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NA
Québec
NA

**Request For a Standing Offer
Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

**Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Oue
800, rue de La Gauchetière Ouest
7e étage, suite 7300
Montréal
Québec
H5A 1L6

Title - Sujet Investigations and analyses RISO - Environmental site investigation services and Toxicological analyses	
Solicitation No. - N° de l'invitation EF928-212177/A	Date 2022-08-12
Client Reference No. - N° de référence du client EF928-212177	GETS Ref. No. - N° de réf. de SEAG PW-\$MTC-170-16500
File No. - N° de dossier MTC-1-44018 (170)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2022-09-27 Heure Avancée de l'Est HAE	
Delivery Required - Livraison exigée Voir Doc	
Address Enquiries to: - Adresser toutes questions à: Cloutier, Annabelle	Buyer Id - Id de l'acheteur mtc170
Telephone No. - N° de téléphone (418)654-6227 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA PL.BONAVENTURE,PORTAIL S-E 800 RUE DE LA GAUCHETIERE O B7300 MONTREAL Québec H5A1L6 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

NOTICE TO OFFERORS

This Request for Standing Offer has several streams:

Stream 1: Environmental Site Investigations - Anywhere in Quebec, excluding stream 1A and 1B.

Stream 1A: Environmental Site Investigations - Inuit Zone covering, but not limited to, the territory of Nunavik (excluding Whapmagoostui).

Stream 1B: Environmental Site Investigations - Cree Zone covering, but not limited to, the territory of Jamésie and Eeyou Istchee (including Whapmagoostui).

Stream 2: Toxicological and ecotoxicological risk analyses – Anywhere in Quebec, excluding stream 2A and 2B.

Stream 2A: Toxicological and ecotoxicological risk analyses - Inuit Zone covering, but not limited to, the territory of Nunavik (excluding Whapmagoostui).

Stream 2B: Toxicological and ecotoxicological risk analyses - Cree Zone covering, but not limited to, the territory of Jamésie and Eeyou Istchee (including Whapmagoostui).

For **stream 1 and/or 2**, any interested Offeror may submit an offer.

Streams 1A, 1B, 2A and 2B are subject to a Comprehensive Land Claim Agreement (CLCA), the James Bay and Northern Quebec Agreement (JBNQA), as defined in Treasury Board of Canada Secretariat Contracting Policy Notice 1997-8 dated December 10, 1997.

Any eligible Offeror, as defined below, may submit an Offer:

- a) **For Streams 1A and 2A:** Pursuant to paragraph 29.0.31 of the JBNQA, qualification is restricted to persons who qualify as "INUITS" under Section 3 of the JBNQA (paragraphs 3.1.2, 3.2.4, 3.2.5, 3.2.6). As for the Inuit businesses, they must be located north of the 55th parallel, as described in Section 6 of the JBNQA.
- b) **For Streams 1B and 2B:** Pursuant to paragraph 28.10.3 of the JBNQA, qualification is reserved for persons who qualify as "CREE" under Section 3 of the JBNQA (paragraphs 3.1.1, 3.2.1, 3.2.2, 3.2.3). As for the Cree businesses, they must be located north of the 55th parallel, as described in Section 5 of the JBNQA.

At the request of the Standing Offer Authority, the Offeror must provide the certification set out in Annex "F" for each Aboriginal owner and employee.

Further to Section 800 of the Canadian Free Trade Agreement (CFTA), the CFTA does not apply to Streams 1A, 1B, 2A and 2B of the Request for Standing Offer.

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer 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 offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

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

1.2 Summary

1.2.1 This Request for Standing Offer (RFSO) is issued to meet the requirement of Public Works and Government Services Canada's Environmental Services, Quebec Region, for the provision, on an "as and when requested basis", of environmental site investigation services and toxicological and ecotoxicological risk analyses.

1.2.2 The range of services required is detailed in Annex A - Statement of Work. Offerors may submit an offer for any or all streams. A separate, completed offer is required for each Stream. It is possible for Offerors to be a Joint-Venture. Only one standing offer per stream and per "Offeror" will be issued.

1.2.3 The period of the Standing Offer is two (2) firm years from the date of issuance of the Standing Offer, with the option to extend for three (3) additional one-year extension period.

1.2.4 Standing Offer Distribution:

It is intended to issue multiples Regional Individual Standing Offers (RISOs) under each Stream. The description of the RISOs and their anticipated maximum for each stream are shown in the table below.

Stream	Description	Maximum number of RISOs	Total potential value (excluding taxes)
1	Environmental Site Investigations Anywhere in Quebec, excluding stream 1A and 1B.	8	10 000 000,00\$
1A	Investigations environnementales de site - Aboriginal (Inuit) Set-Aside Inuit Zone covering, but not limited to, the territory of Nunavik (excluding Whapmagoostui)	2	1 000 000,00\$
1B	Environmental Site Investigations - Aboriginal (Cree) Set-Aside Cree Zone covering, but not limited to, the territory of James Bay and Eeyou Istchee (including Whapmagoostui)	2	1 000 000,00\$
2	Toxicological and ecotoxicological risk analyses Anywhere in Quebec, excluding stream 2A and 2B.	4	2 000 000,00\$
2A	Toxicological and ecotoxicological risk analyses - Aboriginal (Inuit) Set-Aside Inuit Zone covering, but not limited to, the territory of Nunavik (excluding Whapmagoostui)	2	1 000 000,00\$

2B	Toxicological and ecotoxicological risk analyses – (Cree) Set-Aside Cree Zone covering, but not limited to, the territory of James Bay and Eeyou Istchee (including Whapmagoostui)	2	1 000 000,00\$
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1.2.5 This RFSO allows offerors to use the CPC Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

1.4 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

1.5 Key Terms

When the term(s) "Consultant" appears in this Request for Standing Offer and resulting contract(s), it means "Offeror" and "Contractor" as defined in the instructions, clauses and conditions.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2022-03-29) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2006/25>

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 220 days

2.2 Submission of Offers

2.2.1 CPC Connect service

Offerors choosing to submit using CPC Connect service must send an email requesting to open a conversation to the following address:

TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca

Note: Offers will not be accepted if emailed directly to this email address. This email address is to be used to open an CPC Connect conversation, as detailed in Standard Instructions [2006 \(https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2006/25\)](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2006/25), or to send offers through an CPC Connect message if the bidder is using its own licensing agreement for CPC Connect service.

It is the Bidder's responsibility to ensure the request for opening a CPC Connect conversation is sent to the email address above at least six days before the solicitation closing date.

[Steps to follow for the Bid Submission to Bid Receiving Unit \(BRU\) using epost Connect \(https://buyandsell.gc.ca/steps-to-follow-for-the-bid-submission-to-bid-receiving-unit-bru-using-epost-connect\)](https://buyandsell.gc.ca/steps-to-follow-for-the-bid-submission-to-bid-receiving-unit-bru-using-epost-connect)

2.2.2 Facsimile

Facsimile number: 418-566-6168.

2.2.3 Offers transmitted by hardcopy to PWGSC will not be accepted.

2.3 Former Public Servant

Refer to PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION
5.2.3.3 Certification for former public servant.

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority Annabelle.Cloutier@tpsgc-pwgsc.gc.ca no later than **ten (10)** calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

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

2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors 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) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. The CPC Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

Canada requests that the offer be gathered per section and separated as follows:

Section I: Technical Offer
Section II: Financial Offer
Section III: Certifications

Offers transmitted by hardcopy to PWGSC will not be accepted.

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

Section I: Technical Offer

In their technical offer, Offerors should explain and demonstrate how they intend to meet the requirements of this Request for Standing Offers and how they will perform the work. Offerors should demonstrate their capability and describe the approach they will take in a complete, concise and clear manner to perform the work.

Offerors must clearly indicate on the first page of the technical offer the stream for which they submit an offer.

The technical proposal must have a maximum of 19 pages for each of the identified streams.

The following items are **not included** in the page count to meet the above maximum:

- Cover letter;
- Integrity Provisions - Required Documentation;
- Front page of the RFSO;
- Front page of amendment(s) made to the RFSO;
- Financial Offer including Basis of payment (Section II / Annex B);
- Certification for former public servant. (Annex D);
- List of Names for Integrity (Annex E); and
- Owner/Employee Certification for Aboriginal Set-Aside (Streams 1A, 1B, 2A and 2B only) (Annex F).

Consequence of non-compliance: Any pages that extend beyond the above page limitation and any attachments (annexes, etc.) other than those that are required will be extracted from the offer and will not be forwarded to the PWGSC Evaluation Board members for evaluation.

3.1.1 Checklist - Presentation Requirements

The following list of documents and forms is provided to assist the Offeror in ensuring that it submits a complete offer.

- Technical Offer (max. 19 pages) - completed.
- Financial Offer – completed.
- Request for Standing Offers (RFSO) Cover Page - completed and signed.
- Cover page of amendment(s) to the Request for Standing Offers - completed and signed.
- Declaration/Certification Form - forms attached as Annex "D", Annex "E" and Annex "F" completed.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment.

If Offerors are submitting offers for more than one stream, they must submit a separate technical and financial offer for each stream.

Offerors must submit their FOB destination rates, including Canadian customs duties and excise taxes, if applicable, and excluding applicable taxes.

3.1.2 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/C/C3011T/5>

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

The submitted offer must contain all of the information requested in this document without any superfluous or irrelevant material. The level of quality must be on par with the standards customarily required for the drafting of study reports in terms of clarity, appearance, language and document structure.

The technical offer must meet all mandatory criteria. If that is the case, the technical offer will be considered responsive and will be evaluated on the basis of the point rated criteria (technical first, then financial). Failure to meet the mandatory criteria will render the offer non-responsive and no further evaluation will be carried out.

The evaluation procedure will be as follows:

- a) Offers will be evaluated in accordance with the entire requirement of the Request for Standing Offer including the technical and financial evaluation criteria.
- b) The verification of mandatory criteria and the evaluation of rated requirements with respect to the technical offer will be carried out by an evaluation board composed of representatives of Public Works and Government Services Canada. The evaluation method for the technical offer is set out in Section 4.1.1 of this part.
- c) Only the financial offers of offerors whose technical offers have received a passing score will be evaluated. The evaluation method for the financial offer is set out in Section 4.1.2 of this part.

4.1.1 Technical Evaluation

In order to determine the score for the technical criteria, each offer that meets the mandatory technical criteria will be assessed to establish an overall technical rating. The technical rating represents **70%** of the offer's overall score (including the financial criteria – see section 4.1.2 of this part).

Any offer failing to meet the mandatory requirements (including Indigenous firm requirements, if applicable) will be deemed non-responsive and no further evaluation will be carried out.

4.1.1.1 Mandatory Technical Criteria

- a) Stream 1, 1A and 1B : See Attachment 1 to Part 4
- b) Stream 2, 2A and 2B : See Attachment 2 to Part 4

4.1.1.2 Point Rated Technical Criteria

- a) Stream 1, 1A and 1B : See Attachment 1 to Part 4
- b) Stream 2, 2A and 2B : See Attachment 2 to Part 4

4.1.1.3 Evaluation and rating of technical criteria

Offers that are responsive (i.e. that meet all the mandatory requirements set out in the Request for Standing Offer) will be reviewed, evaluated and rated by a PWGSC Evaluation Board. In the first instance, price envelopes will remain sealed and only the technical components of the offer will be evaluated in accordance with the following scale to establish technical ratings.

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Buyer ID - Id de l'acheteur
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It should be noted that PWGSC will not award additional points in the rating process for information deemed to exceed the information requested.

4.1.1.4 Generic evaluation table

PWGSC Evaluation Board members will evaluate the strengths and weaknesses of the bid according to the evaluation criteria and will rate each criterion with a number between 0 and 10 using the following generic evaluation table :

	INADEQUATE	WEAK	ADEQUATE	FULLY SATISFACTORY	STRONG
0 points	2 points	4 points	6 points	8 points	10 points
Did not submit information that could be evaluated	Demonstrates no or poor understanding of the requirements	Demonstrates some understanding of the requirements but lacks adequate understanding in some areas of the requirements	Demonstrates a good understanding of the requirements	Demonstrates a very good understanding of the requirements	Demonstrates an excellent understanding of the requirements
	Weaknesses can't be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	No significant weaknesses	No apparent weaknesses
	Offeror does not possess the qualifications and experience	Offeror lacks some qualifications and experience	Offeror has an acceptable level of qualifications and experience	Offeror is qualified and experienced	Offeror is highly qualified and experienced
	Team proposed is not likely able to meet requirements	Team does not cover all components or overall experience is weak	Team covers most components and will likely meet requirements	Team covers all components; some members have worked successfully together	Strong team that has worked successfully together on comparable projects
	Sample projects not related to this requirement	Sample projects generally not related to this requirement	Sample projects generally related to this requirement	Sample projects directly related to this requirement	Lead person is responsible for sample projects directly related to this requirement
	Extremely poor, insufficient to meet performance requirements	Little chance of meeting performance requirements	Acceptable capability; should ensure adequate results	Satisfactory capability; should ensure effective results	Above-average ability; should be able to achieve highly effective results

4.1.1.5 Scoring for point-rated technical criteria

a) Evaluation score

The information provided by the offerors is rated from 0 to 10 on each rated criteria.

b) Weighted score

The evaluation score will be multiplied by a weighting factor to obtain a weighted score.

c) Final score

The final technical score will be calculated by adding the weighted scores for each rated criterion.

4.1.1.6 Technical passing scores

To be considered further, Offerors must meet the two following requirements:

- a) achieve a **minimum weighted rating** of sixty (**60**) out of the hundred (100) points available for rated technical criteria 1, 2 and 3, namely experience and qualifications, previous experience and achievements and service management process, methodology and approach; and
- b) achieve an **overall score** for the technical offer equal to or greater than **49 points** (from a total of 70 points, i.e. 70%).

Failure to meet these two requirements will render the offer non-responsive and no further evaluation will be carried out.

4.1.2 Financial evaluation

The offeror's financial offer must include the duly completed financial offer form in Annex B.

The price of the offer will be evaluated in Canadian dollars, applicable taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.1.2.1 Scoring for financial offer

Only the financial offers of technically responsive offers will be evaluated. An average price for all technically responsive offers will be calculated by adding the total amounts for evaluation purposes (Table 3 of Annex B of responsive offers) and by dividing the total by the number of technically responsive offers. All price offers that are at least twenty-five percent (25%) above or below the average price will be rejected and will receive no further consideration.

To calculate the average price, at least three technically responsive offers are required. If Canada has only one or two technically responsive offers, the average price will not be taken into consideration.

The remaining price offers will be considered as follows:

In order to determine the score for the price offer, each offer will be evaluated proportionally to the lowest grand total for the price offer and compared to the highest possible score of 30.

The table below provides examples of calculations used to determine the score of the financial offer:

	Offeror 1	Offeror 2	Offeror 3	Offeror 4
Grand total for the price offer	\$10K	\$13K	\$25K	\$32K
Calculation	$(\$10K / \$10K) \times 30$	$(\$10K / \$13K) \times 30$	$(\$10K / \$25K) \times 30$	$(\$10K / \$32K) \times 30$
Score for the financial offer rounded to the first decimal	30	23.1	12	9.4

4.2 Basis of Selection

4.2.1 Minimum point rating

1. To be declared responsive, an offer must:
 - a. comply with all the requirements of the Request for Standing Offer;
 - b. meet all mandatory technical evaluation criteria;
 - c. achieve at least **60 p. 100** of the points for technical evaluation criteria 1, 2 and 3; and
 - d. achieve at least **49 p. 70** (i.e. 70%) of the points for all point-rated technical evaluation criteria.
2. Bids not meeting (a) or (b) or (c) or (d) will be declared non-responsive.

4.2.2 Calculation of final offer score

The offer score for each of the offerors is determined by adding the technical offer score (0 to 70) and the financial offer score (0 to 30) according to the following calculation:

	Weighting factor (A)	Rating (B)	Weighted rating (C = A x B)	Passing score	Final score
Point Rated Technical Criteria					
1. Experience and qualifications	2.0	0-10	0-20	12/20	
2. Previous experience and achievements	2.0	0-10	0-20	12/20	
3. Service management process, methodology and approach Process for assigning the best resource to the right place (question related to media to characterize/specialty)	2.5	0-10	0-20	15/20	
4. Integration of sustainability	0.5	0-10	0-5	None	
Technical offer total score	7.0	-	0-70	49/70	/70
Financial offer					
Financial offer score	N/A				/30
FINAL SCORE OF OFFER					/100

N/A: non-applicable

4.2.3 Selection of offers

4.2.3.1 Stream 1 - Environmental Site Investigations

The eight (8) offerors with the highest offer score will be recommended for standing offer award. PWGSC intends on authorizing **a maximum of eight (8)** standing offers, and the consultants must be capable of providing their services across Quebec province.

