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PART 1 - GENERAL INFORMATION

Offer

By submitting an Offer, the Offeror offers to provide and deliver to Authorized Users the goods or services or combination of goods and services described in the Standing Offer, in accordance with the pricing set out in the Standing Offer if and when the Authorized User requests such goods or services or combination of goods and services, in accordance with the conditions set out in the Standing Offer.

Exclusionary Clause

By submitting an Offer, the Offeror agrees that it has no claim, action, cause of action or complaint whether in contract (express or implied), in negligence or other tort, in equity, under any statute or otherwise at law against Her Majesty the Queen in Right of Canada, and will be barred from bringing any such claim, action or complaint against Her Majesty the Queen in Right of Canada for any damages, compensation, costs, interests, loss, lost opportunity or injury, of any kind or nature, arising from the issuance of a call-up against a Standing Offer and its resulting contract where the call-up is issued by a NRCAN User. The Offeror recognizes and agrees that by issuing a call-up, the NRCAN User becomes the Contracting Authority and as such is responsible for any contractual issues, or any other issues related to individual call-ups made against the Standing Offer.

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. |

1.2 Summary

The Department of Natural Resources Canada (NRCAN) requires environmental services for various projects to be undertaken at NRCAN sites across Canada on an "as and when required basis" for various environmental services under the following streams:

- STREAM 1: Environmental Site Assessment
- STREAM 2: Fuel Storage Tank Management
- STREAM 3: Management of Halocarbon Containing Equipment
- STREAM 4: Wastewater Management
- STREAM 5: Solid Non-Hazardous Waste Management
- STREAM 6: Hazardous Materials Management
- STREAM 7: Air Contaminant Emissions Studies

-
- STREAM 8: Building Asbestos Management
 - STREAM 9: Legionella Management

Potential project locations may include, but are not limited to:

- Pacific Forestry Center, Victoria, BC
- Northern Forestry Center, Edmonton, AB
- Canmet ENERGY Research Centre, Devon, AB
- Geological Survey of Canada, Calgary, AB
- Prince Albert Satellite Station, Prince Albert, SK
- Great Lakes Forestry Center, Sault Ste Marie, ON
- Canmet MATERIALS, Hamilton, ON
- Bells Corners Complex and Booth Street Complex, Ottawa, ON
- Canmet ENERGY Research Centre, Varennes, QC
- Laurentian Forestry Center, Québec, QC
- Atlantic Forestry Center, Fredericton, NB

NRCan intends to award up to two (2) Standing Offers in each region for each stream:

- Atlantic (NB, NS, NL)
- Quebec
- Ontario (not including the NCR)
- National Capital Region (NCR)
- British Columbia & Alberta
- Saskatchewan & Manitoba

Period of the resulting Standing Offer

The period of the SO shall be for two (2) years with the option to extend the period of the SO for up to two (2) additional twelve (12) month periods.

Note to Bidders: Bidders can bid on all streams or any of the streams.

The Request for Standing Offers (RFSO) is to establish National Master Standing Offers for the requirement detailed in the RFSO, to the Authorized Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting standing offers.

This RFSO allows offerors to use the epost 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 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.4 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.

1.5 Key Terms

Definitions

In this Request for Standing Offers, unless the context otherwise requires.

“Authorized User”

Means a Federal Identified User, as specified in the Standing Offer, authorized to make call-ups against the Standing Offer.

“Federal Identified User”

Means any Federal Government Department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the *Financial Administration Act*, R.S., 1985, c. F-11.

1.6 Offer

By submitting an Offer, the Offeror offers to provide and deliver the goods or services or combination of goods and services described in the Standing Offer, in accordance with the pricing set out in the Standing Offer if and when the Authorized User requests such goods or services or combination of goods and services, in accordance with the conditions set out in the Standing Offer.

1.7 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.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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.

Subsection 03 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Pursuant to the [Department of Public Works and Government Services Act](#) (S.C. 1996, c. 16), the instructions, clauses and conditions identified in the RFSO, standing offer and resulting contract(s) by number, date and title may be incorporated by reference into and if so will form part of the RFSO, standing offer and resulting contract(s) as though expressly set out in the RFSO, the standing offer and the resulting contract(s).

