



<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment and Climate Change Canada / Réception des soumissions – Environnement et changement climatique Canada</p> <p>Electronic Copy:</p> <p>soumissionsbids@ec.gc.ca</p> <p>BID SOLICITATION DEMANDE DE SOUMISSIONS</p> <p>PROPOSAL TO: ENVIRONMENT AND CLIMATE CHANGE 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 ET CHANGEMENT CLIMATIQUE 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 Assessment and Reassessment of several groups of species in the Maritimes</p>	
	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000062539</p>	
	<p>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ) 2022-04-14</p>	
	<p>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ)</p> <p>at – à 2:00 P.M. on – le 2022-05-16</p>	<p>Time Zone – Fuseau horaire</p> <p>Eastern Time Zone</p>
	<p>F.O.B – F.A.B Destination</p>	
	<p>Address Enquiries to - Adresser toutes questions à Megan Filliol megan.filliol@ec.gc.ca</p>	
	<p>Telephone No. – N° de téléphone 902-600-6216</p>	<p>Fax No. – N° de Fax</p>
	<p>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ) See herein</p>	
	<p>Destination of Services / Destination des services See herein</p>	
	<p>Security / Sécurité There is no security requirement associated with this solicitation.</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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Attachment 1 to Part 3, Financial Bid Presentation Sheet
Attachment 1 to Part 4, Mandatory Technical Criteria And Point Rated Technical Criteria

List of Annexes:

Annex A	Statement of Work
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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

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

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

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

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

Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include the Financial Bid Presentation Sheet, Mandatory Technical Criteria And Point Rated Technical Criteria.

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

1.2 Summary

1.2.1 Environment and Climate Change Canada, Canadian Wildlife Services has a requirement to reassess the conservation status of Orthoptera (about 59 species), lichens (about 903 species), vascular plants (about 2053 species), Lepidoptera (about 2155 species), bryophytes (about 653 species), a first group of Diptera (about 1343 species), Hemiptera (about 1341 species), and bees, ants yellowjackets and relatives and sawflies (about 664 species). Moreover, assess the conservation status of lichenicolous fungi (about 414 species) and a second group of Diptera (about 1343 species).

The ranks will be utilized by the National General Status Working Group in preparation for future assessments of this taxonomic group in the reports of the Wild Species series. as detailed in the Statement of Work, Annex A to the bid solicitation.

The period of the contract is from contract award to 31 March 2024.

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

- 1.2.3 For services requirements, bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 4 of Part 2 of the bid solicitation.
- 1.2.4 The requirement is subject to the provisions of the Canada–Korea Free Trade Agreement.

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 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 PSPC/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 and Climate Change Canada 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 and Climate Change Canada”

At Section 07 Delayed Bids:

Delete: “PWGSC”

Insert: “Environment and Climate Change Canada”

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

Delete: In its entirety

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. SACC Manual Clauses

A7035T (2007-05-25) List of Proposed Subcontractors

2.3. Submission of Bids

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

2.4. 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 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.

2.5. 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.

2.6. Applicable Laws

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

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.

2.7. Improvement of Requirement During Solicitation Period

Clause [A9076T](#) advises Bidders that they can propose improvement to the technical requirement(s) contained in the bid solicitation.

2.8. 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;

2.9. Bid Challenge and Recourse Mechanisms

Bid Challenge and Recourse Mechanisms



- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
- Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1. Bid Preparation Instructions

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

Section I: Technical Bid (1 soft copies)

Section II: Financial Bid (1 soft copies)

Section III: Certifications (1 soft copies)

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 by 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: Megan Filliol

Solicitation Number: 5000062539

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 Canadian funds and in accordance with 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 price 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 phase 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.

The professional fees must include the total estimated cost of all travel and living expenses that may need to be incurred for:

- (i) Work described in Part 6, Resulting Contract of the bid solicitation required to be performed within National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. *The National Capital Act* is available on the Justice Website: [http://laws-lois.justice.gc.ca/eng/acts/N-4/;](http://laws-lois.justice.gc.ca/eng/acts/N-4/))
- (ii) travel between the successful bidder's place of business and the NCR; and
- (iii) the relocation of resources

to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

- (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. These items will be deliverable to Canada upon completion of the contract.

