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Request for Proposal (RFP)

Demande de proposition (DDP)

Proposal To: Natural Resources Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Comments – Commentaires

Issuing Office – Bureau de distribution

Finance and Procurement Management Branch
Natural Resources Canada
1055 PEPS Street
Quebec (Quebec) G1V 4C7

Title – Sujet	
Federal Flood Mapping Guidelines: application to three communities of the Northwest Territories	
Solicitation No. – No de l'invitation NRCan-5000064384	Date February 14, 2022
Requisition Reference No. - N° de la demande 168655	
Solicitation Closes – L'invitation prend fin at – à 02:00 PM Eastern Daylight Savings Time (EDT) on – le March 14, 2022	
Address Enquiries to: - Adresse toutes questions à: catherine.boilard@NRCan-RNCan.gc.ca	
Telephone No. – No de telephone 418-254-4882	
Destination – of Goods and Services: Destination – des biens et services: Natural Resources Canada 560 Rochester Street Ottawa (Ontario) K1A 0E4	
Security – Sécurité There are no security requirements associated with this requirement.	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur Telephone No.:- No. de téléphone: Email – Courriel : 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



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

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

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



PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

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

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

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

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

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

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

The Annexes include the Statement of Work and the Basis of Payment.

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

1.2 Summary

By means of the RFP, Natural Resources Canada (NRCan) is seeking proposals from bidders for evaluate data requirement for flood mapping activities in northern Canada.

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

This procurement is subject to the following Comprehensive Land Claims Agreement(s):

- The Inuvialuit Final Agreement

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

1.3 Debriefings

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



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

2.2 Submission of Bids.

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

NRCan Bid Receiving Unit:

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

procurement-approvisionnement@NRCan-RNCan.gc.ca

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



IMPORTANT: It is requested that you write the bid solicitation number in “Subject” of the email:

[NRCan-5000064384 - Flood mapping activities / activités de cartographie des zones inondables](#)

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

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

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

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (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.

2.4 Applicable Laws

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

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

2.5 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least five (5) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.



2.6 Basis for Canada's Ownership of Intellectual Property

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

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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

Section I: Technical Bid (1 electronic copy)

Section II: Financial Bid (1 electronic copy) in a separate file and document

Section III: Certifications (1 electronic copy)

Section IV: Additional Information (1 electronic copy)

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

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

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

Section I: Technical Bid

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

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Financial Proposal Form in Appendix 2. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

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



Section IV: Additional Information

In Section IV of their bid, bidders should provide:

1. the 1st page of this RFP signed with their legal name;
2. the name of the contact person (provide also this person's mailing address, phone 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.



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 evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 *Technical Evaluation*

Mandatory and point rated technical evaluation criteria are included in Appendix 1 – Evaluation Criteria.

4.2 Basis of Selection

4.2.1 *Highest Combined Rating of Technical Merit and Price*

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 39 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 65 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.



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

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

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

5.1.2 Additional Certifications Required with the Bid

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

- Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder or, in the case of a private company, the owners of the company.



- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).
- Bidders bidding as partnerships do not need to provide lists of names.

Name of Bidder: _____

OR

Name of each member of the joint venture:

Member 1: _____

Member 2: _____

Member 3: _____

Member 4: _____

Identification of the administrators/owners:

SURNAME	NAME	TITLE

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in



the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

5.2.4 Education and Experience

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

5.2.5 Former Public Servant

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

Definitions

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

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

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



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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

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

Professional fees

Amount



5.2.6 *Aboriginal Designation*

Who is eligible?

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

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

OR

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

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

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

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

Signature

Date



PART 6 - SECURITY AND OTHER REQUIREMENTS

6.1 Security Requirements

There are no security requirements associated with this requirement.



PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work OR Requirement

The Contractor must perform the Work in accordance with the Statement of Work at Annex "____" and the Contractor's technical bid entitled _____, dated _____. (*to be completed at contract award*)

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

[2035](#) (2021-12-02), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

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

7.2.2 Supplemental General Conditions

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

7.3 Dispute Resolution

Mediation

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

Arbitration

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



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

Meaning of "Dispute"

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

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

7.4 Security Requirements

7.4.1 There is no security requirement applicable to the Contract.

7.5 Term of Contract

7.5.1 Period of the Contract

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

7.6 Comprehensive Land Claims Agreements (CLCAs)

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

- The Inuvialuit Final Agreement

7.7 Authorities

7.7.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Catherine Boilard
Title: Senior procurement officer
Organization: Natural Resources Canada
Address: 1055 PEPS Street, Quebec (Quebec) G1V 4C7
Telephone: 418-254-4882
E-mail address: catherine.boilard@nrcan-rncan.gc.ca



The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

7.7.2 Project Authority *(to be provided at contract award)*

The Project Authority for the Contract is:

Name:

Title:

Organization:

Address:

Telephone:

E-mail address:

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

7.7.3 Contractor's Representative *(to be provided at contract award)*

Name:

Title:

Organization:

Address:

Telephone:

E-mail address

7.8 Proactive Disclosure of Contracts with Former Public Servants

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

7.9 Payment

7.9.1 Basis of Payment – Firm Price, Firm Unit Price(S) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex B for a cost of \$ _____ *(insert the amount at contract award)*. Customs duties are included and Applicable Taxes are extra.



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

7.9.2 *Method of Payment*

Milestone Payments

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

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

7.10 **Invoicing Instructions**

Invoices shall be submitted using **the following method:**

E-mail:

Invoicing-Facturation@nrcan-rncan.gc.ca

Note: Attach “PDF” file. No other formats will be accepted

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

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

7.11 **Certifications and Additional Information**

7.11.1 *Compliance*

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

7.12 **Applicable Laws**

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



7.13 Priority of Documents

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

- a) the Articles of Agreement;
- b) the supplemental general conditions 4007 (2010-08-16) - Canada to Own Intellectual Property Rights in Foreground Information;
- c) the general conditions 2035 (2021-12-02), Higher Complexity – Services;
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment;
- f) the Contractor's bid dated _____, (*insert date of bid*)

7.14 Foreign Nationals (Canadian Contractor OR Foreign Contractor)

SACC Manual clause A2000C _____ (*insert date*) Foreign Nationals (Canadian Contractor)

OR

SACC Manual clause A2001C _____ (*insert date*) Foreign Nationals (Foreign Contractor)

7.15 Insurance

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

7.16 Contract Administration

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



ANNEX A - STATEMENT OF WORK

SW1 TITLE

Federal Flood Mapping Guidelines: application to three communities of the Northwest Territories

SW2 ACRONYMS

EMS	Emergency Management Strategy
FDRP	Flood Damage Reduction Program
GNWT	Government of Northwest Territories
NRCan	Natural Resources Canada
NWT	Northwest Territories

SW3 BACKGROUND

When floods occur in populated areas, they can have devastating impacts for the affected communities. Up-to-date, fully informed, accurate flood maps are a key component towards developing effective policy to limit the negative impacts of floods when they occur. Many Canadian communities do not have a fulsome understanding of areas at risk of flooding. This hinders their ability to apply appropriate planning measures to prepare for flood events.

In the Northwest Territories (NWT), communities primarily rely on maps produced in the 1980s under the Flood Damage Reduction Program (FDRP). There is a critical need to update these maps, however, there are significant gaps in the availability and access to fundamental datasets and information required to proceed with flood-mapping activities. Additionally, floods in the NWT are complex to model, as they are primarily the result of break-up and ice-jam processes during freshet. In 2021, several NWT communities experienced ice-jam related flooding which damaged homes and businesses, and required emergency evacuations.

