



<p>Return Bids to :</p> <p>Retourner Les Soumissions à :</p> <p>Bid Receiving Natural Resources Canada See herein for bid submission instructions</p> <p>Request for Supply Arrangement</p> <p>Proposal To: Natural Resources Canada</p> <p>We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.</p> <p>Comments – Commentaires</p> <p>Issuing Office – Bureau de distribution</p> <p>Finance and Procurement Management Branch Natural Resources Canada 580 Booth Street Ottawa, ON K1A 0E4</p>	<p>Title – Sujet Heating, Ventilation, Air Conditioning and Refrigeration Testing Services (HVACR), including Fenestration Products</p>	
	<p>Solicitation No. – No de l’invitation NRCan-5000062188/B</p>	<p>Date May 11, 2022</p>
	<p>Requisition Reference No. - N° de la demande 5000062188/B</p>	
	<p>Solicitation Closes – L’invitation prend fin at 02:00 PM (Eastern Daylight Saving Time (EDT)) on June 13, 2022</p>	
	<p>Address Enquiries to: - Adresse toutes questions à: Raymond Thai, raymond.thai@NRCan-RNCan.gc.ca</p>	
	<p>Telephone No. – No de telephone 343-543-7427</p>	
	<p>Destination – of Goods and Services: Destination – des biens et services: Natural Resources Canada Office of Energy Efficiency 930 Carling Avenue CEF, Building 3 Ottawa, ON K1A 0Y3</p>	
	<p>Security – Sécurité There is no security requirements associated with this requirement.</p>	
	<p>Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l’entrepreneur Telephone No.:- No. de téléphone: Facsimile No.: - No. de télécopieur:</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>		



Note to Existing Suppliers:

Supply Arrangements (SA) issued to Suppliers under NRCan-5000062188 will not be affected by this solicitation (NRCan-5000062188/B). No response to this solicitation is required from pre-qualified Suppliers if they would like their Supply Arrangement remain as is.

NOTICE TO BIDDERS

A Supply Arrangement (SA) is a method of supply used by Natural Resources Canada (NRCan) to procure goods and services.

An SA is an arrangement between Canada and pre-qualified suppliers that allows identified users to solicit bids from a pool of pre-qualified suppliers for specific requirements within the scope of an SA.

An SA is not a contract for the provision of the goods and services described in it and neither party is legally bound as a result of signing an SA alone. The intent of an SA is to establish a framework to permit expeditious processing of "individual bid solicitations" which result in legally binding contracts for the goods and services described in those bid solicitations.

How Does a Supply Arrangement (SA) Work?

The Two Phase Procurement Process

Phase 1 - is the action, by Natural Resources Canada, of soliciting offers from Contractors to provide Services. NRCan intends to issue Supply Arrangements (SAs) to those whose offers meet all the Mandatory Requirements and Conditions Precedent to the Issuance of the Supply Arrangements.

Phase 2 - is the action, by Designated Representatives, of awarding a contract or tendering for specific projects on an as-and- when requested basis. Designated Representatives shall only request a quote from the Contractors who have received Supply Arrangements through Phase 1.

The representative will issue an "Invitation to Tender" (ITT) to SA Holders who must submit their tenders according to the instructions in each ITT. The tenders will be evaluated by client, according to the method stated in the ITT. The successful bidder will be awarded a contract (Call-up). Each call-up awarded will incorporate by reference, all the terms and conditions set out in the Supply Arrangement.



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION 4

1.1 INTRODUCTION..... 4

1.2 SUMMARY 4

1.3 SECURITY REQUIREMENTS 5

1.4 DEBRIEFINGS 5

1.5 EPOST CONNECT SERVICE 5

PART 2 - SUPPLIER INSTRUCTIONS 6

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS..... 6

2.2 SUBMISSION OF ARRANGEMENTS 6

2.3 FORMER PUBLIC SERVANT - NOTIFICATION 6

2.4 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - NOTIFICATION 7

2.5 ENQUIRIES - REQUEST FOR SUPPLY ARRANGEMENTS 7

2.6 APPLICABLE LAWS 7

PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS..... 8

3.1 ARRANGEMENT PREPARATION INSTRUCTIONS..... 8

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION..... 9

4.1 EVALUATION PROCEDURES 9

4.2 BASIS OF SELECTION 9

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION.....10

5.1 CERTIFICATIONS REQUIRED WITH THE ARRANGEMENT 10

5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A SUPPLY ARRANGEMENT AND ADDITIONAL INFORMATION 10

PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES15

A. SUPPLY ARRANGEMENT.....15

6.1 ARRANGEMENT 15

6.2 SECURITY REQUIREMENTS 15

6.3 STANDARD CLAUSES AND CONDITIONS 15

6.4 TERM OF SUPPLY ARRANGEMENT 15

6.5 AUTHORITIES 16

6.6 IDENTIFIED USERS 16

6.7 ON-GOING OPPORTUNITY FOR QUALIFICATION..... 16

6.8 PRIORITY OF DOCUMENTS 16

6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION..... 17

6.10 APPLICABLE LAWS 17

6.11 SUSPENSION OR CANCELLATION OF QUALIFICATION BY CANADA..... 17

B. BID SOLICITATION18

6.1 BID SOLICITATION DOCUMENTS..... 18

6.2 BID SOLICITATION PROCESS..... 18

C. RESULTING CONTRACT CLAUSES20

6.1 GENERAL 20

ANNEX A - STATEMENT OF WORK21

ANNEX B - REPORTING27

APPENDIX 1 - EVALUATION CRITERIA.....28

APPENDIX 2 - ACCREDITATIONS32

APPENDIX 3 - TEST METHODS.....33



PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
 - 6A includes the Supply Arrangement (SA) with the applicable clauses and conditions;
 - 6B includes the instructions for the bid solicitation process within the scope of the SA;
 - 6C includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Statement of Work, Reporting and any other annexes.

The Appendixes include the Evaluation Criteria and any other appendix.