- (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) **Subcontracts (if applicable):** The bidders should identify all of the proposed subcontractors and provide in their financial bid for each one a price breakdown.
- (e) **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.
- (f) **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 this Financial Bid Presentation Sheet and include it in its financial bid.

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

Due Date	Deliverable No.	Description	Approximate No. Species	Subtotal
30-09-2022	1	Reassessment of Orthoptera	59	
30-09-2022	2	Reassessment of lichens	903	
30-09-2022	3	Assessment of lichenicolous fungi	414	
31-03-2023	4	Reassessment of vascular plants	2053	
31-03-2023	5	Reassessment of Lepidoptera	2155	
31-03-2023	6	Reassessment of bryophytes	653	
31-03-2024	7	Reassessment of Diptera (first group)	1343	
31-03-2024	8	Reassessment of Hemiptera	1341	
31-03-2024	9	Reassessment of bees, ants, yellowjackets and relatives, and sawflies	664	
31-03-2024	10	Assessment of Diptera (second group)	1343	
TOTAL (EVALUATION PURPOSES)				

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1. Evaluation Procedures

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

4.2. 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 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Attachment "1" to Part 4.

4.3. Financial Evaluation

4.3.1 Mandatory Financial Criteria

	Mandatory criteria	Met (YES / NO)	Reference to Page in Proposal (Bidder to Insert)
MF1	Environment and Climate Change Canada has established funding for this project at a maximum amount of \$90,000.00 (in Canadian dollars) – excluding taxes – for professional services.		

4.3.2 Evaluation of Price

The price of the bid will be evaluated in Canadian dollars, the Applicable Taxes excluded, Canadian customs and excise taxes included.

For evaluation purposes only, the price of the bid will be determined as follows:

- 4.3.2.1. The volumetric data included in the Financial Bid Presentation Sheet detailed in Attachment 1 to Part 3 are provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.



4.3.2.2. For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Financial Bid Presentation Sheet detailed in Attachment 1 to Part 3.

4.4 Basis of Selection

Basis of Selection - Lowest Evaluated Price Per Point

1. To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation;
 - (b) meet all mandatory technical evaluation criteria and mandatory financial criteria;
 - (c) obtain the required minimum points overall for the technical evaluation criteria which are subject to point rating.

Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract. The evaluated price per point will be determined by dividing the evaluated price of the bid by the number of points obtained for the point rated technical evaluation criteria.

In the event that two or more responsive bids have the same lowest evaluated price per point, the responsive bid which obtained the highest number of points overall for the point rated technical evaluation criteria will be recommended for award of a contract.

**ATTACHMENT "1" TO PART 4,
MANDATORY TECHNICAL CRITERIA AND POINT RATED TECHNICAL CRITERIA**

MANDATORY CRITERIA

The bid must meet the mandatory criteria set out below. The Bidder must provide the necessary documentation to support compliance. Bids which fail to meet the mandatory criteria will be declared non-responsive.

#	Mandatory Technical Criteria	Met (YES / NO)	Cross-Reference to bid (indicate page #)
MT1	<p>The expert, or all members of a team of experts proposed by the bidder to complete the work, must have a university degree in a relevant field (e.g., biology, botany, ecology, zoology, entomology, etc.) from a recognized university.</p> <p>Proof of education must be provided with bid.</p>		
MT2	<p>The Bidder must describe the team that it proposes to complete the work. The description of the team must include:</p> <ul style="list-style-type: none"> - A list of team members (including subcontractors, as applicable); - Their proposed roles and responsibilities in relation to the work in the Statement of Work; - Current CV's of all proposed Project Team members, including their education and list of projects. <p>Note that it is not required that the bidders' team has more than one member.</p>		

POINT-RELATED TECHNICAL CRITERIA

In addition to meeting the Mandatory Criteria, the Bidder should also address the Point-Rated Criteria identified below.

Minimum pass mark

An overall minimum points required is 80/113 for the technical rated criteria.



