to relevant and useful climate data, and information on how to use it for adaptation planning.
- b) The Canadian Centre for Climate Services (CCCS), part of the Climate Change Branch, of ECCC, and Climate Research Division (CRD), part of the Science and Technology Branch, of ECCC, work together to provide Canadians with the climate data and information needed for adaptation to climate change. The CRD generates and shares state-of-the-art knowledge of the climate system and its evolution in response to human and natural influences, while CCCS' goal is to provide access to climate data, information, and tools in forms designed to support adaptation decision-making. Part of the CCCS work consists in identifying user needs and creating or transforming the data in forms easy to use and apply in climate change adaptation.
- c) ECCC is seeking technical services to develop products and tools that are easy to use and apply in climate change adaptation. Therefore, it is important for the respondent to have thorough knowledge of historical climate data, of climate science, and of tools for creating climate change scenarios and related indices, as well as experience in translating climate information into accessible language for people working across a wide range of sectors and professions.
- d) The work provided by Supplier will complement work done within CRD and CCCS and will be subject to quality control and approval of both CRD and CCCS.



### 1.3 TERMINOLOGY

The following list of definitions is not exhaustive, but rather intended to provide some clarity of understanding of the critical terms used within the Statement of Work:

Term	Definition
Climate Services	<p>Climate services help people across a range of professions, communities, and economic sectors plan for climate change. Climate services are developed based on the needs of users. Services include:</p> <ul style="list-style-type: none"> <li>• easy access to historical climate data and information</li> <li>• easy access to future projections of climate conditions</li> <li>• training and guidance to increase understanding of climate change and its impacts</li> <li>• collaboration with climate experts</li> <li>• translation of knowledge from climate experts into information that is clear and meaningful</li> </ul> <p>Climate services can help individuals better understand climate vulnerabilities, risks, and opportunities. They can support planning and decision-making to increase resiliency to the expected impacts of future climate change.</p>
Climate Change Adaptation	<p>Climate change adaptation refers to any activity or adjustment in natural or human systems to cope with or reduce the negative impacts of climate change and/or position communities to take advantage of new opportunities that may be presented.</p> <p>The goal of adaption may include 1) alleviating current impacts; 2) reducing sensitivity and exposure to climate-related hazards; and 3) increasing resiliency to climatic and non-climatic stressors. Successful adaptation does not mean that negative impacts will not occur, only that they will be less severe than would be experienced had adaptation not occurred.</p>
Post-processing and bias-correction methods	<p>Post-processing represents the common transformation/calibration techniques that are typically applied to raw climate model data before their use in sectoral applications and includes data collocation (e.g. re-gridding, temporal aggregation, or subsetting) and bias-adjustment or bias-correction methods, which have as a goal to reduce the biases between the numerical model solutions and observations over historical period. A wide variety of bias correction methods are in use, ranging from simple adjustments of the mean to flexible, potentially multivariate, quantile mapping approaches. Post-processing includes also downscaling and impact modelling.</p>
Emissions' scenarios	<p>A plausible representation of the future development of emissions of substances that are radiatively active (e.g., greenhouse gases (GHGs), aerosols) based on a coherent and internally consistent set of assumptions about driving forces (such as demographic and socio-economic development, technological change, energy and land use) and their key relationships. Concentration scenarios, derived from emissions scenarios, are used as input to a climate model to compute climate projections.</p>



Impact of climate change	For this work, the term impacts is used primarily to refer to the effects on natural and human systems of extreme weather and climate events and changes of the climate. Impacts generally refer to effects on lives, livelihoods, health, ecosystems, economies, societies, cultures, services and natural and man-made infrastructure due to the interaction of climate changes or hazardous climate events occurring within a specific time period and the vulnerability of an exposed society or system. Impacts are also referred to as consequences and outcomes.
Hazard	The potential occurrence of a natural or human-induced physical event or trend or physical impact that may cause loss of life, injury, or other health impacts, as well as damage and loss to property, infrastructure, livelihoods, service provision, ecosystems and environmental resources. In this report, the term hazard usually refers to climate-related physical events, extremes or trends or their physical impacts.
Climate scenario	A plausible and often simplified representation of the future climate, based on an internally consistent set of physical and climatological relationships that has been constructed for explicit use in investigating the potential consequences of anthropogenic climate change, often serving as input to impact models. Climate scenarios are obtained by bias correcting the raw climate projections using the observed current climate.
Project Authority	A person, occupying a specific position with ECCC, or fulfilling a specific organizational function, who is responsible for administration and management of any Contract, as well as acting as a single point of contact on behalf of ECCC.
Technical Authority	Competent and technically qualified person that will perform the evaluation of deliverables from any Contract. The Technical 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 Technical Authority, however the Technical 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.

