



<p><b>RETURN BIDS TO:</b> <b>RETOURNER LES SOUMISSIONS À:</b></p> <p><b>Bid Receiving - Environment and Climate Change Canada / Réception des soumissions – Environnement et changement climatique Canada</b></p> <p><b>Electronic Copy:</b></p> <p><a href="mailto:soumissionsbids@ec.gc.ca">soumissionsbids@ec.gc.ca</a></p> <p><b>BID SOLICITATION</b> <b>DEMANDE DE SOUMISSIONS</b></p> <p><b>PROPOSAL TO: ENVIRONMENT AND CLIMATE CHANGE CANADA</b></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><b>SOUSSION À:</b> <b>ENVIRONNEMENT ET CHANGEMENT CLIMATIQUE CANADA</b></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><b>Title – Titre</b> Intrapreneur Training for Environment and Climate Change Canada (ECCC)</p>	
	<p><b>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP</b> 5000063481</p>	
	<p><b>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ)</b> 2022-04-25</p>	
	<p><b>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ)</b></p> <p>at – à 15 :00 on – le 2022-05-20</p>	<p><b>Time Zone – Fuseau horaire</b></p> <p>Eastern Daylight Time (EDT)</p>
	<p>F.O.B – F.A.B Destination</p>	
	<p><b>Address Enquiries to - Adresser toutes questions à</b> Alyssa Festeryga <a href="mailto:alyssa.festeryga@ec.gc.ca">alyssa.festeryga@ec.gc.ca</a></p>	
	<p><b>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ)</b> See herein.</p>	
	<p><b>Destination of Services / Destination des services</b> See herein.</p>	
	<p><b>Security / Sécurité</b> See herein.</p>	
	<p><b>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</b></p> <p>(Insert-Ajouter)</p>	
<p><b>Telephone No. – N° de téléphone</b> (Insert-Ajouter)</p>	<p><b>Fax No. – N° de Fax</b> (Insert-Ajouter)</p>	
<p><b>Name and title of person authorized to sign on behalf of Vendor/Firm: (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b></p> <p><b>Signature</b> <span style="float: right;"><b>Date</b></span></p>		



**TABLE OF CONTENTS**

**PART 1 - GENERAL INFORMATION..... 4**

1.1 Introduction.....4

1.2 Summary .....4

1.3 Debriefings .....4

**PART 2 - BIDDER INSTRUCTIONS..... 5**

2.1. Standard Instructions, Clauses and Conditions.....5

2.2. Submission of Bids .....6

2.3. Former Public Servant – Competitive Bid .....6

2.4. Enquiries - Bid Solicitation.....8

2.5. Applicable Laws .....8

2.6. Bid Challenge and Recourse Mechanisms .....8

**PART 3 - BID PREPARATION INSTRUCTIONS..... 9**

3.1. Bid Preparation Instructions.....9

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION..... 14**

4.1. Evaluation Procedures .....14

4.2. Technical Evaluation.....14

**PART 5 - CERTIFICATIONS..... 24**

5.1. Certifications Required Precedent to Contract Award .....24

5.2. Additional Certifications Required Precedent to Contract Award .....24

**PART 6 - RESULTING CONTRACT (at contract award, delete this line)..... 26**

6.1. Statement of Work.....26

6.2. Task Authorization (“TA”) .....26

6.3. Canada's Obligation - Portion of the Work - Task Authorizations .....27

6.4. Standard Clauses and Conditions.....27

6.5. Security Requirement .....28

6.6. Term of Contract.....28

6.7. Authorities.....28

6.8. Proactive Disclosure of Contracts with Former Public Servants – if applicable ...29

6.9. Payment .....29

6.10. Invoicing Instructions.....30

6.11. Certifications and Additional Information.....31



**6.12. Applicable Laws .....31**

**6.13. Priority of Documents.....31**

**6.14. Insurance.....31**

**6.15. Dispute Resolution .....31**

**ANNEX A..... 33**

**STATEMENT OF WORK .....33**

**APPENDIX 1 TO ANNEX A - TASKING ASSESSMENT PROCEDURE .....38**

**APPENDIX 2 TO ANNEX A - TASK AUTHORIZATION FORM .....39**

**ANNEX B..... 41**

**BASIS OF PAYMENT .....41**

List of Attachments:

Attachment 1 to Part 3, Financial Bid Presentation Sheet

Attachment 1 to Part 4, Mandatory Technical Criteria And Point Rated Technical Criteria



## **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; and

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, the Basis of Payment, and any other annexes.