#	Point-Rated Technical Criteria	Maximum Score	Score	Cross-Reference to bid (indicate page #)
R1	WORK PLAN AND SCHEDULE			
	<p>The bidder should provide a work plan and schedule in their technical proposal that identifies the deliverables and allocation of resources, and describes how they will achieve the objectives.</p> <p>(5) The proposal clearly identifies the deliverables and timelines to meet the objectives in the Statement of Work.</p> <p>(3) The proposal is missing some information related to the deliverables or timelines to meet the objectives in the Statement of Work.</p> <p>(1) The proposal is missing information related to the deliverables and timelines or it is unclear how the proposal will meet the objectives in the Statement of Work.</p> <p>(0) The work plan and schedule are not presented.</p>	5		
R2	APPROACH AND METHODOLOGY			
	<p>The bidder should provide their approach and methodology in their technical proposal. It should be logical, thorough and well defined to complete the tasks in the Statement of Work and potential challenges should be identified and mitigations provided.</p> <p>(15 points) The approach is logical and well defined; steps in the methodology are logical and clearly identified; potential challenges are identified and addressed.</p> <p>(10 points) The approach is logical and defined; steps are logical and identified; potential challenges have not been identified or are not practical/reasonable, or mitigations have not been provided.</p>	15		

#	Point-Rated Technical Criteria	Maximum Score	Score	Cross-Reference to bid (indicate page #)
	<p>(5 points) The approach is identified; steps are identified with some information missing in their description; potential challenges have not been identified or are not practical/reasonable, or mitigations have not been provided.</p> <p>(1 point) The approach is vague, or information is missing; steps in the methodology are identified but not well defined or feasible; potential challenges have not been identified or are not practical/reasonable and mitigations have not been provided.</p> <p>(0 point) The approach and methodology are not presented.</p>			
R3	CORPORATE EXPERIENCE			
R3a	<p>The bidder should demonstrate the proposed resource(s) have the required expertise to evaluate the status of each of the nine species groups (1. Orthoptera, 2. Lichens, 3. Vascular plants, 4. Lepidoptera, 5. Bryophytes, 6. Diptera, 7. Hemiptera, 8. Bees, ants, yellowjackets and relatives and sawflies, and 9. Lichenicolous fungi).</p> <p>An expert is defined as someone with a minimum of two years experience within the past 10 years working on a species group. The bidder should clearly identify the proposed resource(s) for each of the taxonomic groups and provide a list of projects or studies completed within the past 10 years or currently ongoing. For each project, the bidder should provide the following information:</p> <ul style="list-style-type: none"> - A brief description of the project, including the organization for which the project was performed, the objectives, and the geographic 	81		



#	Point-Rated Technical Criteria	Maximum Score	Score	Cross-Reference to bid (indicate page #)
	<p>location;</p> <ul style="list-style-type: none"> - The duration of the project (start and end date); - The proposed resources' role on the project. <p>Maximum score with expertise in the Maritimes for each group: 81 points.</p> <p>Maximum score with expertise elsewhere in Canada for each group: 36 points.</p> <p>1. Orthoptera</p> <p>(9 points) Minimum of 2 years experience in the Maritimes.</p> <p>(4 points) Minimum of 2 years experience elsewhere in Canada.</p> <p>(0 point) Less than 2 years experience.</p> <p>2. Lichens</p> <p>(9 points) Minimum of 2 years experience in the Maritimes.</p> <p>(4 points) Minimum of 2 years experience elsewhere in Canada.</p> <p>(0 point) Less than 2 years experience.</p> <p>3. Vascular plants</p> <p>(9 points) Minimum of 2 years experience in the Maritimes.</p> <p>(4 points) Minimum of 2 years experience elsewhere in Canada.</p>			

#	Point-Rated Technical Criteria	Maximum Score	Score	Cross-Reference to bid (indicate page #)
	<p>(0 point) Less than 2 years experience.</p> <p>4. Lepidoptera</p> <p>(9 points) Minimum of 2 years experience in the Maritimes.</p> <p>(4 points) Minimum of 2 years experience elsewhere in Canada.</p> <p>(0 point) Less than 2 years experience.</p> <p>5. Bryophytes</p> <p>(9 points) Minimum of 2 years experience in the Maritimes.</p> <p>(4 points) Minimum of 2 years experience elsewhere in Canada.</p> <p>(0 point) Less than 2 years experience.</p> <p>6. Diptera</p> <p>(9 points) Minimum of 2 years experience in the Maritimes.</p> <p>(4 points) Minimum of 2 years experience elsewhere in Canada.</p> <p>(0 point) Less than 2 years experience.</p> <p>7. Hemiptera</p> <p>(9 points) Minimum of 2 years experience in the Maritimes.</p> <p>(4 points) Minimum of 2 years experience elsewhere in Canada.</p> <p>(0 point) Less than 2 years experience.</p>			