NRCan sees great value in supporting the ongoing and planned activities in the NWT, which would help advance the state of flood mapping in Canada, and provide very relevant guidance material to inform the [Federal Flood Mapping Guidelines Series](#). As part of the Emergency Management Strategy (EMS), NRCan leads the development and maintenance of several key documents in the Series, which provide a common set of tools and best practices for flood mapping practitioners in Canada. The lessons learned in the NWT would be very relevant to various other communities in a similar situation: those with poor access to, and availability of, fundamental datasets that would be required to carry out flood mapping activities.

SW4 OBJECTIVES

1. To provide a detailed technical methodology for the production of inundation, hazard and risk maps with particular attention paid to locations subject to ice-jam floods and where data are limited.
2. To provide a check-list and/or template to be completed annually (by e.g. GNWT scientists) to ensure appropriate data and information (e.g. related to a specific flood or high water event) are collected for future analysis, potential flood mapping updates, and for tracking purposes.
3. To collect, collate and inventory existing data relevant to or required for the production of flood maps for three NWT communities: Aklavik, Fort Simpson, and Hay River.
4. To inventory existing information and reports relevant to or required for the production of flood maps for three NWT communities: Aklavik, Fort Simpson, and Hay River.



5. To develop preliminary inundation flood maps for three NWT communities: Aklavik, Fort Simpson, and Hay River.
6. To write a case study of the applicability of the Federal Flood Mapping Guidelines Series for the development of flood maps for ice-jam flood vulnerable communities, and where there are limited data and access to flood information as is typical for northern communities.
7. To produce a detailed report that summarizes the outputs of objectives 1 through 6 and includes estimated costs for data and information gap filling and final map production.

SW5 REQUIREMENTS

R1. To provide a detailed technical methodology for the production of inundation, hazard and risk maps with particular attention paid to locations subject to ice-jam floods and where data are limited.

- Provide a detailed, technical methodology for the production of 1) inundation, 2) hazard, and 3) risk maps - with 2) and 3) including future climate change considerations. This methodology will be applied to flood map development for data limited, ice-jam dominated communities in the Northwest Territories, therefore methodology must include these considerations. The methodology should include, but not be limited to:
 - o Description of data (including data type and temporal/spatial resolution) needed for development of the different flood map types;
 - o Site-specific factors to be considered (e.g., an understanding of the flood processes, typical ice jam locations);
 - o Methods to evaluate existing data records (QA, QC) and determine if they are sufficient for flood map development (inundation, hazard and risk);
 - o Methods to gather the data needed (or in-fill data records, if required), if existing data records are not sufficient;
 - o Specific flood frequency analysis, hydrological modeling and hydraulic modeling approaches (including development, calibration, validation) that are necessary or should be considered;
 - o How climate change scenarios should be integrated into flood map development;
- The methodology should use and take into account general guidelines produced by NRCan (Federal Flood Mapping Guidelines Series), and other jurisdictions or industry standards where relevant (for example the United States Geological Survey), while providing necessary additional detail appropriate for data limited, ice-jam dominated rivers in the Northwest Territories.

R2. To provide a check-list and/or template to be completed annually (by e.g. GNWT scientists) to ensure appropriate data and information (e.g. related to a specific flood or high water event) are collected for future analysis, potential flood mapping updates, and for tracking purposes.

- The annual check-list and/or template should include questions and prompts to collect information for all NWT communities identified as vulnerable to flooding, such as:
 - o Q: Was the community flooded this year? (Y/N)
 - o Prompt: Compile optical and satellite imagery from before/during/after the flood event.
 - o Prompt: Compile news and social media records of flood event.
 - o Prompt: Compile flood event-specific data from relevant hydrometric gauge records, e.g. mean daily water level and/or flow, maximum instantaneous peak water level/flow.
 - o Prompt: Collect and compile survey data on the maximum flood level in the community.