### **1.2 Summary**

1.2.1 Environment and Climate Change Canada has a requirement for Intrapreneur training as detailed in the Statement of Work, Annex A to the bid solicitation. The period of the contract is from Contract Award Date to March 31, 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 3 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. 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.

**2.3. 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 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.



## 2.4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than three (3) 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 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

### 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 copy in PDF format)

Section II: Financial Bid (1 soft copy in PDF format)

Section III: Certifications (1 soft copy in PDF format)

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

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

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

#### **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](mailto:soumissionsbids@ec.gc.ca)

Attention: Alyssa Festeryga

Solicitation Number: 5000063481

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 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 each 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 7, Resulting Contract of the bid solicitation required to be performed within the 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.
- (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 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.

Initial Deliverables FY22/23		
Deliverables	Due Date of Deliverable	Subtotal (Not Including Tax)
Planning and Development of Training Sessions	No later than September 30, 2022	
Assist in Internal Application Process	No later than September 30, 2022	
Training Sessions for Cohort	No later than March 31, 2023	
Mentoring Program for Cohort	No later than March 31, 2023	
First Broader Department-Wide Training Session	No later than March 31, 2023	
Second Broader Department-Wide Training Session	No later than March 31, 2023	
Final Report	No later than March 31, 2023	
Final Presentation	No later than March 31, 2023	
<b>TOTAL</b>		
<b>(FOR EVALUATION PURPOSES, not including tax)</b>		



Optional Tasks FY23/24			
Tasks	Price per Task	Quantity	Subtotal (Not Including Tax)
Training Sessions for Cohort		1	
Additional Subjects for Training Sessions		2	
Mentoring Program for Cohort		1	
Broader Department-Wide Training Session		2	
Final Report		1	
Final Presentation		1	
<b>TOTAL</b>			
<b>(FOR EVALUATION PURPOSES, not including tax)</b>			

Evaluated Bid Price	
<b>Deliverables + Tasks</b> <b>(FOR EVALUATION PURPOSES, not including tax)</b>	\$



## **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**

<b>Mandatory Financial Criteria (MF)</b>		
<b>Number</b>	<b>Mandatory Financial Criterion</b>	<b>Met / Not Met</b>
<b>MF1</b>	The maximum funding available for the Contract resulting from the bid solicitation is \$90,000.00 (Applicable Taxes extra). Bids exceeding this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.	

#### **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.

**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**

Highest Combined Rating of Technical Merit and Price



1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of twenty one (21) points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of thirty (30) points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)				
		Bidder 1	Bidder 2	Bidder 3
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	<b>Pricing Score</b>	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
<b>Combined Rating</b>		84.18	73.15	77.70
<b>Overall Rating</b>		1st	3rd	2nd



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

**Mandatory Technical Criteria**

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

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

If more projects/samples are provided than the requirements of a criterion, only the first projects/samples in the proposal will be evaluated. Excess projects/samples will not be evaluated.

In determining years of experience, overlapped years or months for projects submitted by the Bidder to demonstrate such experience will only be counted once for evaluation purposes.

Demonstrated projects must have a minimum duration of four (4) months.

For requirements relating to education or professional qualifications, certifications, designation, or membership, the proposed Resources must have the required education, qualification, certification, designation or membership by the solicitation closing date and must continue, where applicable, to be a member in good standing of the profession's governing body throughout the evaluation and contract period.