#	Point-Rated Technical Criteria	Maximum Score	Score	Cross-Reference to bid (indicate page #)
	<p>8. Bees, ants, yellowjackets and relatives and sawflies</p> <p>(9 points) Minimum of 2 years experience in the Maritimes.</p> <p>(4 points) Minimum of 2 years experience elsewhere in Canada.</p> <p>(0 point) Less than 2 years experience.</p> <p>9. Lichenicolous fungi</p> <p>(9 points) Minimum of 2 years experience in the Maritimes.</p> <p>(4 points) Minimum of 2 years experience elsewhere in Canada.</p> <p>(0 point) Less than 2 years experience.</p>			
R3b	<p>The bidder should demonstrate experience assessing the conservation status of species using the NatureServe methodology.</p> <p>(12 points) The bidder has more than 4 years of cumulative experience in the past 10 years with the NatureServe methodology.</p> <p>(8 points) The bidder has 2-4 years of cumulative experience in the past 10 years with the NatureServe methodology.</p> <p>(4 points) The bidder has less than 2 years of cumulative experience in the past 10 years with the NatureServe methodology.</p> <p>(0 point) The bidder has no cumulative experience in the past 10 years with the NatureServe methodology.</p>	12		

#	Point-Rated Technical Criteria	Maximum Score	Score	Cross-Reference to bid (indicate page #)
	Total maximum points	113		
	Minimum pass score	80		



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.

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 may render the bid non-responsive or constitute a default under the Contract.

5.1. Certifications Required Precedent to Contract Award

5.1.1 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.

5.1.2. 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. Additional Certifications Required Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

5.2.1. 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.

5.2.2. Education and Experience

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



PART 6 - RESULTING CONTRACT *(at contract award, delete this line)*

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation. *(at contract award, delete this sentence and add the title of the requirement)*

Title: *(insert only at contract award)*

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 PSPC/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.

6.2.1 General Conditions

2035 (2021-12-02), General Conditions - Professional Services (High Complexity), apply to and form part of the Contract.

6.2.2 Supplemental General Conditions

The following supplemental general conditions apply to and form part of the Contract:

4007 (2010-08-16), Canada to own Intellectual Property Rights in Foreground

6.2.3 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: _____ *(insert name(s) of person(s)).*

6.3. Security Requirement

6.3.1 There is no security requirement applicable to this Contract.

6.4. Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to 31-March-2024 inclusive.

6.5. Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Megan Filliol
Title: Team Manager, Procurement – Operations Atlantic
Environment and Climate Change Canada
Procurement and Contracting Division
Address: 17th Floor, 45 Alderney Dr., Dartmouth NS B2Y 2N6

Telephone: 902-600-6216
E-mail address: megan.filliol@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 Project Authority *(insert only at contract award)*

The Project Authority for the Contract is:

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

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

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

6.5.4 Contractor's Representative *(Fill in or delete as applicable)*

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

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$_____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

6.7.2 Limitation of Expenditure

- (a) Canada's total liability to the Contractor under the Contract must not exceed \$ _____. 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 Terms of Payment

H1001C (2008-05-12) Multiple Payments

6.7.4 Time Verification

C0711C (2008-05-12) Time Verification

6.8. Invoicing Instructions

6.8.1 Invoicing Instructions

6.8.1.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.

6.8.1.2 Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

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

6.8.2 SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department

6.9. Certifications and Additional Information

6.9.1 Compliance

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

6.10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*Insert the name of the province or territory as specified by the bidder in its bid, if applicable.*)

6.11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4007 (2010-08-16), Canada to own Intellectual Property Rights in Foreground;
- (c) the general conditions 2035 (2021-12-02), General Conditions - Professional Services (High Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;



- (f) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:*"), as clarified on _____ " **or** ", as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*).

