



<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment Canada / Réception des soumissions – Environnement Canada</p> <p>Electronic Copy: soumissionsbids@ec.gc.ca</p> <p>BID SOLICITATION DEMANDE DE SOUMISSIONS</p> <p>PROPOSAL TO: ENVIRONMENT CANADA</p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p>SOUSSION À: ENVIRONNEMENT CANADA</p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<p>Title – Titre Dioxins and Furans Passive Ambient Air Sampling and Samples Analysis</p>	
	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP PR 5000065473</p>	
	<p>Date of Bid solicitation – Date de la demande de soumissions 2022-03-01</p>	
	<p>Bid Solicitation Closes - La demande de soumissions prend fin</p> <p>at – à 2:00 P.M. on – le 2022-03-21</p>	<p>Time Zone – Fuseau horaire</p>
	<p>F.O.B – F.A.B Destination.</p>	
	<p>Address Enquiries to - Adresser toutes questions à Annie Emard Annie.emard@canada.ca</p>	
	<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>
	<p>Delivery Required – Livraison exigée See Statement of Work herein.</p>	
	<p>Destination of Services / Destination des services See Statement of Work herein.</p>	
	<p>Security / Sécurité There is no security requirement associated with this requirement.</p>	
<p>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</p>		
<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>	
<p>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)</p>		
<p>Signature</p>	<p>Date</p>	



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PART 1 - GENERAL INFORMATION

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: includes the certifications 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 Attachment includes the Financial Bid Presentation Sheet.

The Annexes include the Statement of Work, the Basis of Payment, Supplier list of names, Former Public Servant – Competitive Bid Form.

2. Summary

2.1 Environment and Climate Change Canada has a requirement to obtain consulting and professional services, under the guidance of the Contract Authority, the Contractor is required to provide dioxins and furans (PCDD/F) ambient air passive sampling devices (PSD) and sample analysis services as detailed in the Statement of Work, Annex A to the bid solicitation. The period of the contract is from contract award to March 31, 2023.

2.2 There is no security requirement associated with this requirement.

2.3 Bidders must provide a list of names, or other related information as needed, pursuant to section 01 Integrity Provisions of Standard Instructions 2003.

2.4 For services requirements, bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.



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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



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 PWGSC *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.

The standard instructions 2003 are modified as follows:

Under “Text” at 02:

Delete: “Procurement Business Number”

Insert: “Deleted”

At Section 02 Procurement Business Number

Delete: In its entirety

Insert: “Deleted”

At Section 05 Submission of Bids, Subsection 05 (2d):

Delete: In its entirety

Insert: “send its bid only to Environment Canada (EC) as specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;”

At Section 06 Late Bids:

Delete: “PWGSC”

Insert: “Environment Canada”

At Section 07 Delayed Bids:

Delete: “PWGSC”

Insert: “Environment Canada”

At Section 08 Transmission by Facsimile, Subsection 08 (1):

Delete: In its entirety

Insert: “Bids may be submitted by facsimile if specified in the bid solicitation.”

At Section 12 Rejection of Bid, Subsection 12 (1) a. and b.:

Delete: In their entirety

Insert: “Deleted”

At Section 17 Joint Venture, Subsection 17 (1) b.:

Delete: “the Procurement Business Number of each member of the joint venture,”

Insert: “Deleted”



At Section 20 Further Information, Subsection 20 (2):

Delete: In its entirety

Insert: "Deleted"

At Section 05 Submission of Bids, Subsection 05 (4):

Delete: "sixty (60) days"

Insert: "one hundred and twenty (120) days"

2.2 Submission of Bids

Bids must be submitted to Environment Canada (EC) at the address and by the date, time and place indicated on page 1 of the bid solicitation.

2.3 Former Public Servant – Competitive Bid

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:

1. name of former public servant;
2. conditions of the lump sum payment incentive;
3. date of termination of employment;



4. amount of lump sum payment;
5. rate of pay on which lump sum payment is based;
6. period of lump sum payment including start date, end date and number of weeks;
7. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 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.

2.5 Applicable Laws

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

2.6 Bid Challenge and Recourse Mechanisms

- a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.



- b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading [Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:

Office of the Procurement Ombudsman (OPO)
Canadian International Trade Tribunal (CITT)

- c) Suppliers should note that there are strict deadlines for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

2.7 Basis for Canada's Ownership of Intellectual Property

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

the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination;

Where the main purpose of the Crown Procurement Contract, or of the deliverables contracted for, is:

To generate knowledge and information for public dissemination.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1. Bid Preparation Instructions

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

Section I: Technical Bid

(1 electronic copy in PDF format by email to soumissionsbids@ec.gc.ca)

Section II: Financial Bid

(1 electronic copy in PDF format by email to soumissionsbids@ec.gc.ca)

Section III: Certifications

(1 electronic copy in PDF format by email to soumissionsbids@ec.gc.ca)

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

Note for electronic submission of bids:

In order to be considered, bids must be received no later than 2:00 P.M. (Eastern Daylight Time) on the date and time indicated on the cover page to herein as the "Closing Date." Bids received after the Closing Date will be considered non-responsive and will not be considered for contract award. Bids submitted by email must be submitted ONLY to the following email address:

Email Address: soumissionsbids@ec.gc.ca

Attention: Annie Emard

Solicitation Number: 5000065473

Bidders should ensure that their name, address, Closing Date of the solicitation and Solicitation Number are clearly indicated in the body of their email. Bids and supporting information may be submitted in either English or French.

The total size of the email, including all attachments, must be less than **15 megabytes (MB)**. It is each Bidder's responsibility to ensure that the total size of the email does not exceed this limit.

Bids sent by fax will not be accepted.

It is important to note that emails systems can experience systematic delays and, at times, large attachments may cause systems to hold or delay transmission of emails. It is solely the Bidder's responsibility to ensure that the Contracting Authority receives a bid on time, in the mailbox that has been identified for bid receipt purposes. Date stamps for this form of transmission are not acceptable.



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.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

1.1 Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheet in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.

1.2 Bidders must submit their financial bid in Canadian funds and in accordance with the Financial Bid Presentation Sheet in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.

1.3 Bidders must submit their prices and rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

1.4 Price Breakdown

In their financial bid, the bidders are requested to provide a detailed breakdown of the price for the following elements for the performance of the Work, as applicable:

- (a) Professional fees: For each individual and (or) labour category to be assigned to the Work, the bidders should indicate: i) the firm hourly rate or the firm daily rate, inclusive of overhead and profit; and ii) the estimated number of hours or days, as applicable. The bidders should indicate the number of hours in one working day.
- (b) Equipment (if applicable): The bidders should specify each item required to complete the Work and provide the pricing basis of each one, Canadian customs duty and excise taxes included, as applicable.
- (c) Materials and Supplies (if applicable): The bidders should identify each category of materials and supplies required to complete the Work and provide the pricing basis. The Bidder should indicate, on a per category basis, whether the items are likely to be consumed during the performance of any resulting contract.