Criterion #	Mandatory Criteria	Met/ Not Met	Bid Reference
M1	<p>The Bidder must demonstrate that it has a minimum of five (5) years experience in delivering innovation training programs that are tailored towards organizational needs and appropriate for application in the public sector.</p> <p>The Bidder must demonstrate this requirement by describing two (2) contracts or projects, with at least one (1) of the two (2) contracts or projects having been completed for a Government of Canada client, within the past five (5) years, as of the date of Bid Closing. These must be contracts or projects that address the following:</p> <ul style="list-style-type: none"> <li>• Working with individuals of multidisciplinary backgrounds to address cross-cutting policy and program challenges and identify solutions in an organization.</li> </ul> <p>For each of the contracts or projects referenced,</p>		





	<p>the Bidder must provide:</p> <ul style="list-style-type: none"><li>a) Name of client organization;</li><li>b) Start Date / End Date of contract or project;</li><li>c) Date the training session was presented;</li><li>d) Brief description of contract or project (1 page or less)</li></ul>		
<b>M2</b>	<p>The Bidder must demonstrate they can deliver a training programming in a virtual environment and enable remote facilitation and engagement in the training program.</p> <p>The Bidder must demonstrate this requirement by describing one (1) contract or project within the past five (5) years, as of the date of Bid Closing, that includes virtual training sessions and virtual facilitation.</p> <p>For the contract or project referenced, the Bidder must provide:</p> <ul style="list-style-type: none"><li>a) Name of client organization;</li><li>b) Start Date / End Date of contract or project;</li><li>c) Date the training session was presented;</li><li>d) Brief description of contract or project (1 page or less).</li></ul>		
<b>M3</b>	<p>The Bidder must demonstrate that at least one (1) of the proposed training program Facilitators has developed and delivered a training program in both official languages French and English .</p> <p>The Bidder must demonstrate this requirement by describing one (1) contract or project within the past five (5) years, as of the date of Bid Closing, that included a training program in both official languages and was created and delivered by one (1) of the proposed training program Facilitators.</p> <p>For the contract or project referenced, the Bidder must provide:</p> <ul style="list-style-type: none"><li>a) Name of client organization;</li><li>b) Start Date / End Date of contract or project;</li><li>c) Date the training session was presented;</li><li>d) Brief description of contract or project (1 page or less).</li></ul>		



**Rated Technical Criteria**

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

Bidders must obtain a minimum score of 21 points out of a possible 30 points.

If more projects/samples are provided than the requirements of a criterion, only the first projects/samples in the proposal will be evaluated. Excess projects/samples will not be evaluated.

In determining years of experience, overlapped years or months for projects submitted by the Bidder to demonstrate such experience will only be counted once for evaluation purposes.

Demonstrated projects must have a minimum duration of four (4) months.

Bidders may reference the same project(s) for different Point Rated Criteria.

For requirements relating to education or professional qualifications, certifications, designation, or membership, the proposed Resources must have the required education, qualification, certification, designation or membership by the solicitation closing date and must continue, where applicable, to be a member in good standing of the profession’s governing body throughout the evaluation and contract period.

<b>Point-Rated Criteria</b>				
<b>CRITERION #</b>	<b>Criteria</b>	<b>Maximum Available Points</b>	<b>Cross Reference to Proposal (Supplier to insert)</b>	<b>Points Received</b>
<b>R1</b>	<p>The Bidder should describe its proposed approach to developing the content for the training program.</p> <p>The description must clearly address how the training program will meet ECCC’s objectives as described in the Statement of Work.</p> <p>The description should address each of the following training program requirements.</p> <ul style="list-style-type: none"> <li>• How the training program is based in both mainstream knowledge and local expertise on how innovation can be applied effectively in the public sector and support navigation of and transition from a pandemic</li> </ul>	5		



	<p>environment</p> <ul style="list-style-type: none"><li>• How the training program is suitable and appropriate for team-based, collaborative, and interactive learning and will meet the stated objectives</li><li>• How the training program is related to/informed by the mandate of Environment and Climate Change Canada as well as current realities and challenges</li><li>• How the stated objectives are realistic and achievable through virtual workshop and training sessions, and sets the conditions for innovation to be better embedded in the Department's everyday operations.</li><li>• How the training program content demonstrates the potential to be scaled up or have cross-cutting benefits that can be broadly applied to the Department as a whole.</li></ul> <p>Points will be awarded as follows.</p> <ul style="list-style-type: none"><li>• 5 Points: Information provided fully demonstrates capability to meet all five (5) of the training program requirements</li><li>• 4 Points: Information provided demonstrates capability to meet four (4) of the training program requirements</li><li>• 3 Points: Information provided demonstrates capability to meet three (3) of the training program requirements</li><li>• 0 Points: Information provided demonstrates capability to meet less than</li></ul>			
--	--	--	--	--