- Prompt: Compile a timeline of the flood event, including dates and times of major milestones before/during/after the event (e.g. break-up timing, ice jam location and timing, warnings issued, evacuation ordered, peak flood timing, etc).
- Prompt: Compile information on any morphological changes, e.g. channel erosion.
- Prompt: Find out if any new LiDAR was acquired for the community this year.

The above list represents a first attempt at a check-list of information that should be routinely (annually) collected and is not inclusive of all required inputs. The output of this objective should build on this list, using the proponent's expertise, so that records continue to be completed and maintained annually for the purposes of future flood mapping updates.

R3. To collect, collate and inventory existing data relevant to or required for the production of flood maps for three NWT communities: Aklavik, Fort Simpson, and Hay River.

- Using the methodology developed for R1, collect, collate, QA/QC, and inventory the existing data relevant to or required for the production of inundation, hazard and risk flood maps for the three communities (Aklavik, Fort Simpson, and Hay River). This might include but is not limited to:
 - a. Spatial data, including:
 - i. LiDAR or other digital elevation model (DEM) of the community;
 - ii. High resolution geospatial data of the hydrological network (i.e. rivers and lakes) and surrounding features;
 - iii. Relevant optical imagery, including coverage from 2021;
 - iv. Other relevant satellite imagery, including coverage from 2021.
 - b. Hydrometric data, including:
 - i. River discharge rates, from relevant Water Survey of Canada hydrometric gauges, including maximum hourly values;
 - ii. River water level, including maximum hourly/daily values, from relevant Water Survey of Canada hydrometric gauges. Where possible and following discussion with the project authority, this may include the acquisition and digitization of pre-2002 water levels where possible and following discussion.
 - iii. High water marks from previous flood events.
 - c. Bathymetry data
 - d. Data on river ice conditions, including:
 - i. [As point (a), above] Any spatial data on river ice conditions, including coverage from 2021(e.g. RADARSAT river ice imagery, etc);
 - ii. Historical ice jam locations;
 - iii. Any other historical data related to river ice conditions.
- Where data necessary for the production of inundation, hazard and risk maps are missing and can reasonably be acquired by the proponent following their methodology in R1 (e.g. by in-filling of data records), this should be carried out.
- Where any missing data cannot reasonably be acquired or generated by the proponent (e.g. that would require community visits, surveying, etc), the proponent should identify these and indicate how the data or information should be gathered (outside of this contract). Provide a breakdown of estimated costs associated with acquiring or developing these additional data.



- Provide an overview of the implications (e.g. limitations and uncertainties) that any missing data present for flood map production.

R4. To inventory existing information and reports relevant to or required for the production of flood maps for three NWT communities: Aklavik, Fort Simpson, and Hay River.

- Using the methodology developed for R1, inventory any existing information, tools, reports and academic papers relevant to or required for the production of inundation, hazard and risk flood maps for the three communities (Aklavik, Fort Simpson, and Hay River). This might include:
 - a. Existing hydrological or hydraulic models or other tools used for flood mapping or related studies in any or all of the three communities.
 - b. Information on climate change scenarios or projections for the three communities, where relevant to flood mapping.
 - c. Reports and academic papers relevant to flood mapping, or any of the above data or information, specific to any or all of the three communities.
 - i. Include a summary of the report/paper (e.g. in tabulated format, detailing the author, title, key relevant points, recommendations, outputs, etc).
- Where information, tools or reports necessary for the production of inundation, hazard and risk maps are missing, the proponent should identify these and indicate how the information could be gathered (outside of this contract).
- The proponent should provide an overview of the implications (e.g. limitations and uncertainties) that any missing information present for flood map production.

R5. To develop preliminary inundation flood maps for three NWT communities: Aklavik, Fort Simpson, and Hay River.

- Using the methodology developed for R1 and the data synthesised in R3, develop preliminary inundation maps for the three communities (Aklavik, Fort Simpson, and Hay River). It is acknowledged that the comprehensiveness of the inundation maps might be limited by any missing data identified as part of R3, hence 'preliminary'.