6.12. Insurance

SACC Manual clause G1005C (2016-01-28) Insurance – No Specific Requirement

6.13. Dispute Resolution

(a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

(b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.

(c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.

(d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

ANNEX A STATEMENT OF WORK

Title: Assessment and reassessment of several groups of species in the Maritimes

1. Background

As part of the program on the General Status of Species in Canada, this contract will contribute to fulfilling the commitments made by Environment Canada in conformity with the *National Framework for Species at Risk Conservation*, the *Accord for the Protection of Species at Risk*, and the *Species at Risk Act*. Under these commitments, Environment and Climate Change Canada is responsible for preparing a report every 5 years on the status of all wild species in Canada. This is done in collaboration with the National General Status Working Group that includes representatives from other relevant federal departments as well as all provincial and territorial governments in Canada. Information gathered through this contract is shared with other jurisdictions to facilitate development of ranks in their jurisdictions.

2. Objective

Reassess the conservation status of Orthoptera (about 59 species), lichens (about 903 species), vascular plants (about 2053 species), Lepidoptera (about 2155 species), bryophytes (about 653 species), a first group of Diptera (about 1343 species), Hemiptera (about 1341 species), and bees, ants yellowjackets and relatives and sawflies (about 664 species). Moreover, assess the conservation status of lichenicolous fungi (about 414 species) and a second group of Diptera (about 1343 species).

The ranks will be utilized by the National General Status Working Group in preparation for future assessments of this taxonomic group in the reports of the *Wild Species* series.

3. Terminology

The Coordination The coordination team of the program on the General status of species in Canada.

4. Reference documents

Government of Canada. 2021. Digital accessibility toolkit / Sharing space. Tools and resources. Web page: <https://a11y.canada.ca/en/guides/>.

5. Scope

To assess or reassess the conservation status of species in Canada, the contractor must respect the following conditions:

- 5.1. Before starting the work, the contractor must attend a mandatory training session (usually via conference call) on how to use the rank calculator and on the reassessment procedure, provided by the Coordination.
- 5.2. With the assistance of the Coordination, the contractor must consult with all relevant provincial or territorial Conservation Data Centres to ensure that any information they possess is incorporated into the assessment or reassessment.



- 5.3. For each region, only species that were confirmed can be included in the species list.
- 5.4. Only described species must be included in the species list (species that have a peer-reviewed name).
- 5.5. Taxonomic levels lower than that of species (e.g., subspecies and varieties) must be merged under the described mother species.
- 5.6. The contractor must verify each scientific name of species against a main taxonomic reference that will be established as the taxonomic standard for each group of species (to be determined).
- 5.7. The contractor must use the codes in Table 1 to represent the regions in Canada.
- 5.8. If the taxonomic group includes **migratory species** in Canada, the contractor must follow the procedures in Appendix 3 – *Information to experts on how to rank migratory species*. For migratory species, the contractor must use the breeding (B), non-breeding (N), and migrant (M) qualifiers to appropriately reflect the ecology of the species in the region. The rank calculator must be filled for each appropriate qualifier.
- 5.9. The contractor must communicate with the Coordination in order to facilitate the final revision of the deliverables, which will be done by the Coordination.
- 5.10. The contractor must apply the recommendations of the Coordination and comply with the requirements of this contract.

Table 1. Codes used to represent the regions in Canada.

Code	Region
YT	Yukon
NT	Northwest Territories
NU	Nunavut
BC	British Columbia
AB	Alberta
SK	Saskatchewan
MB	Manitoba
ON	Ontario
QC	Québec
NB	New Brunswick
NS	Nova Scotia
PE	Prince Edward Island
LB	Labrador
NF	Newfoundland

6. Tasks

To assess or reassess the conservation status of species in Canada, the contractor must do the following tasks:

6.1. Creation of a database

- a. For new assessments (new species added to the list), the contractor must gather all the known observations from references, available specimens in electronic databases of museums, and Conservation Data Centres. The contractor must create an Excel database with all the data collected that will be used as a basis for the creation of the species list and the assessment of the conservation status of species. The contractor must include, in the database, the complete references of the data sources.
- b. For reassessments, the contractor must gather all the known observations from references, available specimens in electronic databases of museums, and Conservation Data Centres only for species who changed rank between the previous assessment and the current one (i.e. species that will be entered into the rank calculator). For these species only, the contractor must create an Excel database with all the data collected that will be used as a basis for the reassessment of their conservation status. The contractor must include, in the database, the complete references of the data sources.