1.2 Summary

- 1.2.1 By means of the RFSA, NRCan is seeking proposals from bidders to create a list of **independent** testing services suppliers to support the objectives of the EnerGuide and ENERGY STAR programs.

Mandates will involve one or more of the following testing services:

- testing the performance of energy-using equipment;
- investigating the performance of energy-using equipment;
- modeling the performance of energy-using equipment; and
- providing written reports on the results of the tests.

- 1.2.2 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canadian Free Trade Agreement (CFTA), Canada-Ukraine Free Trade Agreement (CUFTA), Canada-Chile Free Trade Agreement (CCFTA), Canada-Columbia Free Trade Agreement (CCoFTA), Canada-Honduras Free Trade Agreement (CHFTA), Canada-Panama Free Trade Agreement (CPaFTA), Canada-Peru Free Trade Agreement (CPFTA), Canada-South Korea Free Trade Agreement (CKFTA), Canada-UK Trade Continuity



Agreement (Canada-UK TCA), Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), and the Comprehensive Economic and Trade Agreement (CETA).

- 1.2.3 The Request for Supply Arrangements (RFSA) is to establish supply arrangements for the delivery of the requirement detailed in the RFSA to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting supply arrangements.
- 1.2.4 The Supply Arrangement will be in effect from the SA start date to November 30, 2023 with an irrevocable option on the part of Canada to extend the period of the Supply Arrangement by up to two (2) additional one (1) year periods.
- 1.2.5 The value of each contract from the Supply Arrangement could be between \$ 1,000.00 and \$ 200,000.00 (taxes included).

1.3 Security Requirements

There are no security requirements associated with this requirement.

1.4 Debriefings

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing will be in writing, by email.

1.5 Epost Connect Service

This bid solicitation require bidders to use the Epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Supplier Instructions, and Part 3 entitled Arrangement Preparation Instructions, of the arrangement solicitation, for further information.



PART 2 - SUPPLIER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The 2008 (2020-05-28) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

- **In the complete text content (except Section 3) Delete:** Public Works and Government Services Canada” and **Insert:** “Natural Resources Canada.” **Delete:** “PWGSC” and **Insert:** “NRCan”
- **Section 2: Delete:** “Suppliers are required to” and **Insert:** “It is suggested that suppliers”
- **Subsection 1 of Section 8:** delete completely
- **Subsection 2 of Section 8:**
 - Delete:** The only acceptable email address to use with epost Connect for responses to RFSA's issued by PWGSC headquarters is: tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca, or if applicable, the email address identified in the RFSA.
 - Insert:** The only acceptable email address to use with epost Connect for responses to RFSA's issued by NRCan headquarters is: procurement-approvisionnement@NRCan-RNCan.gc.ca, or if applicable, the email address identified in the RFSA.
- **Under Subsection 2 of Section 19:** delete completely
- **Subsection 5.4:** Delete: 60 days and Insert: 120 days

2.2 Submission of Arrangements

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

NRCan Bid Receiving Unit:

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

procurement-approvisionnement@NRCan-RNCan.gc.ca

Note: Bids will not be accepted if e-mailed directly to this address. This e-mail address is to be used to open an ePost Connect conversation, as detailed in the Standard Instructions [2008 \(Subsection 2 of Section 08\)](#), or to send bids through an ePost Connect message if the bidder is using its own licensing agreement for ePost Connect.

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

NRCan 5000062188/B - Heating, Ventilation, Air Conditioning and Refrigeration Testing Services (HVACR), including Fenestration Products

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



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

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

2.3 Former Public Servant - Notification

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, [Contracting Policy Notice 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

2.4 Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

2.5 Enquiries - Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than **five (5)** calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by Suppliers 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 Suppliers do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Suppliers. Enquiries not submitted in a form that can be distributed to all Suppliers may not be answered by Canada.

2.6 Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 Suppliers.



PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

3.1 Arrangement Preparation Instructions

The Bidder must submit its arrangement electronically and in accordance with section 08 of the [2008](#) standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The arrangement must be gathered **per section and separated** as follows:

Section I: Technical Arrangement (1 PDF or Word copy)

Section II: Certifications (1 PDF or Word copy)

Canada requests that Suppliers follow the format instructions described below in the preparation of the arrangement.

- (a) Use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) Use a numbering system that corresponds to that of the Request for Supply Arrangements.

Section I: Technical Arrangement

In the technical arrangement, Suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

APPENDIX 2 – ACCREDITATIONS: Suppliers should complete this appendix for NRCan's information collection purposes only. This appendix is not part of the evaluation criteria.

APPENDIX 3 – TEST METHOD: Suppliers should complete this appendix for NRCan's information collection purposes only. This appendix is not part of the evaluation criteria.

Section II: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements, including the technical criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

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

4.2 Basis of Selection

A Supply Arrangement must meet the requirements of the Request for Supply Arrangement in respect of procurement and evaluation of all mandatory technical criteria and meet the requirements set out in Annex A - Statement of Work.

4.2.1 Mandatory Technical Evaluation Criteria

An arrangement must comply with the requirements of the Request for Supply Arrangements and meet all mandatory technical evaluation criteria to be declared responsive.



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Suppliers must provide the required certifications and additional information to be issued a supply arrangement (SA).

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

The Supply Arrangement Authority will have the right to ask for additional information to verify the Supplier's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Supply Arrangement Authority will render the arrangement non-responsive, or constitute a default under the Contract.

5.1 Certifications Required with the Arrangement

Suppliers must submit the following duly completed certifications as part of their arrangement.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all suppliers must provide with their arrangement, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to the Issuance of a Supply Arrangement and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Supplier must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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

Name of Supplier: _____

Name of each member of the joint venture:



Member 1: _____
 Member 2: _____
 Member 3: _____
 Member 4: _____

Identification of the directors / owners:

NAME	FIRST NAME	TITLE

5.2.2 Former Public Servant

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

Definitions

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

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

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



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

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant; _____
- b. conditions of the lump sum payment incentive; _____
- c. date of termination of employment; _____
- d. amount of lump sum payment; _____
- e. rate of pay on which lump sum payment is based; _____
- f. period of lump sum payment including:
 - start date _____
 - end date _____
 - and number of weeks _____



- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

Professional fees	Amount
_____	_____

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

5.2.3 Status and Availability of Resources

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

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

5.2.4 Education and Experience

The Supplier certifies that all the information provided in the résumés and supporting material submitted with the arrangement, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Supplier to be true and accurate.