R6. To write a case study of the applicability of the Federal Flood Mapping Guidelines Series for the development of flood maps for ice-jam flood vulnerable communities, and where there are limited data and access to flood information.

- Considering the output of R1, provide an assessment of the applicability of NRCan's Federal Flood Mapping Guidelines for northern communities, where ice-jam floods and data limitations are prevalent. This should focus on the following two Guideline documents from the Series:
 - o Federal Hydrologic and Hydraulic Procedures for Flood Hazard Delineation
 - o Federal Geomatics Guidelines for Flood Mapping
- Identify instances where the Federal Flood Mapping Guidelines (specifically, the same two documents as above) might be limited, not relevant, and/or need to be supplemented with additional considerations to make them applicable to a northern context (the output of R1 should provide these additional considerations).
- The case study report should remain consistent in terms of level of details with similar reports, such as the ones provided in the [Case Studies on Climate Change in Floodplain Mapping](#).



R7. To produce a detailed report that summarizes the outputs of R1-R6 and includes estimated costs for data and information gap filling and final map production.

- Produce a report that details the outputs of R1-R6.
- The report should include a breakdown of estimated costs associated with:
 - o any additional data acquisition or data generation (identified as gaps in R3) required for the development of inundation, hazard and risk maps;
 - o any necessary analyses, modeling, tools, or other information gathering (identified as gaps in R4) required for the development of inundation, hazard and risk maps; and
 - o the production of final inundation, hazard and risk maps.
- The report must provide sufficient direction to someone with a general knowledge base in flood mapping activities to enable them to carry out flood mapping activities for these communities.

Planned GNWT and NRCan pieces of work include:

- 1) The Government of the Northwest Territories (GNWT) has contracted work to survey high water marks in three communities affected by flooding in 2021: Jean Marie River (surveying completed in 2021), Fort Simpson (surveying completed in 2021), and Fort Good Hope (surveying to be completed in 2022);
- 2) The GNWT is to investigate the need for high water mark survey work in communities where evacuations occurred (Hay River, Aklavik), but there was a less significant impact on infrastructure from flooding.
- 3) The GNWT and NRCan recently collaborated on airborne LiDAR surveys over the communities of Aklavik, Hay River, Fort Good Hope, Fort Liard, Fort McPherson, Fort Simpson, Jean Marie River, Nahanni Butte, Tuktoyaktuk, and Tulita. These are currently being processed and should be made available in the January 2022 timeframe

SW6 SCOPE

The Contractor will conduct all planning, coordination (including with NRCan and GNWT), and execution of the data and information gathering exercises, including community engagement (with the mandatory involvement of GNWT), necessary to create a complete dataset, which meets the above-mentioned requirements.

While the production of inundation flood maps is part of the scope of the project, the production of hazard or risk maps is not.

SW7 TASKS TO BE PERFORMED

SW7.1 Participate in monthly teleconferences with NRCan and GNWT to provide progress updates;

SW7.2 Identify methodology and detailed site-specific data required to generate inundation, hazard and risk maps (for NWT communities identified) as defined in R1. Map types defined in conjunction with NRCan and GNWT (see [Federal Flood Mapping Guidelines Series](#))

SW7.3 Create flood mapping checklist defined in R2;

SW7.4 Collect, collate and inventory existing relevant data for the three NWT communities including but not limited to all data types identified in R3 and documents identified in R4;

SW7.5 Produce a detailed report that summarizes existing data and information (SW7.4), recommends analytical approaches for the production of flood maps (SW7.2), identifies items for annual flood mapping checklist (SW7.3);



SW7.6 Host 2021/2022 Fiscal Year End Presentation outlining findings and next steps from the detailed report generated in SW7.5;

SW7.7 Develop preliminary inundation flood maps using methodology identified in SW7.2 for selected communities in the NWT that updates understanding of potential risk to residents, housing, business and infrastructure;

SW7.8 Conduct case study of the two federal flood mapping guidelines documents and their applicability in flood mapping for northern communities;

SW7.9 Produce a final detailed report summarizing all work completed to date and cost estimates for future data acquisitions as well as modelling and mapping work (defined in R7);

SW7.10 Prepare and present an overview of the final report (SW7.9) to NRCan and GNWT.