Following the assessment of the technical offer and the financial offer, the call-up allocation (total standing offer envelope) will be distributed as follows:

- 20% of the work assigned to the consultant ranked first;
- 17% for the consultant ranked second;
- 15% for the third;
- 13% for the fourth;
- 11% for the fifth;
- 9% for the sixth;
- 8% for the seventh; and
- 7% for the eighth.

In the event that fewer than eight (8) consultants are successful, the undistributed % of business will be redistributed amongst the offerors being recommended using the following formula:

$$\text{Revised distribution \%} = \frac{\text{Pre-established \%}}{100 \text{ less the non distributed \%}} \times 100$$

If a qualified offeror withdraws, or Canada ends a standing offer during its term for whatever reason, the residual amount of the financial limitation of the standing offer of that offeror will be split into equal parts and added to the financial limitation of the other offerors qualified for a standing offer.

Individual call-ups will vary, up to a maximum of \$500,000.00 each (applicable taxes excluded). Offerors should note that there is no guarantee that the full or any amount of the standing offers will be called up; PWGSC will issue call-ups only when the specific services to be provided under the standing offer are needed.

4.2.3.2 Stream 1A and 1B - Environmental Site Investigations (set-aside)

A maximum of four (4) standing offer will be issued for the areas covered by a CLCA (Inuit and Cree):

- (a) Two standing offers for stream 1A (Inuit);
- (b) Two standing offers for stream 1B (Cree).

Offerors seeking to qualify for set-asides must state it clearly in their documentation (first page of the technical offer).

The evaluation process will be based on the same criteria as the non-set-aside, with a separate ranking for the set-aside.

For each of the set-asides, the two offerors that meet the requirements of the Aboriginal firms with the highest offer score will be recommended for award of a standing offer.

The allocation of the call-ups (distribution of the total standing offer envelope) will be based on the following distribution :

- 55% of the work awarded to the top ranked consultant;
- 45% to the second ranked consultant.

Individual call-ups will vary, up to a maximum of \$500,000.00 each (applicable taxes excluded). Offerors should note that there is no guarantee that the full or any amount of the standing offers will be called up; PWGSC will issue call-ups only when the specific services to be provided under the standing offer are needed.

4.2.3.3 Stream 2 - Toxicological and ecotoxicological risk analyses

The four (4) offerors with the highest offer score will be recommended for standing offer award. PWGSC intends on authorizing **a maximum of four (4)** standing offers, and the consultants must be capable of providing their services across Quebec province.

Following the evaluation of the technical offer and the financial offer, the call-up allocation (total standing offer envelope) will be distributed as follows:

- 35% of the work assigned to the consultant ranked first;
- 28% for the consultant ranked second;
- 22% for the third;
- 15% for the fourth;

In the event that fewer than four (4) consultants are successful, the undistributed % of business will be redistributed amongst the offerors being recommended using the following formula:

$$\text{Revised distribution \%} = \frac{\text{Pre-established \%}}{100 \text{ less the non distributed \%}} \times 100$$

If a qualified offeror withdraws, or Canada ends a standing offer during its term for whatever reason, the residual amount of the financial limitation of the standing offer of that offeror will be split into equal parts and added to the financial limitation of the other offerors qualified for a standing offer.

The standing offer is valid for two (2) years starting from the time of issuance, including three (3) further one-year options.

Individual call-ups will vary, up to a maximum of \$500,000.00 each (applicable taxes excluded). Offerors should note that there is no guarantee that the full or any amount of the standing offers will be called up; PWGSC will issue call-ups only when the specific services to be provided under the standing offer are needed.

4.2.3.4 Stream 2A and 2B - Toxicological and ecotoxicological risk analyses (set-aside)

A maximum of four (4) standing offer will be issued for the areas covered by a CLCA (Inuit and Cree):

- (a) Two standing offers for stream 2A (Inuit);
- (b) Two standing offers for stream 2B (Cree).

Offerors seeking to qualify for set-asides must state it clearly in their documentation (first page of the technical offer).

The evaluation process will be based on the same criteria as the non-set-aside, with a separate ranking for the set-aside.

For each of the set-asides, the two offerors that meet the requirements of the Aboriginal firms with the highest offer score will be recommended for award of a standing offer.

The allocation of the call-ups (distribution of the total standing offer envelope) will be based on the following distribution :

- 55% of the work awarded to the top ranked consultant;
- 45% to the second ranked consultant.

Individual call-ups will vary, up to a maximum of \$500,000.00 each (applicable taxes excluded). Offerors should note that there is no guarantee that the full or any amount of the standing offers will be called up; PWGSC will issue call-ups only when the specific services to be provided under the standing offer are needed.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **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 Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer non-responsive.

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

The Offeror must provide the Standing Offer Authority with a completed annex titled [Federal Contractors Program for Employment Equity - Certification](#), before the issuance of a Standing Offer. If the Offeror is a

Joint Venture, the Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer 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 Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror 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 Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

5.2.3.2 Education and experience

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual offered by the Offeror for the requirement is capable of performing the Work resulting from a call-up against the Standing Offer.

5.2.3.2 Certification for former public servant

Contracts awarded to former public servants in receipt of a pension or lump sum payment must bear the closest public scrutiny and be a fair expenditure of public funds. In order to comply with Treasury Board policies and directives on contracting with former public servants, bidders must provide the information required below (Annex "D" - Certification for Former Public Servants) prior to the issuance of a Standing Offer. If the answers to the questions and, if applicable, the required information, have not been provided by the time the evaluation of bids is completed, Canada will advise the bidder of the time frame within which the information must be provided. Failure to comply with Canada's request and meet the requirement within the prescribed time will render the bid non-responsive.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

There is no security requirement applicable to the Standing Offer.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

7.2.1 There is no security requirement applicable to the Standing Offer.

7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer 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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

7.3.1 General Conditions

[2005](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2005/15) (2022-01-28) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2005/15>

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

Call-ups against this Standing Offer may be made from the date of issuance of the Standing Offer for a period of two (2) years.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional three (3) period of one (1) year each under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

Solicitation No. - N° de l'invitation
EF928-212177/A
Client Ref. No. - N° de réf. du client
EF928-212177

Amd. No. - N° de la modif.
File No. - N° du dossier
MTC-1-44018

Buyer ID - Id de l'acheteur
MTC170
CCC No./N° CCC - FMS No./N° VME

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Annabelle Cloutier
Title: Procurement Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 1550, Estimauville avenue
Quebec (Quebec) Canada G1J 0C7

Telephone: 418-654-6227

E-mail address: Annabelle.Cloutier@tpsgc-pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Offeror's Representative (Must be completed by the Offeror)

The Offeror's Representative is :

Name : _____

Title : _____

Telephone : _____

Facsimile : _____

E-Mail : _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Environmental Services of Public Works and Government Services Canada, Quebec Region.

7.8 Call-up Procedures

1. Services will be called-up as follows:

The Departmental Representative will establish the scope of services to be performed. For each individual Call-Up, consultants will be considered using a computerized distribution system. This system will track all call-ups assigned to each consultant and will maintain a running total of the dollar value of business distributed. The system will contain for each consultant an ideal business distribution percentage which has been established on the following.

The allocation of call-ups will be done according to ideal distribution mentioned at the following section :
4.2.3 Selection of offers.

The Consultant who is furthest under their respective ideal business distribution percentage in relation to the other consultants will be selected for the next call-up. Nevertheless, if one firm is better placed to carry out the work (superior knowledge of the site or project) but is not the next in the rotation, Canada may still issue a call-up to it, so long as the overall proportions of work are respected.

For each call-up:

- a) The Consultant will be provided the scope of services and will submit a proposal to the Departmental Representative in accordance with the fixed hourly rates established under the Standing Offer. The Consultant's proposal shall include the category of personnel, name of personnel and the number of hours estimated/required to perform the services, as well as an estimate of proposed disbursements, if applicable. If the Consultant is unable to provide the services of an individual named in its proposal (submitted in response to the Request for Standing Offer), the Consultant may propose a substitute with at least the same qualifications and experience in the estimation of Canada. The Consultant must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement for Canada's approval in its sole discretion. If the consultant is unable to provide a replacement with similar qualifications and experience, Canada will continue with the next firm.
 - b) For services from a Specialist Consultant that is not named or for which discipline is not identified in the Standing Offer, the Consultant's proposal shall include the category and name of personnel as well as their hourly rate(s) with the number of hours estimated/required by the Specialist Consultant to perform these services. A fixed fee or, where it is not possible or appropriate to agree upon a fixed fee, a time based fee to an upset limit will be established.
 - c) For the preparation of bilingual documents, the Consultant shall estimate the required number of hours and multiply by the hourly rates established in the Standing Offer. If the services of a translation firm are required to produce bilingual documents, these costs shall be treated as a disbursement.
 - d) A fixed fee or, where it is not possible or appropriate to agree upon a fixed fee, a time based fee to an upset limit will be established in accordance with the hourly rate(s) established in the Standing Offer.
 - e) Unless stated otherwise by the Department's Representative, the Consultant must, within a delay of two (2) working days, following a written receipt of the scope of services from the Department's Representative, confirm in writing of his interest to perform the services.
2. The Consultant will be authorized in writing by the Contracting Authority to proceed with the services by issuance of a Call-up against the Standing Offer.

- a) Unless stated otherwise by the Department's Representative, the Consultant must submit its financial proposal with a maximum of ten (10) working days, following a written receipt of the scope of services from the Department's Representative.
 - b) Upon failure to respect the above mentioned delays, Canada may assign the call-up to another Consultant in accordance with the set out order of distribution of the Standing Offer. Failure to respect the delays or an absence of a response will be considered as the Consultant's refusal to perform the services.
3. Any proposed changes to the scope of work are to be discussed with the Departmental Representative but any resulting changes can only be authorized by an amendment issued by the Contracting Authority.

7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
 - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;
 - confirmation that funds are available under section 32 of the Financial Administration Act;
 - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$500 000,00 (Applicable Taxes excluded).

7.11 Financial Limitation

(To be completed upon issuance of the Standing Offer)

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____. unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.12 Priority of Documents

(To be completed upon issuance of the Standing Offer)

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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2022-01-28), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010B (2022-01-28) ; General Conditions – Professional services (medium complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated _____.

7.13 Certifications and Additional Information

7.13.1 Compliance

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

7.13.2 SACC Manual Clauses

M3020C (2016-01-28) Status of Availability of Resources - Standing Offer

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/M/M3020C/3>

7.14 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

7.15 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

[2010B](#) (2022-01-28), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2010B/21>

7.3 Term of Contract

7.3.1 Period of the Contract

The work must be completed within the period specified in the call-up against the Standing Offer.

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Terms of payment

7.5.1.1 Fees

1. Subject to the terms and conditions of the Standing Offer, and in consideration for the performance of the Services, Canada shall pay to the Consultant a sum of money calculated in accordance with the fee arrangements identified herein and in 7.5.2 Basis of payment.
2. The Consultant's fees are only payable when the Consultant has performed the Services as determined by the Departmental Representative. Payment in respect of a Service, or part of a Service, is not to be deemed a waiver of Canada's rights of set-off at law or under this Standing Offer for costs or expenses arising from default or negligence of the Consultant.
3. The maximum amount payable under a Call-Up, including fees and disbursements, shall not be exceeded, without the prior written authorization of the Contracting Authority.

7.5.1.2 Payments to the Consultant

1. The Consultant shall be entitled to receive progress payments at monthly or other agreed intervals, subject to the limitations of the Call-up, if applicable. Such payments shall be made not later than the due date. The due date shall be the 30th day following receipt of an acceptable invoice.
2. An acceptable invoice shall be an invoice delivered to the Departmental Representative in the agreed format with sufficient detail and information to permit verification. The invoice shall also identify, as separate items:
 - (a) the amount of the progress payment being claimed for Services satisfactorily performed,
 - (b) the amount for any tax calculated in accordance with the applicable federal legislation, and
 - (c) the total amount which shall be the sum of the amounts referred to in 7.5.1.2.2(a) and 7.5.1.2.2(b).
3. The amount of the tax shown on the invoice shall be paid by Canada to the Consultant in addition to the amount of the progress payment for Services satisfactorily performed.

7.5.1.3 No Payment for Errors and Omissions

The Consultant shall not be entitled to payment in respect of costs incurred by the Consultant in remedying errors and omissions in the Services that are attributable to the Consultant, the Consultant's employees, or persons for whom the Consultant had assumed responsibility in performing the Services.

7.5.1.4 Payment for Changes and Revisions

1. Payment for any additional or reduced Services authorized by the Departmental Representative, prior to their performance, and for which a basis of payment has not been established at the time of execution of the Call-up, shall be in an amount or amounts to be determined by the Departmental Representative, acting reasonably, subject to these Terms of Payment.

2. Payment for additional Services not identified at the time of execution of the Call-up shall be made only to the extent that
 - (a) the additional Services are Services that are not included in stated Services in the Call-Up; and
 - (b) The additional Services are required for reasons beyond the control of the Consultant.

7.5.1.5 Disbursements

1. The following disbursements reasonably incurred by the Consultant that are related to the Services and approved by the Departmental Representative, shall be reimbursed to the Consultant at actual cost:
 - (a) reproduction and delivery costs of drawings, CADD files, specifications and other Technical Documentation specified in the Description of Services or Statement of Work;
 - (b) transportation costs for material samples and models, courier and delivery charges for deliverables specified in the Description of Services;
 - (c) Travel and Living Expenses: Firms are advised that any travel-related expenses associated with the delivery of services within a 50 km radius of the principal office of the firm or its branches and of the site under consideration will be calculated as an integral part of hourly rates. In the case of services provided outside this 50 km radius, travel expenses will be paid (with the prior approval of the Departmental Representative) in accordance with the National Joint Council (NJC) Travel Directive. (<http://www.njc-cnm.gc.ca/directive/index.php?dlabel=travel-voyage&lang=eng&did=10&merge=2>).
 - (d) Additional services' disbursements as authorised by the Departmental Representative, including Sub-Consultants and Specialists, required in support of the requested services under a call-up and which cannot be covered under the fixed hourly rate established under the Standing Offer, such as underwater inspections, drilling/coring by a contractor, heritage survey, heavy material rental, material testing and/or site testing services, etc, shall be administered as follows:
 - i. Unless otherwise authorized by the Departmental Representative, the above mentioned disbursements shall be obtained through competitive bidding with a minimum of two (2) quotes. Copies of all quotes shall be submitted together with the Consultant proposal for the call-up;
 - ii. The disbursements shall be evaluated such that, in the event that competitive quotes are not obtained, the Consultant shall submit copies of invoices from other projects to help demonstrate the quote to be a fair, reasonable and competitive price.
2. The following costs shall be included in the fees required to deliver the consultant services and shall not be reimbursed separately;
 - a) Standard office expenses such as any photocopying, computer costs, Internet, long distance telephone and fax, including that between the Consultant's main office and branch offices or between the Consultant's offices and other team members' offices;
 - b) Plotting;
 - c) Presentation material;

- d) Travel time for projects located within a radius of 50 km from the principal office of the firm or its branches and the site under study;
 - e) Local project office.
3. Disbursements shall be Project related and shall not include expenses that are related to the normal operation of the Consultant's business. The amounts payable, shall not exceed the amount entered in the Call-up, without the prior authorization of the Departmental Representative.

7.5.1.6 Milestone Payments – Subject to Holdback

1. Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract, up to 90% of the amount claimed and approved by Canada if:
- a) An invoice that Canada deems to be accurate and complete, and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - b) The total amount for all milestone payments paid by Canada does not exceed 90% of the total amount to be paid under the Contract;
 - c) All of the requested certifications have been signed by the Contractor:
 - i. All of the authorizations required by the Contract have been received. The claim is in line with progress made on the work and in compliance with the Contract;
 - ii. The indirect costs have been paid for or accrued in the accounts;
 - iii. The direct materials and work under subcontract have been received, accepted and either paid for, or accrued in the accounts following receipt of invoices from vendors/subcontractors, and have been, or will be, used exclusively for the purpose of the Contract;
 - iv. All direct labour costs have been paid for or accrued in the accounts, and all such costs were incurred exclusively for the purpose of the Contract;
 - v. All other indirect costs have been paid for, or accrued in the accounts following receipt of applicable invoices or expense vouchers, and all such costs were incurred exclusively for the purpose of the Contract;
 - vi. There is no lien, claim or charge against the work, save for any that might arise by operation of law, namely a lien from an unpaid contractor to whom a progress payment and/or advance payment has been or will be paid by Canada;
 - d) All of the requested certifications have been signed by the Departmental Representatives:
 - i. A scientific authority or project / inspection manager must certify that the work meets the quality standards required under the Contract and that the progress is in accordance with the conditions of the Contract;
 - ii. The inspection manager (all other contracts) must certify that the quality of the work performed meets the standards required under the Contract;
 - iii. All work associated with the milestone and, as applicable, any required deliverables have been completed and accepted by Canada.
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Contract if the work has been accepted by Canada and a final claim for the payment is submitted.