5.2.5 Aboriginal Designation

Who is eligible?

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

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



OR

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

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

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

Our Company is NOT an Aboriginal Firm

Our Company is an Aboriginal Firm, as identified above. The bidder must complete the certificate from the appropriate clause below:

Signature of Authorized Representative

Date



PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

6.1 Arrangement

The Supply Arrangement covers the Work described in the Statement of Work in Annex A.

6.2 Security Requirements

6.2.1 There is no security requirement applicable to the Supply Arrangement.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2020 (2020-07-01) General Conditions - Supply Arrangement - Goods or Services apply to and form part of the Supply Arrangement.

- **In the article 01: Delete:** Public Works and Government Services Canada” and **Insert:** “Natural Resources Canada.”

6.3.2 Supply Arrangement Reporting

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from this Supply Arrangement. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex B. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on a yearly basis to the Supply Arrangement Authority.

The yearly report is required for the period of April 1 to March 31. The data must be submitted to the Supply Arrangement Authority no later than 30 calendar days after the end of the reporting period.

6.4 Term of Supply Arrangement

6.4.1 Period of the Supply Arrangement

The period for awarding contracts under the Supply Arrangement is from the SA start date to November 30, 2023 with an irrevocable option on the part of Canada to extend the period of the Supply Arrangement by up to two (2) additional one (1) year periods.



6.4.2 Comprehensive Land Claims Agreements (CLCAs)

The Supply Arrangement (SA) is for the delivery of the requirement detailed in the SA to the Identified Users across Canada, **excluding** locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the supply arrangement.

6.5 Authorities

6.5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Name: **Raymond Thai**
Title: Procurement Specialist
Address: 580 Booth Street, Ottawa, Ontario K1A 0E4
Telephone: 343-543-7427
Email: raymond.thai@NRCan-RNCan.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

6.5.2 Supplier's Representative *(to be provided at Supply Arrangement award)*

The Supplier Representative is the primary contact for all questions relating to this Supply Arrangement.

Name:
Title:
Address:
Telephone:
Email:

6.6 Identified Users

The Identified User is NRCan's Office of Energy Efficiency.

6.7 On-going Opportunity for Qualification

A Notice will be posted once a year on the Government Electronic Tendering Service (GETS) to allow new Suppliers to become qualified OR existing qualified Suppliers, who have been issued a supply arrangement, to qualify for other products identified in Section **SW-3**. Existing qualified Suppliers, who have been issued a supply arrangement, who are not qualifying for other products, will not be required to submit a new arrangement.

6.8 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 the Supply Arrangement;
- (b) the general conditions **2020** (2020-07-01), General Conditions - Supply Arrangement - Goods or Services
- (c) Annex A, Statement of Work;



-
- (d) Annex B, Reports;
 - (e) the Supplier's arrangement dated _____ (*insert date of arrangement*)

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Supplier in its arrangement or precedent to issuance of the Supply Arrangement (SA), and the ongoing cooperation in providing additional information are conditions of issuance of the SA and failure to comply will constitute the Supplier in default. Certifications are subject to verification by Canada during the entire period of the SA and of any resulting contract that would continue beyond the period of the SA.

6.10 Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

6.11 Suspension or Cancellation of Qualification by Canada

In addition to section 09 of general conditions 2020, the Canada may, by submitting a written notice to the supplier, suspend or cancel the Supply Arrangement where the supplier has made public any information contrary to the terms and conditions, price or availability of the systems referred to in this SA, Or the supplier is not fulfilling any of its obligations under this SA.



B. BID SOLICITATION

6.1 Bid Solicitation Documents

Canada will use the following bid solicitation templates based on the estimated dollar value and complexity of the requirement:

- Simple, for low dollar value requirements;
- Medium Complexity (MC) for medium complexity requirements;

A copy of the standard procurement template(s) can be requested by suppliers from the Supply Arrangement Authority or the Contracting Authority, as applicable.

Note: References to the MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

The bid solicitation will contain as a minimum the following:

- (a) a complete description of the Work to be performed;
- (b) **2003**, Standard Instructions - Goods or Services - Competitive Requirements;

Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions **2003** incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the *Ineligibility and Suspension Policy*. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of directors.
- (c) bid preparation instructions;
- (d) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (e) evaluation procedures and basis of selection;
- (f) conditions of the resulting contract.

6.2 Bid Solicitation Process

6.2.1 Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA.

6.2.2 The bid solicitation will be sent directly to Suppliers.

6.2.3 The bid solicitation will be made by the Contracting Officer or the Supply Arrangement Authority in accordance with the SA requirements:

a) Thresholds for contract:

1. Requirements to a maximum of \$ 40,000.00 including taxes



NRCan may select a SA Holder of the appropriate test category of its choice or invite a limited number of SA holders to respond. SA Holders will have a minimum of two (2) calendar days from the bid solicitation date to submit bids.

2. Requirements between \$ 40,000.00 and \$ 200,000.00 including taxes

The appropriate products category SA Holders will be invited to respond. SA Holders will have a minimum of five (5) calendar days from the bid solicitation date to submit bids.

3. Requirements above the \$200,000.00 threshold fall outside of the scope of this Supply Arrangement.

- b) Requests for bids relating to services in a CLCA region will not be processed under this Supply Arrangement.
- c) The contracting process will be managed by the Supply Arrangement Authority or the Contracting Officer only.



C. RESULTING CONTRACT CLAUSES

6.1 General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using the template:

- (a) **Simple** (for low dollar value requirements), general conditions **2029** (2020-05-28) will apply to the resulting contract;
- (b) **MC** (for medium complexity requirements), general conditions **2010B** (2020-05-28) will apply to the resulting contract;

A copy of the template(s) can be provided upon request by contacting the Procurement Process Tools Division by sending a query to TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca.