	three (3) of the training program requirements, or information provided is not relevant to the criteria			
R2	<p>The Bidder should describe its proposed approach to developing the material required for the courses and the intended value of each of these materials.</p> <p>The description should address each of the following training program requirements</p> <ul style="list-style-type: none"> <li>• A draft outline of how the training program could unfold within a six (6) month time period to meet the stated objectives and exhibit demonstrative change.</li> <li>• A draft agenda for a possible workshop session, with learning objectives and proposed support materials.</li> <li>• A plan for providing mentoring for participants</li> <li>• A description or sample of the participant materials/workbooks/kits proposed for the sessions with a description of how these materials supplement and/or enhance the learning process.</li> </ul> <p>Points will be awarded as follows.</p> <ul style="list-style-type: none"> <li>• 5 Points: Information provided fully demonstrates capability to meet all four (4) of the training program requirements</li> <li>• 4 Points: Information provided demonstrates capability to meet three (3) of the training program requirements</li> <li>• 3 Points: Information provided demonstrates capability to meet two (2) of</li> </ul>	5		



	<p>the training program requirements</p> <ul style="list-style-type: none"> <li>• 0 Points: Information provided demonstrates ability to meet less than two (2) of the training program requirements, or information provided is not relevant to the criteria</li> </ul>			
<p><b>R3</b></p>	<p>The Bidder should provide the names of the two (2) proposed training program Facilitators, along with a description of their experience in adult training programs, and supporting participant understanding of the issues and concepts related to innovation and capacity-building in a public sector organization, and the number of years of experience they have in providing innovation training.</p> <p>Bidders should provide, for each proposed Resource a resume demonstrating their experience. For each of the contracts or projects referenced, the Bidder must provide:</p> <ol style="list-style-type: none"> <li>a) Name of client organization;</li> <li>b) Start Date / End Date of contract or project;</li> <li>c) Date the training session was presented;</li> <li>d) Brief description of the training provided with explicit links to public sector innovation.</li> </ol> <p>Points will be awarded as follows for each proposed Resource.</p> <ul style="list-style-type: none"> <li>• 5 Points: The Proposed Resource has more than five (5) years experience in providing innovation training</li> <li>• 4 Points: The Proposed Resource has between four and five (4-5) years</li> </ul>	<p>10, 5 points for each Resource</p>		



	<p>experience in providing innovation training</p> <ul style="list-style-type: none"> <li>• 3 Points: The Proposed Resource has between one and three (1-3) years experience in providing innovation training</li> <li>• 0 Points: The Proposed Resource has less than one (1) year experience in providing innovation training</li> </ul>			
<p><b>R4</b></p>	<p>The Bidder should provide descriptions of two (2) training programs they have delivered in the past five (5) years, as of the date of Bid Closing, that include the following criteria.</p> <ul style="list-style-type: none"> <li>• Dissemination of knowledge relating to innovation and capacity-building in a public sector organization and provision of real-world opportunities to apply this learning</li> <li>• Set the conditions for impact and change to be affected past the formal conclusion of the program</li> <li>• Alignment or application of lessons in the learning program in a public sector and a Canadian context</li> </ul> <p>For each of the training programs referenced, the Bidder must provide:</p> <ol style="list-style-type: none"> <li>a) Name of client organization;</li> <li>b) Start Date / End Date of contract or project;</li> <li>c) Date the training session was presented;</li> <li>d) Brief description of contract or project (1 page or less)</li> </ol> <p>Points will be awarded as follows for each training program.</p> <ul style="list-style-type: none"> <li>• 5 Points: Information provided fully demonstrates capability to meet all three (3)</li> </ul>	<p>10</p>		



	<p>ECCC requirements</p> <ul style="list-style-type: none"><li>• 3 Points: Information provided demonstrates capability to meet one to three (1-3) ECCC requirements</li><li>• 0 Points: Information provided demonstrates the capability to provide less than one (1) of the requirements, or information provided is not relevant to the criteria</li></ul>			
<b>Total Minimum Score 21 Points</b>		<b>30 points</b>		



## **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 website](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) (<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. Task Authorization (“TA”)**

#### **6.2.1 As and When Requested Task Authorizations**

The Work or a portion of the Work to be performed under the Contract on an “as-and-when-requested basis” using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.