7.5.2 Basis of Payment

7.5.2.1 Fee Arrangement(s) for Services

1. The fee to be paid to the Consultant for the Services pursuant to any Call-up, shall be determined by one or more of the following methods:
 - a. Fixed Fee: The fixed fee will be established by multiplying the applicable hourly rate(s) by the number of hours, negotiated and agreed to by the Departmental Representative and the Consultant.
 - b. Time Based Fee to an Upset Limit: An upset limit will be established by the Departmental Representative, and the Consultant will be paid for actual work performed using the applicable hourly rate(s) for such work.

2. Travel Time:

Travel time during normal working hours, that is related to the Project and authorized by the Departmental Representative, shall be chargeable as time worked.

Travel time outside normal working hours, that is related to the Project and authorized by the Departmental Representative, shall be chargeable up to a maximum of three (3) hours per day, unless otherwise authorized.

- (a) Normal Working Hours: The normal working hours per day for principals, executives and Consultant's employees, shall be deemed to be seven and a half (7.5) hours of any day during which they are actually engaged in the performance of the Services.

3. Maximum Amount(s) Payable

The maximum amount(s) that applies (apply) to the Services to be carried out at the fixed hourly rates shall be as specified in the Call-up, which amount(s) shall not be exceeded without the prior authorization of the Departmental Representative with the approval of Canada.

7.5.2.2 Payments for Services

1. Payments in respect of the fixed fee shall be made upon satisfactory performance of the Services but such payments shall not exceed the amount(s) as specified in the Call-up, for each Service.
2. Payments in respect of the time based fee arrangement shall be made upon satisfactory performance of the Services but such payments shall not exceed the amount(s) as specified in the Call-up, for each Service.
3. Progress payments, in respect of all fee arrangements, shall be made in accordance with Terms of Payment 7.5.1.2, Payments to the Consultant, but such payments shall not exceed the value of the fee indicated for each Service under consideration.

7.5.3 Limitation of Price

C6000C (2017-08-17) Limitation of Price

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/C/C6000C/7>

7.5.4 SACC Manual Clauses

C0711C (2008-05-12) , Time Verification

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/C/C0711C/2>

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

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A9117C/2>

7.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- (a) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.
2. Invoices must be distributed as follows:
 - (a) One (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract.

7.7 Insurance

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

7.8 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".

ATTACHMENT 1 TO PART 4 OF THE BID SOLICITATION - MANDATORY AND POINT-RATED TECHNICAL CRITERIA

ENVIRONMENTAL SITE INVESTIGATIONS (STREAMS 1, 1A AND 1B)

1 MANDATORY EVALUATION CRITERIA (MC)

- 1.1 At bid closing, the Offeror must have met all of the following mandatory criteria and have provided all documentation to substantiate this compliance. Any bid that does not meet the mandatory technical criteria will be declared non-responsive.
- 1.2 The following criteria will be used in this evaluation. The Offeror should complete and submit the table below in addition to the supporting information in their offer.
- 1.3 Please check the section for which you are submitting a technical offer :
 - () **Stream 1** : Anywhere in Quebec, excluding stream 1A and 1B.
 - () **Stream 1A** : Inuit zone covering, but not limited to, the territory of Nunavik (excluding Whapmagoostui).
 - () **Stream 1B** : Cree Zone covering, but not limited to, the territory of Jamésie and d'Eeyou Istchee (including Whapmagoostui).

	Mandatory Criteria	Justification Required	Reference in the Offer (# page)
Key resources in offeror team			
MC1	<p>The offeror must propose three (3) key resources <u>within their company</u> who will be assigned to this standing offer, namely:</p> <ul style="list-style-type: none"> - One (1) Project Director with at least ten (10) years of relevant experience during the last fifteen (15) years; - Two (2) Project Managers (professionals) with at least seven (7) years of relevant experience during the last ten (10) years. 	<p>The offeror must submit the curriculum vitae (CV) of the three (3) key resources from the team assigned to this standing offer that comply with the years of relevant experience¹ required and employed by the offeror's company.</p>	
MC2	<p>At least one (1) of the resources proposed by the offeror must be registered on the list of experts from the Centre d'expertise en analyse environnementale du Québec (CEAEQ) [Quebec Centre of Expertise in Environmental Analysis]. This person can be one of the three (3) key resources listed in criterion MC1 or a separate person.</p> <p>Note: as the expert system will disappear in April 2023, a member in good standing of a professional order or a member accredited by the AQVE will be considered equivalent.</p>	<p>The Offeror must provide the name of the resource and its identification number to CEAEQ, the professional order or AQVE.</p>	

¹ "Relevant experience" means experience in the basic and complimentary services described in Annex A – Part 1.1

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Mandatory Criteria	Justification Required	Reference in the Offer (# page)
Previous achievements of the Offeror		
<p>The offeror must have recently completed at least ten (5) previous projects (i.e. starting in the last five (5) years), in Canada, concerning environmental site assessments related to the Statement of Work (Annex A – part 1.1).</p> <p>The projects presented must include at least:</p> <ul style="list-style-type: none"> - One environmental site assessment (ESA), Phase I; - One environmental site assessment (ESA), Phase II or III; - One environmental remediation work monitoring project; <p>The topic of the other projects submitted is up to the choice of the offeror.</p> <p>MC3</p>	<p>The offeror must describe the projects in their offer.</p>	<p>_____</p>

MANDATORY AND POINT RATED EVALUATION CRITERIA – STREAM 1 (Continued)

2. RATED EVALUATION CRITERIA (RC)

- 2.1 Responsive bids that meet the mandatory criteria will be evaluated and scored using the criteria below. In their offer, offerors should demonstrate that they meet the following rated evaluation criteria.

#	POINT RATED CRITERIA	JUSTIFICATION REQUIRED
RC1	<p><u>What we are looking for:</u></p> <p>The offeror must demonstrate that it has the resources within its company with the academic training, professional experience and skills, capabilities and know-how related to the services required to carry out the types of projects described in the Statement of Work (Annex A, part 1.1).</p> <p>In the description of the team, the involvement of the key resources proposed for the projects presented (MC1) who have demonstrated that they have already worked together will be considered in the assessment.</p> <p>For information purposes, the nature of the main responsibilities expected of each of the offeror team's resources is listed in the table attached to Annex C. This list of responsibilities is neither exhaustive nor exclusive.</p>	<p><u>What the offeror should provide:</u></p> <p>Suggested number of pages for this section: 8 pages.</p> <p>Describe the experience and skills of the key resources.</p> <p>Clearly indicate:</p> <ul style="list-style-type: none"> ✓ Academic and professional training; ✓ Years of experience in the provision of the required services; ✓ Years associated with the firm; ✓ Main duties within the firm; ✓ List of projects related to the Statement of Work (Annex A, part 1.1), including at least the project start and end dates and budget; ✓ Work experience with federal requirements (number of projects completed); ✓ Professional accreditation, if applicable.

#	POINT RATED CRITERIA	JUSTIFICATION REQUIRED
RC2	<p><u>What we are looking for:</u></p> <p>The offeror must demonstrate that it has carried out and successfully completed at least five (5) projects in Canada relevant to the Statement of Work (Annex A, part 1.1) in the past five (5) years. The offeror must demonstrate that they have completed comparable and similar projects of a varied nature in relation to the Statement of Work (Annex A, part 1.1). The completeness of the requested information, as well as the relevance, scope, complexity and achievement of project objectives will be evaluated in relation to the scope of services required (Annex A, part 1.1).</p> <p>The assessment of the previous projects submitted will, among other things, consider the following criteria:</p> <ul style="list-style-type: none"> ✓ Project scale and complexity; ✓ Project involving several media² and/or contaminants; ✓ Project involving several types of services required as described in Paragraph A.1 of Annex A, part 1.1; ✓ Achievement by the members of personnel proposed in this offer; ✓ Projects carried out on behalf of federal department or agencies; and ✓ Projects carried out in the territory for which the offeror is submitting an offer. 	<p><u>What the offeror should provide:</u></p> <p>Suggested number of pages for this section: 5 pages.</p> <p>Present a brief description of five (5) projects (suggestion of 1 page/project) that meet the requirements of mandatory criteria MC3.</p> <p>Information that should be supplied for each project:</p> <ul style="list-style-type: none"> ✓ Project title, client and nature (e.g. Phase II); ✓ Concise, detailed description of the project and objectives; ✓ Scope of services rendered that are relevant to the statement of work, the objectives of the project, limitations and documents to be produced as part of the project; ✓ Specific characteristics of the project; ✓ Summary of project costs (initial budget and cost of completing the project); ✓ Summary of project schedule; ✓ Client references: names, addresses and telephone numbers of client references provided for completion of the work; and ✓ Names of key offeror personnel responsible for carrying out the project. <p>Note: PWGSC reserves the right to verify references submitted.</p>

² Throughout this document, the term "media" will be defined as follows: soil, waste matter, sediment, groundwater, surface water, wastewater, immiscible-phase products (floating or dense), air, etc.

#	POINT RATED CRITERIA	JUSTIFICATION REQUIRED
RC3	<p>Service management process, methodology and approach proposed by offeror</p> <p><u>What we are looking for:</u></p> <p>The offeror will explain how it plans to deliver the services, respect the project constraints, and apply service management procedures to ensure the continuity and consistency of production control and the effectiveness of communications, as well as the team structure and management method.</p> <p>The offeror must demonstrate that they understand the scope of the services requested (Annex A, part 1.1) and the way they must be provided. They must also provide a description of their team's organization in its approach and methodology in the delivery of the required services. Lastly, they must set out the processes they will apply to ensure they are able to provide the services required according to the established schedule and cost and ensure the quality of the services.</p> <p>The offeror must demonstrate how and on what basis the selection of personnel will be made in order to assign the best technicians and professionals to the projects.</p>	<p><u>What the offeror should provide:</u></p> <p>Suggested number of pages for this section: 5 pages.</p> <ul style="list-style-type: none"> ✓ Understanding of the scope of services required; ✓ Description of offeror's organizational structure in order to meet the criteria for the services required: <ul style="list-style-type: none"> • The offeror must confirm the creation of a complete project team, including the names of the consultant and subcontractors along with their role in the projects resulting from the standing offer for all services required; • Organization chart with position titles and names (consultant team). Team composition, responsibilities and hierarchy, identification of relevant subcontractors; • Description of the procedure applied by the consultant to execute subsequent contracts, identification of relevant subcontractors; ✓ Description of the offeror's project management approach to responding to individual call-ups against this standing offer; <ul style="list-style-type: none"> • Description of a service action plan describing implementation strategies for the main activities and the order in which those activities will be implemented; • The team's intended approach in responding to individual call-ups against the standing offer; • Project management in collaboration with PWGSC (understanding of PWGSC management structure, client environment, standing offer process, working with the government in general); • Profiles of team personnel positions (specific assignments and responsibilities); • Assignment of resources and availability of qualified back-up personnel; • Communication strategies; ✓ Project response time: demonstrate how the response time requirements will be met; ✓ Description of the planned means and methods for resolving conflicts with the various project stakeholders (interpersonal conflicts, etc.); ✓ Description of means implemented to present "just and reasonable" costs for call ups against the standing offer; and ✓ Description of the firm's service quality assurance and control plan

#	POINT RATED CRITERIA	JUSTIFICATION REQUIRED
RC4	Integration of sustainability in the delivery of services	
	<p><u>What we are looking for:</u></p> <p>The offeror must demonstrate to what extent they integrate the sustainability measures and initiatives set out in Section A-13 of Annex A, part 1.1 in the delivery of the contracts ordered.</p>	<p><u>What the offeror should provide:</u></p> <p>Suggested number of pages for this section: 1 pages.</p> <p>It must demonstrate that the company has implemented initiatives in the following priority sectors:</p> <ul style="list-style-type: none"> 1- Effective action on climate change <ul style="list-style-type: none"> a. Reducing greenhouse gases 2- Greening of government <ul style="list-style-type: none"> a. Reduction and diversion of construction/demolition waste and plastics from landfills (including the waste excavated from the sites for environmental remediation). The Treasury Board's target is to divert a minimum of 90% by mass of construction, renovation and demolition waste from landfills and to reach 100% of waste by 2030. b. Climate change adaptation c. Procurement <ul style="list-style-type: none"> i. Purchase of products with low VOC content. ii. Clean technology 3- Biodiversity <ul style="list-style-type: none"> a. Protect the biodiversity of the sites.

ATTACHMENT 2 TO PART 4 OF THE BID SOLICITATION - MANDATORY AND POINT-RATED TECHNICAL CRITERIA
TOXICOLOGICAL AND ECOTOXICOLOGICAL RISK ANALYSIS (STREAMS 2, 2A AND 2B)

1 MANDATORY EVALUATION CRITERIA (MC)

- 1.1 At bid closing, the Offeror must have met all of the following mandatory criteria and have provided all documentation to substantiate this compliance. Any bid that does not meet the mandatory technical criteria will be declared non-responsive.
- 1.2 The following criteria will be used in this evaluation. The Offeror should complete and submit the table below in addition to the supporting information in their offer.
- 1.3 Please check the section for which you are submitting a technical offer :
 - () **Stream 2** : Anywhere in Quebec, excluding stream 1A and 1B.
 - () **Stream 2A** : Inuit zone covering, but not limited to, the territory of Nunavik (excluding Whapmagoostui).
 - () **Stream 2B** : Cree Zone covering, but not limited to, the territory of Jamésie and d'Eeyou Istchee (including Whapmagoostui).

Mandatory Criteria	Justification Required	Reference in the Offer (# page)
<p>Key resources in offeror team</p> <p>The offeror must identify one person for each of the key roles defined below:</p> <p><u>One (1) Project Director</u> The Project Director must have university training (Bachelor's degree minimum) in a field related to risk analysis (e.g. engineering, chemistry, physics, biology or physical sciences, etc.), have a minimum of ten years of experience within the last 15 years in toxicological risk analysis covering the scope of services required (Annex A, part 1.2) and a minimum of ten years of experience within the last 15 years in ecotoxicological risk analysis covering the scope of services required (Annex A, part 1.2).</p> <p><u>Two (2) Project Managers</u> The Project Managers must have university training (Bachelor's degree minimum) in a field related to risk analysis (e.g. engineering, chemistry, physics, biology or physical sciences, etc.), have a minimum of seven (7) years of experience within the last ten (10) years in toxicological risk analysis covering the scope of services required (Annex A, part 1.2) and a minimum of seven (7) years of experience within the last ten (10) years in ecotoxicological risk analysis covering the scope of services required (Annex A, part 1.2). The previous requirements also include environmental characterization of sites as part of a Sampling and Analysis Program (SAP) related to risk analysis.</p> <p>MC1</p>	<p>The offeror must submit the curriculum vitae (CV) of the three (3) key resources from the team assigned to this standing offer that comply with the years of relevant experience³ required and employed by the offeror's company.</p>	

³ "Relevant experience" means experience in the basic and complimentary services described in Annex A, part 1.2.

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Mandatory Criteria	Justification Required	Reference in the Offer (# page)
Previous achievements of the Offeror		
<p>The offeror must have recently completed at least five (5) recent projects (i.e. starting in the last eight (8) years), in Canada, concerning the scope related to the Statement of Work (Annex A, part 1.2).</p> <p>✓ The projects must have been completed over the last eight (8) years by the offeror.</p> <p>Note: PWGSC reserves the right to verify references.</p>	<p>The offeror must describe the projects in their offer.</p>	<p>_____</p>

MANDATORY AND POINT RATED EVALUATION CRITERIA – STREAM 2 (CONTINUED)

2 POINT-RATED EVALUATION CRITERIA

- 2.1 Responsive bids that meet the mandatory criteria will be evaluated and scored using the criteria below. In their offer, offerors should demonstrate that they meet the following rated evaluation criteria.