Note: References to the MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.



ANNEX A - STATEMENT OF WORK

SW-1 BACKGROUND

The federal Energy Efficiency Act was enacted by Parliament on June 23, 1992. The legislation authorizes the creation of Energy Efficiency Regulations specifying minimum efficiency performance standards for energy-using products. The objective of the Regulations is to eliminate inefficient energy-using products from the Canadian marketplace. All proposed regulations must include an evaluation of consumer and environmental impacts.

The Guide to Canada's Energy Efficiency Regulations is available at the following Natural Resources Canada (NRCan) link: <http://www.nrcan.gc.ca/energy/regulations-codes-standards/6845>

The Equipment Division of the Office of Energy Efficiency (OEE) of NRCan is responsible for developing and amending the Energy Efficiency Regulations and for the administration of the EnerGuide and ENERGY STAR labelling programs. Information regarding these programs is available on the NRCan Website: <http://www.nrcan.gc.ca/energy/products/12509>

EnerGuide and ENERGY STAR are programs for labelling and promoting products in order to assist customers in choosing products that are more energy efficient. Appropriate performance testing methods and standards are required to assess the energy efficiency of products.

SW-2 OBJECTIVES

To procure testing services that include testing, investigating, and/or modeling the performance of energy-using equipment and preparing written reports on the results of those tests, for the Office of Energy Efficiency (OEE).

SW-3 SCOPE OF WORK

The testing services related to the energy-using equipment include the following product categories. The product categories have been numbered for administrative purposes only.

Product Category No.	Product Category	Qualified (Y/N)
1	Gas Residential Furnaces	
2	Oil Residential Furnaces	
3	Electric Residential Furnaces	
4	Gas Commercial Furnaces	
5	Oil Commercial Furnaces	
6	Electric Residential Furnaces	
7	Gas Residential Boilers	
8	Oil Residential Boilers	
9	Electric Residential Boilers	
10	Gas Commercial Boilers	
11	Oil Commercial Boilers	
12	Electric Commercial Boilers	
13	Gas Residential Water heaters	
14	Oil Residential Water Heaters	
15	Electric Residential Water Heaters	
16	Gas Commercial Water Heaters	



Product Category No.	Product Category	Qualified (Y/N)
17	Oil Commercial Water Heaters	
18	Electric Commercial Water Heaters	
19	Electric Heat Pump Water Heaters	
20	Gas Heat Pump Water Heaters	
21	Gas Pool Heaters	
22	Electric Pool Heaters	
23	Gas Unit Heaters	
24	Electric Unit Heaters	
25	Gas Infrared Heaters	
26	Electric Infrared Heaters	
27	Gas Make Up Air Units	
28	Electric Make Up Air Units	
29	Gas Dedicated Outdoor Air Systems	
30	Electric Dedicated Outdoor Air Systems	
31	Residential Fans	
32	Commercial Fans	
33	Industrial Fans	
34	Heat Recovery Ventilators	
35	Energy Recovery Ventilators	
36	Gas Fireplaces	
37	Electric Fireplaces	
38	Electric Residential Heat Pumps (all types)	
39	Electric Commercial Heat Pumps	
40	Residential Air Conditioners (all types)	
41	Commercial Air Conditioners	
42	Packaged Terminal Air Conditioners	
43	Packaged Terminal Heat Pumps	
44	Commercial Chillers	
45	Integrated Mechanical Systems	
46	Hot Water and Space Heating Combination Systems	
47	Residential Combined Heat and Power Systems	
48	Water Loop Heat Pumps	
49	Ground Loop Heat Pumps	
50	Ground Water Loop Heat Pumps	
51	Solar Energy Systems	
52	Wind Energy Systems	
53	Tidal Energy Systems	
54	Commercial Refrigeration	
55	Ice Makers	
56	Vending Machines	
57	Walk-In Coolers	
58	Walk-In Freezers	
59	Solid-Fuel-Burning Heating Appliances	
60	Gas Residential Heat Pumps	
61	Gas Commercial Heat Pumps	
62	Ventilation and Air Handling Units	
63	Windows and Sliding Glass Doors	
64	Doors, Transoms (toplites) and Sidelites	
65	Skylights	



SW-4 PRIMARY RESOURCE RESPONSIBILITY

The Primary Resource will be the responsible party for approving and signing off of all data, calculations, and reports submitted under a contract. The Primary Resource will ensure that all aspects of a contract are compiled, in order to ensure that the testing project's resource requirements have been established, objectives have been clearly determined, and tasks have been properly assigned to qualified staff. They will also ensure that the testing project is completed on time and within budget, as per accepted bid proposal.

Additional resources may be used to perform a portion of the work under the direction of the Primary Resource. Should the Primary Resource end his or her affiliation with the test laboratory during the term of a contract with NRCan, the contractor must show that the replacement resource has the required qualifications as set in this document, and be approved by NRCan prior to conducting any work.

The Primary Resource should have experience in:

- Leading and managing the testing team;
- Developing and maintaining testing project plans;
- Planning and coordinating the activities of the testing including assigned work, financial; planning and contracting aspects;
- Acting as the main point of contact for the Technical Authority (NRCan engineer);
- Maintaining records, managing and resolve testing issues;
- Preparing , writing, and finalizing reports;
- Communicating with project leaders; and
- Working with multi-stakeholder committees to develop test methods.

SW-5 TASKS

For each requirement, the services required will be described in the request for proposal. The services include, but are not limited to, the following:

- a) Performing test(s). The test results may or may not require certification. Should the testing require the certification of results, the testing laboratory will need to provide the sufficient documentation during the request for proposal.
- b) Investigating and modelling the performance of energy-using equipment.
- c) Producing technical reports on the results obtained, the methodology used, the characteristics of equipment tested and other relevant information. Variations or ambiguities in the test methods, if any, must be identified. Reports will vary in length and complexity of evaluation depending on criteria and specifics of the request for proposal. Raw data, calculations and worksheets must be included in the final reporting documents.
- d) Other services such as:
 - 1) Acquisition and/or shipment of the equipment.
 - 2) Inspection, examination and reporting on equipment condition.
 - 3) Performing tests that include variations to standard test methods. Variation in test methods should be reported/communicated to NRCan for approval.
 - 4) Listing of instruments used and calibration reports (included in the technical report).
 - 5) Disposal of equipment with respect to Public Services and Procurement Canada (PSPC) guidelines or specified in the request for proposal.