6.2. New assessments

- a. For new assessments, the contractor must fill in one rank calculator for each province, territory or ocean region (Table 1) in Canada to provide the species list and the conservation status ranks.
- b. Before using the rank calculator, the contractor must read the methodology section of the 2020 *Wild Species* report (<https://www.wildspecies.ca/reports>).
- c. To use the rank calculator, the contractor must follow the procedure outlined in Appendix 1 – *Information to experts on how to use the rank calculator*.
- d. To use the rank calculator, the contractor must follow the methodology outlined in the document titled “*NatureServe Conservation Status Assessments: Methodology for Assigning Ranks*”. For more information, the contractor must follow the methodology outlined in the document titled “*NatureServe Conservation Status Assessments: Factors for Evaluating Species and Ecosystem Risk*”. Both documents are available at <http://www.natureserve.org/conservation-tools/conservation-rank-calculator> in the section “*overview*”, by clicking on the following links: “*Download Conservation Status Methodology*” and “*Download Conservation Status Factors*”.
- e. The contractor must follow the ranking system of NatureServe by using the Excel document titled “*NatureServe Conservation Status Assessments: Rank Calculator*”. The rank calculator is available at <http://www.natureserve.org/conservation-tools/conservation-rank-calculator> in the section “*overview*”, by clicking on the following



link: “Download the Rank Calculator v 3.2”. The contractor must use the most recent version of the rank calculator.

- f. The contractor must input available data about rarity and/or threats and/or trends directly in the rank calculator of NatureServe to generate a rank on the status of the species in a region. Relevant information could include distribution, abundance, specialization to a specific limited habitat, a specific behavior of the species, or other. The contractor must verify the suitability of the rank outputted by the rank calculator. The calculated ranks must be supported by the data contained in the database provided.
- g. The rank calculator must also include a detailed justification outlining the sources and references of the information inputted for each species, with particular emphasis on clear documentation confirming the presence of each species in the region.

6.3. Reassessments

- a. To reassess the conservation status ranks of species, the contractor must follow the procedure outlined in Appendix 2 – *Additional information to experts for reassessments*.
- b. For reassessments, the contractor must review the species list (including the orders, the families, the origins, and the species’ scientific names) and the conservation status ranks of the 2020 Wild Species report. They must provide an Excel file for each province, territory or ocean region (Table 1) that includes the proposed changes to the species list, the proposed changes to the conservation status ranks, the reason for change among the six categories (Table 2), and a short justification for the rank change.
- c. Only for species requiring a change in their conservation status rank, the contractor must also provide a rank calculator (c.f. section “New assessments f-g”) for each region that integrates the new data about rarity and/or threats and/or trends.

Table 2. Reasons for changes in the conservation status of species.

Code	Reason for change
B	Biological change in the population size, distribution, or threats of the species.
C	New COSEWIC assessment.
E	Error in previous rank.
I	Improved knowledge of the species.
P	Procedural change.
T	Taxonomic change.

7. Deliverables

7.1 Reassessment of Orthoptera (about 59 species)

- a. For new species and species who changed rank between the previous assessment and the current one, create a database with all the data collected that will be used as a

basis for the reassessment of their conservation status, as per section “Creation of a database”.

- b. For all species, provide an Excel file (electronic spreadsheet) for each region that includes the species list and the conservation status ranks of the 2020 *Wild Species* report, the proposed changes to the species list verified against a main taxonomic reference, the proposed changes to the conservation status ranks, a reason for change (Table 2) for each species revised/added/deleted in the region, and a short justification for change.
- c. Only for new species and species requiring a change in their conservation status rank, provide a rank calculator (electronic spreadsheet) for each region as per sections “New assessments f-g”.
- d. Deadline for deliverable 1: September 30, 2022.