#	POINT RATED CRITERIA	JUSTIFICATION REQUIRED
<p>RC1</p>	<p><u>What we are looking for:</u></p> <p>The offeror must demonstrate that it has the resources <u>within its company</u> with the academic training, professional experience and skills, capabilities and know-how related to the services required to carry out the types of projects described in the Statement of Work (Annex A, part 1.2).</p> <p>In the description of the team, the involvement of the key resources proposed for the projects presented (MC1) who have demonstrated that they have already worked together will be considered in the assessment.</p> <p>For information purposes, the nature of the main responsibilities expected of each of the offeror team's resources is listed in the table attached to Annex C. This list of responsibilities is neither exhaustive nor exclusive.</p>	<p><u>What the offeror should provide:</u></p> <p>Suggested number of pages for this section: 8 pages.</p> <p>Describe the experience and skills of the key resources.</p> <p>Clearly indicate:</p> <ul style="list-style-type: none"> ✓ Academic and professional training; ✓ Years of experience in the provision of the required services; ✓ Years associated with the firm; ✓ Main duties within the firm; ✓ List of projects related to the Statement of Work (Annex A, part 1.2), including at least the project start and end dates and budget; ✓ Work experience with federal requirements (number of projects completed); ✓ Professional accreditation, if applicable.

#	POINT RATED CRITERIA	JUSTIFICATION REQUIRED
	<p>Offeror team's experience and accomplishments in previous projects</p>	
<p>RC2</p>	<p><u>What we are looking for:</u></p> <p>The offeror must demonstrate that it has carried out and successfully completed at least five (5) risk analysis projects in Canada relevant to the Statement of Work (Annex A, part 1.2) in the past eight (8) years. The offeror must demonstrate that it has completed comparable and similar projects of a varied nature in relation to the Statement of Work (Annex A, part 1.2). The completeness of the requested information, as well as the relevance, scope, complexity and achievement of project objectives, will be evaluated in relation to the scope of services required.</p> <p>The assessment of the previous projects submitted will, among other things, consider the following criteria:</p> <ul style="list-style-type: none"> ✓ Project scale and complexity; ✓ Project involving several media and/or contaminants; <ul style="list-style-type: none"> a. A minimum of one project among the previous projects must have been completed in an aquatic environment. ✓ Project involving several types of services required as described in Paragraph 2.1 of Annex A, part 1.2; ✓ Project carried out in the territory for which the Offeror is submitting an offer <ul style="list-style-type: none"> a. A minimum of two projects must have been carried out in Quebec; b. A minimum of three projects must have been carried out in accordance with federal requirements; ✓ Achievement by the members of personnel proposed in this offer. ✓ The projects must be related to the specialized service requirements defined earlier in this document (section 2 of Annex A, part 1.2); ✓ For each project cited, the following information must be provided: <ul style="list-style-type: none"> a. Date and location of project; b. Names of personnel involved in the project; c. Client (name and telephone number of the client contact); indicate clearly whether this was a federal government contact d. Cost of completed project; e. Schedule and justification for any differences; f. Specific characteristics of the project; g. Description of project specifically related to required services. 	<p><u>What the offeror should provide:</u></p> <p>Suggested number of pages for this section: 5 pages.</p> <p>Present a brief description of five (5) projects (suggestion of 1 page/project) that meet the requirements of mandatory criteria MC2.</p> <p>Information that should be supplied for each project:</p> <ul style="list-style-type: none"> ✓ Project title, client and nature (e.g. Phase II); ✓ Concise, detailed description of the project and objectives; ✓ Scope of services rendered that are relevant to the statement of work, the objectives of the project, limitations and documents to be produced as part of the project; ✓ Specific characteristics of the project; ✓ Summary of project costs (initial budget and cost of completing the project); ✓ Summary of project schedule; ✓ Client references: names, addresses and telephone numbers of client references provided for completion of the work; and ✓ Names of key consultant personnel responsible for carrying out the project. <p>Note: PWGSC reserves the right to verify references submitted.</p>

#	POINT RATED CRITERIA	JUSTIFICATION REQUIRED
	<p>Service management process, methodology and approach proposed by offeror</p> <p><u>What we are looking for:</u></p> <p>The offeror should explain how it plans to deliver the services, respect the project constraints, and apply service management procedures to ensure the continuity and consistency of production control and the effectiveness of communications, as well as the team structure and management method.</p> <p>The offeror must demonstrate that they understand the scope of the services requested (Annex A, part 1.2) and the way they must be provided. They must also provide a description of their team's organization in its approach and methodology in the delivery of the required services. Lastly, they must set out the processes they will apply to ensure they are able to provide the services required according to the established schedule and cost and ensure the quality of the services.</p> <p>The offeror should demonstrate how and on what basis the selection of personnel will be made in order to assign the best technicians and professionals to the projects.</p> <p>The offeror must also demonstrate how they will perform a survey of the standards, directives and any other documents supporting the area of practice to ensure they remain up to date in the delivery of quality services.</p>	<p><u>What the offeror should provide:</u></p> <p>Suggested number of pages for this section: 5 pages.</p> <ul style="list-style-type: none"> ✓ Understanding of the scope of services required; ✓ Description of offeror's organizational structure in order to meet the criteria for the services required: <ul style="list-style-type: none"> • The offeror must confirm the creation of a complete project team, including the names of the consultant and subcontractors along with their role in the projects resulting from the standing offer for all services required; • Organization chart with position titles and names (consultant team). Team composition, responsibilities and hierarchy, identification of relevant subcontractors; • Description of the procedure applied by the offeror to execute subsequent contracts, identification of relevant subcontractors; ✓ Description of methodologies and techniques used to provide the required services; ✓ Description of project management approach to responding to individual call-ups against this standing offer; • Description of a service action plan describing implementation strategies for the main activities and the order in which those activities will be implemented; • The team's intended approach in responding to individual call-ups against the standing offer; • Project management in collaboration with PWGSC (understanding of PWGSC management structure, client environment, standing offer process, working with the government in general); • Profiles of team personnel positions (specific assignments and responsibilities); • Assignment of resources and availability of qualified back-up personnel; • Internal and external communications strategies; <p>✓ Project response time: demonstrate how the response time requirements will be met;</p>

		<ul style="list-style-type: none"> ✓ Description of the planned means and methods for resolving conflicts with the various project stakeholders (interpersonal conflicts, etc.); ✓ Description of means implemented to present "just and reasonable" costs for call ups against the standing offer; and ✓ Description of the firm's service quality assurance and control plan.
#	POINT RATED CRITERIA	JUSTIFICATION REQUIRED
Integration of sustainability in the delivery of services		
RC4	<p><u>What we are looking for:</u></p> <p>The offeror must demonstrate to what extent they integrate the sustainability measures and initiatives set out in Section 5 of Annex A, part 1.2 in the delivery of the contracts ordered.</p>	<p><u>What the offeror should provide:</u></p> <p>Suggested number of pages for this section: 1 pages.</p> <p>It must demonstrate that the company has implemented initiatives in the following priority sectors:</p> <ul style="list-style-type: none"> 1- Effective action on climate change <ul style="list-style-type: none"> a. Reducing greenhouse gases 2- Greening of government <ul style="list-style-type: none"> (a) Reduction and diversion of construction/demolition waste and plastics from landfills (including the waste excavated from the sites for environmental remediation). The Treasury Board's target is to divert a minimum of 90% by mass of construction, renovation and demolition waste from landfills and to reach 100% of waste by 2030. (b) Climate change adaptation (c) Procurement <ul style="list-style-type: none"> i. Purchase of products with low VOC content. ii. Clean technology 3- Biodiversity <ul style="list-style-type: none"> a. Protect the biodiversity of the sites.

ANNEX "A" – STATEMENT OF WORK

This Statement of Work outlines the various works to be carried out for the purposes of SO - Environmental Investigation and Risk Analysis. It also describes the deliverables and technical and administrative tasks that need to be carried out. The consultants selected must provide services to support PWGSC Environmental Services Quebec Region.

PART 1.1 – Environmental site investigations.

A.1 SERVICES REQUIRED

Unless otherwise indicated, call ups against the standing offer may involve the following basic services:

BASIC SERVICES:

- (a) Performance of Environmental Site Assessment Phase I in compliance with Standard CSA-768-F01 (C2016) - or any other requirement of the call-up against standing offer;
- (b) Performance of Environmental Site Assessment Phase II and/or III;
- (c) Production and/or implementation of a detailed environmental characterization program or a detailed environmental monitoring protocol (short-term or long-term) for all types of media;⁴
- (d) Environmental remediation work monitoring;

ADDITIONAL SERVICES:

- (a) Detailed analysis, compilation and summary of previous environmental assessments and various other documents;
- (b) Production of technical specifications and plans of environmental remediation work or other types of environmental work, and technical support to PWGSC during the bid solicitation period;
- (c) Drafting and/or implementation of a health and safety program in relation to the required services;
- (d) Development and implementation of a quality assurance program;
- (e) Sampling of all types of media;
- (f) Performance of chemical analysis on the different media. Those analyses must be carried out by an accredited laboratory according to the methodologies required by the different reference guides stipulated by federal and/or provincial legislation, and the interpretation of the analytical results are to be based on the requirements set out in the call-up. The detection thresholds for the chemical analyses must be less than or equal to the strictest federal and provincial requirements;
- (g) Estimation of the quantities of contaminated media and/or associated management methods;
- (h) Development of detailed recommendations;
- (i) Development of different remediation or risk management scenarios including a budgetary estimate;

⁴ Throughout this document, the term "media" will be defined as follows: soil, waste matter, sediment, groundwater, surface water, wastewater, immiscible-phase products (floating or dense), air, etc.

- (j) Production of a contamination management plan including its estimated budget;
- (k) Monitoring of excavation and related work;
- (l) Providing expertise on general hydrogeology or contaminant hydrogeology;
- (m) Performing hydrogeological studies with or without contaminants (conceptual and/or digital flow model);
- (n) Providing counter-expertise on existing environmental assessments;
- (o) Produce an estimate of environmental liabilities;
- (p) Prepare and conduct a start-up meeting and draft meeting minutes;
- (q) Prepare a full report on the work carried out;
- (r) The consultant must be able to use the federal government's various tools, e.g.:
 - i. The National Classification System for Contaminated Sites (NCSCS) of the Canadian Council of Ministers of the Environment (CCME) (Excel spreadsheet; http://www.ccme.ca/fr/resources/contaminated_site_management/management.html);
 - ii. Federal Contaminated Sites Action Plan (FCSAP) Aquatic Site Classification System (ACS);
 - iii. Site Closure Tool (SCT) for contaminated federal sites;
 - iv. Sediment costing tool;
 - v. Guidance and Orientation for the Selection of Technologies (GOST) tool (<https://gost.tpsgc-pwgsc.gc.ca/index.aspx?lang=eng>);
 - vi. Sustainable Development Analysis Tool (SDAT: <http://oadd.tpsgc.gc.ca>); and
 - vii. Other GHG-related tools provided by PWGSC
- (s) Participation in meetings/discussions with regulatory authorities and answering questions from regulatory authorities, such as Health Canada (HC), Environment and Climate Change Canada (ECCC), Fisheries and Oceans Canada (DFO) and Ministère du Développement Durable, de l'Environnement et de la Lutte contre les changements climatiques du Québec (MDDELCC), or during public information meetings or other meetings;
- (t) Performance of other environmental assessments, preparing reports/technical documents, technical PowerPoint presentations and any other related work;
- (u) Performance of environmental compliance audit in accordance with Standard CSA Z773-F17 - or any other requirement of the call-up against standing offer; and
- (v) Preparation of training documents and/or technical documents related to federal tools and presentation to users.

A.2 LOCATION OF WORK

The federal departments and agencies own a number of types of sites used for the various activities for which they are responsible. All of the federal facilities in the Quebec Region could be the subject of work. Some of these sites are located along shores or coasts, including: dock structures, day beacons, forward

and backward lights (alignment), wharf light, radar / telecommunication sites, storage sites, light stations, marine communications and traffic services (MCTS) stations, hydrometric stations, national wildlife reserve and other equipment, whereas other sites are located in more terrestrial areas, such as: buildings in urban areas, warehouses, airports, weather stations, vacant lots, access roads, correctional facilities, maintenance shops and military bases, etc.

A.3 RIGHT, NOTICES AND PERMITS

The consultant must forward all notices and assume all charges related to usage rights, construction permits and other elements that may be required by federal, provincial or municipal authorities in the municipality where the work is to be carried out.

A.4 WORK SCHEDULE

- (a) Once each call-up is awarded , the consultant must:
- Provide and forward to the departmental representative a detailed schedule of work;
 - Monitor progress of the work based on the established timetable and report to the departmental representative;
 - Notify the departmental representative of any known or anticipated delays which may affect the completion date of the project, and keep accurate records of the causes of delays;
 - Carry out reviews of progress in the work, based on the submitted completion timetable, when requested by the departmental representative. The timetable must be kept up to date by the consultant, with the co-operation and approval of the departmental representative.
- (b) The departmental representative must assess any other requests for an extension received from the consultant and provide instructions to the consultant.

A.5 DELIVERABLES

The documents that must be delivered are described in detail for each of the various subsequent contracts.

The deliverables must contain all of the information requested in the call-up. They must be of a quality on a par with the standards customarily required for the drafting of study reports, in terms of clarity, appearance of layout, quality of language, and document structure.

Generally speaking, the consultant will be required to:

- Produce reports in French;
- At the request of PWGSC, provide reports in English;
- Affix their signature to each report;
- Upon request from the departmental representative, produce a report in a format approved by an expert certified by the Quebec Minister of Environment and Fight Against Climate Change (MDDELCC) or a member in good standing of a professional order or a member accredited by the AQVE as of April 12, 2023 (see Bill 102 project);

- Provide computer-aided drawing (CAD) versions in International Units;
- Submit hard copies of all documents, along with their electronic version (PDF and native version) on a medium approved by the PWGSC representative;
- Have the departmental representative approve the native file types.

A.6 HEALTH AND SAFETY

A health and safety plan customized for the call-up's site and activities must be developed by the consultant, for orders where field work is required. The consultant will be responsible for implementing the plan during the performance of the work. The health and safety plan must be approved by the PWGSC representative prior to the start of the field work. Special health/safety requirements may apply in the case of work involving the risk of drowning and/or diving work.

To protect users and workers of the adjacent properties, safety measures such as signs, tape and fences must be used to delineate the area undergoing work. The consultant will be responsible for signage, if the required, during field work.

By accepting this standing offer, the consultant agrees to take charge of all responsibilities normally incumbent upon the principal contractor under the *Act respecting occupational health and safety*, as well as to supervise the work site. Before commencement of the work, the consultant must comply with the following requirements:

- Regardless of the number of workers assigned to the site, provide the technical authority, prior to the start of the work, with a work safety plan (health and safety plan) specific to the study site. This plan must include a list of activities to be carried out for the call-up, the risks and prevention measures that will be taken on and in the vicinity of the work sites, which they will undertake to implement in response to those risks, in accordance with the applicable regulations, and a mechanical inspection certificate for the machinery used at that site. Those measures must be such as to preserve the health and protect the safety of the general public and personnel. The health and safety plan must also include an emergency plan;
- Ensure that workers have received the training and information they need to perform the work safely, and that all necessary tools and protective equipment are available, comply with the applicable standards, statutes and regulations, and are used.
- Ensure that all necessary protection tools and equipment are available, are in compliance with the standards, acts and regulations, are inspected, and are used properly. They must also be able to provide proof of certification and inspection of such equipment on request;
- Comply at all times with the provisions of the *Act respecting occupational health and safety*, the *Safety Code for the construction industry*, the *Regulation respecting occupational health and safety*, the *Canada Occupational Health and Safety Regulations*, and the *Canada Labour Code – Part II*. In the event of a conflict between the requirements of these documents, the most stringent will apply.
- Notify its workers that they have the right to refuse any work that involves danger to their health or safety.
- Delineate the boundaries of the work site, and control access to the work site.
- Should an unexpected incident occur, take all necessary measures, including work stoppage, to protect the health and safety of workers and the public (and immediately contact the technical authority).

A.7 MATERIALS AND EQUIPMENT

The consultant must provide all materials and equipment needed to carry out the work and will be responsible for ensuring that the equipment is in good working order.

A.8 USE OF PREMISES

Except as otherwise indicated by the departmental representative, the buildings on the site are for the exclusive use of the client department and tenants. The consultant will be responsible for any damage caused to the facilities by any individual under its supervision.