- (d) **Travel and Living Expenses (if applicable):** The bidders should indicate the number of trips and the number of days for each trip, the cost, destination and purpose of each journey, together with the basis of these costs without exceeding the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the *National Joint Council Travel Directive* and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
- (e) **Subcontracts (if applicable):** The bidders should identify all of the proposed subcontractors and provide in their financial bid for each one a price breakdown.
- (f) **Other Direct Charges (if applicable):** The bidders should identify all of the categories of other direct charges anticipated, such as long distance communications and rentals, providing the pricing basis for each and explaining the relevance to the work described in Part 7 of the bid solicitation.
- (g) **Applicable Taxes:** The bidders should indicate the Applicable Taxes separately.

1.5 Bidders should include the following information in their financial bid:

- (a) Their legal name; and
- (b) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid; and any contract that may result from their bid.

Section III: Certifications

Bidders must submit the certifications required under Part 5.



**ATTACHMENT 1 TO PART 3
FINANCIAL BID PRESENTATION SHEET**

The Bidder must complete the Financial Bid Presentation Sheet and include it in its financial bid. As a minimum, the Bidder must respond to the Financial Bid Presentation Sheet in its financial bid by including, for each of the tasks and the all-inclusive fixed rate that it proposes for each of the resource categories identified below .

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

Price Breakdown of the Financial Bid Presentation Sheet

The Bidder must provide a detailed breakdown of the price for the following elements for the performance of the Work, as applicable:

Item	Deliverable	Due Date	Unit price per deliverables
1	Purchase of PSDs and PUF	April 29, 2022	a) \$ _____
2	Prepare and transport PSDs and PUFs to ECCC for PCDD/F sampling	May 27, 2022	b) \$ _____
3	Conduct PSD analysis for PCDD/F	January 30, 2023	c) \$ _____
4	Provide technical report	March 27, 2023	d) \$ _____
Total Cost excluding taxes (a+b+c+d)			\$ _____

Definition of a Day/Proration

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

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

- All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.



PART 4 - EVALUATION PROCEDURES, TECHNICAL AND FINANCIAL BID EVALUATION CRITERIA AND BASIS OF SELECTION

4.1. Evaluation Procedures

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

4.2 Technical evaluation

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e., parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

4.2.1 Mandatory Technical Evaluation Criteria

Each bid will be reviewed to determine whether it meets the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words “must” or “mandatory” is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be considered non-compliant.

Mandatory Technical Criteria (MT)			
For the purpose of the mandatory technical criteria specified below the experience of the Bidder (“and its subcontractors”) will be considered.			
Number	Mandatory Technical Criterion	Bid Preparation Instructions	Meet / Not Meet
MT1	Ambient air sampling equipment experience	In order to demonstrate its acquired experience, the Bidder’s technical bid must demonstrate that the Bidder has participated to at least one (1) ambient air sampling campaign over the last twelve (12) years using PSD, high volume samplers or any other ambient air sampling technology (ex. Air pump samplers).	
MT2	Qualification	At least one team member must have an environmental science degree or the equivalent and another team member must have knowledge of the PSD sampling technique and PCDD/F analytical methods. The specializations may also be obtained through an acceptable combination of education, training and/or experience.	

A negative response to any of the mandatory requirements will result in the disqualification of the bid without any other consideration.



4.2.2 Point-Rated Technical Evaluation criteria

Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly.

Number	Point Rated Technical Criterion	Rated Criteria	Weighting (Points)
1. Qualifications		Max 20 points	
RT1.1	The Bidder should demonstrate that his team has extensive knowledge of the PSD sampling technique and PCDD/F analytical methods, particularly with regard to quality control and assurance.	<p>In order to demonstrate the Bidder's qualifications, the Bidder's technical bid should include:</p> <ul style="list-style-type: none"> • Description of the staff to be assigned to the project and their contribution to the project. • The staff possess an environmental science degree from a recognized university or the specializations that may also be obtained through a combination of education, training and/or experience. 	<p>10 points if the Bidder demonstrated that all staff (3 or more staff) to be assigned to the project possess an environmental science degree from a recognized university or equivalent specializations for the tasks and a training specific on PSD sampling technique and/or PCDD/F analytical methods is planned to be done.</p> <p>8 points if the Bidder demonstrated that at least two staff to be assigned to the project possess an environmental science degree from a recognized university or equivalent specializations for the tasks and a training specific on PSD sampling technique and/or PCDD/F analytical methods is planned to be done.</p> <p>6 points if the Bidder demonstrated that only one staff to be assigned to the project possesses an environmental science degree from a recognized university or equivalent specializations for the tasks and a training specific on PSD sampling technique and/or PCDD/F analytical methods is planned to be done.</p> <p>2 points if the Bidder demonstrated that only one staff to be assigned to the project have an environmental science degree from a recognized university or equivalent specializations for the tasks and</p>



			<p>no training specific on PSD sampling technique and/or PCDD/F analytical methods is planned to be done.</p> <p>0 points if the Bidder demonstrated that no one has an environmental science degree from a recognized university or equivalent specializations for the tasks and no training specific on PSD sampling technique and/or PCDD/F analytical methods is planned to be done.</p>
RT1.2	The Bidder demonstrated proof of its expertise involves air sampling and expertise on PSD sampling technique and PCDD/F analytical methods.	<p>In order to demonstrate the Bidder's expertise, the Bidder's technical bid should include:</p> <ul style="list-style-type: none"> o The Bidder should provide two (2) assessments of competency from its team personnel 	<p>10 points if the Bidder demonstrated with the two (2) assessments of competency that its expertise involves air sampling and possesses expertise on PSD sampling technique and PCDD/F analytical methods.</p> <p>8 points if the Bidder demonstrated with the two (2) assessments of competency that its expertise involves air sampling and possesses expertise on PCDD/F analytical methods</p> <p>6 points if the Bidder demonstrated with the two (2) assessments of competency that its expertise involves PCDD/F analytical methods.</p> <p>0 points if the Bidder demonstrated with the two (2) assessments of competency that its expertise involves air sampling but no PCDD/F analytical methods expertise.</p>
2. Experiences		Max 40 points	
RT2.1	The Bidder has acquired over the last twelve (12) years' experience delivering:	In order to demonstrate the Bidder's acquired experience, the Bidder's technical bid should Include:	20 points for demonstrating that all three (3) projects were using PSD sampling technique and that the three (3) projects were