## 2 REFERENCE DOCUMENTS

The following documents are recommended as references for the Contractor:

1. [Pan-Canadian Framework on Clean Growth and Climate Change](#)
2. [Canada in a Changing Climate: Sector Perspectives on Impacts and Adaptation](#)
3. [Canada's Changing Climate Report](#)
4. [A Guidebook on Climate Scenarios](#)
5. [IPCC AR5 Synthesis Report](#), [AR6 Synthesis Report](#) and [SR15 Report](#)
6. [CMIP6](#)
7. [Canada's Top Climate Risks](#)



The CCCS website, [www.canada.ca/climate-services/](http://www.canada.ca/climate-services/), and the climate data portal, <https://climatedata.ca/>, are recommended as references for the Contractor.

### 3 REQUIREMENTS

The work undertaken will involve the activities described under Section 3.1 General Scope of Work and tasks under Section 3.2

#### 3.1 GENERAL SCOPE OF WORK

The scope of services required may vary with each Contract. In general, the work consists of developing climate indices and sector-specific climate products needed for climate change adaptation projects and may include training and user-friendly documentation on their use. These newly developed climate products may be implemented for visualization and/or download on a climate open-data portal. They could include, but will not be limited to, the following:

- 1) National observation-based historical climate data:
  - Historical climate gridded data integrating station observations and/or based on reanalysis and satellite data for a large set of variables such as snow depth, wind, solid precipitation, etc.
  - Analytical tools to create user-defined climate products using station data, such as annual and monthly normals, extreme value frequency analysis and/or climate indices, that take into account missing data and permit download in multiple output formats (e.g. CSV, netCDF).
- 2) National future climate scenarios:
  - Downscaled climate change scenarios for different climate variables, as for example for daily temperature, precipitation, wind, solid precipitation, snow depth (or snow water equivalent) and/or humidity, that will include up-to-date post-processing and bias-correction methods.
  - Complex climate indices and impact modelling products, hazards and/or extremes such as, for example, humidex, standard precipitation evapotranspiration index, sub-daily return periods, freezing rain, wind gusts, hurricanes, flood metrics, drought metrics, permafrost subsurface conditions and other sector-specific climate indices designed for climate change impact analysis. The deliverables may include individual multi-model output with specific temporal and spatial resolutions, as well as climate change scenarios based on multi-model ensemble percentiles.
- 3) Innovative solutions and new methodologies for developing climate products based on users' needs, such as the following examples:
  - Development of new tools and methods for using climate data, such as machine learning techniques
  - Incorporation of future projections into specific data formats used for decision-making and planning, such as Typical Meteorological Year files for energy modelling
  - Development and update of (components of) online delivery platforms for historical climate data and/or future projections.

### 3.2 TASKS

For any project, the Contractor may be asked to:

- a. Conduct applied research and/or a scan of existing methodologies, tools, and available datasets and document their applicability.
- b. Select the most appropriate tool or method, which provides the most robust results, and datasets to undertake the task. The contractor must demonstrate the selected tool or method and show that it is the correct choice for the task. The proposed methodology must be approved by the Technical Authority.
- c. Develop the computer code based on the selected method if not already available. Open source code practices are recommended for all projects.
- d. Test the tool (the computer code), and the peer-reviewed methodology chosen for the project.
- e. Compute (develop) the climate data or product stated in the Contract
- f. Evaluate the results, make adjustments and corrections as needed.
- g. Deliver the final product in the form stated in the Contract
- h. Develop recommendations on how to strengthen the use or the implementation of the product in a web-based portal for climate data
- i. Produce documentation explaining the methodology used to develop the product, its applicability, strengths, weaknesses, gaps and provide advice on product updates.
- j. Provide a copy of the computer code used in the computation. The code supplied should respect the contract requirements (this could include publication on GitHub or GitLab using open source standards) and be properly documented, by comments in the code and/or in a separate document, so that it can be easily used by others.
- k. Design and develop training materials and user-friendly documentation, including illustrative examples, to facilitate the use of the delivered climate product or data by a wide audience (these deliverables could be integrated on the CCS website or [climatedata.ca](http://climatedata.ca)).