The use of the premises shall be limited to the areas designated for the performance of the work.

All work shall be carried out in such a way as to disturb staff and the public to the least degree possible and to avoid hampering activities carried on at the site.

The consultant must comply with the requirements of departmental security officials with respect to security in restricted areas.

The consultant must assume all risks of loss, damage or injury to the consultant and to its employees and subcontractors that may occur in connection with performance of the work.

The consultant must ensure that the worksite is tidy and remove any accumulated debris and waste materials.

A.9 SITE ACCESSIBILITY

The sites are accessible by road, boat or helicopter. The consultant must have its own transportation without support from PWGSC, and cover all travel costs. The choice of means of transportation is at the consultant's discretion, but must be approved by the PWGSC representative.

A.10 REFERENCE DOCUMENTS

The consultant must carry out their work in accordance with the following types of documents, developed by the following entities (a non-exhaustive list):

Document types:

Requirements	Guide	Decision-making framework	Method	Evaluation framework
Act	Regulation	Evaluation manual	Classification system	Code
Guidance document	Principles and guidelines	Reference document	Standards	Notices
Procedure	Directives	Conservation method	Recommendation	Spreadsheets
Policies	Criteria	Framework	Tools	

Entities:

- Centre d'expertise en analyse environnementale (CEAEQ)
- Environment and Climate Change Canada (ECCC)
- Health Canada (HC)
- Fisheries and Oceans Canada (DFO)
- Public Works and Government Services Canada (PWGSC)
- Ontario Ministry of the Environment (MOE)
- Canadian Council of Ministers of the Environment (CCME)
- Ministère du Développement Durable, de l'Environnement et de la Lutte contre les changements climatiques du Québec (MDDELCC)
- Ministère de la Santé et des Services sociaux (MSSS)
- US Environmental Protection Agency (US EPA), 1994
- National Research Council Canada (NRC)
- Federal Contaminated Site Action Plan (FCSAP)
- St. Lawrence Centre
- Other provincial, municipal or federal entities

A.11 COORDINATION WITH PWGSC

PWGSC administers the project and exercises permanent control over the consultant's work at all phases of the project.

Unless directed otherwise by the PWGSC representative, the consultant must fulfil all federal government requirements and obtain all the approvals necessary for the work.

A.11.1 Lines of communication

The consultant must correspond only with the PWGSC representative at the times and in the manner dictated by the representative. They must not communicate with client departments unless so authorized in writing by the PWGSC representative.

A.11.2 Media

The consultant must not respond to requests for project-related information or questions from the media. Such enquiries are to be directed to the PWGSC representative.

A.11.3 Meetings

As and if required, the PWGSC representative may arrange mandatory meetings during individual call-ups, for all members of the project team including representatives from:

- Client department;

- PWGSC;
- Consultant.

The consultant must:

- Attend meetings;
- Record questions and decisions;
- Prepare and distribute minutes within 48 hours of each meeting.

A.11.4 Response time

The consultant must answer the questions raised by the PWGSC representative within one (1) business day of the request, from the date of award of the call-up until delivery of the final documents or files.

A.12 WAIT TIME

If, during the implementation of a call-up, a trip is temporarily interrupted (due to weather conditions, for example), the additional expenses (e.g. meals, accommodation costs) may be reimbursed (subject to the approval of the PWGSC representative), but professional fees will not. The consultant's employees must be able to use the free time to carry out contract-related work (compiling data, writing reports, etc.).

A.13 SUSTAINABLE DEVELOPMENT

The offeror must incorporate measures and sustainable development initiatives during the delivery of mandates that they will be ordered. The Federal Sustainable Development Strategy (FSDs) 20192022 (<http://www.fds-sfdd.ca>) as well as the commitments contained in the strategy for a Greening Government Strategy (GGS) (<https://www.canada.ca/en/treasury-board-secretariat/services/innovation/greening-government/strategy.html>) prioritize certain areas of intervention, including:

1. Effective action on climate changes
 - (a) Reduction of greenhouse gas emissions*
2. Greening of government
 - (a) Reduction and diversion of construction/demolition waste and plastics from landfills (including the waste excavated from the sites for environmental remediation). The Treasury Board's target is to divert a minimum of 90% by mass of construction, renovation and demolition waste from landfills and to reach 100% of waste by 2030.
 - (b) Climate change adaptation
 - (c) Procurement
 - i. Purchase of low VOC products
 - ii. Clean technologies
3. Biodiversity
 - (a) Protect the biodiversity of the sites to be rehabilitated.

A.14 CONFIDENTIALITY OF INFORMATION

All information received under the call-ups stemming from this SO will remain the property of PWGSC and the client department. It may not be used for other purposes or disseminated without prior authorization. This provision applies to all forms of documents, including electronic versions.

PART 1.2 – Toxicological and ecotoxicological risk analysis

1. BACKGROUND

Various federal departments and agencies regularly entrust Public Works and Government Services Canada Environmental Services (PWGC ES) in the Quebec Region with the management and the execution of environmental assessments for contaminated sites.

Federal departments and agencies own many types of sites, which they use for the activities that fall under their purview. Any federal facility in the Quebec Region could be the subject of an environmental assessment. Some of these sites are located along shores or coasts, including port infrastructure (dock structures, breakwater), aids to navigation (seamarks, range lights), wharf lights, light stations, marine communications and traffic service (MCTS) stations, hydrometric stations, national parks, national wildlife reserves, etc. Other sites are land-based, including buildings in urban areas, warehouses, airports, weather stations, vacant lots, access roads, correctional facilities, maintenance shops, military bases, border crossings, radar/telecommunication sites, storage sites, etc.

In order to manage and conduct environmental studies for its federal clients, PWGSC ES will use this standing offer (SO). The consultant selected for this risk analysis SO will be asked to provide environmental services related to toxicological and ecotoxicological risk analysis.

Toxicological and ecotoxicological risk analyses help determine whether the potential risks to human health and the environment resulting from exposure to contaminants can be considered acceptable based on current and/or projected site use. Risk must be calculated according to the receptors' degree of exposure to contaminants and the toxicity of the contaminants. The standard risk assessment will include the following sections.

Problem statement:

This is a crucial step that allows us to first prove or disprove the existence of a site contamination problem and to clearly define it, so that it can be addressed using the risk analysis tool. It also involves designing and clearly identifying the risk assessment measures and tools that should be used to resolve the problem, and identifying information gaps. It helps eliminate any issues that are insignificant enough to be addressed at a later stage. The problem statement can therefore be divided into two sections (i.e., to be completed or not) based on urgency. After the problem statement is completed, an interim technical report may be required.

Quantitative risk assessment

To address the information gaps identified in the problem statement, environmental characterization work may need to be completed prior to the quantitative risk assessment.

The consultant should be able to perform simple and complex risk analyses. The complexity could involve different aspects of the risk assessment, including:

- Contaminant mixtures
- Establishment of local background levels
- Potential presence at a microenvironmental level
- Bioavailability of contaminants

- Short-term exposure
- Scant information available for some contaminants. If TRVs are unavailable, they may need to be established. Toxicity may also need to be assessed using site-specific data (e.g., biotesting, biological field study)
- Remote sites
- Active and operational sites
- Off-site contaminant migration: Ecological and human receptors on properties adjacent to the contaminated site may be included. Federal AND provincial jurisdictions may apply
- Abundant existing information and management of this information

The services and preparation required are described in the following sections. These sections also establish deliverables and technical and administrative tasks that need to be carried out.

2. DESCRIPTION OF SERVICES REQUIRED

Except as otherwise indicated in the subsequent contract, the Standing Offer will involve the following basic services.

2.1 BASIC SERVICES

(a) Analyze the past, present and future use of the property and surrounding land in relation to its environmental issues.

(b) Describe the site (e.g., ownership, location, physical aspects, topography, geology, hydrogeology, ground cover, infrastructure).

(c) Review existing characterization data (i.e., learning, compiling, analyzing and presenting existing characterization data that are relevant to the evaluation of risks, for each of the various matrices [soil, water, sediment, biological materials, etc.]). The data presentation regarding figures, sections and tables should include the following information: minimums, maximums, means, UCL95, 90th percentile data, number of samples, detection limits, depths, matrices, sampling locations and dates. The nature and scope of the contamination should be described for every matrix. It is also important to evaluate the quality of the existing characterization data. An assessment of the horizontal and vertical spatial distribution of the contamination will have to be carried out. The selection of the method to represent the contaminant concentration data statistics should be appropriate and justified.

(d) Identify data gaps and make justified and detailed recommendations for the collection of additional data necessary to complete the missing information and achieve the objectives of the study. A sampling and analysis plan (SAP) will be developed to propose a sampling strategy, and an analysis program will be developed to identify areas that may require further investigation, possible reference areas and other areas. Characterization should also be planned to help conduct toxicity tests and to help assess, if applicable, bioaccumulation, short-term exposure, local background levels and other relevant evidence.

(e) Where necessary, conduct complementary environmental characterization studies on various matrices (soil, groundwater, interstitial water, sediment, waste material, air, biological communities) in order to gather information that will fill the gaps identified in the existing data. Sampling and testing should be consistent with current practices and documented methods (CCME, Health Canada, the province and other recognized authorities).

(f) Conduct chemical, physical and biological analyses on samples of various matrices. These analyses should be performed in an accredited laboratory, according to the methodologies established in the various reference guides specified in federal and/or provincial legislation. The consultant must ensure that quality control measures are in place at all times and that copies of all quality checks are submitted

to PWGSC. The laboratory may be called on to provide information on the analyses and answer questions from regulatory authorities. Detection thresholds for the chemical analyses must be lower than the criteria or the recommendations for the matrix and site use. Lower detection thresholds may be requested. When quality control is performed, the matrices used for reference materials by the laboratory must be of the same nature as the materials being analyzed. The consultant will need to ensure that sufficient laboratory control measure and field control measures are in place, such as field, trip and equipment (rinsate) blanks, and field duplicates.

(g) Develop and implement a quality assurance and quality control program for the project.

(h) Develop conceptual site models by considering human, ecological and sensitive receptors, routes of exposure, contaminants of concern, off-site migration and other factors.

(i) Formulate recommendations concerning the scope and level of complexity required in order to analyze risks and determine the type of analysis that is needed to achieve the objectives of the project. For example, the evaluation of risks to human health can be conducted in two ways: as a preliminary quantitative risk assessment (PQRA), or as a detailed quantitative risk assessment (DQRA). Additionally, a PQRA can be deterministic or probabilistic. The level of detail required in the ecotoxicological component may also need to be discussed in regard to protection objectives. Furthermore, the type of analysis (as well as other elements of the problem statement) may be re-evaluated upon completion of a complementary characterization.

(j) Evaluate the suitability of conducting the risk assessment based on the problem statement in order to clarify potential risks. Recommendations may include conducting a partial risk assessment or no risk assessment if the problem statement meets the project objectives.

(k) Develop questionnaires for the human health risk assessment and conduct interviews with site users to determine the behavioural traits of human receptors. If additional environmental characterization is unnecessary, a site visit to ensure an understanding of the physical conditions may be necessary.

(l) The exposure assessment involves evaluating the degree of contamination impacting the various receptors. The exposure assessment is conducted for contaminants of concern (COC), all receptors, relevant environments, and the operable exposure pathways identified in the problem statement. The exposure assessment should include:

- Estimate the contaminant of potential concern (COPC) concentrations in the various exposure environments by using direct readings or modelling. Recognized mathematical models must be used, and their limitation must be included. The data used to assess concentrations in the various environments and the statistical processing of these data and models must be described and justified;
- The physical traits and behavioural characteristics of the receptors (e.g., home range, diet, and frequency and duration of exposure) should be determined based on best professional judgment and could be based on biological field studies or on the results of interviews with site users;
- Human receptor exposure must be calculated by considering dose averaging for human receptors (which involves determining exposure duration);
- Assess bioavailability and analyze the microenvironment (if necessary);
- Estimated exposure (exposure dose is calculated for each receptor, chemical and exposure pathway).

(m) The toxicity assessment consists of identifying the potentially toxic effects of contaminants.

The human health element of this assessment includes:

- Identifying the contaminant's potential toxic effects (non-carcinogenic and carcinogenic effects for each COC exposure pathway) in relation to the exposure length and frequencies used in the exposure estimate;
- Selecting TRVs. If the TRVs were not established by Health Canada, values may be

obtained from other organizations recognized by Health Canada or the values can be calculated (de novo TRV).

- If contaminants have no TRV established, providing clear and specific information on how the absence of TRVs will be taken into account in the risk assessment.
- Discussing possible toxicological interactions between COCs present in the media at this stage. These interactions should be considered when characterizing the toxicological risks.

The ecological receptor element of this assessment includes:

- a) Using the VTRs recommended by Environment Canada when combining COCs and ecological receptors. If the TRVs were not established by Environment Canada, values may be obtained from other organizations recognized by Health Canada or the values can be calculated (de novo TRV).
- b) If contaminants have no TRV established, providing clear and specific information on how the absence of TRVs will be taken into account in the risk assessment.
- c) Possibly assessing toxicity using site-specific data (e.g., biotesting, biological field studies). Justification for this type of assessment must be provided.

(n) Provide an estimate of the potential risks associated with site COPC exposure for each receptor and exposure pathway (in some cases, the risks associated with environmental background noise will be quantified) and determine whether the risks are acceptable. Risk acceptability can then be assessed.

A qualitative or quantitative uncertainty assessment and a sensitivity analysis related to these forecasts should also be carried out, if necessary. It is important that the risk assessor be able to communicate the degrees of uncertainty, variability and confidence associated with the risk estimates, so that they are adequately accounted for in the decision-making process for any future steps at a contaminated site.

(o) Make justified recommendations regarding remediation and risk management based on the results of the problem statement and/or quantitative assessment of toxicological and ecotoxicological risks, including:

- Identification, evaluation and selection of risk management measures may be required. These measures would aim to control, reduce or eliminate risk, and in some cases to close the site using the Site Closure Tool. The approaches selected must reflect the significance and urgency of the risks to human health and the environment, the technologies available, the accuracy of analyses, any constraints related to the site and its uses, the perception of risk, the presence of rare or threatened species, and the costs associated with different measures.
- The technical tools and policies used to make decisions with respect to these measures must be documented. The desired results must be established and clearly stated.
- Based on the level of risk, a wide range of options should be available. Proposed measures may include the status quo, site surveillance, limiting exposure and remediation. Measures can be chemical, physical (soil covering, natural attenuation, vapour control, etc.) or administrative in nature (site use restriction, prohibition of wells, surveillance programs, etc.).
- If site remediation is recommended, the risk analysis may need to include the development of site-specific remediation objectives and a detailed assessment of the area and the scope of the rehabilitation. The consultant will also produce an action plan that identifies necessary intervention zones, intervention depths and their respective levels of priority in relation to other necessary remediation work.
- A site surveillance program (for sites where contamination may change over time) or a

post-intervention monitoring program may be required. Surveillance/monitoring measures may include the following elements: the necessary frequency and duration of such surveillance, the achievement of management objectives, sampling, chemical analysis and site inspections.

- Estimate of the budget required to implement the remediation and risk management measures.

(p) Write and prepare one or more deliverable documents including comprehensive, stand-alone reports documenting and justifying all data, methods, equations, rationales, results, etc. that may be relevant to the understanding and/or characterization of site-specific exposure and potential risks. These could include a Sampling and Analysis Plan (SAP), characterization report (environmental or biological), problem statement report, local background level report, risk assessment report, etc. Reports should be transparent and defensible. They may be reviewed by one or more expert departments.

(q) If so instructed, submit deliverables concerning the advancement of risk assessments and management measures. The consultant may also be required to produce progress reports after completing the SAP or when one or more key risk analysis stages are completed, as applicable. Each deliverable will be reviewed by PWGSC and may also be commented on by one or more custodial or expert departments. Follow up to ensure that comments have been integrated may also be required. Failure to integrate comments may need to be justified by the consultant with the aid of appropriate references.

2.2 ADDITIONAL SERVICES

(a) Draft the clauses that will be included in various documents (documents relating to property development and use, documents relating to the transfer of a property, leases and the bill of sale) to increase awareness of or mitigate the potential risks to users of a site and/or to the environment.

(b) At the request of PWGSC, participate in meetings or discussions with regulatory agencies. These agencies may include, Environment Canada, Fisheries and Oceans Canada, and Health Canada. The meetings may include: start-up meetings, meetings to discuss the progress achieved at different stages, meetings to complete or discuss guidelines adopted at the beginning of the mandate or to adapt these guidelines to specific issues that arise in the course of the mandate. A presentation of final results may also be required.