SW-6 LIST OF TEST METHODS

The test methods related to the energy-using equipment include, but are not limited to, the following:

TEST METHOD	DESCRIPTION
CAN/CSA-P.2	Testing Method for Measuring the Annual Fuel Utilization Efficiency of Residential Gas-Fired or Oil-Fired Furnaces and Boilers
ANSI Z21.47/CSA 2.3	Gas-Fired Central Furnaces
CAN/CSA-P.9	Test Method for Determining the Performance of Combined Space and Water Heating Systems (Combos)
10 CFR Appendix AA to Subpart B of Part 430	Uniform Test Method for Measuring the Energy Consumption of Furnace Fans
CAN/CSA-P.8	Thermal Efficiencies of Industrial and Commercial Gas-Fired Package Furnaces
B415.1	Performance Testing of Solid-Fuel-Burning Heating Appliances
AHRI 1500	Performance Rating of Commercial Space Heating Boilers
CSA C273.3	Performance Standard for Split-System Central Air-Conditioners and Heat Pumps
CAN/CSA-C745	Energy Efficiency of Electric Storage Tank Water Heaters and Heat Pump Water Heaters
CSA C446	Performance of Ground-Source Heat Pumps
CSA C655	Performance Standard for Internal Water-Loop Heat Pumps
CAN/CSA-746	Performance Standard for Rating Large and Single Packaged Vertical Air Conditioners and Heat Pumps
CAN/CSA-C13256-1	Water-Source Heat Pumps – Testing and Rating for Performance – Part 1: Water-to-Air and Brine-to-Air heat pumps
ANSI/AHRI 310/380-2014/CAN/CSA-C744	Standard for Packaged Terminal Air Conditioners and Heat Pumps
CSA EXP07	Variable Capacity Heat Pump and Air Conditioning System Test Procedures and Ratings: CSA Express Document: Load-Based Testing Based on C656
CSA C656	Performance Standard for Split-System and Single-Package Air Conditioners and Heat Pumps
CAN/CSA-P.4.1	Testing Method for Measuring Annual Fireplace Efficiency
CAN/CSA-C439	Standard Laboratory Methods of Test for Rating the Performance of Heat/Energy-Recovery Ventilators
ANSI/AHRI 1060	Performance Rating of Air-to-Air Exchangers for Energy Recovery Ventilation Equipment
CAN/CSA-P.11	Testing Method for Measuring Efficiency and Energy Consumption of Gas-Fired Unit Heaters
CSA P.10	Performance of Integrated Mechanical Systems for Residential Heating and Ventilation
CAN/CSA-C191	Performance of Electric Storage Tank Water Heaters for Domestic Hot Water Service
CAN/CSA-B211	Energy Efficiency of Oil-Fired Storage Tank Water Heaters
P.3	Testing Method for Measuring Energy Consumption and Determining Efficiencies of Gas-Fired and Fuel Oil-Fired Water Heaters



TEST METHOD	DESCRIPTION
CAN/CSA-P.7	Testing Method for Measuring Energy Loss of Gas-Fired Instantaneous Water Heaters
ANSI Z21.56-2006/CSA 4.7	Gas-Fired Pool Heaters
CSA P.6	Test Method for Measuring Thermal Efficiency of Gas-Fired Pool Heaters
CAN/CSA-C368.1	Energy Performance of Room Air Conditioners
10 CFR Appendix CC to Subpart B of Part 430	Uniform Test Method for Measuring the Energy Consumption of Portable Air Conditioners
CAN/CSA-C743	Performance Standard for Rating Packaged Water Chillers
ASHRAE 32.1	Methods of Testing for Rating Vending Machines for Bottled, Canned, and Other Sealed Beverages
CAN/CSA-C804	Energy Performance of Vending Machines
10 CFR 431 Subpart Q, Appendix A and B	Uniform Test Method for the Measurement of Energy Consumption of Refrigerated Bottled or Canned Beverage Vending Machines
AHRI 1250	Performance Rating of Walk-In Coolers and Freezers
10 CFR Part 431, Subpart R, 431.304	Uniform Test Method for the Measurement of Energy Consumption of Walk-In Coolers and Walk-in Freezers
CAN/CSA-C657	Energy Performance Standard for Commercial Refrigeration Equipment
CAN/CSA-C742	Energy Performance of Automatic Icemakers and Ice Storage Bins
CSA A440.2	Fenestration Energy Performance
ANSI/NFRC 100	Procedure for Determining Fenestration Product U-factors
ANSI/NFRC 200	Procedure for Determining Fenestration Product Solar Heat Gain Coefficient and Visible Transmittance at Normal Incidence
AAMA/WDMA/CSA 101/I.S.2/A440 CSA A440S1	North American Fenestration Standard/Specification for windows, doors, and skylights
ASTM E2190	Standard Specification for Insulating Glass Unit Performance and Evaluation
CAN/CGSB 12.8	Insulating Glass Units Standard
CSA A440.4	Window, door, and skylight installation
10 CFR Appendix M1 to subpart B of Part 430	Uniform Test Method for Measuring the Energy Consumption of Central Air Conditioners and Heat Pumps
Additional test method not noted above	

SW-7 DELIVERABLES

For each requirement, the deliverables may be those listed below, but are not limited to, and will be detailed in the request for proposal:

All reports prepared shall be submitted electronically in pdf format.

Every report must be accompanied by a spreadsheet of results in the following format. Modifications and additions to this format may occur during the period of this SA.