	<ul style="list-style-type: none"> PSD sampling technique 	<ul style="list-style-type: none"> a description of three (3) projects or studies completed from January 2010 to bid closing date in which the firm participated, related to technical background studies of toxic substabces and substances of concern. Each project description should be no more than one (1) page, and include the following: <ul style="list-style-type: none"> Project title, client name, industry sector. Planned and actual dollar values. Planned start and finish dates and actual start and finish dates. Nature of services provided for the project or study, methodologies and approaches employed. Topics addressed. Name of contact to validate information. a) Bidder's technical bid should provide details on: <ul style="list-style-type: none"> PSD sampling technique 	<p>completed in the last twelve (12) years.</p> <p>18 points for demonstrating that two (2) of the three (3) projects were using PSD sampling technique and that the two (2) projects were done in the last twelve (12) years.</p> <p>16 points for demonstrating that one (1) of the three (3) projects were using PSD sampling technique and that the project was done in the last twelve (12) years.</p> <p>10 point if no projects were using PSD sampling technique in the last twelve (12) years but ambient air sampling projects were conducted in the last twelve (12) years.</p> <p>0 point if no project were using PSD sampling technique or other ambient air sampling technique in the last twelve (12) years.</p>
RT2.2	<p>The Bidder has acquired over the last twelve (12) years' experience with:</p> <ul style="list-style-type: none"> PCDD/F analytical methods 	<p>In order to demonstrate its acquired experience, the Bidder's technical bid should explicitly provide details from the three (3) projects or studies:</p> <ul style="list-style-type: none"> PCDD/F analytical methods & Quality control and assurance for PCDD/F analysis. 	<p>20 points for demonstrating that three (3) of the three (3) projects have used PCDD/F analytical methods with QA/QC and that the three (3) projects were done in the last twelve (12) years.</p> <p>18 points for demonstrating that two (2) of the three (3) projects have used PCDD/F analytical methods and QA/QC and that the two (2) projects were done in the last twelve (12) years.</p> <p>16 points for demonstrating that</p>



			<p>one (1) of the three (3) projects have used PCDD/F analytical methods and QA/QC and that the project was done in the last twelve (12) years.</p> <p>0 point if no project have used PCDD/F analytical methods in the last twelve (12) years.</p>
Minimum point required: 36			
Total point available: 60			

4. 3. Financial Bid Evaluation

The maximum funding available for the contract resulting from the bid solicitation is **\$75,000.00** in Canadian dollars, Applicable Taxes not included.

The bid must meet the mandatory financial criteria specified in the table inserted below. Any bid which fail to meet the mandatory financial criteria will be declared non-responsive. Disclosing the maximum funding available does not represent a commitment by Canada to pay this amount.

Item	Evaluation Criteria	Met	Not Met
MF1	The maximum budget allocated for this project must not exceed \$75,000.00, applicable taxes extra, including all labour, associated costs and subcontractors. Bids valued in excess of this amount will be considered non-responsive. This disclosure of project funds does not commit Environment and Climate Change to pay such an amount.		

Once the technical evaluation scores are established for all bids, the Financial Bid will be opened and evaluated by the Contracting Authority. The technical scores will not be changed once the financial bids are opened.

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

The Total Bid Price for Evaluation will be established as per Financial Bid Presentation Sheet in Attachment 1 to Part 3. Bidders must complete all cells within Attachment 1 to Part 3 in order for their bid to be deemed responsive.

Note: a cell cannot remain blank. If an amount of \$0.00 or NIL is provided in the Bid for a portion of the Work, the Bidder must understand that all related work must be performed for the dollar value indicated in the Bid (i.e. \$0).



Failure to complete in Attachment 1 to Part 3 – Financial Bid Presentation Sheet, as per the instructions above, will render the bid non-responsive.

4.4. Basis of Selection

Highest combination of technical merit (60%) and Price (40%)

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

- (a) To be declared responsive, a bid must:
(i) comply with all the requirements of the bid solicitation;
(ii) meet all mandatory criteria;
(iii) meet mandatory financial criteria;
(iv) obtain the following required minimum points in the technical evaluation criteria: (an overall minimum score of 36 points or higher out of 60)
(b) Bids not meeting (i) or (ii) or (iii) or (iv) will be declared non-responsive.
(c) The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
(d) To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained will be divided by maximum number of points available multiplied by the ratio of 60%.
(e) To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
(f) For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
(g) 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 sum of the technical and financial scores is used to determine the final score. The contract will be awarded to the firm obtaining the highest overall score. Where several bids are equal, the one with the highest technical rating will be selected.

Technical Score = Bidder's Points / Highest score x 60% = XXX

Financial Score = Lowest Bid / Bidder's Cost x 40% = XXX



Total Score = Technical Score + Financial Score

Example of calculation on a 60% - 40%

	<i>Proposal 1</i>	<i>Proposal 2</i>	<i>Proposal 3</i>
Technical evaluation:	55	50	45
Technical rating:	60%	$\frac{50}{55} * 60\% = 54.5\%$	$\frac{45}{55} * 60\% = 49\%$
Price:	\$70,000	\$65,000	\$56,000
Cost rating:	$\frac{\$56000}{\$70000} * 40\% = 32\%$	$\frac{\$56000}{\$65000} * 40\% = 34.5\%$	40%
Final Score:	60+32 = 92%	54.5+34.5 = 89%	49+40 = 89%

Selected proposal would be: Proposal 1



PART 5 - CERTIFICATIONS

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, 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.

5 Certifications Precedent to Contract Award and Additional Information

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

5.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.2 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](#) website, to be given further consideration in the procurement process.

5.3 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 from Employment and Social Development Canada (ESDC) - Labor's website.



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.

5.4 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.

5.5 Education and Experience

SACC Manual clause [A3010T](#) Education and Experience

5.6 Former public servant – competitive bid form

CCUA Manual clause TPSGC A3026T (26-06-2014) Former public servant – competitive bid form – in Annex D



PART 6 - RESULTING CONTRACT CLAUSES

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

6.1. Statement of Work

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

6.2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the PWGSC <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual> issued by Public Works and Government Services Canada.

6.2.1 General Conditions

2010B (2018-06-21), General Conditions - Professional Services (Medium Complexity), as modified below, apply to and form part of the Contract.

General conditions 2010B is modified as follows:

At Section 12 Transportation Costs

Delete: In its entirety

Insert: "Deleted"

At Section 13 Transportation Carriers' Liability

Delete: In its entirety.

Insert: "Deleted"

At Section 18, Confidentiality:

Delete: In its entirety

Insert: "Deleted"

Insert Subsection: "35 Liability"

"The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract."



6.3. Security Requirements

There is no security requirements associated with this requirement

6.4. Term of Contract

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

6.5. Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Annie Emard
Procurement Specialist
Environment and Climate Change Canada
200 Boulevard Sacré-Coeur, Gatineau
Email address: annie.emard@ec.gc.ca

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

6.5.2 Technical Authority

The Technical Authority for the Contract is:

(It will be inserted at contract award.)