### 4 DELIVERABLES

All reports prepared shall be submitted by e-mail in MS Word format to the Technical Authority, while data, products and the code shall be submitted using an SFTP or THREDDS DataServer, cloud-based space or similar. Specific deliverables may include any combination of the following:

- a) Datasets and climate products in the form stated in the Contract
- b) Reports and presentations, in English, describing the methodology used in the product computation, summary of the evaluation of the product, recommendations on the use and implementation of the product on [climatedata.ca](http://climatedata.ca), descriptions of product applicability, strengths, weaknesses, gaps and advice for updating the product.
- c) Written summaries that are describing the product that could be integrated on the climate data portal, in both official languages (English and French).
- d) Copy of the computer code used in the project.
- e) Training materials, including illustrative examples, to facilitate the use of the product, in



one or both official languages (English or/and French); these could be PowerPoint presentations, word documents, video and/or others training products realized using an iterative and interactive approach between climate science producer and their users and co-design in consultation with ECCC representatives.

## 5 CONTRACTOR RESOURCE REQUIREMENTS

Deployed Resources shall be the Resource Category defined in the following table. Depending on project, one or all three types of resources could be necessary.

Resource	Definition
Climate Data Analyst	<p>This position requires an undergraduate or graduate degree in Climate Science, Earth or Atmospheric Sciences, Meteorology, Physics, Geography, Hydrology, Mathematics, Statistics, Computer Science, Environmental Science or Studies, Geophysics, or a related similar discipline. The typical job duties of this individual include, but are not limited to the following: efficiently gathering, organizing, and analyzing climate data and information, as well as using statistical tools and programming languages to interpret datasets, to compute other derivate datasets and to construct graphics and maps. A data analyst should have experience with programming languages, statistical tools, data visualization, large multidimensional dataset manipulation in a large variety of formats, such as netCDF, CSV and GIS-related formats, and knowledge of database languages such as R, Python, CDO, NCO, NCL or MATLAB. Close familiarity with Linux and high performance computing systems is highly desirable.</p>
Climate Scientist/Specialist or Climatologist	<p>This position requires a master's degree or Ph.D. in Climate Science, Earth or Atmospheric Sciences, Meteorology, Physics, Geography, Hydrology, Mathematics, Statistics, or a related similar discipline. Typical job duties of this individual include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Analyze and interpret climate data obtained from meteorological stations, radar and satellite imagery, and climate models</li> <li>• Use climate model outputs to construct future climate scenarios and trends</li> <li>• Create numerical and mathematical models for analyzing the climate or climate impacts</li> <li>• Design the development of new climate datasets and develop software programs to support their development</li> <li>• Explain and illustrate how climate change may impact humanity and ecology and give advice regarding the use and interpretation of climate information, data and tools</li> <li>• Create scientific publications for scientific peer-reviewed journals on the above topics</li> <li>• Create reports and documents summarizing results of climate projects</li> </ul>



	<ul style="list-style-type: none"> <li>• Develop documents for training and provide training</li> <li>• Ensure that methods of design, planning, data analysis, modeling and projections, associated documentation and development meet the goals of projects</li> </ul>
Project Manager	<p>The typical job duties of this individual include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Project management activities including financial, planning and risk management aspects;</li> <li>• Establishing valid and efficient working group protocols by planning, directing and controlling the activities of the project team within scheduled time and cost parameters;</li> <li>• Developing, planning, analyzing, evaluating and prioritizing deliverables and requirements;</li> <li>• Reporting progress of the project on an ongoing basis and at scheduled points in its life cycle.</li> </ul>

The Contractor shall provide the services of the resources named in its Proposal to perform the work, unless the Contractor is unable to do so for reasons beyond his/her control. Resource replacement may be undertaken by the Contractor on a case-by-case basis for extenuating circumstances only, and only with prior written approval from the Project Authority. Any cost associated with the replacement of a resource shall be entirely at the Contractor's expense. The Contractor shall notify the Project Authority, in writing, of the reason for the unavailability of the named resource. The Contractor shall then provide to the Project Authority the name and detailed curriculum vitae (CV) of the qualifications and experience of the proposed replacement resource. The Contractor shall be responsible for providing a replacement resource at the same cost, who shall be of equivalent or greater abilities or attainments of those obtained for the original resource proposed. Under no circumstances shall the Contractor allow performance of services by a replacement resource that has not been duly authorized by the Project Authority.