Spreadsheet software (MS Excel compatible) where:

- a) The first tab should include specification details of all the products tested in separate columns. Include brand, model number, serial number, and the technical specifications that were included in the user's manual: e.g. capacities, dimensions, voltages, amps, energy information, installation dimensions, performance measures, and a description of any installation parts that came included with the product that is not common with the others (e.g. insulation, cables, unique components, etc.).
- b) The second tab should include the name and specifications (accuracy, resolution, and repeatability) of the monitoring and test equipment used.
- c) The third tab should include high resolution photos or images (150 dpi) of the models out of the shipping package and a high resolution photo or image (150 dpi) of the models installed in the test cell. Please label all the photos or images clearly.
- d) The fourth tab should include the results of all the tests. Follow the reporting requirements as described in the test method or test instructions. Each model should be in a column to easily compare the results. Each test can be a section of rows going down the column.
- e) The fifth tab should include any notes of interest that occurred during the testing.
- f) The raw data should be submitted in separate spreadsheet files (MS Excel compatible) labelled according to the product model. Each tab in this file should include all the raw data generated by each of the tests requested.

SW-8 LANGUAGE

Services are to be provided in English or French as specified in the request for proposal.

SW-9 WORK LOCATION

Work is to be completed at the Contractor's place of business.



ANNEX B - REPORTING

Suppliers must report on a yearly basis on the call-up/contract activities.

Such reports should contain, but are not limited to, the following information:

Yearly Reporting Template of Projects in the HVAC-R/Fenestration Testing Services Supply Arrangement

Yearly Reporting of Projects in the HVAC-R/Fenestration Testing Services Supply Arrangement						
Supplier Name:						
Supply Arrangement Number:						
Reporting Period:						
Date of Project Issued (YYMMDD)	Name of Project	Date of Project Completed (YYMMDD)	Project Total Cost	NRCan OEE Contact Name	Contract Number	Contract Authority



APPENDIX 1 - EVALUATION CRITERIA

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

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

The Bidder should provide complete details as to where, when (month and year) and how (through which activities/ responsibilities) the stated qualifications/experience were obtained. All criteria for work experience shall be obtained in a legitimate work environment. Co-op terms are considered work experience provided they are related to the required services.

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

1. TECHNICAL CRITERIA

1.1 MANDATORY EVALUATION CRITERIA

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis.

NOTE: Proposals which fail to meet M1 of the mandatory criteria will be deemed non-responsive.

NOTE: Proposals which fail for a particular product category listed in M2 will fail solely for that product category but may still pass other product categories if they meet the criteria. Proposals which fail for every product category identified by the offeror will be deemed non-responsive.

Proposals **MUST** demonstrate compliance with all of the following Mandatory Requirements and **MUST** provide the necessary documentation to support compliance. Each category should be addressed separately.

Requirement #	Mandatory Requirement	Page # of Proposal	Pass/Fail
M1	<p>Test Facility</p> <p>The offeror must have testing experience with energy efficiency performance testing [and/or modelling for Fenestration products] with one (1) or more of the products listed in SW-3. To demonstrate this experience, the following information is required for three (3) recent* projects completed by the offeror:</p> <ul style="list-style-type: none"> I. Project Name II. Proponent’s Name, Title and Organization III. Proponent’s Contact Information (reference – phone, email, website) IV. Date of Completion 		



Requirement #	Mandatory Requirement	Page # of Proposal	Pass/Fail
	<p>V. Cost of Project (Rounded to nearest \$5,000) VI. Summary of Project (Approximately 100 words or less) VII. Attach the cover page of the final report of the project described.</p> <p>Note: References will only be contacted to verify information.</p> <p>* The projects must have been completed within the last five (5) years from this RFSA closing date.</p>		
M2	<p>Primary Resource</p> <p>The offeror must provide the name of the Primary Resource for each product category (see section SW-3) for which the offeror is submitting a bid.</p> <p>The Primary Resources identified for each product category included in the bid must meet the mandatory requirements* mentioned below. If the Primary Resource for a given product category does not meet the mandatory requirements, the offeror will fail for that product category and will be unable to provide work for that product category.</p> <p>The Primary Resources' resume/CV must accompany the proposal and must include a list of the products in section SW-3 under their responsibility and should include the proper supporting experience in the format referenced under the 3rd paragraph below the Appendix 1 - Evaluation Criteria's title.</p> <p>An example of the presentation format and pass/fail evaluation for this requirement is provided below.</p> <p>*The Primary Resource must have:</p> <p>a recognized university degree in Engineering and five (5) years of recent* experience in the area of energy efficiency testing of the product(s) identified; OR a recognized university degree in Science and five (5) years of recent** experience in the area of energy efficiency testing of the product(s) identified. OR a recognized college diploma as a Certified Engineering Technologist or Applied Science Technologist and eight (8) years of recent** experience in the area of energy efficiency testing of the product(s) identified;</p>		



Requirement #	Mandatory Requirement	Page # of Proposal	Pass/Fail
	** Recent is defined as within the last ten (10) years from this RFSA closing date.		

Example of Primary Resource’s Experience

No. of Product Category	Product Category	Primary Resource	Organization	Activities / responsibilities	Duration of work experience (from month/year to month/year)
37	Electric Fireplaces	John Doe	ABC Labs	Lab manager, engineering manager, lead test technician, etc.	04/2013 - 07/2017
38	Electric Residential Heat Pumps (all types)	Jane Smith	XYZ Labs	Lab manager, engineering manager, lead test technician, etc.	01/2013 - 04/2018

Example of M2 presentation format and NRCan evaluation method.

Product Category	Primary Resource
Residential Furnaces	Jon Smith
Residential Boilers	Jon Smith
Commercial Water Heaters	Jane Doe
Etc.	Etc.

NRCan Evaluation Method	
Jon Smith meets mandatory criteria specified in M2	Pass
Jon Smith does NOT meet mandatory criteria specified in M2	Fail
Jane Doe meets mandatory criteria specified in M2	Pass



In the above example, the Offeror would have passed for both the Residential Furnaces and Commercial Water Heaters product categories but would have failed for the Residential Boilers category. Therefore, the Offeror (assuming they have passed M1) would be placed in the Residential Furnaces and Commercial Water Heaters product categories but excluded from the Residential Boilers category.