7.2 Reassessment of lichens (about 903 species)

- a. For new species and species who changed rank between the previous assessment and the current one, create a database with all the data collected that will be used as a basis for the reassessment of their conservation status, as per section “Creation of a database”.
- b. For all species, provide an Excel file (electronic spreadsheet) for each region that includes the species list and the conservation status ranks of the 2020 *Wild Species* report, the proposed changes to the species list verified against a main taxonomic reference, the proposed changes to the conservation status ranks, a reason for change (Table 2) for each species revised/added/deleted in the region, and a short justification for change.
- c. Only for new species and species requiring a change in their conservation status rank, provide a rank calculator (electronic spreadsheet) for each region as per sections “New assessments f-g”.
- d. Deadline for deliverable 2: September 30, 2022.

7.3 Assessment of lichenicolous fungi (about 414 species)

- a. For all species, create a database with all the data collected that will be used as a basis for the reassessment of their conservation status, as per section “Creation of a database”.
- b. For all species, provide a rank calculator (electronic spreadsheet) for each region as per sections “New assessments f-g”.
- c. Deadline for deliverable 3: September 30, 2022.



7.4 Reassessment of vascular plants (about 2053 species)

- a. For new species and species who changed rank between the previous assessment and the current one, create a database with all the data collected that will be used as a basis for the reassessment of their conservation status, as per section “Creation of a database”.
- b. For all species, provide an Excel file (electronic spreadsheet) for each region that includes the species list and the conservation status ranks of the 2020 *Wild Species* report, the proposed changes to the species list verified against a main taxonomic reference, the proposed changes to the conservation status ranks, a reason for change (Table 2) for each species revised/added/deleted in the region, and a short justification for change.
- c. Only for new species and species requiring a change in their conservation status rank, provide a rank calculator (electronic spreadsheet) for each region as per sections “New assessments f-g”.
- d. Deadline for deliverable 4: March 31, 2023.

7.5 Reassessment of Lepidoptera (about 2155 species)

- a. For new species and species who changed rank between the previous assessment and the current one, create a database with all the data collected that will be used as a basis for the reassessment of their conservation status, as per section “Creation of a database”.
- b. For all species, provide an Excel file (electronic spreadsheet) for each region that includes the species list and the conservation status ranks of the 2020 *Wild Species* report, the proposed changes to the species list verified against a main taxonomic reference, the proposed changes to the conservation status ranks, a reason for change (Table 2) for each species revised/added/deleted in the region, and a short justification for change.
- c. Only for new species and species requiring a change in their conservation status rank, provide a rank calculator (electronic spreadsheet) for each region as per sections “New assessments f-g”.
- d. Deadline for deliverable 5: March 31, 2023.

7.6 Reassessment of bryophytes (about 653 species)

- a. For new species and species who changed rank between the previous assessment and the current one, create a database with all the data collected that will be used as a basis for the reassessment of their conservation status, as per section “Creation of a database”.

- b. For all species, provide an Excel file (electronic spreadsheet) for each region that includes the species list and the conservation status ranks of the 2020 *Wild Species* report, the proposed changes to the species list verified against a main taxonomic reference, the proposed changes to the conservation status ranks, a reason for change (Table 2) for each species revised/added/deleted in the region, and a short justification for change.
- c. Only for new species and species requiring a change in their conservation status rank, provide a rank calculator (electronic spreadsheet) for each region as per sections “New assessments f-g”.
- d. Deadline for deliverable 6: March 31, 2023.

7.7 Reassessment of Diptera (first group) (about 1343 species)

- a. For new species and species who changed rank between the previous assessment and the current one, create a database with all the data collected that will be used as a basis for the reassessment of their conservation status, as per section “Creation of a database”.
- b. For all species, provide an Excel file (electronic spreadsheet) for each region that includes the species list and the conservation status ranks of the 2020 *Wild Species* report, the proposed changes to the species list verified against a main taxonomic reference, the proposed changes to the conservation status ranks, a reason for change (Table 2) for each species revised/added/deleted in the region, and a short justification for change.
- c. Only for new species and species requiring a change in their conservation status rank, provide a rank calculator (electronic spreadsheet) for each region as per sections “New assessments f-g”.
- d. Deadline for deliverable 7: March 31, 2024.