(c) The consultant must be available and prepared to respond to and defend any aspect of the risk analysis, characterization work and proposed management measures before the Ministère de l'Environnement et de la Lutte contre les changements climatiques du Québec, as well as Environment Canada, Fisheries and Oceans Canada, and Health Canada.

(d) The consultant must be able to identify opportunities for public participation, the level of involvement of interested parties, implement a public involvement plan and be able to communicate the risks assessed to the various stakeholders.

(e) Provide a counter-assessment and/or review of risk analyses or related environmental studies.

(f) Produce an estimate of environmental liabilities.

(g) Prepare and conduct a start-up meeting and draft meeting minutes.

(h) Develop and/or update documents, guides, methods, procedures, tools and training that relate to federal tools and presentations for users. Produce a good environmental practices guide and decision support tools.

(i) Work within the provincial context.

(j) Translate documents pertaining to risk assessments from English to French or from French to

English.

(k) Assess the potential for the contamination to migrate by considering, among other things, potential climate events and their impact on off-site transportation of the contamination.

(l) Draft and/or implement a health and safety program in relation to the required services.

(m) The consultant must be able to complete the federal government's various tools, including:

- The National Classification System for Contaminated Sites (NCSCS) of the Canadian Council of Ministers of the Environment (CCME) (Excel spreadsheet);
- Federal Contaminated Sites Action Plan (FCSAP) Aquatic Site Classification System (ACS) (Excel spreadsheet);
- Site Closure Tool (SCT) for contaminated federal sites (Excel spreadsheet).

3. PERFORMANCE OF THE SERVICES REQUIRED

The services required must be performed as described in the following sections. The methodology employed and the results obtained at each step in the risk assessment process must be solid, justified, presented and documented in detail.

3.1 TIMELINE AND BUDGET

Once each call-up is awarded, the consultant must:

- Provide and forward to the departmental representative a detailed schedule of work; monitor progress of the work based on the established schedule and report to the departmental representative;
- Notify the departmental representative of any known or anticipated delays that may affect the completion date of the project, and keep accurate records of the causes of delays.
- The departmental representative will evaluate all requests from the consultant for schedule extensions, and shall issue directions to the consultant.
- Monitor the project's budget and notify the departmental representative of any anticipated cost overruns as soon as possible;
- The consultant may be required to provide a financial update (including the dollar value that will be invoiced to date) via e-mail on a regular basis.

3.2 QUALITY ASSURANCE AND QUALITY CONTROL PROGRAM

The consultant must identify and implement a Quality Assurance and Quality Control (QAQC) program for the entire project following a call-up issued either during field work, laboratory work or result analysis.

QAQC indicators should be explicitly indicated and justified at the appropriate time. The QAQC program can be developed based on what is presented in the CCME's 2016 guide.

3.2.1 Field Quality Assurance/Quality Control

In order to ensure quality control in the field, the following measures must be carried out:

- a) Audit the logbooks and field notes
- b) Maintain field equipment
 - All authorized equipment must be inspected, calibrated, if necessary, and tested before use at the site to verify proper operation.
 - The equipment cleaning procedure is described in Booklet 5 of the Sampling Guide for Environmental Analysis.
- c) Perform duplicate sampling for quality control, with at least 10% of the samples and field, trip and rinsate blanks submitted for chemical analyses duplicated.
- d) Respect the chain of custody of samples and shipping procedure
 - Chain of custody forms must be completed with the identification number or the necessary samples and analyses. After signing to transfer custody, keep a copy of the form.
 - The chain of custody form must be signed by the laboratory when the samples are received.

3.2.2 Quality Assurance and Quality Control of Laboratory Analyses

- a) The matrices used as reference materials by the laboratory must be of the same nature as the materials being analyzed;
- b) The analyses should be performed by a laboratory accredited by MDDELCC and/or the Canadian Association for Laboratory Accreditation (CALA) for the test parameters in question. Strict internal quality control protocols must be followed to ensure compliance of the analytical methods used and the reliability of the results provided;
- c) Ten percent of laboratory analyses will also have to be duplicated;
- d) Detection limits should be consistent with the objectives of the mandate and below the applicable recommendations and criteria. The consultant should contact the laboratory (before performing sampling and laboratory analyses) to specify the detection limits needed to meet the objectives of the study.

3.2.3 Internal quality control of results

When laboratory results are received, the consultant must verify the following elements:

- a) The sample numbers correspond to the confirmation of receipt and, if necessary, any changes have been made;
- b) The parameters analyzed are those that had been requested;
- c) The methods used for the chemical analysis of the duplicates are the same as those used for the initial samples;
- d) Evaluate the results of the laboratory QA/QC program;
- e) Detection limits should be consistent with the objectives of the mandate.
- f) PWGSC will need to receive a copy of these quality controls.

3.3 DOCUMENTATION DELIVERABLES

The documents that must be delivered are described in detail for each of the various call-ups. Generally speaking, the consultant will be required to:

- Produce reports in French;
- Include the signature of the toxicological and ecotoxicological risk analysis expert in each report;
- At the request of PWGSC, provide English reports;
- Unless otherwise indicated in subsequent call-ups, hard copies of all documents are to be submitted, along with their electronic version (PDF and native version) on a medium approved by the PWGSC representative.

3.3.1 Completed draft versions

TPSGC will conduct a review of the deliverables to determine whether they meet the contract requirements. This review will include an examination of the quality of the product including, without being limited to, the clarity and organization of the text, spelling and syntax, as well as a review of the technical and scientific information and conclusions to ensure that they are complete, accurate and appropriate. Any report must therefore be subject to high-level scrutiny before it is sent to the PWGSC Project Technical Lead.

Unless otherwise indicated in writing by PWGSC, the draft versions of the deliverables must be prepared and submitted to PWGSC as if these were the final versions, in terms of both content and quality.

If it is deemed that the content and/or quality of the deliverable submitted by the consultant are not acceptable or do not meet the call-up requirements, PWGSC reserves the right to ask the firm to submit other draft versions with the changes necessary to meet the requirement established in the call-up. This must be done within the schedule established by PWGSC and without additional cost to PWGSC, as long as the deliverable is considered inadequate.

Unless otherwise indicated in writing by PWGSC:

- The deliverable must be submitted for review to PWGSC in an unprotected Adobe Acrobat (PDF) electronic format permitting the addition of comments, and in MS Word with a clickable table of contents.
- The consultant must also ensure that the deliverable is submitted in only one electronic file if possible, or minimize the number of files.

3.3.2 Final versions

The final version must include all changes requested by PWGSC and be signed by the consultant's Project Authority staff. In the event that the consultant does not incorporate certain changes, a justification will be requested.

The final reports must be submitted in complete PDF version for approval before final printing.

If it is deemed that the content and/or quality of the deliverable submitted by the consultant differs from the previous draft version submitted, that it is not acceptable or that it does not meet the contract requirements, PWGSC reserves the right to ask the consultant to submit other final versions within the deadlines set by PWGSC, until the deliverable is deemed satisfactory.

Unless otherwise indicated in writing by PWGSC:

1. The final versions of the deliverables must be submitted to PWGSC as a single document (number of copies to be determined), in hard copy, duplex printed and bound;
2. Photographs and maps must be printed on only one side of the paper;
3. The final versions must also be submitted on a USB key in MS Word electronic format, as well as in MS Excel or Autocad format, and all other native file formats.

3.4 HEALTH AND SAFETY

For field work, a health and safety plan customized for the call-up's site and activities must be developed by the consultant, for orders where field work is required. The consultant will be responsible for implementing the plan when work is performed. The health and safety plan must be approved by the departmental representative before field work begins.

To protect users and workers on neighbouring properties, safety measures such as signs, tape and fences must be used to delineate the work area. The consultant will be responsible for posting signage, if required, during field work.

By accepting this Standing Offer, the consultant agrees to take charge of all responsibilities normally incumbent upon the principal contractor under the Act respecting occupational health and safety, as well as to supervise the work site. Before work begins, the consultant must meet the following requirements:

- a) Regardless of the number of workers assigned to the site, send the technical lead a safe work plan (health and safety plan) specific to the site in question and a mechanical inspection certificate for the machinery used at the site before the start of work. This plan must indicate the measures that will be implemented at and in the vicinity of the work sites to protect the health and safety of its personnel and of the public. The health and safety plan must also include an emergency plan.
- b) Ensure that workers have received the training and information they need to carry out the work safely, and that the required protective equipment and tools are available, meet standards, are in compliance with legislation and regulations, and are used.
- c) Comply at all times with the provisions of the *Act respecting occupational health and safety*, the *Safety Code for the construction industry*, the *Canada Occupational Health and Safety Regulations*, and Part II of the *Canada Labour Code*.
- d) **Comply with the clauses associated with work near watercourses and diving work, if necessary.**
- e) Notify workers that they have the right to refuse any work that involves danger to their health or safety.
- f) Delineate, securely enclose and control access to the work site.
- g) Should an unexpected incident occur, take all necessary measures, including work stoppage, to protect the health and safety of workers and the public (and immediately contact the technical authority).

4. COMMUNICATION REQUIREMENTS

- i. Lines of communication

The consultant must correspond only with the PWGSC representative at the times and in the manner dictated by the representative. The consultant will not communicate with client departments unless so authorized in writing by the PWGSC representative.

ii. Media

The consultant will not respond to requests for project-related information or questions from the media. Such enquiries are to be directed to the PWGSC Representative.

iii. Communications within the firm

The consultant will be responsible for ensuring that the required information is transmitted in a timely manner between the various departments or units of the consultant's firm, and that such information is understood.

iv. Response time

The consultant must answer the questions raised by the PWGSC Representative within one (1) business day of the request, from the date of the award of the call-up until delivery of the final documents or files.

5. SUSTAINABLE DEVELOPMENT

The Offeror must incorporate sustainable development measures and initiatives during the performance of contracts awarded to it. The 2019-2022 Federal Sustainable Development Strategy (FSDS) (<http://www.fsd-sfdd.ca>) and the commitments established in the Greening Government Strategy (<https://www.canada.ca/fr/secretariat-conseil-tresor/services/innovation/ecologiser-gouvernement/strategie.html>) prioritize some fields of intervention including:

1. Climate change measures
 - a. Reduction of greenhouse gas emissions *
2. Greening government
 - a. Reduction of and diversion of construction, demolition and plastic waste from landfills (including excavated waste from sites to be remediated). Treasury Board's goal is to divert a minimum of 90 % of the mass of construction, renovation and demolition waste from landfill and 100 % by 2030.
 - b. Climate change adaptation **
 - c. Procurement
 - i. Purchase low-VOC products
 - ii. Clean technology***
3. Biodiversity
 - a. Protect the biodiversity of the sites to be remediated.

6. REFERENCE DOCUMENTS

When a call-up is issued, the Contracting Authority will determine the type of document to be used by the supplier to perform the work. The supplier must carry out its work in accordance with the following types of documents, developed by the following entities (a non-exhaustive list):

Types of documents:

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(a) Requirements	(b) Handbooks	(c) Decision-making frameworks
(d) Methods	(e) Acts	(f) Evaluation frameworks
(g) Evaluation manual	(h) Regulations	(i) Classification systems
(j) Guidance documents	(k) Codes	(l) Principles and guidelines
(m) Reference documents	(n) Standards	(o) Notices
(p) Directives	(q) Conservation methods	(r) Procedures
(s) Tools	(t) Frameworks	(u) Criteria
(v) Policies	(x) Databases	(z) Recommendations
(w) Spreadsheets	(y) Requirements	(aa) Memos

Entities:

- Centre d'expertise en analyse environnementale (CEAEQ)
- Environment and Climate Change Canada (ECCC)
- Health Canada (HC)
- Department of Fisheries and Oceans (DFO)
- Public Works and Government Services Canada (PWGSC)
- Ontario Ministry of the Environment (MOE)
- Canadian Council of Ministers of the Environment (CCME)
- Ministère de l'Environnement et de la Lutte contre les changements climatiques (MELCC)
- Ministère de la Santé et des Services sociaux (MSSS)
- US Environmental Protection Agency (US EPA), 1994
- National Research Council (NRC)
- Federal Contaminated Sites Action Plan (FCSAP)
- St. Lawrence Centre
- Other federal, provincial and municipal entities

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ANNEX "B" - BASIS OF PAYMENT

*** IMPORTANT *** :

An offeror bidding on multiple streams must provide a separate, fully completed offer for each stream on which they are bidding.

You must indicate the stream for which you are submitting a financial offer.

Procedures for Completing the Financial Offer Form:

Fees

The Offeror must indicate the hourly rate (column A) for each personnel category in the first two years (Table 1-1) and the three option years (Tables 1-2 up to and including tables 1-4). Hourly rates will be multiplied by the weighting factor in column B (weighting factor provided for evaluation purposes only). This multiplication produces weighted hourly rates, which must be indicated in column C. The weighted hourly rates for each personnel category must be added together and the total indicated at the last row of the tables. The totals obtained will be used for the financial evaluation.

Laboratory analyses

The Offeror must indicate the unit cost for each analysis parameter in the first two years (Table 2-1) and the three option years (Tables 2-2 up to and including tables 2-4). These costs are then added together and the total is presented on the last lines in tables 2.1 to tables 2.2. These totals will be used to perform the financial evaluation for the analyses.

Please note that the cost provided must be the unit cost. Any discounts granted by the laboratories for a group of samples (economies of scale) will not be considered when evaluating the financial offer. The prices indicated in tables 2.1 up to 2.4 must include sample containers and preservatives, as well as laboratory charges, quality control charges, the issuance of certificates of analysis, and any other direct or indirect costs, including labour, administration and profits.

The detection thresholds for the chemical analyses must be less than or equal to the strictest federal and provincial requirements. Use the following documents for reference purposes:

CCME Canadian Environmental Quality Guidelines: [CMME | Resources](#)

Guidance Manual for Environmental Site Characterization in Support of Environmental and Human Health Risk Assessment – VOLUME 4: ANALYTICAL METHODS
[Guidance Manual for Environmental Site Characterization in Support of Environmental and Human Health Risk Assessment - Volume 4: Analytical methods \(ccme.ca\)](#)

Criteria from the Guide d'intervention – Protection des sols et réhabilitation des terrains contaminés du MELCC: [Guide d'intervention - Protection des sols et réhabilitation des terrains contaminés \(gouv.qc.ca\)](#)

Critères de qualité de l'eau de surface du MELCC : [Critères de qualité de l'eau de surface \(gouv.qc.ca\)](#)

The CEAEQ's analysis methods: [méthodes d'analyse \(gouv.qc.ca\)](#)

Criteria for the Assessment of Sediment Quality

in Quebec and Application Frameworks:

Prevention, Dredging and Remediation (St. Lawrence Plan) : [Microsoft Word - COM 444 PatEdit](#)

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[Sediment Criteria March252008.doc \(planstlaurent.qc.ca\)](#)

MTQ Standard LC 21-040: Size analysis (available for purchase in French only)

Standard BNQ 2501-25 Size analysis: [Soils - Size Analysis of Inorganic Soils - BNQ](#)

Guide for Physicochemical and Toxicological Characterization of Sediments ([Titre-36 – Arial Black – centré \(planstlaurent.qc.ca\)](#))

Quebec Regulation respecting hazardous materials and data sheets: [Acts and Regulations Related to Waste Management \(gouv.qc.ca\)](#)

Characterization of fibres in deposited dusts or in bulk material: [Method 244 – Characterization of fibres in deposited dusts or in bulk material \(irsst.qc.ca\) \(French only\)](#)

Analytical method for explosives: [EPA Method 8330B \(SW-846\): Nitroaromatics and Nitramines by High Performance Liquid Chromatography \(HPLC\)](#)

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FINANCIAL OFFER

Please check the stream for which you are submitting an offer :

Stream 1 : Environmental Site Investigations - Anywhere in Quebec, excluding stream 1A and 1B.

Stream 1A : Environmental Site Investigations - Inuit Zone covering, but not limited to, the territory of Nunavik (excluding Whapmagoostui).

Stream 1B : Environmental Site Investigations - Cree Zone covering, but not limited to, the territory of Jamésie and Eeyou Istchee (including Whapmagoostui).

Stream 2 : Toxicological and ecotoxicological risk analyses – Anywhere in Quebec, excluding stream 2A and 2B.

Stream 2A : Toxicological and ecotoxicological risk analyses - Inuit Zone covering, but not limited to, the territory of Nunavik (excluding Whapmagoostui).