#### **6.2.2 Form and Content of Task Authorization**

- i. The Technical Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Appendix “1” of Annex “A”.
- ii. The draft Task Authorization will contain the details of the activities to be performed, and must contain the following information, if applicable :
  - A. a task number;
  - B. the date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);
  - C. the details of any financial coding to be used;
  - D. a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);
  - E. the start and completion dates;
  - F. the number of person-days of effort required;
  - G. whether the work requires on-site activities and the location;
  - H. the language profile of the resources required;
  - I. the level of security clearance required of resources;
  - J. the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
  - K. any other constraints that might affect the completion of the task.

#### **6.2.3 Contractor's Response to Draft Task Authorization**



The Contractor must provide the Technical Authority, within three (3) working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.

#### **6.2.4 Task Authorization Limit and Authorities for Validly Issuing Task Authorizations**

To be validly issued, a TA must include the following signature(s):

- A. for any TA with a value less than or equal to \$10,000.00 (including Applicable Taxes), the TA must be signed by the Technical Authority; and
- B. for any TA with a value greater than this amount, a TA must be signed by the Technical Authority and the Contracting Authority.
- C. Any TA that does not bear the appropriate signature(s) is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Technical Authority's ability to issue TAs at any time, or reduce the dollar value threshold described in sub-article (A) above; any suspension or reduction notice is effective upon receipt.

#### **6.2.5 Refusal of Task Authorizations or Submission of a Response which is not Valid**

Contractor is not required to submit a response to every draft TA sent to it by Canada. However, in addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions if the Contractor in at least three instances has either not responded or has not submitted a valid response when sent a draft TA. A valid response is one that is submitted within the required time period and meets all requirements of the TA issued, including proposing the required number of resources who each meet the minimum experience and other requirements of the categories identified in the TA at pricing not exceeding the rates set out in Annex B. Each time the Contractor does not submit a valid response, the Contractor agrees Canada may at its option decrease the Minimum Contract Value in the clause titled "Minimum Work Guarantee" by 2%. This decrease will be evidenced for administrative purposes only through a contract amendment issued by the Contracting Authority (which does not require the agreement of the Contractor).

#### **6.3. Canada's Obligation - Portion of the Work - Task Authorizations**

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

#### **6.4. 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.

#### **6.4.1 General Conditions**

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

#### **6.4.2 Supplemental General Conditions**

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

4006 (2010-08-16), *Contractor to own Intellectual Property Rights in Foreground Information*

#### **6.4.3 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)*).

#### **6.5. Security Requirement**

**6.5.1** There is no security requirement applicable to this Contract.

#### **6.6. Term of Contract**

##### **6.6.1 Period of the Contract**

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

#### **6.7. Authorities**

##### **6.7.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Alyssa Festeryga  
Title: Procurement Officer  
Environment and Climate Change Canada  
Procurement and Contracting Division  
Address: 45 Alderney Drive, Dartmouth NS B2Y 2N6

Telephone: 902-201-4251  
E-mail address: [alyssa.festeryga@ec.gc.ca](mailto:alyssa.festeryga@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.



### 6.7.2 Technical Authority – to be inserted at Contract Award

The Technical Authority for the Contract is:

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.

### 6.7.3 Contractor's Representative – to be inserted at Contract Award

### 6.8. Proactive Disclosure of Contracts with Former Public Servants – if applicable

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.

### 6.9. Payment

#### 6.9.1 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.

#### 6.9.2 Basis of Payment Individual task authorizations

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex B.

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are included and Applicable Taxes are extra.



No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

### **6.9.3 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.

### **6.9.4 Time Verification**

C0711C (2008-05-12) Time Verification

## **6.10. Invoicing Instructions**

### **6.10.1 Multiple Payments**

6.8.1.1 Canada will pay the Contractor upon completion and delivery of units 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.