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ___ - ___ - _____
Facsimile: ___ - ___ - _____
E-mail address: _____

The Technical Authority named above 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.



6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

(It will be inserted at contract award.)

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7. Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ _____ *(the amount will be inserted 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.

6.7.2 Limitation of Expenditure

- (a) Canada's total liability to the Contractor under the Contract must not exceed \$ _____ *(the amount will be inserted at contract award)*. Customs duties are included and the Applicable Taxes are extra.
- (b) No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (i) when it is 75 percent committed, or



- (ii) four (4) months before the contract expiry date, or
- (iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

6.7.3 Time Verification

C0711C (2008-05-12) Time Verification

6.8. Invoicing Instructions – Milestone Payments

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in Annex B of 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 such documents have been verified by Canada;
- (c) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.

6.9. Certifications Compliance

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6.10. Applicable Laws

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

6.11. Priority of Documents

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

- (a) the Articles of Agreement;



- (b) 2010B General Conditions - Professional Services (Medium Complexity) (2020-05-28) as modified;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Supplier list of names;
- (f) Annex D, Former Public Servant – Competitive Bid Form;
- (g) the Contractor's bid dated _____, as clarified on _____ or as amended on _____. (*Will be inserted at contract award.*)

6.12. Insurance

PWGSC SACC Manual clause G1005C (2016-01-28) 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.



ANNEX A STATEMENT OF WORK

Dioxins and furans (PCDD/F) ambient air passive sampling devices purchase and samples analysis services.

BACKGROUND

Dioxins and furans

Dioxins and furans (PCDD/F) are semi-volatile organic pollutants that are stable chemically, physically, and biologically. They are produced unintentionally, usually by high temperature and chemical processes, and are persistent in the environment. Due to their hydrophobic and lipophilic properties, they bioaccumulate in the food chain. PCDD/F were designated toxic under CEPA in the early 1990's. Due to its toxicity, persistence and ability to bioaccumulate, it was designated a Track 1 substance under the Toxic Substance Management Plan slated for virtual elimination with the objective of eliminating the release of measurable quantity (Level of Quantification) of the substance to the environment. Since then, Canada has developed a number of instruments to manage these substances from key domestic sources. Due to their persistence in the environment and long-range atmospheric transport, Canada is a signatory to bi-national, regional and international agreements to address the transboundary issues of these substances.

To date, the iron ore pelletizing sector has not been considered a significant source of dioxins and furans and no ambient air sampling has been conducted relative to this sector in Canada. Based on industry data, IOP sector PCDD/F emissions could represent more than 10% of total Canadian emissions of PCDD/F. Environment and Climate Change Canada (ECCC) would like to better understand air emissions of dioxins and furans from this sector. Sampling devices will be used to characterize PCDD/F levels in ambient air in the surroundings of the two iron ore pelletizing plants in Canada: ArcelorMittal in Port-Cartier, QC and Iron Ore Company of Canada (IOCC) in Labrador City, NL.

OBJECTIVE

The objective of this work is to better understand dioxin and furans in ambient air around IOP facilities in Canada. This will be done through the purchase, preparation and delivery of cleaned, ready to deploy, ambient air passive dioxins and furans sampling devices (PSD), including Polyurethane Foam (PUF) media disks. It will also include the analysis of these samples taken from the two sites.

This contract will provide ECCC with a technical report including a description of the sampling and analytical methodologies, the quality assurance & quality control (QA/QC) process, the sampling results and an analysis of these results.

DESCRIPTION OF WORK

This contract is for the purchase, preparation and delivery of cleaned, ready to deploy, ambient air passive sampling devices (PSD), including Polyurethane Foam (PUF) media disks. It also include the analysis of samples for PCDD/F. A technical report will be provided by the consultant.

Description of Tasks:

- Task 1 – Purchase passive sampling devices (PSD) and polyurethane foam (PUF)**
- Task 2 – Provide PSDs to ECCC, cleaned up and ready to deploy for PCDD/F sampling**



Task 3 – Conduct PSDs analysis for PCDD/F by high resolution methods

Task 4 – Provide technical report

Task 1:

- a) Purchase of 30 PSDs Tisch model part no. TE-200-PAS including mounting brackets.
- b) Purchase of 45 Polyurethane Foam (PUF) sampling media disks: PUFs (part no. TE-1014).
- c) The contractor is required to confirm purchase and reception of PSDs and PUF to ECCC.

Task 2:

- a) Preparation of passive air Sampling Devices (PSD) cleaned and packaged - ready to deploy for air monitoring campaign.
- b) 30 PSDs Tisch model part no. TE-200-PAS including mounting brackets, cleaned as described in Appendix A1. See: <https://tisch-env.com/specialty-equipment/passive-air-samplers>
- c) Preparation of 45 Polyurethane Foam (PUF) sampling media disks: PUFs (part no. TE-1014), pre-cleaned according to the specific requirements from Dr Tom Harner ECCC (outlined in Appendix A2. The PUF media elements are supplied for use in the PSDs.
- d) Analysis of a subsample of 2 PUF media disk to be screened for background contaminants after cleaning processing steps.
- e) All pre-cleaned samplers and disks need to be prepared, packaged, and delivered to ECCC's office at 4905 Dufferin Street, Toronto, Ontario M3H 5T4.

Note that the sampling devices' installation, the samples collection and expedition of the PUFs back to the contractor for analysis, will be coordinated by ECCC.

Task 3:

- a) Acknowledgment of receipt of the 43 PUF samples and report on state (good condition or damaged).
- b) When received, samples should be stored and analyzed for PCDD/F using recognized analytical methodologies.
- c) The analytical approach would follow that published by Schuster et al. 2015. Environmental Science and Technology, 49, 3680-3686; <https://doi.org/10.1021/es506071n>
- d) Any variations from recognized methodologies need to be agreed in advance with departmental representative.
- e) Analytical QA/QC process must be described thoroughly and documented.
- f) All deviations from methodologies must be identified and documented.

Task 4:

- a) Development of a technical report, which must include a description of the sampling and analytical methodologies, the QA/QC process, the sampling results and an analysis of the results.
- b) All laboratory data, certificates of analysis, analytical reports, quality control reports, references, chain of custody etc. must be provided.
- c) Results must be presented in units of toxic equivalent (TEQ) and as amount/sampler and amount/m³ by deriving effective air sampling volumes for the PSDs (using default linear-phase sampling rate of 4m³/day and days deployed; refer to publicly accessible PUF-PAS Excel template for deriving air volumes – (see Client Support section).

The Contractor must consult, technical literature and data from other available sources such as equipment suppliers, regulatory authorities, the consultant's contacts and the sources described in the "Client Support" section below.