SW8 DELIVERABLES (DESCRIPTION AND SCHEDULES)

SW 8.1 The contractor must complete and submit the following deliverables:

Deliverables/Milestones	Task Reference	Description and Schedule
1	SW7.1	Kickoff meeting within two weeks of contract award <ul style="list-style-type: none">Review project teamReview activity planSelection of members for technical committeeCost Breakdown
2	SW7.2 SW7.3 SW7.4 SW7.5	Draft project report submitted by COB on April 29 th 2022 for review by NRCan and GWNT. Finalized detailed report due June 30 th 2022 detailing the following elements: <ul style="list-style-type: none">Activities started and completedUpdated project timelineMapping methodology to be implemented for three communitiesResults of data/document acquisitionAnnual flood mapping checklist
3	SW7.6	Presentation of findings in project report (SW7.5) to be conducted prior to June 30 th 2022 following submission of draft report
4	SW7.7	Inundation flood maps as defined by the technical committee and GNWT draft maps must be submitted to NRCan and GNWT for review by January 31 st 2023 with final maps provided by March 31 st , 2023. <ul style="list-style-type: none">Draft maps to be accompanied by all associated data & documentation
5	SW7.8 SW7.9	Project Report draft to be submitted by COB on January 31 st 2023 for review by NRCan and GWNT. Final project report due March 31 st 2023 detailing the following elements <ul style="list-style-type: none">Summary of work completedFlood inundations maps produced for 3 communitiesResults of guidelines case studyCost estimates for future works
6	SW7.10	Presentation of all work completed to be conducted prior to March 31 st 2023 following submission of draft report

SW9 REPORTING REQUIREMENTS

The contractor will schedule and participate in monthly teleconferences with GWNT & NRCan where they will present progress updates as well as identify any issues or deviations from the project schedule that may arise. Draft copies of all deliverables will be provided to the project authority by the specified date listed in SW8.1. The project authority will provide comments within 4 weeks from reception of any draft documentation. All required documentation will be submitted with draft deliverables including data, modelling work, or any other relevant forms of information.

SW9.1 METHOD AND SOURCE OF ACCEPTANCE

Deliverables shall be in the form of professionally executed outputs such as reports, recommendations, presentations or other, as required. Deliverables will be provided to Natural Resources Canada and in accordance with requirements identified in SW5 of this SOW.

All deliverables and services rendered under this contract are subject to inspection by the Technical Committee (TC). The TC will comprise, at minimum, 1 representative from GNWT and 1 representative from NRCan. The Project



Authority shall have the right to reject any deliverables that are not considered satisfactory, or require their correction before payment will be authorized. If the deliverables are not considered satisfactory, the contractor will present to the PA a new delivery schedule and correct the deliverables accordingly.

SW10 CONTRACTOR'S OBLIGATIONS

In addition to the obligations outlined elsewhere in the Contract and Statement of Work, the Contractor and their resource(s) shall:

- Keep all documents and proprietary information confidential;
- Return all materials belonging to NRCan or others upon completion of the Contract;
- Attend meetings with stakeholders, if necessary;
- Participate in teleconferences, as needed;
- Maintain all documentation in a secure area.

SW11 NRCAN'S OBLIGATIONS

NRCan will provide:

- Access to required project documentation, government and departmental policies and procedures, publications, reports, studies, etc.
- Access to a staff member(s) who will be available to coordinate activities.
- Provide other assistance or support as identified by NRCan.

SW12 LANGUAGE OF WORK

The proposed resource must be able to communicate in English, both orally and written. Final deliverables will be submitted to NRCan and GNWT in English.