### **6.10.2 SACC Manual Clauses**

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

## **6.11. Certifications and Additional Information**

### **6.11.1 Compliance**

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

## **6.12. Applicable Laws**

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

## **6.13. Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4006 (2010-08-16), Contractor to own Intellectual Property Rights in Foreground Information;
- (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) signed Task Authorizations (including all of its annexes, if any);
- (g) 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)*).

## **6.14. Insurance**

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

## **6.15. 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**

### **1. Background**

- 1.1. Beyond2020 is a government-wide initiative intended to make the public service more agile, inclusive, and better equipped. With the many trends that are influencing how government works, it is critical to examine and adopt the mindsets and behaviours that will meet the changing work needs and conditions. To guide Environment and Climate Change Canada's (ECCC's) work in fulfilling commitments under Beyond2020, a departmental Action Plan has been developed. This outlines anticipated actions and initiatives that the Department will be implementing to support the foundational pillars – agile, inclusive, and equipped – of Beyond2020.
- 1.2. One of the initiatives articulated in the Action Plan is a commitment to bring an innovation training curriculum to ECCC. Delivered to a focused cohort of employees, it will enable the Department to improve its capabilities to practically deal with complex problems and strengthen capacity and the community around public service innovation. In the learning process, collaborative research, and analysis would help advance priority projects that can explore and test what types of approaches work most effectively.
- 1.3. From a broader perspective, delivering this learning experience will enable participants to develop and refine skills in facilitating innovation and equip a broad participant base across the Department with the tools and practices to approach real projects in a more efficient manner. This can also help create a cultural change across ECCC, shifting mindsets and behaviours towards innovation to encourage more effective integration of those practices in regular work.
- 1.4. Given the new directions in which COVID-19 has propelled the Department, these concepts are more relevant than before; with the unprecedented change that the Department is confronting, there is a unique set of challenges and opportunities. There are approaches that the Department has adopted, which would benefit from reflection on their value and integration in future planning; the Department sees value in bringing in expertise and support in leveraging and embedding lessons learned and opportunities for our future of work. A focused cohort, whose work would be supplemented by training, could support broader Departmental strategies and efforts to successfully navigate new realities created by the pandemic.

### **2. Objective**

- 2.1. The Contractor's Resources must deliver an intensive, practice-led learning experience to a focused cohort of employees who will commit time to design proposed solutions to address challenges and opportunities identified by the Department. With the support of the Contractor, this cohort will apply their learning to projects and be equipped with the foundational tools to integrate innovation principles and approaches in the Department's work.
- 2.2. The Contractor's Resources must provide training that is applicable to the Department as a whole in adjusting to a post-pandemic work environment and accruing a greater understanding on how innovation can achieve an effective future of work model.
- 2.3. The training must include the following.
  - 2.3.1. Equip a focused cohort of key employees with the mindset and skills to thrive in a rapidly evolving public service, effectively navigate uncertainty, and be an inflexion point in spurring culture change relating to innovation in the Department.