Stream 2B : Toxicological and ecotoxicological risk analyses - Cree Zone covering, but not limited to, the territory of Jamésie and Eeyou Istchee (including Whapmagoostui).

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Table 1-1a: Applicable Hourly Rates for the First Two (2) Years

Art.	Personnel Category	Hourly Rates (A)	Weighting Factor (B)	Weighted Hourly Rate (A x B = C)
1	Project Director	_____ \$	25	_____ \$
2	Project Authority	_____ \$	85	_____ \$
3	Senior Technician	_____ \$	45	_____ \$
4	Intermediate Technician	_____ \$	45	_____ \$
5	Intermediate Professional	_____ \$	45	_____ \$
6	Junior Professional	_____ \$	45	_____ \$
7	Draftsperson	_____ \$	15	_____ \$
8	Administrative staff or assistant	_____ \$	10	_____ \$
WEIGHTED TOTAL				_____ \$
<small>(C1 + C2 + C3 +C4 +C5 +C6+C7 + C8 = D1)</small>				

Table 1-2: Applicable Hourly Rates for optional year #1

Art.	Personnel Category	Hourly Rates (A)	Weighting Factor (B)	Weighted Hourly Rate (A x B = C)
1	Project Director	_____ \$	25	_____ \$
2	Project Authority	_____ \$	85	_____ \$
3	Senior Technician	_____ \$	45	_____ \$
4	Intermediate Technician	_____ \$	45	_____ \$
5	Intermediate Professional	_____ \$	45	_____ \$
6	Junior Professional	_____ \$	45	_____ \$
7	Draftsperson	_____ \$	15	_____ \$
8	Administrative staff or assistant	_____ \$	10	_____ \$
WEIGHTED TOTAL				_____ \$
<small>(C1 + C2 + C3 +C4 +C5+C6 +C7 + C8 = D2)</small>				

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Table 1-3: Applicable Hourly Rates for optional year #2

Art.	Personnel Category	Hourly Rates (A)	Weighting Factor (B)	Weighted Hourly Rate (A x B = C)
1	Project Director	_____ \$	25	_____ \$
2	Project Authority	_____ \$	85	_____ \$
3	Senior Technician	_____ \$	45	_____ \$
4	Intermediate Technician	_____ \$	45	_____ \$
5	Intermediate Professional	_____ \$	45	_____ \$
6	Junior Professional	_____ \$	45	_____ \$
7	Draftsperson	_____ \$	15	_____ \$
8	Administrative staff or assistant	_____ \$	10	_____ \$
WEIGHTED TOTAL				_____ \$
<small>(C1 + C2 + C3 +C4 +C5 +C6+C7 + C8 = D3)</small>				

Table 1-4: Applicable Hourly Rates for optional year #3

Art.	Personnel Category	Hourly Rates (A)	Weighting Factor (B)	Weighted Hourly Rate (A x B = C)
1	Project Director	_____ \$	25	_____ \$
2	Project Authority	_____ \$	85	_____ \$
3	Senior Technician	_____ \$	45	_____ \$
4	Intermediate Technician	_____ \$	45	_____ \$
5	Intermediate Professional	_____ \$	45	_____ \$
6	Junior Professional	_____ \$	45	_____ \$
7	Draftsperson	_____ \$	15	_____ \$
8	Administrative staff or assistant	_____ \$	10	_____ \$
WEIGHTED TOTAL				_____ \$
<small>(C1 + C2 + C3 +C4 +C5+C6 +C7 + C8 = D4)</small>				

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Table 2-1: Laboratory Analyses – Applicable Hourly Rates for the First Two (2) Years

Art.	Parameters	Applicable Unit Costs (\$) – Normal Schedule			
		Soil (A)	Sediments (B)	Residual Materials (C)	Surface/Ground Water (D)
1	Total extractable metals (Cd, Cr, Cu, Ni, Pb, Zn)	_____ \$	_____ \$	n.a.	n.a.
2	Total extractable metals (Ag, As, Ba, Cd, Co, Cr, Cu, Sn, Mn, Mo, Ni, Pb, Se, Zn)	_____ \$	_____ \$	n.a.	n.a.
3	Total or dissolved metals (Ag, Al, Sb, As, Ba, Be, B, Cd, Ca, Cr, Co, Cu, Fe, Li, Pb, Mg, Mn, Mo, Na, Ni, Se, Sn, Ti, V, Zn)	n.a.	n.a.	n.a.	_____ \$
4	Leached metals (As, Ba, B, Cd, Cr, Pb, Se, U)	_____ \$	n.a.	_____ \$	n.a.
5	Mercury (Hg)	_____ \$	_____ \$	n.a.	_____ \$
6	Hexavalent chromium (Cr [VI])	_____ \$	_____ \$	n.a.	_____ \$
7	Uranium (U)	_____ \$	_____ \$	n.a.	_____ \$
8	Hardness	n.a.	n.a.	n.a.	_____ \$
9	pH	_____ \$	_____ \$	_____ \$	_____ \$
10	Petroleum hydrocarbons (C10-C50)	_____ \$	_____ \$	_____ \$	_____ \$
11	PHC fractions F1 to F4	_____ \$	_____ \$	n.a.	n.a.
12	PHC F4g (gravimetric analysis)	_____ \$	_____ \$	n.a.	n.a.
13	Polycyclic aromatic hydrocarbons	_____ \$	_____ \$	_____ \$	_____ \$
14	Total oils and greases	_____ \$	_____ \$	n.a.	_____ \$
15	Volatile organic compounds (VOCs)	_____ \$	_____ \$	_____ \$	_____ \$
16	HAM	_____ \$	_____ \$	_____ \$	_____ \$
17	BTEX	_____ \$	_____ \$	_____ \$	_____ \$
18	Methyl-mercury	n.a.	_____ \$	n.a.	_____ \$
19	PCB (congeners)	_____ \$	_____ \$	_____ \$	_____ \$
20	Perfluoroalkyl substances (PFAS) –standard analysis (22 elements)	_____ \$	_____ \$	n.a.	_____ \$
21	Total oxydizable precursors (TOP assay)	_____ \$	_____ \$	n.a.	_____ \$
22	Energetic materials (EPA 8330b method)	_____ \$	_____ \$	n.a.	_____ \$
23	Dioxins and furans (WHO, 2005)	_____ \$	_____ \$	_____ \$	_____ \$

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24	Organotins	n.a.	n.a.	n.a.	_____ \$
25	Organochlorine pesticides	_____ \$	_____ \$	n.a.	_____ \$
26	Organophosphate pesticides	_____ \$	_____ \$	n.a.	_____ \$
27	Glyphosate	_____ \$	_____ \$	n.a.	_____ \$
28	Formaldehyde	_____ \$	_____ \$	n.a.	_____ \$
29	Ethylene glycol	_____ \$	_____ \$	n.a.	_____ \$
30	Phenolic compounds	_____ \$	_____ \$	_____ \$	_____ \$
31	Phthalate	_____ \$	_____ \$	n.a.	_____ \$
32	1,4-Dioxane	_____ \$	_____ \$	n.a.	_____ \$
33	Nitrates	n.a.	n.a.	n.a.	_____ \$
34	Nitrites	n.a.	n.a.	_____ \$	_____ \$
35	Nitrites and nitrates	_____ \$	_____ \$	_____ \$	_____ \$
36	Nonylphenol and its ethoxylates	_____ \$	_____ \$	n.a.	_____ \$
37	Phosphorus	_____ \$	_____ \$	n.a.	_____ \$
38	Total organic carbon (TOC)	_____ \$	_____ \$	n.a.	_____ \$
39	Suspended solids (SS)	n.a.	n.a.	n.a.	_____ \$
40	BOD5	n.a.	n.a.	n.a.	_____ \$
41	Chlorides	n.a.	n.a.	n.a.	_____ \$
42	Fluoride	_____ \$	_____ \$	_____ \$	_____ \$
43	Total cyanides	_____ \$	_____ \$	_____ \$	_____ \$
44	Available cyanides	_____ \$	_____ \$	n.a.	_____ \$
45	Sulphides	n.a.	n.a.	n.a.	_____ \$
46	Sulphur	_____ \$	_____ \$	n.a.	n.a.
47	Determining material's acid generation potential (static test)	_____ \$	n.a.	n.a.	n.a.
48	Determining material's acid generation potential (kinetic test)	_____ \$	n.a.	n.a.	n.a.
49	TCLP leaching test	_____ \$	n.a.	_____ \$	n.a.
50	SPLP leaching test	_____ \$	n.a.	_____ \$	n.a.
51	CTEU-9 leaching	_____ \$	n.a.	_____ \$	n.a.
52	Ammonia nitrogen	_____ \$	_____ \$	n.a.	_____ \$

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53	Total Kjeldahl nitrogen test	_____ \$	_____ \$	n.a.	_____ \$
54	Asbestos	_____ \$	n.a.	_____ \$	n.a.
55	Granulometry	_____ \$	_____ \$	n.a.	n.a.
56	Sedimentation analysis	_____ \$	_____ \$	n.a.	n.a.
57	SUB-TOTAL (Total of lines 1 to 56)	_____ \$	_____ \$	_____ \$	_____ \$
58	Weighting factor	3	3	2	2
59	WEIGHTED SUB-TOTAL (Line 57 multiplied by line 58)	_____ \$	_____ \$	_____ \$	_____ \$
60	WEIGHTED TOTAL Sum of columns A + B +C + D (line 59)	_____ \$			

Table 2-2: Laboratory Analyses – Applicable Hourly Rates for the optional year #1

Art.	Parameters	Applicable Unit Costs (\$) – Normal Schedule			
		Soil (A)	Sediments (B)	Residual Materials (C)	Surface/Ground Water (D)
1	Total extractable metals (Cd, Cr, Cu, Ni, Pb, Zn)	_____ \$	_____ \$	n.a.	n.a.
2	Total extractable metals (Ag, As, Ba, Cd, Co, Cr, Cu, Sn, Mn, Mo, Ni, Pb, Se, Zn)	_____ \$	_____ \$	n.a.	n.a.
3	Total or dissolved metals (Ag, Al, Sb, As, Ba, Be, B, Cd, Ca, Cr, Co, Cu, Fe, Li, Pb, Mg, Mn, Mo, Na, Ni, Se, Sn, Ti, V, Zn)	n.a.	n.a.	n.a.	_____ \$
4	Leached metals (As, Ba, B, Cd, Cr, Pb, Se, U)	_____ \$	n.a.	_____ \$	n.a.
5	Mercury (Hg)	_____ \$	_____ \$	n.a.	_____ \$
6	Hexavalent chromium (Cr [VI])	_____ \$	_____ \$	n.a.	_____ \$
7	Uranium (U)	_____ \$	_____ \$	n.a.	_____ \$
8	Hardness	n.a.	n.a.	n.a.	_____ \$
9	pH	_____ \$	_____ \$	_____ \$	_____ \$
10	Petroleum hydrocarbons (C10-C50)	_____ \$	_____ \$	_____ \$	_____ \$
11	PHC fractions F1 to F4	_____ \$	_____ \$	n.a.	n.a.
12	PHC F4g (gravimetric analysis)	_____ \$	_____ \$	n.a.	n.a.

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13	Polycyclic aromatic hydrocarbons	_____ \$	_____ \$	_____ \$	_____ \$
14	Total oils and greases	_____ \$	_____ \$	n.a.	_____ \$
15	Volatile organic compounds (VOCs)	_____ \$	_____ \$	_____ \$	_____ \$
16	HAM	_____ \$	_____ \$	_____ \$	_____ \$
17	BTEX	_____ \$	_____ \$	_____ \$	_____ \$
18	Methyl-mercury	n.a.	_____ \$	n.a.	_____ \$
19	PCB (congeners)	_____ \$	_____ \$	_____ \$	_____ \$
20	Perfluoroalkyl substances (PFAS) –standard analysis (22 elements)	_____ \$	_____ \$	n.a.	_____ \$
21	Total oxydizable precursors (TOP assay)	_____ \$	_____ \$	n.a.	_____ \$
22	Energetic materials (EPA 8330b method)	_____ \$	_____ \$	n.a.	_____ \$
23	Dioxins and furans (WHO, 2005)	_____ \$	_____ \$	_____ \$	_____ \$
24	Organotins	n.a.	n.a.	n.a.	_____ \$
25	Organochlorine pesticides	_____ \$	_____ \$	n.a.	_____ \$
26	Organophosphate pesticides	_____ \$	_____ \$	n.a.	_____ \$
27	Glyphosate	_____ \$	_____ \$	n.a.	_____ \$
28	Formaldehyde	_____ \$	_____ \$	n.a.	_____ \$
29	Ethylene glycol	_____ \$	_____ \$	n.a.	_____ \$
30	Phenolic compounds	_____ \$	_____ \$	_____ \$	_____ \$
31	Phthalate	_____ \$	_____ \$	n.a.	_____ \$
32	1,4-Dioxane	_____ \$	_____ \$	n.a.	_____ \$
33	Nitrates	n.a.	n.a.	n.a.	_____ \$
34	Nitrites	n.a.	n.a.	_____ \$	_____ \$
35	Nitrites and nitrates	_____ \$	_____ \$	_____ \$	_____ \$
36	Nonylphenol and its ethoxylates	_____ \$	_____ \$	n.a.	_____ \$
37	Phosphorus	_____ \$	_____ \$	n.a.	_____ \$
38	Total organic carbon (TOC)	_____ \$	_____ \$	n.a.	_____ \$
39	Suspended solids (SS)	n.a.	n.a.	n.a.	_____ \$
40	BOD5	n.a.	n.a.	n.a.	_____ \$
41	Chlorides	n.a.	n.a.	n.a.	_____ \$

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42	Fluoride	_____ \$	_____ \$	_____ \$	_____ \$
43	Total cyanides	_____ \$	_____ \$	_____ \$	_____ \$
44	Available cyanides	_____ \$	_____ \$	n.a.	_____ \$
45	Sulphides	n.a.	n.a.	n.a.	_____ \$
46	Sulphur	_____ \$	_____ \$	n.a.	n.a.
47	Determining material's acid generation potential (static test)	_____ \$	n.a.	n.a.	n.a.
48	Determining material's acid generation potential (kinetic test)	_____ \$	n.a.	n.a.	n.a.
49	TCLP leaching test	_____ \$	n.a.	_____ \$	n.a.
50	SPLP leaching test	_____ \$	n.a.	_____ \$	n.a.
51	CTEU-9 leaching	_____ \$	n.a.	_____ \$	n.a.
52	Ammonia nitrogen	_____ \$	_____ \$	n.a.	_____ \$
53	Total Kjeldahl nitrogen test	_____ \$	_____ \$	n.a.	_____ \$
54	Asbestos	_____ \$	n.a.	_____ \$	n.a.
55	Granulometry	_____ \$	_____ \$	n.a.	n.a.
56	Sedimentation analysis	_____ \$	_____ \$	n.a.	n.a.
57	SUB-TOTAL (Total of lines 1 to 56)	_____ \$	_____ \$	_____ \$	_____ \$
58	Weighting factor	3	3	2	2
59	WEIGHTED SUB-TOTAL (Line 57 multiplied by line 58)	_____ \$	_____ \$	_____ \$	_____ \$
60	WEIGHTED TOTAL Sum of columns A + B +C + D (line 59)	_____ \$			

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Table 2-3: Laboratory Analyses – Applicable Hourly Rates for the optional year #2