Instructions

1. The Contractor must provide any additional information discovered during the course of this work and that is deemed relevant in fulfilling the objectives of this contract.



2. The data collected and the reports could be reviewed by a third party expert and/or industry consultants including members of the Technical Advisory Group on Dioxins and Furans from the Iron Ore Pelletizing Sector.
3. Both the draft and final report must be submitted in Microsoft Word format.
4. A copy of the final report must be signed by the contractor and provided in PDF format.
5. The report can be written either in French or English.
6. All supporting and underlying data (raw data) shall be provided in Microsoft Excel format. Data must be properly organized, referenced and sourced. Estimates and assumptions must be clearly identified and justified.
7. The consultant must report all sources of information used.
8. Spreadsheet design and documentation must enable modification and replication of results by the Departmental Representative.
9. If a particular task, or aspect thereof, cannot for any reason be fulfilled, an explanation, is required.

TIMELINE & DELIVERABLES

The work must include, but not be limited, to the deliverables identified hereunder.

Timelines and deliverables are as follows:

Task	Activities	Dates; No later than
1	Purchase PSDs and PUFs	April 29, 2022
2	Prepare and transport PSDs and PUFs to ECCC for PCDD/F sampling	May 27, 2022
3	Conduct PSD analysis for PCDD/F	January 30, 2023
4	Provide technical report	March 27, 2023

Deliverables		Dates; No later than
1	Project Initiation Teleconference	10 days of the contract being awarded
2	Confirmation of PSDs and PUFs reception	April 29, 2022
3	Prepare and transport PSDs and PUFs to ECCC	May 27, 2022
4	Monthly Project Updates	For the period of the contract
5	Confirm receipt of samples and report on their state	TBD
6	Submit Draft Final Report	February 28, 2023
7	Submit Final Report	March 27, 2023

Deliverable 1:

The Contractor is required to attend a kick off meeting within 10 days of the contract being awarded. The start-up meeting will be by teleconference.

Deliverable 2:

The Contractor is required to provide a confirmation to ECCC that PSDs and PUFs were purchased and received. (**Task 1**)



Deliverable 3:

The Contractor is required to Provide PUF sampling media disks and PSDs cleaned up and ready for PCDD/F sampling (**Task 2**).

Deliverable 4:

Regular feedback (at least every month) through email, and/or phone calls shall be maintained between the Contractor and the Departmental Representative.

Deliverable 5:

Contractor will confirm receipt of the 43 PUF samples and report on state (good condition or damaged)

Deliverable 6:

The draft final report must be submitted no later than February 28, 2023. (**Task 4**)

Final comments will be provided by ECCC no later than two (2) weeks after receiving the draft final report.

Deliverable 7:

The Contractor must take ECCC's comments from the draft final report into consideration and adjust the final report accordingly.

The Contractor must submit the final report and data file with:

- Hard and electronic copies of all background documents (including reports, papers, notes, text, graphics, surveys, raw data, and spreadsheets) used for the delivery of this Contract.

All deliverables shall be provided no later than March 27, 2023.

CLIENT SUPPORT

The consultant must consult the following sources, but not limited to:

- a. Schuster et al., *Assessing Polychlorinated Dibenzo-p-dioxins and Polychlorinated Dibenzofurans in Air across Latin American Countries Using Polyurethane Foam Disk Passive Air Samplers*. Environmental Science and Technology. 2015, 49, 3680-3686;
<https://doi.org/10.1021/es506071n>
- b. Template for calculating effective air sample volumes for PUF-PAS samplers. Template is publicly available on the following link:
https://www.researchgate.net/publication/351495899_2021_v10_Template_for_calculating_PUF_and_SIP_disk_sample_air_volumes_April28;
- c. Gaga, E. O. et al., *Polyurethane Foam (PUF) Disk Samplers for Measuring Trace Metals in Ambient Air*, August 15, 2019
- d. Jariyasopit, N. et al., *The effects of plume episodes on PAC profiles in the athabasca oil sands region*, March 24, 2021
- e. Jariyasopit, N., Zhang, Y., Martin, J.W., Harner, T., 2018. *Comparison of polycyclic aromatic compounds in air measured by conventional passive air samplers and passive dry deposition samplers and contributions from petcoke and oil sands ore*. Atmos. Chem. Phys. 18 (12), 9161e9171.
- f. Qiu, X., Cheng, I., Yang, F., Horb, E., Zhang, L., Harner, T., 2018. *Emissions databases for polycyclic aromatic compounds in the Canadian Athabasca oil sands region - development using current knowledge and evaluation with passive sampling and air dispersion modelling data*. Atmos. Chem. Phys. 18 (5), 3457e3467.