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

Delete: 60 days

Insert: 120 days

2.2 Submission of Offers

Bidders must submit all proposals electronically. Given the current constraints on NRCan's networks, the electronic mail system has a limit of 1GB per single message received and a limit of 20GB per conversation. NRCan encourages bidders to submit all bids earlier than the closing time.

Bids must be submitted no later than the date and time indicated on page 1 of the bid solicitation.

Only bids submitted using epost Connect service will be accepted.

At least **48 hours before the bid solicitation closing date**, it is necessary for the Bidder to send an email requesting to open an epost Connect conversation to the following address:

procurement-provisionnement@NRCan-RNCan.gc.ca

Note: Bids will not be accepted if e-mailed directly to this address. This e-mail address is to be used to open an ePost Connect conversation, as detailed in the Standard Instructions 2006 (Subsection 2 of Section 08), or to send bids through an ePost Connect message if the bidder is using its own licensing agreement for ePost Connect.

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

[168479 Environmental SO](#)

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

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

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

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 5 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 resulting Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario, Canada.

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, the Offeror is deemed to have consented to the applicable laws as specified herein by Canada.

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 epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:
 - Section I: Technical Offer
 - Section II: Financial Offer
 - Section III: Certifications and Additional Information

Due to the nature of the RFSO, offers transmitted by facsimile will not be accepted.

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

Canada requests that offerors follow the format instructions described below in the preparation of hard copy of their offer:

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573). To assist Canada in reaching its objectives, Offerors should:

- 1) Include all environmental certification(s) relevant to your organization (e.g. ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g. Forest Stewardship Council (FSC), ENERGYSTAR, etc.)
- 3) Unless otherwise noted, Offerors are encouraged to submit offers electronically. If hard copies are required, Offerors should:
 - a. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
 - b. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

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

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications and Additional Information

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

3.1.3 Security Clearance

The Company Security Officer must ensure through the [Contract Security Program](#) that the Offeror and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

CRITERIA	Proposal Page #
The Offeror MUST indicate the region (s) and stream (s) they are submitting an offer for by completing the table below:	

	BC & AB	MB & SK	ON	NCR	QC	ATL
Stream 1 Environmental Site Assessment						
Stream 2 Fuel Storage Tank Management						
Stream 3 Management of Halocarbon Containing Equipment						
Stream 4 Wastewater Management						
Stream 5 Solid Non-Hazardous Waste Management						
Stream 6 Hazardous Materials Management						
Stream 7 Air Contaminant Emissions Studies						
Stream 8 Building Asbestos Management						
Stream 9 Legionella Management						

4.1.1.2 Mandatory Point Rated Technical Criteria

Criteria – to be applied to ALL Streams

RC1	Rated Criteria	Points, and location in bidders Proposal
RC1.1	<p>Offeror Management Processes</p> <p>The Offeror should demonstrate their management processes in place, including provisions for project management and quality assurance.</p> <p>Management processes evaluation criteria (2 points each):</p> <ul style="list-style-type: none"> a) Project tracking systems; b) In-house coordination meetings; c) Effective allocation of tasks, dollars and work; d) Meetings/teleconferences/progress reports with client; e) Ongoing budget and work progress review in-house; f) Ongoing budget and work progress review with client; g) Back-up for staff on projects; h) Assignment of specific accountability for budget tracking with decision-making capability. <p>AND;</p> <p>Quality assurance processes evaluation criteria:</p> <ul style="list-style-type: none"> i) Commitment for qualified/trained individuals (e.g., do they have an orientation program for new employees, access to training, mentorship programs, etc.); j) Senior management review of projects; k) ISO 9000/14000 or other certification. 	<p>Maximum 22 points (2 points per process)</p>
RC1.2	<p>Offeror Sustainable Processes and Products</p> <p>The Offeror should demonstrate their organizational commitment to environmental protection and sustainability, describing any organizational initiatives/processes currently in place to support, advance, and promote environmental protection and sustainability.</p> <p>The Offeror should outline and describe any organizational initiatives, processes, and/or product development/acquisition requirements currently in place in the organization to support, advance, and promote environmental protection and sustainability (2 points each)</p> <p>e.g., waste minimization, energy efficiency, green procurement, carbon reduction/offsets, water conservation, corporate social responsibility, ISO 14001 Environmental Management System, green training for staff</p>	<p>(2 points per initiative, process, and/or product in place to a Maximum of 10 Points</p>