APPENDIX 2 - ACCREDITATIONS

Suppliers are required to fill out the information below.

The following is NOT part of the evaluation criteria and is ONLY for NRCan's information collection purposes.

Failure to answer a question will result in the assumption that the answer is 'No'.

Laboratory Accreditation Does your laboratory have the following accreditations?	Please circle your answer.
ISO/IEC 17025	Yes / No
ISO 9001	Yes / No



APPENDIX 3 - TEST METHODS

Suppliers are required to fill out the information below.

The following is NOT part of the evaluation criteria and is ONLY for NRCan's information collection purposes.

Failure to answer a question will result in the assumption that the answer is 'No'.

<p style="text-align: center;">Test Method</p>	<p style="text-align: center;">Is your organization capable of performing the test method to the specifications and accuracies of the test method?</p> <p style="text-align: center;">Circle your answer.</p>	<p style="text-align: center;">Can your organization currently provide certified results for the test method?</p> <p style="text-align: center;">Circle your answer.</p>
<p>CAN/CSA-P.2 Testing Method for Measuring the Annual Fuel Utilization Efficiency of Residential Gas-Fired or Oil-Fired Furnaces and Boilers</p>	<p style="text-align: center;">Yes / No</p>	<p style="text-align: center;">Yes / No</p>
<p>ANSI Z21.47/CSA 2.3 Gas-Fired Central Furnaces</p>	<p style="text-align: center;">Yes / No</p>	<p style="text-align: center;">Yes / No</p>
<p>CAN/CSA-P.9 Test Method for Determining the Performance of Combined Space and Water Heating Systems (Combos)</p>	<p style="text-align: center;">Yes / No</p>	<p style="text-align: center;">Yes / No</p>
<p>10 CFR Appendix Aa to Subpart B of Part 430 Uniform Test Method for Measuring the Energy Consumption of Furnace Fans.</p>	<p style="text-align: center;">Yes / No</p>	<p style="text-align: center;">Yes / No</p>
<p>CAN/CSA-P.8 Thermal Efficiencies of Industrial and Commercial Gas-Fired Package Furnaces.</p>	<p style="text-align: center;">Yes / No</p>	<p style="text-align: center;">Yes / No</p>
<p>B415.1 Performance Testing of Solid-Fuel-Burning Heating Appliances</p>	<p style="text-align: center;">Yes / No</p>	<p style="text-align: center;">Yes / No</p>
<p>AHRI 1500 Performance Rating of Commercial Space Heating Boilers</p>	<p style="text-align: center;">Yes / No</p>	<p style="text-align: center;">Yes / No</p>



<p style="text-align: center;">Test Method</p>	<p style="text-align: center;">Is your organization capable of performing the test method to the specifications and accuracies of the test method?</p> <p style="text-align: center;">Circle your answer.</p>	<p style="text-align: center;">Can your organization currently provide certified results for the test method?</p> <p style="text-align: center;">Circle your answer.</p>
<p>CSA C273.3 Performance Standard for Split-System Central Air-Conditioners and Heat Pumps</p>	<p style="text-align: center;">Yes / No</p>	<p style="text-align: center;">Yes / No</p>
<p>CAN/CSA-C745 Energy Efficiency of Electric Storage Tank Water Heaters and Heat Pump Water Heaters</p>	<p style="text-align: center;">Yes / No</p>	<p style="text-align: center;">Yes / No</p>
<p>CSA C446 Performance of Ground-Source Heat Pumps</p>	<p style="text-align: center;">Yes / No</p>	<p style="text-align: center;">Yes / No</p>
<p>CSA C655 Performance Standard for Internal Water-Loop Heat Pumps.</p>	<p style="text-align: center;">Yes / No</p>	<p style="text-align: center;">Yes / No</p>
<p>CAN/CSA-746 Performance Standard for Rating Large and Single Packaged Vertical Air Conditioners and Heat Pumps</p>	<p style="text-align: center;">Yes / No</p>	<p style="text-align: center;">Yes / No</p>
<p>CAN/CSA-C13256-1 Water-Source Heat Pumps – Testing and Rating for Performance – Part 1: Water-to-Air and Brine-to-Air heat pumps</p>	<p style="text-align: center;">Yes / No</p>	<p style="text-align: center;">Yes / No</p>
<p>ANSI/AHRI 310/380-2014/CAN/CSA-C744 Standard for Packaged Terminal Air Conditioners and Heat Pumps</p>	<p style="text-align: center;">Yes / No</p>	<p style="text-align: center;">Yes / No</p>
<p>CSA EXP07 Variable Capacity Heat Pump and Air Conditioning System Test Procedures and Ratings: CSA Express Document: Load-Based Testing Based on C656</p>	<p style="text-align: center;">Yes / No</p>	<p style="text-align: center;">Yes / No</p>
<p>CSA C656 Performance Standard for Split-System and Single-Package Air Conditioners and Heat Pumps</p>	<p style="text-align: center;">Yes / No</p>	<p style="text-align: center;">Yes / No</p>