- g. Schuster, J.K., Harner, T., Su, K., Mihele, C., Eng, A., 2015. *First results from the oil sands passive air monitoring network for polycyclic aromatic compounds*. Environ. Sci. Technol. 49 (5), 2991e2998.
- h. Herkert, N. J.; Spak, S. N.; Smith, A.; Schuster, J. K.; Harner, T.; Martinez, A.; Hornbuckle, K. C. *Calibration and evaluation of PUFPAS sampling rates across the Global Atmospheric Passive Sampling (GAPS) network*. Environ. Sci.: Processes Impacts 2018, 20, 210–219.
- i. Abdollahi, A.; Eng, A.; Jantunen, L. M.; Ahrens, L.; Shoeib, M.; Parnis, J. M.; Harner, T. *Characterization of polyurethane foam (PUF) and sorbent impregnated PUF (SIP) disk passive air samplers for measuring organophosphate flame retardants*. Chemosphere 2017, a. 167, 212–219.
- j. Kucukacil Artun, G.; Polat, N.; Yay, O. D.; Ozden Uzmez, O.; Ari, A.; Tuna Tuygun, G.; Elbir, T.; Altug, H.; Dumanoglu, Y.; Dogeroglu, T.; Dawood, A.; Odabasi, M.; Gaga, E. O. *An integrative approach for determination of air pollution and its health effects in a coal fired power plant area by passive sampling*. Atmos. Environ. 2017, 150, 331–345.
- k. Tuduri, L.; Millet, M.; Briand, O.; Montury, M. *Passive air sampling of semi-volatile organic compounds*. TrAC, Trends Anal. Chem. 2012, 31 (2), 38–49.
- l. Sawvel, E. J.; Willis, R.; West, R. R.; Casuccio, G. S.; Norris, G.; Kumar, N.; Hammond, D.; Peters, T. M. *Passive sampling to capture the spatial variability of coarse particles by composition in Cleveland, OH*. Atmos. Environ. 2015, 105, 61–69.
- m. Shoeib, M.; Harner, T. *Characterization and comparison of three passive air samplers for persistent organic pollutants*. Environ. Sci. Technol. 2002, 36 (19), 4142–4151.
- n. Jariyasopit, N.; Zhang, Y.; Martin, J. W.; Harner, T.; Quality, A.; Canada, C. C. *Comparison of Polycyclic Aromatic Compounds in Air Measured by Conventional Passive and Passive Dry Deposition Samplers and Contributions from Petcoke and Oil Sands Ore*. Atmospheric Chemistry and Physics, Discussions 2017, 1–24.
- o. Eng, A.; Harner, T.; Pozo, K. *A Prototype Passive Air Sampler for Measuring Dry Deposition of Polycyclic Aromatic Hydrocarbons*. Environ. Sci. Technol. Lett. 2014, 1 (1), 77–81.
- p. Markovic, M. Z.; Prokop, S.; Staebler, R. M.; Liggio, J.; Harner, T. *Evaluation of the particle infiltration efficiency of three passive samplers and the PS-1 active air sampler*. Atmos. Environ. 2015, 112, 289–293.
- q. Guoin, T.; Harner, T.; Blanchard, P.; Mackay, D. *Passive and active air samplers as complementary methods for investigating persistent organic pollutants in the Great Lakes Basin*. Environ. Sci. Technol. 2005, 39 (23), 9115–9122.
- r. Melymuk, L.; Robson, M.; Helm, P. A.; Diamond, M. L. *Evaluation of passive air sampler calibrations: Selection of sampling rates and implications for the measurement of persistent organic pollutants in air*. Atmos. Environ. 2011, 45 (10), 1867–1875.
- s. Klanova, J.; Eupr, P.; Kohoutek, J.; Harner, T. *Assessing the influence of meteorological parameters on the performance of polyurethane foam-based passive air samplers*. Environ. Sci. Technol. 2008, 42 (2), 550–555.
- t. Harner, T.; Su, K.; Genualdi, S.; Karpowicz, J.; Ahrens, L.; Mihele, C.; Schuster, J.; Charland, J. P.; Narayan, J. *Calibration and application of PUF disk passive air samplers for tracking polycyclic aromatic compounds (PACs)*. Atmos. Environ. 2013, 75, 123–128.



- u. Jariyasopit, N.; Zhang, Y.; Martin, J. W.; Harner, T. *Comparison of polycyclic aromatic compounds in air measured by conventional passive air samplers and passive dry deposition samplers and contributions from petcoke and oil sands ore*. Atmos. Chem. Phys. 2018, 18, 9161–9171.
- v. Thomas, J.; Holsen, T. M.; Dhaniyala, S. *Computational fluid dynamic modeling of two passive samplers*. Environ. Pollut. 2006, 144 (2), 384–392.
- w. Li, Q.; Yang, K.; Li, J.; Zeng, X.; Yu, Z.; Zhang, G. *An assessment of polyurethane foam passive samplers for atmospheric metals compared with active samplers*. Environ. Pollut. 2018, 236, 498–504.

And any other relevant information that becomes accessible during this study.

USE / DESTRUCTION / RETURN OF INFORMATION

The information and documentation provided to the Contractor by Environment Canada are to be used for the purpose of this contract only and shall not be used for other purposes unless duly authorized by the Departmental Representative. After completion of the contract or in the event of contract termination and upon request, the supplied information should be destroyed in a manner deemed appropriate by the Departmental Representative. The Contractor shall send a letter to the Departmental Representative acknowledging the disposition of the information.

QUALITY ACCEPTANCE CRITERIA

All documents and correspondence produced by the Contractor will be subject to review in draft form by the Departmental Representative or designated persons. All work is to be performed to the satisfaction of the Departmental Representative. Sufficient flexibility is required of the Contractor to respond to changing schedules and developments.

OFFICIAL LANGUAGE:

The work can be completed in English or in French.

APPENDIX A1

PSDs cleaning procedures:

Protocol Number: EC-HAPS-B-03

Date: December 2016

Version: 1

HAPs Lab Protocol for Cleaning PUF-Disk Sampler Housing

This protocol will cover the method to be used when cleaning PUF-disk samplers.

Reagents and Materials:

1. PUF-disk sampler housing (Model TE-200-PAS) with mounting bracket
2. Tap water
3. Laboratory dishwasher & detergent
4. Acetone (HR-GC Grade)
5. Dichloromethane (HR-GC Grade)
6. Nitrile gloves
7. Kimwipe (large size)
8. Large polyethylene bag

Procedure:

- a. Remove the mounting bracket from the PUF-disk sampler and place this into the dishwasher. Fully open the PUF-disk sampler, and place the sampler in the dishwasher, with the inside of the sampler facing down (the dishwasher can fit 2-3 samplers maximum at a time).
- b. Place 1 scoop of dishwasher detergent into its appropriate compartment. Run a standard washing cycle
- c. Once the washing cycle is complete, remove the sampler from the dishwasher, and place it in the fumehood. Note: the sampler should not sit in the dishwasher while wet for long periods, as this may cause rusting to the sampler.
- d. While wearing nitrile gloves, rinse the inside and outside of the sampler housing as well as the support ring with acetone from a squeeze bottle to remove any remaining water and thus avoid accelerated corrosion.
- e. Allow the acetone to dry.



- f. While wearing nitrile gloves, wipe the inside and outside of the sampler housing as well as the support ring with a dichloromethane (DCM)-soaked Kimwipe to remove any other organic residue. Be careful when working with DCM. Avoid contact with your skin, and gloves as much as possible to avoid exposure. Ensure your safety glasses are worn.
- g. Allow the dichloromethane to dry.
- h. Repeat Steps 1-6 for the mounting bracket.
- i. Reinstall the support ring in the sampler housing.
- j. Store the sampler housing and the mounting bracket in a large polyethylene bag if sending to other site for deployment.



APPENDIX A2

Requirements for PUF pre-cleaning:

1. Contact information for (to be disclosed at contract award)
2. Refer to Schuster et al., 2015 in Client Support section, and
3. Protocol EC-HAP-A-03 for Glassware and Stainless Steel Tools below:

Protocol: EC-HAP-A-03

Date: April 2016

Version: 2

HAPs Lab Standard Operating Procedure for Preparation of Glassware and Stainless Steel Tools

The Hazardous Air Pollutants (HAPs) Lab deals with trace levels of chemicals. It is important for all labware to be thoroughly cleaned before being used in order to minimize contamination of samples by residues. This ensures that the cleanliness of the labware does not jeopardize the outcome of the analysis, resulting in flawed results caused by contaminated glassware and stainless steel tools. As cleaning standards vary between different labs, a standard operating procedure for the HAPs lab will ensure that all labware is being cleaned in the same way, setting a standard for the lab.