## 6 REPORTING REQUIREMENTS

The Contractor will provide monthly or quarterly status reports on ongoing work files as required by the Project Authority. The Contractor shall be responsible for facilitating and maintaining communication with the Project Authority regarding the progress of any work completed under the contract.

Upon request from the Project Authority, the Contractor shall provide ad hoc written or oral status updates relating to any work in progress. In addition, the Contractor shall immediately notify the Project Authority of any issues, problems, or areas of concern that could adversely affect the ability of the Contractor to complete the work specified under the contract.

## 7 CONTRACTOR RESPONSIBILITIES

In fulfilling the terms and conditions of the contract the Contractor shall:



- Ensure that all of its deployed personnel are properly trained and equipped to fulfill their responsibilities.
- Supply all of its own tools, facilities, equipment, and software required for completion of the work, unless otherwise directed in the contract.
- Provide an Account Manager to act as a Single Point of Contact between ECCC and the Contractor for contract management and administration, as well as concerns and issues.
- Ensure the Contractor's Project Manager and/or senior level resource attends an initial planning meeting with ECCC Project Authority to confirm Contractor and Program expectations.
- Provide a project charter, including roles of both the Contractor and the Department, a work plan, schedule and confirmation of any previously provided estimates of costs/prices, prior to the commencement of work.
- Be available for meetings and inquiries relating to the administration of the Contract and for progress and status updates within regular working hours (i.e. Monday to Friday, 09:00 to 17:00 Eastern Time).
- Work in conjunction and close contact with ECCC personnel to ensure that ECCC personnel acquire all appropriate knowledge transfer from the Contractor to use the product.
- Find the climate data necessary for each project, unless otherwise mentioned in the Contract.

## **8 DEPARTMENTAL SUPPORT**

If required for the Contractor's completion of work, ECCC will provide:

- Access to ECCC's facilities and/or the Project Authority and /or ECCC personnel for meetings, consultations, and information.
- Access to relevant documentation and reference materials to which the Contractor would not otherwise have access.
- Review of submissions and the provision of comments/suggested revisions, in a timely manner.
- Other assistance and support as deemed appropriate by ECCC.

## **9 METHOD OF ACCEPTANCE**

All deliverables and services rendered under any resulting contract are subject to inspection by the Technical Authority. The Project Authority shall have the right to reject any deliverables that are not considered satisfactory or require further correction before payment will be authorized.

## **10 INSURANCE REQUIREMENTS**

It shall be the sole responsibility of the Contractor to decide whether or not any insurance coverage is necessary for its own protection or to fulfill its obligations under contract and to ensure compliance with required federal, provincial or municipal law. Any such insurance shall be provided and maintained by the Contractor at its own expense.



## **11 LANGUAGE REQUIREMENTS**

As a department of the federal government, ECCC is required under the Official Languages Act to provide its services in either of the official language of Canada.

The Contractor resources must be fluent, both written and verbal, in English or French.

The deliverables must be provided as mentioned in the contract, in English or/and French.

## **12 MANAGEMENT OF CHANGE**

The protocol for changes to the required work, including unforeseen but related additional requirements, is as follows: Any changes to the required work as outlined in the Statement of Work of the project must be agreed to in writing by both parties (ECCC and the Contractor).

## **13 WORK LOCATION AND TRAVEL**

Unless on-site work and/or meetings at ECCC premises is required by the specific demands in the contract, the Contractor shall conduct work at its own premises, and provide its own equipment, software, and tools necessary for the performance of the tasks outlined in the SOW of the project.

The primary area of service delivery will be ECCC facilities located in the National Capital Region (NCR). ECCC is not responsible for the Contractor's travel and associated costs between the Contractor's regular business facility and ECCC's facilities.

All other travel requested by ECCC related to work must be authorized in advance by the ECCC Project Authority and will be reimbursed as per the current Treasury Board Travel Directive.

## **14 OWNERSHIP OF INTELLECTUAL PROPERTY**

The Contractor owns the Foreground Intellectual Property created under the contract.