<p style="text-align: center;">Test Method</p>	<p>Is your organization capable of performing the test method to the specifications and accuracies of the test method?</p> <p style="text-align: center;">Circle your answer.</p>	<p>Can your organization currently provide certified results for the test method?</p> <p style="text-align: center;">Circle your answer.</p>
<p>CAN/CSA-P.4.1 Testing Method for Measuring Annual Fireplace Efficiency</p>	<p style="text-align: center;">Yes / No</p>	<p style="text-align: center;">Yes / No</p>
<p>CAN/CSA-C439 Standard Laboratory Methods of Test for Rating the Performance of Heat/Energy-Recovery Ventilators</p>	<p style="text-align: center;">Yes / No</p>	<p style="text-align: center;">Yes / No</p>
<p>ANSI/AHRI 1060 Performance Rating of Air-to-Air Exchangers for Energy Recovery Ventilation Equipment</p>	<p style="text-align: center;">Yes / No</p>	<p style="text-align: center;">Yes / No</p>
<p>CAN/CSA-P.11 Testing Method for Measuring Efficiency and Energy Consumption of Gas-Fired Unit Heaters</p>	<p style="text-align: center;">Yes / No</p>	<p style="text-align: center;">Yes / No</p>
<p>CSA P.10 Performance of Integrated Mechanical Systems for Residential Heating and Ventilation</p>	<p style="text-align: center;">Yes / No</p>	<p style="text-align: center;">Yes / No</p>
<p>CAN/CSA-C191 Performance of Electric Storage Tank Water Heaters for Domestic Hot Water Service</p>	<p style="text-align: center;">Yes / No</p>	<p style="text-align: center;">Yes / No</p>
<p>CAN/CSA-B211 Energy Efficiency of Oil-Fired Storage Tank Water Heaters</p>	<p style="text-align: center;">Yes / No</p>	<p style="text-align: center;">Yes / No</p>
<p>P.3 Testing Method for Measuring Energy Consumption and Determining Efficiencies of Gas-Fired and Fuel Oil-Fired Water Heaters</p>	<p style="text-align: center;">Yes / No</p>	<p style="text-align: center;">Yes / No</p>
<p>CAN/CSA-P.7 Testing Method for Measuring Energy Loss of Gas-Fired Instantaneous</p>	<p style="text-align: center;">Yes / No</p>	<p style="text-align: center;">Yes / No</p>



Test Method	Is your organization capable of performing the test method to the specifications and accuracies of the test method? Circle your answer.	Can your organization currently provide certified results for the test method? Circle your answer.
Water Heaters		
ANSI Z21.56-2006/CSA 4.7 Gas-Fired Pool Heaters	Yes / No	Yes / No
CSA P.6 Test Method for Measuring Thermal Efficiency of Gas-Fired Pool Heaters	Yes / No	Yes / No
CAN/CSA-C368.1 Energy Performance of Room Air Conditioners	Yes / No	Yes / No
10 CFR Appendix CC to Subpart B of Part 430 Uniform Test Method for Measuring the Energy Consumption of Portable Air Conditioners	Yes / No	Yes / No
CAN/CSA-C743 Performance Standard for Rating Packaged Water Chillers	Yes / No	Yes / No
ASHRAE 32.1 Methods of Testing for Rating Vending Machines for Bottled, Canned, and Other Sealed Beverages	Yes / No	Yes / No
CAN/CSA-C804 Energy Performance of Vending Machines	Yes / No	Yes / No
10 CFR 431 Subpart Q, Appendix A and B Uniform Test Method for the Measurement of Energy Consumption of Refrigerated Bottled or Canned Beverage Vending Machines	Yes / No	Yes / No
AHRI 1250 Performance Rating of Walk-In Coolers and Freezers	Yes / No	Yes / No
10 CFR Part 431, Subpart R, 431.304 Uniform Test Method for the Measurement of Energy Consumption of Walk-	Yes / No	Yes / No



<p style="text-align: center;">Test Method</p>	<p style="text-align: center;">Is your organization capable of performing the test method to the specifications and accuracies of the test method?</p> <p style="text-align: center;">Circle your answer.</p>	<p style="text-align: center;">Can your organization currently provide certified results for the test method?</p> <p style="text-align: center;">Circle your answer.</p>
<p>In Coolers and Walk-in Freezers</p>		
<p>CAN/CSA-C657 Energy Performance Standard for Commercial Refrigeration Equipment</p>	<p style="text-align: center;">Yes / No</p>	<p style="text-align: center;">Yes / No</p>
<p>CAN/CSA-C742 Energy Performance of Automatic Icemakers and Ice Storage Bins</p>	<p style="text-align: center;">Yes / No</p>	<p style="text-align: center;">Yes / No</p>
<p>CS A440.2 Fenestration Energy Performance</p>	<p style="text-align: center;">Yes / No</p>	<p style="text-align: center;">Yes / No</p>
<p>ANSI/NFRC 100 Procedure for Determining Fenestration Product U-factors</p>	<p style="text-align: center;">Yes / No</p>	<p style="text-align: center;">Yes / No</p>
<p>ANSI/NFRC 200 Procedure for Determining Fenestration Product Solar Heat Gain Coefficient and Visible Transmittance at Normal Incidence</p>	<p style="text-align: center;">Yes / No</p>	<p style="text-align: center;">Yes / No</p>
<p>AAMA/WDMA/CSA 101/I.S.2/A440 CSA A440S1 North American Fenestration Standard/Specification for windows, doors, and skylights</p>	<p style="text-align: center;">Yes / No</p>	<p style="text-align: center;">Yes / No</p>
<p>ASTM E2190 Standard Specification for Insulating Glass Unit Performance and Evaluation</p>	<p style="text-align: center;">Yes / No</p>	<p style="text-align: center;">Yes / No</p>
<p>CAN/CGSB 12.8 Insulating Glass Units Standard</p>	<p style="text-align: center;">Yes / No</p>	<p style="text-align: center;">Yes / No</p>
<p>CSA A440.4 Window, door, and skylight installation</p>	<p style="text-align: center;">Yes / No</p>	<p style="text-align: center;">Yes / No</p>
<p>10 CFR Appendix M1 to subpart B of Part 430</p>	<p style="text-align: center;">Yes / No</p>	<p style="text-align: center;">Yes / No</p>



Test Method	Is your organization capable of performing the test method to the specifications and accuracies of the test method? Circle your answer.	Can your organization currently provide certified results for the test method? Circle your answer.
Uniform Test Method for Measuring the Energy Consumption of Central Air Conditioners and Heat Pumps		
Additional test method not noted above	Yes / No	Yes / No



1.3 KEY TERMS:

Test method: Signifies a standard developed by an authorized organization where a particular product is put into specific laboratory conditions and tested. Energy efficiency test methods have a detailed process to measure energy performance.

Certification: Signifies acceptance by a governing body that the person/organization with the certification meets all requirements for qualifications or test method operation.

Accreditation: Signifies authorization by a governing body to develop test method standards for specific products.