SW13 LOCATION OF WORK

The work is to be performed from the Contractor's office or an appropriate location while conducting consultations.

SW14 SERVICES TO BE ACHIEVED TO

Canada Centre for Mapping and Earth Observation
Strategic Policy and Results Sector
Natural Resources Canada / Government of Canada
560, Rochester Street
Ottawa (ON) K1A 0E4



ANNEX B - BASIS OF PAYMENT

(to be completed at contract award)

Deliverable ID	Deliverable	Payment Amount (% of total cost)
1	Kick Off Meeting	\$ _____ (20 %)
2	Final Methodology and Mapping Checklist Report	\$ _____ (10 %)
3	Methodology Presentation	\$ _____ (5 %)
4	Final Inundation Maps	\$ _____ (20 %)
5	Final Project Report	\$ _____ (40 %)
6	Final Project Presentation	\$ _____ (5 %)



APPENDIX 1 - EVALUATION CRITERIA

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

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

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

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

1. Technical Criteria

1.1 Mandatory Evaluation Criteria

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



MANDATORY CRITERIA				
Criteria		Compliant (yes/no)	Substantiating Detail (Explanation)	Reference to Bidder's Proposal
M1	<p>The Bidder MUST include in its proposal a detailed résumé for the Lead Resource and the Additional Resource. The Bidder MUST identify the following:</p> <ul style="list-style-type: none">- Relevant project descriptions of the resource's work experience (indicated in years and months); and,- The resource's roles and responsibilities. <p>The Bidder should bold-face or highlight the relevant areas in the resource's CV which corresponds to the mandatory and rated criteria as described below.</p> <p>In order to demonstrate that the Lead Resource and Additional Resource possess the required experiences, bidders should provide the following information:</p> <ul style="list-style-type: none">- Project Name;- Project Summary;- Project Date;- Business Name; and,- Contact Name and Contact Information (references). <p>If the information provided is deemed insufficient for fulfilling project requirements in terms of the above-mentioned criteria, the bid will be considered inadmissible.</p> <p><i>NRCan reserves the right to contact the named client project authorities to verify the accuracy and veracity of each of the Bidders cited Project Summaries.</i></p>	YES NO		
M2	<p>The Bidder MUST demonstrate that the Lead Resource has at least five (5) years experience managing engineering projects related to flood hazards or flood risk mapping between January 1, 2012 to the date of bid closing.</p>	YES NO		



M3	The Bidder MUST demonstrate that the Lead Resource has a minimum of three (3) years of experience related to ice-jam flood modelling between January 1, 2012 to the date of bid closing.	YES NO		
M4	The Bidder MUST demonstrate that at least one additional resource (referred to in this document as the 'Additional Resource') has a minimum of three (3) years of experience in geomatics and the management / analysis of flood related data between January 1, 2012 to the date of bid closing.	YES NO		
M5	The Bidder MUST have experience working in a cross-cultural environment, coupled with knowledge of the unique challenges and opportunities presented to those living in the North. The Bidder MUST provide an example(s) of a related project, within the last five (5) years, working and/or conducting relevant research activities in the Northwest Territories, Yukon or Nunavut.	YES NO		
M6	The Bidder MUST provide an example of a project, within the last five (5) years, working with Indigenous communities.	YES NO		
M7	The Bidder MUST demonstrate an adequate level of project management by providing a high-level plan for the execution of the project, including a schedule of work meetings, deliverables and associated effort (person days), the project team organizational structure, and roles and responsibilities of the project team members.	YES NO		



1.2 Evaluation of rated criteria

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

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

Proposals will be evaluated based on the following criteria:

Criterion ID	Rated Requirements	Points Breakdown	Max Points	Demonstrated Compliance, cross reference to Proposal
RC1	Lead Resource's Experience: Lead Resource should have demonstrated over 5 years experience, within the last 10 years, leading and managing flood inundation, hazard and/or risk projects.	2 points per year up to a maximum of ten (10) points Lead Resource has over five (5) years experience managing engineering projects related to flood hazards or flood risk mapping.	10	
RC2	Lead Resource's Experience: Lead Resource should have demonstrated over 3 years ice-jam modelling experience, within the last 10 years.	1 point per year up to a maximum of five (5) Lead Resource has over three (3) years experience conducting ice-jam flood modelling.	5	
RC3	Additional Resource's Experience: Additional Resource should have demonstrated over 3 years experience conducting flood geomatics projects	1 point per year up to a maximum of five (5) points Additional Resource has over three (3) years experience in geomatics and the management and analysis of flood related data.	5	



Criterion ID	Rated Requirements	Points Breakdown	Max Points	Demonstrated Compliance, cross reference to Proposal
	including synthesizing data from different sources as well as writing and editing documents and reports based on consultation with diverse groups.			
RC4	<p>The Bidder should submit project summaries (2 page max.), within the last 10 years, for three (3) flood inundation, hazard and/or risk projects involving the Lead Resource (at least 2 of 3 projects) and the Additional Resource (at least 1 of 3 projects). Roles of Lead Resource and Additional Resources should be clearly identified.</p> <p>Project information should include the following technical components:</p> <ul style="list-style-type: none">- location;- client;- data sources;- geographic scale of project;- methodology;- software programs used (if applicable);- main assumptions;- results; and,- climate change considerations.	<p>Up to a maximum of fifteen (15) points will be awarded (5 per project). Below scores assigned per project summary.</p> <p>0 points: Detailed project information not provided.</p> <p>1 points: Poor. Project summary is confusing or unclear and reader cannot follow it. Technical components missing.</p> <p>2 points: Fair. Project summary is reasonably clear, however some technical components are missing or not well described.</p> <p>3 points: Good. The project summary is generally clear. Most technical components are included and described to a reasonable level.</p> <p>4 points: Very Good. The project summary is clear and most or all technical components are described to a high level.</p> <p>5 points: Excellent. The project summary is clear and logical. All technical components are described to a high level.</p>	15	
RC5	Description of Project Methodology:	Up to a maximum of thirty (30) points will be awarded.		



Criterion ID	Rated Requirements	Points Breakdown	Max Points	Demonstrated Compliance, cross reference to Proposal
	<p>A high-level design of the project plan to be developed, detailing the work to be done, with a complete description of the means taken to implement the proposal (2-5 pages max) should be provided.</p> <p>The Bidder's proposal should include:</p> <ul style="list-style-type: none">- proposed methodology that will be used to address the flood modelling/ mapping components of the project objectives;- best practices, guidelines or procedures to be employed;- demonstrate a realistic and achievable deliverables framework;- demonstrated understanding of the potential risks and problem areas and provide a realistic plan for mitigating risks;- demonstrate how their proposal is flexible and responsive to the coordinated approach described in the SOW;- provide references where possible.	<p>Description of statement of work development.</p> <p>0 points: Methodology not provided.</p> <p>6 points: Poor. Methodology not clear or effective.</p> <p>12 points: Fair. Methodology clear but not effective.</p> <p>18 points: Good. Methodology clear and reasonably effective.</p> <p>24 points: Very Good. Methodology clear and highly effective.</p> <p>30 points: Excellent. Methodology clear, highly effective, and presented in a polished state that requires little to no further development.</p>	30	
Total Points Available (a minimum of 39 points is required to be compliant)			65	



APPENDIX 2 - FINANCIAL PROPOSAL FORM

1. Firm Price

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

Description	Firm Price (Applicable Taxes Excluded)
For all deliverables listed at the section SW8 (Annex A – Statement of Work)	\$ _____

NOTE: It is suggested to present a cost breakdown to support the Financial Proposal, into the format you want, which will be discussed at the kickoff meeting.