Art.	Parameters	Applicable Unit Costs (\$) – Normal Schedule			
		Soil (A)	Sediments (B)	Residual Materials (C)	Surface/Ground Water (D)
1	Total extractable metals (Cd, Cr, Cu, Ni, Pb, Zn)	_____ \$	_____ \$	n.a.	n.a.
2	Total extractable metals (Ag, As, Ba, Cd, Co, Cr, Cu, Sn, Mn, Mo, Ni, Pb, Se, Zn)	_____ \$	_____ \$	n.a.	n.a.
3	Total or dissolved metals (Ag, Al, Sb, As, Ba, Be, B, Cd, Ca, Cr, Co, Cu, Fe, Li, Pb, Mg, Mn, Mo, Na, Ni, Se, Sn, Ti, V, Zn)	n.a.	n.a.	n.a.	_____ \$
4	Leached metals (As, Ba, B, Cd, Cr, Pb, Se, U)	_____ \$	n.a.	_____ \$	n.a.
5	Mercury (Hg)	_____ \$	_____ \$	n.a.	_____ \$
6	Hexavalent chromium (Cr [VI])	_____ \$	_____ \$	n.a.	_____ \$
7	Uranium (U)	_____ \$	_____ \$	n.a.	_____ \$
8	Hardness	n.a.	n.a.	n.a.	_____ \$
9	pH	_____ \$	_____ \$	_____ \$	_____ \$
10	Petroleum hydrocarbons (C10-C50)	_____ \$	_____ \$	_____ \$	_____ \$
11	PHC fractions F1 to F4	_____ \$	_____ \$	n.a.	n.a.
12	PHC F4g (gravimetric analysis)	_____ \$	_____ \$	n.a.	n.a.
13	Polycyclic aromatic hydrocarbons	_____ \$	_____ \$	_____ \$	_____ \$
14	Total oils and greases	_____ \$	_____ \$	n.a.	_____ \$
15	Volatile organic compounds (VOCs)	_____ \$	_____ \$	_____ \$	_____ \$
16	HAM	_____ \$	_____ \$	_____ \$	_____ \$
17	BTEX	_____ \$	_____ \$	_____ \$	_____ \$
18	Methyl-mercury	n.a.	_____ \$	n.a.	_____ \$
19	PCB (congeners)	_____ \$	_____ \$	_____ \$	_____ \$
20	Perfluoroalkyl substances (PFAS) –standard analysis (22 elements)	_____ \$	_____ \$	n.a.	_____ \$
21	Total oxydizable precursors (TOP assay)	_____ \$	_____ \$	n.a.	_____ \$
22	Energetic materials (EPA 8330b method)	_____ \$	_____ \$	n.a.	_____ \$
23	Dioxins and furans (WHO, 2005)	_____ \$	_____ \$	_____ \$	_____ \$
24	Organotins	n.a.	n.a.	n.a.	_____ \$

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25	Organochlorine pesticides	_____ \$	_____ \$	n.a.	_____ \$
26	Organophosphate pesticides	_____ \$	_____ \$	n.a.	_____ \$
27	Glyphosate	_____ \$	_____ \$	n.a.	_____ \$
28	Formaldehyde	_____ \$	_____ \$	n.a.	_____ \$
29	Ethylene glycol	_____ \$	_____ \$	n.a.	_____ \$
30	Phenolic compounds	_____ \$	_____ \$	_____ \$	_____ \$
31	Phthalate	_____ \$	_____ \$	n.a.	_____ \$
32	1,4-Dioxane	_____ \$	_____ \$	n.a.	_____ \$
33	Nitrates	n.a.	n.a.	n.a.	_____ \$
34	Nitrites	n.a.	n.a.	_____ \$	_____ \$
35	Nitrites and nitrates	_____ \$	_____ \$	_____ \$	_____ \$
36	Nonylphenol and its ethoxylates	_____ \$	_____ \$	n.a.	_____ \$
37	Phosphorus	_____ \$	_____ \$	n.a.	_____ \$
38	Total organic carbon (TOC)	_____ \$	_____ \$	n.a.	_____ \$
39	Suspended solids (SS)	n.a.	n.a.	n.a.	_____ \$
40	BOD5	n.a.	n.a.	n.a.	_____ \$
41	Chlorides	n.a.	n.a.	n.a.	_____ \$
42	Fluoride	_____ \$	_____ \$	_____ \$	_____ \$
43	Total cyanides	_____ \$	_____ \$	_____ \$	_____ \$
44	Available cyanides	_____ \$	_____ \$	n.a.	_____ \$
45	Sulphides	n.a.	n.a.	n.a.	_____ \$
46	Sulphur	_____ \$	_____ \$	n.a.	n.a.
47	Determining material's acid generation potential (static test)	_____ \$	n.a.	n.a.	n.a.
48	Determining material's acid generation potential (kinetic test)	_____ \$	n.a.	n.a.	n.a.
49	TCLP leaching test	_____ \$	n.a.	_____ \$	n.a.
50	SPLP leaching test	_____ \$	n.a.	_____ \$	n.a.
51	CTEU-9 leaching	_____ \$	n.a.	_____ \$	n.a.
52	Ammonia nitrogen	_____ \$	_____ \$	n.a.	_____ \$
53	Total Kjeldahl nitrogen test	_____ \$	_____ \$	n.a.	_____ \$

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54	Asbestos	_____ \$	n.a.	_____ \$	n.a.
55	Granulometry	_____ \$	_____ \$	n.a.	n.a.
56	Sedimentation analysis	_____ \$	_____ \$	n.a.	n.a.
57	SUB-TOTAL (Total of lines 1 to 56)	_____ \$	_____ \$	_____ \$	_____ \$
58	Weighting factor	3	3	2	2
59	WEIGHTED SUB-TOTAL (Line 57 multiplied by line 58)	_____ \$	_____ \$	_____ \$	_____ \$
60	WEIGHTED TOTAL Sum of columns A + B +C + D (line 59)	_____ \$			

Table 2-4: Laboratory Analyses – Applicable Hourly Rates for the optional year #3

Art.	Parameters	Applicable Unit Costs (\$) – Normal Schedule			
		Soil (A)	Sediments (B)	Residual Materials (C)	Surface/Ground Water (D)
1	Total extractable metals (Cd, Cr, Cu, Ni, Pb, Zn)	_____ \$	_____ \$	n.a.	n.a.
2	Total extractable metals (Ag, As, Ba, Cd, Co, Cr, Cu, Sn, Mn, Mo, Ni, Pb, Se, Zn)	_____ \$	_____ \$	n.a.	n.a.
3	Total or dissolved metals (Ag, Al, Sb, As, Ba, Be, B, Cd, Ca, Cr, Co, Cu, Fe, Li, Pb, Mg, Mn, Mo, Na, Ni, Se, Sn, Ti, V, Zn)	n.a.	n.a.	n.a.	_____ \$
4	Leached metals (As, Ba, B, Cd, Cr, Pb, Se, U)	_____ \$	n.a.	_____ \$	n.a.
5	Mercury (Hg)	_____ \$	_____ \$	n.a.	_____ \$
6	Hexavalent chromium (Cr [VI])	_____ \$	_____ \$	n.a.	_____ \$
7	Uranium (U)	_____ \$	_____ \$	n.a.	_____ \$
8	Hardness	n.a.	n.a.	n.a.	_____ \$
9	pH	_____ \$	_____ \$	_____ \$	_____ \$
10	Petroleum hydrocarbons (C10-C50)	_____ \$	_____ \$	_____ \$	_____ \$
11	PHC fractions F1 to F4	_____ \$	_____ \$	n.a.	n.a.
12	PHC F4g (gravimetric analysis)	_____ \$	_____ \$	n.a.	n.a.
13	Polycyclic aromatic hydrocarbons	_____ \$	_____ \$	_____ \$	_____ \$

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14	Total oils and greases	_____ \$	_____ \$	n.a.	_____ \$
15	Volatile organic compounds (VOCs)	_____ \$	_____ \$	_____ \$	_____ \$
16	HAM	_____ \$	_____ \$	_____ \$	_____ \$
17	BTEX	_____ \$	_____ \$	_____ \$	_____ \$
18	Methyl-mercury	n.a.	_____ \$	n.a.	_____ \$
19	PCB (congeners)	_____ \$	_____ \$	_____ \$	_____ \$
20	Perfluoroalkyl substances (PFAS) –standard analysis (22 elements)	_____ \$	_____ \$	n.a.	_____ \$
21	Total oxydizable precursors (TOP assay)	_____ \$	_____ \$	n.a.	_____ \$
22	Energetic materials (EPA 8330b method)	_____ \$	_____ \$	n.a.	_____ \$
23	Dioxins and furans (WHO, 2005)	_____ \$	_____ \$	_____ \$	_____ \$
24	Organotins	n.a.	n.a.	n.a.	_____ \$
25	Organochlorine pesticides	_____ \$	_____ \$	n.a.	_____ \$
26	Organophosphate pesticides	_____ \$	_____ \$	n.a.	_____ \$
27	Glyphosate	_____ \$	_____ \$	n.a.	_____ \$
28	Formaldehyde	_____ \$	_____ \$	n.a.	_____ \$
29	Ethylene glycol	_____ \$	_____ \$	n.a.	_____ \$
30	Phenolic compounds	_____ \$	_____ \$	_____ \$	_____ \$
31	Phthalate	_____ \$	_____ \$	n.a.	_____ \$
32	1,4-Dioxane	_____ \$	_____ \$	n.a.	_____ \$
33	Nitrates	n.a.	n.a.	n.a.	_____ \$
34	Nitrites	n.a.	n.a.	_____ \$	_____ \$
35	Nitrites and nitrates	_____ \$	_____ \$	_____ \$	_____ \$
36	Nonylphenol and its ethoxylates	_____ \$	_____ \$	n.a.	_____ \$
37	Phosphorus	_____ \$	_____ \$	n.a.	_____ \$
38	Total organic carbon (TOC)	_____ \$	_____ \$	n.a.	_____ \$
39	Suspended solids (SS)	n.a.	n.a.	n.a.	_____ \$
40	BOD5	n.a.	n.a.	n.a.	_____ \$
41	Chlorides	n.a.	n.a.	n.a.	_____ \$
42	Fluoride	_____ \$	_____ \$	_____ \$	_____ \$

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43	Total cyanides	_____ \$	_____ \$	_____ \$	_____ \$
44	Available cyanides	_____ \$	_____ \$	n.a.	_____ \$
45	Sulphides	n.a.	n.a.	n.a.	_____ \$
46	Sulphur	_____ \$	_____ \$	n.a.	n.a.
47	Determining material's acid generation potential (static test)	_____ \$	n.a.	n.a.	n.a.
48	Determining material's acid generation potential (kinetic test)	_____ \$	n.a.	n.a.	n.a.
49	TCLP leaching test	_____ \$	n.a.	_____ \$	n.a.
50	SPLP leaching test	_____ \$	n.a.	_____ \$	n.a.
51	CTEU-9 leaching	_____ \$	n.a.	_____ \$	n.a.
52	Ammonia nitrogen	_____ \$	_____ \$	n.a.	_____ \$
53	Total Kjeldahl nitrogen test	_____ \$	_____ \$	n.a.	_____ \$
54	Asbestos	_____ \$	n.a.	_____ \$	n.a.
55	Granulometry	_____ \$	_____ \$	n.a.	n.a.
56	Sedimentation analysis	_____ \$	_____ \$	n.a.	n.a.
57	SUB-TOTAL (Total of lines 1 to 56)	_____ \$	_____ \$	_____ \$	_____ \$
58	Weighting factor	3	3	2	2
59	WEIGHTED SUB-TOTAL (Line 57 multiplied by line 58)	_____ \$	_____ \$	_____ \$	_____ \$
60	WEIGHTED TOTAL Sum of columns A + B +C + D (line 59)	_____ \$			

Notes for tables 2-1 up to and including 2-4 :

At PWGSC's request, some urgent analyses may be required. These urgent analyses will be marked up as follows:

Surcharge – Urgent	8-hour	24-hour	48-hour	72-hour
	200%	100%	50%	25%

(Continue next page)

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Table 3 : Total amount of the financial offer

1	WEIGHTED TOTAL hourly rate for the first two years (D1)	_____ \$
2	WEIGHTED TOTAL hourly rate for the first optional years (D2 + D3 + D4)	_____ \$
3	WEIGHTED TOTAL Laboratory Analyses – Applicable Hourly Rates, for the first two years, line 60 of table 2-1	_____ \$
4	WEIGHTED TOTAL Laboratory Analyses – Applicable Hourly Rates, for the optional years, line 60 of table 2-2, 2-3 and 2-4	_____ \$
TOTAL FINANCIAL OFFER FOR EVALUATION PURPOSES		_____ \$

END OF THE FINANCIAL OFFER FORM

ANNEX "C" – EXPECTED RESPONSIBILITIES OF PROJECT TEAM PERSONNEL

	Position Title	Nature of Primary Responsibilities (This list of responsibilities is neither exhaustive nor exclusive.)	Minimum Academic Experience
KEY PERSONNEL	Project Director	<p>Assumes responsibility for all administrative, financial and technical aspects of the project.</p> <p>This includes the following:</p> <ul style="list-style-type: none"> ✓ Being responsible for all decisions to be made as part of the project; ✓ Tracking the project's progress against the budget plan; ✓ Ensuring deadlines are met; ✓ Representing the consultant and having the necessary authority to manage the entire project, including matters regarding the assignment and supervision of tasks and consultant personnel; ✓ Taking projects' unique features into account, performing quality control and resolving conflicts; ✓ Representing the consultant with regard to changes, extensions and other project-related negotiations. 	Bachelor's degree in a relevant field
	Project Lead	<p>The Project Lead assumes various responsibilities in support of the Project Director's management of the call-up.</p> <p>This includes the following:</p> <ul style="list-style-type: none"> ✓ Making administrative, financial, scientific or technical recommendations to the Project Manager; ✓ Performing all other related tasks required by the Project Director including, subject to client approval, the requirements stated elsewhere in this project by acting as Project Director for short periods of time as needed; ✓ Acting as the primary point of contact for the client's everyday needs in relation to the project's execution; ✓ Ensuring that the project runs smoothly down to the last detail; ✓ Efficiently coordinating a team of qualified professionals, technicians and subcontractors until the project is completed; ✓ Attending meetings including management and/or technical meetings with the consultant and the client. 	Bachelor's degree in a relevant field

SUPPORT STAFF	Senior Technician	<p>The Senior Technician must have over ten years of field experience and be a professional proficient in one or more of the technical aspects related to the project. Under the supervision of the Project Lead, the technician performs the various tasks he or she has been assigned to complete the project.</p> <p>This includes the following:</p> <ul style="list-style-type: none"> ✓ Assuming responsibilities related to planning, organizing, coordinating and supervising field work; ✓ Ensuring compliance with health and safety requirements in the field. 	College diploma
	Intermediate Technician	<p>The Intermediate Technician must be a professional proficient in one or more of the technical aspects related to the project. Under the supervision of the Project Lead, the Intermediate Technician performs the various tasks he or she has been assigned to complete the project.</p> <p>This includes the following:</p> <ul style="list-style-type: none"> ✓ Assuming responsibilities related to planning, organizing, coordinating and supervising the field work; ✓ Ensuring compliance with health and safety requirements in the field. 	College diploma
	Intermediate Professional	<p>Under the supervision of the Project Lead, the Intermediate Professional must have at least five years of experience and is responsible for the following:</p> <ul style="list-style-type: none"> ✓ Assisting the Project Lead with certain office tasks (data compilation, preliminary interpretation, etc.); ✓ Providing support to the Senior Technician on various technical tasks that may be assigned to him or her in the field. 	Bachelor's degree in a relevant field
	Junior Professional	<p>Under the supervision of the Project Lead, the Junior Professional is responsible for the following:</p> <ul style="list-style-type: none"> ✓ Assisting the Project Lead with certain office tasks (data compilation, preliminary interpretation, etc.); ✓ Providing support to the Intermediate Technician on various technical tasks that may be assigned to him or her in the field. 	N/A

ANNEX " D " - CERTIFICATION FOR 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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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.

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Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension?

YES () NO ()

If so, the Offeror 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

YES () NO ()

If so, the Offeror 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.

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ANNEX "E " – LIST OF NAMES FOR INTEGRITY

Requirements

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names with their bid or offer. The required list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, 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.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

Supplier information

Supplier's legal name:
Organizational structure: <input type="checkbox"/> Corporate entity <input type="checkbox"/> Privately owned corporation <input type="checkbox"/> Sole proprietor
Supplier's address:
Supplier's procurement business number (PBN) of the Offeror: https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier
Solicitation or transaction number:
Date of bid, offer submission or closing date of Invitation to Offer (yyyy-mm-dd):

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List of names

Name	Title

Déclaration

I, (name) _____, (position) _____, of (supplier's name) _____ declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the contracting authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

Signature

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**ANNEX " F " - OWNER/EMPLOYEE CERTIFICATION – SET-ASIDE FOR ABORIGINAL BUSINESS
(STREAMS 1A, 1B, 2A, 2B ONLY)**

If requested by the Standing Offer Authority, the Offeror must provide the following certification for each owner and employee who is Aboriginal:

1. I am _____ (insert "an owner" and/or "a full-time employee") of _____ (insert name of business), and an Aboriginal person, as defined in [Annex 9.4](#) of the Supply Manual entitled "Requirements for the Set-Aside Program for Aboriginal Business".
2. I certify that the above statement is true and consent to its verification upon request by Canada.

Printed name of owner and/or employee

Signature of owner and/or employee

Date