- 2.3.2. Provide learning on selected innovation approaches, new ways of working, and setting the conditions to better integrate innovation in ECCC. This learning must be suitable for broad consumption and applicable to employees across disciplines, expertise, and experience.
  - 2.3.3. Increase the ability and capacity of ECCC to effectively deliver on commitments related to undertaking innovation and experimentation as a part of regular operations.
  - 2.3.4. Provide strategies and approaches on creating the appropriate conditions for innovation to thrive, and managing projects within bureaucratic and political contexts.
  - 2.3.5. Promote leadership growth, development, and capacity-building at an individual and organizational level.
  - 2.4. The training curriculum must be tailored to ECCC and delivered in a 'learning by doing' approach.
    - 2.4.1. Participants must be able to apply innovative tools and experimental approaches to work on a project that addresses a cross-cutting policy or program issue within the Department's mandate.
    - 2.4.2. Participants must develop and refine skills related to innovation, including design thinking and culture change, participate in professional development, engage in project delivery, and build capacity to enact change on a departmental scale.
3. Tasks
- 3.1. Planning and Development of Training Sessions
    - 3.1.1. The Contractor's Resources must develop a training program that will include support material, learning modules, and workshops. The program will be tailored to a Government of Canada context, ensuring it can respond fully to the needs of ECCC.
    - 3.1.2. The training program must involve training sessions and mentoring tailored towards participant learning and project-specific needs. This would involve scoping projects and defining effective project objectives and deliverables. Supplementary activities such as written exercises and facilitated group discussions will be included to reinforce concepts and skills. Training dates, comprehensive details on workshop content and rollout must be included as part of the program.
    - 3.1.3. The training program must include up to two (2) training sessions with more general content. These sessions would involve international faculty as well as local experts.
  - 3.2. Internal Application Process to Participate in Training Sessions
    - 3.2.1. The Contractor's Resources must provide advice and support, on an as and when requested basis by the Technical Authority, in developing the call-out to ensure that the advertising criteria targets individuals who are best positioned to benefit from this training and will share that benefit with the Department.
    - 3.2.2. The Contractor's Resources must provide advice during the application review process, on an as and when requested basis by the Technical Authority, to identify individuals with the strongest potential for successful participation in the program.
    - 3.2.3. The Contractor's Resources must provide advice and support during the interviews, on an as and when requested basis by the Technical Authority, to help recommend individuals they believe would be best suited for the program.
    - 3.2.4. The Contractor's Resources must consult with ECCC staff, on an as and when requested basis by the Technical Authority, in the selection of final participants for the training.



3.3. Training Sessions

3.3.1. The Contractor’s Resources must develop and deliver four to five (4-5) full day facilitated training sessions to a cohort of eight to ten (8-10) individuals.

3.4. Mentoring Program

3.4.1. The Contractor’s Resources must provide virtual mentoring to a cohort of eight to ten (8-10) individuals on project work for three to four (3-4) hours per month.

3.5. Broader Department-Wide Training Sessions

3.5.1. The Contractor’s Resources must propose a topic for each of the two (2) Broader Department-Wide Training Sessions to the Technical Authority for approval.

3.5.2. Once a topic is approved by the Technical Authority, the Contractor’s Resources must develop and deliver a facilitated training session tailored for a broader Department-wide audience that is one and a half to two hours (1.5 – 2) hours in length.

3.6. Final Report

3.6.1. The Contractor’s Resources must create a final report that summarizes the full training experience and consolidates lessons learned and/or recommendations, including conducting a pre-post survey to collect feedback related data from participants and their managers.

3.7. Final Presentation

3.7.1. The Contractor’s Resources must develop and deliver a one to three (1-3) hour final presentation on the training program to senior managers.

3.8. On an as and when requested basis, by the Technical Authority, the Contractor must determine additional subjects for Training Sessions and provide additional Training Sessions for a Cohort, Mentoring Programs for a Cohort, Broader Department-Wide Training Sessions, Final Reports, and Final Presentations.

4. Deliverables

Deliverable	Description	Format	Due Date
4.1.	Planning and Development of Training Sessions	Electronically using Microsoft Office Suite	No later than September 30, 2022
4.2.	Assist in Internal Application Process	Electronically using Microsoft Office Suite	No later than September 30, 2022
4.3.	Training Sessions for Cohort	Electronically using Microsoft Office Suite	No later than March 31, 2023
4.4.	Mentoring Program for Cohort	Virtual on a platform that is compatible with ECCC systems	No later than March 31, 2023
4.5.	First Broader Department-Wide Training Session	Virtual on a platform that is compatible with ECCC systems	No later than March 31, 2023
4.6.	Second Broader Department-Wide Training Session	Virtual on a platform that is compatible with ECCC systems	No later than March 31, 2023
4.7.	Final Report	Electronically using Microsoft Office Suite	No later than March 31, 2023
4.8.	Final Presentation	Virtual on a platform that is compatible with ECCC systems	No later than March 31, 2023



## 5. Government Supplied Material

- 5.1. ECCC will review and confirm the acceptable receipt of all deliverables. Should there be any discrepancies, ECCC will provide the Contractor's Resources with their written comments within two (2) weeks of receiving the Deliverable for the Contractor's Resources to resolve.
- 5.2. ECCC will issue an internal call-out for employees to participate in the training program.
- 5.3. ECCC will provide notification to successful candidates of their participation in the training program.