This SOP will cover the cleaning of:

- I. Glassware
- II. Stainless Steel Tools

The protocol for proper cleaning and use of glassware is detailed in three sections:

- I.A. Washing Glassware
- I.B. Baking Glassware for Trace Analysis
- I.C. Solvent Rinse Before Use

The protocol for proper cleaning of stainless steel tools is detailed as follows in three sections:

- II.A. Washing Stainless Steel Tools
- II.B. Baking Stainless Steel Tools for Trace Analysis
- II.C. Solvent Rinse Before Use

It is important to wear safety glasses and gloves during all steps of the cleaning process. While solvents are being used, work should be conducted in the fume hood. When using the muffle furnace or the oven, use proper safety equipment such as oven mitts and long oven tongs to ensure that one is not burned.

I. Glassware

I. A. Washing Glassware

All glassware should be thoroughly cleaned before being stored in order to remove all contaminants from its surface. Do not allow dirty glassware to sit for a long time before being cleaned as the residues will be harder to clean later on. If the cleaning cannot be conducted immediately after use, leave the glassware soaking in warm water with detergent until a time becomes possible for cleaning to occur.



Materials and Equipment

1. Dishwasher and Milli-Q D.I. water tank
2. Acetone (HR-GC Grade)
3. Rubber latex or nitrile medical examination gloves
4. Powdered laboratory grade detergent (LaboClean A 8 from Dr. Weigert)
5. Drying rack or fume hood

Procedure

- a) Used glassware should be disassembled. Any tape or labels should be removed and permanent marker labels should be wiped from the surface with a paper towel and acetone.
- b) Any broken glassware should be disposed of safely in the broken glass containers. If damage is not too severe the glassware should be stored in the broken glassware drawer to be repaired at a later date.
- c) Glassware should be placed into the appropriate section of the dishwasher so that it stays in place to prevent damage during washing. It should also be ensured that glassware is placed such that the metal rods in the dishwasher are not scratching against any glass surface.
- d) While wearing gloves, one scoop of powdered laboratory detergent should be placed into the detergent slot in the dishwasher door.
- e) The knob on the dishwasher should be set to "Standard" and 'Start' pressed to begin washing sequence.
- f) Once washing sequence is complete, glassware should be removed from the dishwasher and allowed to air dry in fume hood or in bins outside of fume hood if covered in aluminum foil.

The neutralizer in the dishwasher needs to be replaced when low.

I.B. Baking Glassware for Trace Analysis

Before clean glassware can be used for trace analysis, it must be baked in order to ensure that any residual chemicals on the glassware can be baked off by the heat of the oven.

Note that specialized glassware such as graduated cylinders should not be placed in the muffle furnace as the glass will no longer be accurate once heated. Special types of glassware should be heated at a different temperature than 450°C such as Soxhlet extraction tubes which should be baked at 250°C overnight. Any changes of temperature should be recorded in a lab notebook.

Materials and Equipment

1. Clean glassware (See Section A. Washing Glassware for proper techniques)
2. Muffle furnace (Thermolyn Furnatrol II) – located in 2nd floor lab
3. Oven(s)
4. Long oven tongs
5. Oven mitts
6. Aluminum foil



Procedure

- a) Any openings of clean and dry glassware should be covered with aluminum foil. The openings should not be sealed completely in order to allow contaminants to leave the insides of the glassware.
- b) The glassware should then be placed in the muffle furnace overnight (16-18 hours) at 450°C. The minimum amount of time spent in the muffle furnace should be four hours. If there is specialized glassware, it should be placed in the oven and the temperature should be adjusted accordingly (generally 125°C or 250 °C). Any changes to the SOP should be recorded in the lab notebook.
- c) Once the glassware has been baked it should be left to cool in the oven slowly to prevent cracking of the glassware. In order to cool the glassware properly, the oven should be turned off and the glassware should be allowed to cool in the oven with the door closed. After several hours when the oven is no longer hot, the glassware can continue to cool in the oven, but with the oven door open. Glassware can be left in the oven until it is only slightly warm.
- d) Once cool, glassware should be removed from the oven using long oven tongs and oven mitts, and left to cool on the stone slabs on top of the furnace.
- e) As soon as possible, the aluminum foil around the openings of the glassware should be properly sealed to ensure that contaminants in the air do not enter the glassware during cooling.
- f) Clean and baked glassware should be stored with its openings covered by clean aluminum foil in a dust-free area such as a cupboard or drawer until ready to be used.

I.C. Solvent Rinse Before Use

Once glassware is ready to be used in analysis it is important to rinse the insides of the glassware before use to rinse out any potential contaminants. All solvent waste produced should be properly disposed of into solvent waste containers.

This section is also for glass jars and lids that have undergone Section I.A. Washing Glassware. Lids should be washed in the same manner as the glassware. Once jars and lids have finished step I.C., jars can be stored with their lids on in a dust-free area.

For trace analysis all glassware should be rinsed in three rounds of the three solvents. The solvents are rinsed in the order of polar to non-polar (acetone, ethyl acetate, petroleum ether). This will ensure that the tools have been rinsed off of any polar to non-polar compounds.

Materials and Equipment

1. Pre-cleaned glassware
2. Nitrile medical examination gloves
3. Non-Cl solvent waste container
4. Acetone in squeeze bottle
5. Ethyl acetate in squeeze bottle
6. Petroleum ether in squeeze bottle

Procedure

- a) Aluminum foil covering any openings should be removed from glassware
- b) While wearing nitrile medical gloves, the glassware should be rinsed with acetone followed by ethyl acetate, and then by petroleum ether in that order three times in order



to ensure that all surfaces are rinsed. Any solvent waste should be poured into the non-Cl solvent waste container.

Note: It is possible to place the glassware to dry in the fume hood if it is taking too long for the insides to dry of solvent.

II. Stainless Steel Tools

II.A. Washing Stainless Steel Tools

All stainless steels tools should be thoroughly cleaned before being stored in order to remove all contaminants from its surface. Do not allow dirty tools to sit for long periods of time before being cleaned as the residues will be harder to clean later on.

Materials and Equipment

1. Dishwasher and Milli-Q D.I. water tank
2. Acetone (HR-GC Grade)
3. Rubber latex or nitrile medical examination gloves
4. Powdered laboratory grade detergent (LaboClean A 8 from Dr. Weigert)
5. Drying rack or fume hood

Procedure

- a) Used glassware should be disassembled. Any tape or labels should be removed and permanent marker labels should be wiped from the surface with a paper towel and acetone.
- b) Any broken glassware should be disposed of safely in the broken glass containers. If damage is not too severe the glassware should be stored in the broken glassware drawer to be repaired at a later date.
- c) Glassware should be placed into the appropriate section of the dishwasher so that it stays in place to prevent damage during washing. It should also be ensured that glassware is placed such that the metal rods in the dishwasher are not scratching against any glass surface.
- d) While wearing gloves, one scoop of powdered laboratory detergent should be placed into the detergent slot in the dishwasher door.
- e) The knob on the dishwasher should be set to "Standard" and 'Start' pressed to begin washing sequence.
- f) Once washing sequence is complete, glassware should be removed from the dishwasher and allowed to air dry in fume hood or in bins outside of fume hood if covered in aluminum foil.