7.8 Reassessment of Hemiptera (about 1341 species)

- a. For new species and species who changed rank between the previous assessment and the current one, create a database with all the data collected that will be used as a basis for the reassessment of their conservation status, as per section “Creation of a database”.
- b. For all species, provide an Excel file (electronic spreadsheet) for each region that includes the species list and the conservation status ranks of the 2020 *Wild Species* report, the proposed changes to the species list verified against a main taxonomic reference, the proposed changes to the conservation status ranks, a reason for change (Table 2) for each species revised/added/deleted in the region, and a short justification for change.



- c. Only for new species and species requiring a change in their conservation status rank, provide a rank calculator (electronic spreadsheet) for each region as per sections “New assessments f-g”.
- d. Deadline for deliverable 8: March 31, 2024.

7.9 Reassessment of bees, ants, yellowjackets and relatives, and sawflies (about 664 species)

- a. For new species and species who changed rank between the previous assessment and the current one, create a database with all the data collected that will be used as a basis for the reassessment of their conservation status, as per section “Creation of a database”.
- b. For all species, provide an Excel file (electronic spreadsheet) for each region that includes the species list and the conservation status ranks of the 2020 *Wild Species* report, the proposed changes to the species list verified against a main taxonomic reference, the proposed changes to the conservation status ranks, a reason for change (Table 2) for each species revised/added/deleted in the region, and a short justification for change.
- c. Only for new species and species requiring a change in their conservation status rank, provide a rank calculator (electronic spreadsheet) for each region as per sections “New assessments f-g”.
- d. Deadline for deliverable 9: March 31, 2024.

7.10 Assessment of Diptera (second group) (about 1343 species)

- a. For all species, create a database with all the data collected that will be used as a basis for the reassessment of their conservation status, as per section “Creation of a database”.
- b. For all species, provide a rank calculator (electronic spreadsheet) for each region as per sections “New assessments f-g”.
- c. Deadline for deliverable 10: March 31, 2024.

8. Government Supplied Material

The contractor provides all necessary equipment for completing the work.

The Coordination provides, if applicable, all relevant documents or information to support the contractor’s work (e.g., the species list from the most recent *Wild Species* report, a template for the database to be created by the contractor).

9. Official Languages

French and English are the two official languages that can be used to perform the work.

10. Work Location

Not applicable. The contractor does not require access to an ECCC facility.

11. Travel

Not applicable. The work does not require the contractor to travel.

12. Sustainable Procurement Considerations

The Contractor should make an effort to ensure that their operations and performance of the Work align with the Treasury Board [Policy on Green Procurement](#) and [Greening Government Strategy](#).

The following green procurement criteria and standards must form part of the work:

- a) Provide all correspondence and deliverables in electronic format.

13. Accessibility Considerations

The Government of Canada strives to ensure that the goods and services it procures are inclusive by design and accessible by default, in accordance with the [Accessible Canada Act](#), its associated regulations and standards, and Treasury Board Contracting Policy.

To achieve this, reports produced as a result of this contract must be compiled in a manner that is accessible to those who are visually impaired or have other disabilities. The following accessibility criteria and standards must then form part of the work:

- a. All written documents must be created in a format that is accessible, as per the “Accessible document guides: Office 365”, or the “Accessible document guides: Office 2016”, as described on the Digital Accessibility Toolkit web site (Government of Canada, 2021).



ANNEX B BASIS OF PAYMENT

Due Date	Deliverable No.	Description	Subtotal
30-09-2022	1	Reassessment of Orthoptera	
30-09-2022	2	Reassessment of lichens	
30-09-2022	3	Assessment of lichenicolous fungi	
31-03-2023	4	Reassessment of vascular plants	
31-03-2023	5	Reassessment of Lepidoptera	
31-03-2023	6	Reassessment of bryophytes	
31-03-2024	7	Reassessment of Diptera (first group)	
31-03-2024	8	Reassessment of Hemiptera	
31-03-2024	9	Reassessment of bees, ants, yellowjackets and relatives, and sawflies	
31-03-2024	10	Assessment of Diptera (second group)	
Subtotal			
Tax			
Total			