## 6. Official Languages

- 6.1. The Contractor must be able to complete all work in both official languages. The Technical Authority will advise the Contractor's Resources if English, French, or both is required for each Deliverable.
- 6.2. The Contractor's proposed project team must include at least one (1) individual who is fluent in both official languages, French and English.
- 6.3. The department is under the obligation to respect the spirit and the letter of the Official Languages Act R.S.1985,C.31 (4th Suppl.). It is therefore imperative that the Contractor when representing the Crown ensures that verbal communications are in the preferred official language of the participants. Written communications will be in the language(s) of the participants and must be submitted to the Department Representative before they are issued. If participants are required to communicate by telephone with the Contractor or his/her representatives, the Contractor must ensure that all persons, including receptionists and other contacts who will be receiving these calls, are bilingual.

## 7. Work Location

- 7.1. The Contractor's site.
- 7.2. All meetings between the Contractor and ECCC, including the training sessions, will take place via teleconference or webinar in a format that is compatible with ECCC systems.

## 8. Travel

- 8.1. Travel is not required to perform the Work.

## 9. Sustainable Procurement Considerations

- 9.1. 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. Procurement documents will specify the green procurement criteria and standards to be met and provide guidelines for the evaluation of proposals with respect to those criteria and standards.

## 10. Accessibility Considerations

- 10.1. 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. Procurement documents will specify the accessibility criteria and standards to be met and provide guidelines for the evaluation of proposals with respect to those criteria and standards.
  - 10.1.1. The services of the Contractor will be delivered online to ensure accessibility of the training sessions regardless of an employee's geographic location across Canada.



- 10.1.2. The Contractor must be able to offer the course in both official languages (i.e., have either bilingual instructor(s) or co-facilitators with one person who can instruct/facilitate in French and one in English for the same session).
- 10.1.3. The Innovation and Youth Engagement Division will work with the Contractor to ensure accessibility of all sessions (i.e., optional captioning service, monitoring the chat, etc.) and presentation materials (i.e., plain language, accessible font, high contrast colours, etc.).





## **APPENDIX 1 TO ANNEX A - TASKING ASSESSMENT PROCEDURE**

1. Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix 2 to Annex A will be provided to the Contractor. Once a draft TA Form is received, the Contractor must submit to the Technical Authority a quotation to supply the requested work based on the information identified in the TA Form. The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of 48 hours turnaround time to submit a quotation.
2. Once the quotation has been accepted by the Technical Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.



### APPENDIX 2 TO ANNEX A - TASK AUTHORIZATION FORM

 Environment and Climate Change Canada		 Environnement et Changement climatique Canada		<b>Appendix Appendice</b>	
<b>Task Authorization</b>				Contract Number - Numéro du contrat	
<b>Autorisation de tâche</b>					
Contractor's Name and Address - Nom et l'adresse de l'entrepreneur		Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)			
		Title of the task, if applicable - Titre de la tâche, s'il y a lieu			
		Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$			
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité No - Non      Yes - Oui      If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat					
<b>For Revision only - Aux fins de révision seulement</b>					
TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu		Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$		Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$	
<b>Start of the Work for a TA.: Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.</b>					
<b>Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.</b>					
<b>1. Required Work: - Travaux requis :</b>					
A. Task Description of the Work required - Description de tâche des travaux requis				See Attached - Ci-joint	
B. Basis of Payment - Base de paiement				See Attached - Ci-joint	
C. Cost of Task - Coût de la tâche				See Attached - Ci-joint	
D. Method of Payment - Méthode de paiement				See Attached - Ci-joint	



**Appendix  
Appendice**

Contract Number - Numéro du contrat

**2. Authorization(s) - Autorisation(s)**

By signing this TA, the authorized client and (or) the Contracting Authority certifies that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante pour autorisation.

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contracting Authority - Autorité contractante

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**3. Contractor's Signature - Signature de l'entrepreneur**

\_\_\_\_\_  
Name and title of individual authorized - to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