The neutralizer in the dishwasher needs to be replaced when low.

II.B. Baking Stainless Steel Tools for Trace Analysis

Before clean stainless steel tools can be used for trace analysis, it must be baked in order to ensure that any residuals chemicals on the tools can be baked off by the heat of the oven.

Materials and Equipment



1. Clean stainless steel tools (See Section II.A. Washing Stainless Steel Tools for proper techniques)
2. Aluminum foil
3. Muffle furnace (Thermolyn Furnatrol II)
4. Long oven tongs
5. Oven mitts

Procedure

- a) Take out a piece of aluminum foil long enough to make a double-layer package around the stainless steel tools.
- b) Double the aluminum foil and wrap it around the bundle of tools.
- c) Seal all openings of the foil, to prevent the tools from falling out of the package during moving and baking. Leave a small opening to allow air circulation during baking.
- d) Bake package of tools overnight (16-18 hours) at 450°C in the muffle furnace. The minimum time spent in the muffle furnace should be four hours.
- e) Using the long oven tongs and oven mitts, remove the package from muffle furnace and allow cooling to occur on top of the oven on the stone slabs.
- f) As soon as possible, seal the aluminum foil package to ensure that contaminants do not enter the package during cooling.
- g) Once cool store in a dust-free area, only opening package when a tool is needed.
- h) Ensure that the package is closed each time a stainless steel tool is removed.

II.C. Solvent Rinse Before Use

Once stainless steel tools are ready to be used in analysis it is important to rinse the tools before use to rinse off any potential contaminants. All solvent waste produced should be properly disposed of into solvent waste containers.

For trace analysis all tools should be rinsed in three rounds of the three solvents. The solvents are rinsed in the order of polar to non-polar (acetone, ethyl acetate, petroleum ether). This will ensure that the tools have been rinsed off of any polar to non-polar compounds.

Materials and Equipment

1. Pre-cleaned stainless steel tools
2. Nitrile medical examination gloves
3. Non-Cl solvent waste container
4. Acetone (HR-GC Grade) in squeeze bottle
5. Ethyl acetate in squeeze bottle
6. Petroleum ether in squeeze bottle
7. Acetone-rinsed aluminum foil

Procedure

- a) While wearing nitrile medical gloves, the stainless steel tool should be rinsed with acetone followed by ethyl acetate, and then by petroleum in that order three times to ensure that all surfaces are rinsed of any compounds. Any solvent waste should be poured into the non-Cl solvent waste container.



- b) The stainless steel tools should then be placed on an acetone rinsed piece of aluminum foil and covered by the foil until use.



**ANNEX B
BASIS OF PAYMENT**

(to be completed at contract award)

Payment will be made upon submission of invoices for services performed as per the Statement of Work, and to the satisfaction of the Departmental Representative.

A **maximum cost** of \$_____ for the satisfactory completion of all deliverable as described in the Statement of Work (SOW) and broken down as follows:

Item	Deliverable	Due Date	Unit price per deliverables
1	Purchase of PSDs and PUF	April 29, 2022	a) \$ _____
2	Prepare and transport PSDs and PUFs to ECCC for PCDD/F sampling	May 27, 2022	b) \$ _____
3	Conduct PSD analysis for PCDD/F	January 30, 2023	c) \$ _____
4	Provide technical report	March 27, 2023	d) \$ _____
Total Cost excluding taxes (a+b+c+d)			\$ _____



ANNEX C SUPPLIER LIST OF NAMES

Environment and Climate Change Canada has endorsed the Integrity Regime developed and implemented by Public Services and Procurement Canada. By submitting a quote, Contractors agree to comply with the provisions of the Integrity Regime and [Ineligibility and Suspension Policy](#) as well as the [Code of Conduct for Procurement](#). / Environnement et Changement climatique Canada a adopté le régime d'intégrité développé et mis en place par Services publics et Approvisionnement Canada. Les fournisseurs acceptent, en soumettant une proposition, de se conformer aux dispositions du régime d'intégrité et la [Politique d'inadmissibilité et de suspension](#) ainsi que le [Code de conduite pour l'approvisionnement](#).

In accordance with the PWGSC (now PSPC) [Ineligibility and Suspension Policy](#), the following information is to be provided when bidding or contracting.¹ / Selon la [Politique d'inadmissibilité et de suspension](#) de TPSGC (maintenant SPAC), les renseignements suivants doivent être fournis lors d'une soumission ou de la passation d'un marché.¹

*** Mandatory Information / Informations obligatoires**

* Complete Legal Name of Company / Dénomination complète de l'entreprise	
* Operating Name / Nom commercial	
* Company's address / Adresse de l'entreprise	* Type of Ownership / Type d'entreprise
	<input type="checkbox"/> Individual / Individuel <input type="checkbox"/> Corporation / Corporation <input type="checkbox"/> Joint-Venture / Coentreprise
* Board of Directors² / Membres du conseil d'administration² (Or provide the list as an attachment / Ou mettre la liste en pièce-jointe)	
First name / Prénom Last Name / Nom	Position (if applicable) / Position (si applicable)



¹ **List of names:** All suppliers, regardless of their status under the Policy, must submit the following information when participating in a procurement process:

- suppliers that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- suppliers that are a partnership do not need to provide a list of names.

² Board of Governors /Conseil des gouverneurs; Board of Managers /Conseil de direction; Board of Regents /Conseil de régents; Board of Trustees / Conseil de fiducie; Board of Visitors /Comité de réception

Liste des noms: Tous les fournisseurs, peu importe leur situation au titre de la Politique, doivent présenter les renseignements ci-dessous au moment de prendre part à un processus d'approvisionnement:

- les fournisseurs constitués en personne morale, y compris ceux qui présentent une soumission à titre de coentreprise, doivent fournir la liste complète des noms de tous les administrateurs actuels ou, dans le cas d'une entreprise privée, des propriétaires de la société;
- les fournisseurs soumissionnant à titre d'entreprise à propriétaire unique, y compris ceux soumissionnant en tant que coentreprise, doivent fournir la liste complète des noms de tous les propriétaires;
- les fournisseurs soumissionnant à titre de société en nom collectif n'ont pas à soumettre une liste de noms.



ANNEX D FORMER PUBLIC SERVANT – COMPETITIVE BID FORM

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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



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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000 including Applicable Taxes.

Name and Signature

Date