RC 1.3	<p>Proposal Clarity and Organization</p> <p>The Offeror should demonstrate effective report writing by providing a complete, clearly described, well-organized and easily understood Standing Offer proposal.</p> <p>Clarity (1 point each: the bid is complete and easily understood:</p> <ul style="list-style-type: none"> • not missing requested information, • minimal spelling/grammatical errors <p>Organization (3 points): navigation of proposal includes :</p> <ul style="list-style-type: none"> • easily locate responses and using a summary table of criteria against relevant proposal section(s), • logically ordered and detailed table of contents, • overall presentation) 	<p>Maximum 5 Points (2 points for clarity and 3 points for organization)</p>
RC1.4	<p>a. The Bidders should demonstrate the following corporate activities they have implemented to promote anti-racism and diversity within their organisation:</p> <p>b. The bidder has internally published policies or commitments on anti-racism and inclusiveness;</p> <p>c. The bidder has publicly available organisational commitments to a diverse workforce;</p> <p>The bidder should provide details of the following activities.</p> <p>For activities described in a. and b. (policy and commitments), the bidder should provide copies of policy or commitment documents including their effective date.</p>	<p>6 pts maximum</p> <p>0 pts = the bidder does not address. 2 pts = The bidder has fully described the activity and provided supporting documents as evidence. 1 pts = The bidder has provided information on the existence of the activity but does not provide sufficient detail or supporting documents.</p>
	<p>Maximum Points: Minimum Points Required:</p>	<p>Bidder's Score: _____</p>

4.1.1.2 Point Rated Technical Criteria

Outline of Criteria Scoring

<p>POOR – the submission shows a low understanding of the requirements of the bid solicitation, and the approach Proposed does not address the important factors. The proposed approach has significant weaknesses, would probably not meet the requirements of the application for and does not constitute a technical value to Canada.</p>
<p>FAIR – The submission demonstrates a certain understanding of the requirements of the bid solicitation, and The proposed approach addresses some important factors. The proposed approach has weaknesses, would probably not meet the requirements of the bid solicitation or Would probably not be effective, and not a good technical value for Canada.</p>
<p>GOOD - the submission demonstrates an adequate understanding of the requirements of the proposals, and the proposed approach addresses most of the factors. The proposed approach has minor weaknesses, would likely meet the requirements of the bid solicitation and is a good technical value for Canada.</p>
<p>EXCELLENT -the submission shows a very good understanding of the requirements of the proposals, and the proposed approach addresses all the important factors. The proposed approach has no significant weakness, would likely meet the requirements of the Would probably be effective, would yield very good results and constitute a very good technical value for the Canada.</p>

RATED CRITERIA – ENVIRONMENTAL SITE ASSESSMENT (ESA)

RC2	Rated Criteria	Points, and location in bidders Proposal
RC2.1	<p>To demonstrate their experience, the Offeror must provide three (3) examples of significant projects for each environmental service they are bidding on.</p> <p>Each project example should include a project description (purpose and tasks), dollar value, duration, type of facility/site and client contact information.</p> <p>Notes: "Significant" means that the level of effort was ten (10) working days or more and completed within the last five (5) years.</p> <p>Client may be contacted for validation purposes only.</p> <p>Three example projects to be provided. For each project:</p> <p>a) project description (maximum 3 points):</p> <ul style="list-style-type: none"> - purpose and tasks (1 point) - dollar value and duration (1 point) - type of facility/site and client contact information (1 point) <p>AND</p> <p>b) environment and context in which the example project was carried out (maximum 5 points)</p> <p>i) The project was conducted in a science/technology-based federal organization that includes special purpose space (e.g., laboratory, testing, and experimental environments) (5 points per project); OR</p>	<p>Maximum 24 points (up to 8 points per project)</p>

	<p>ii) The project was conducted in a science/technology-based government organization (provincial, municipal) that includes special purpose space (4 points per project); OR</p> <p>iii) The project was conducted in a science/technology based non-government organization that includes special purpose space (3 points per project); OR</p> <p>iv) The project was conducted in a non-science/non-technology-based government organization (federal, provincial, municipal) (2 points per project); OR</p> <p>v) The project was conducted in a non-science/non-technology-based non-government organization (1 point per project)</p>	
RC2.2	<p>Knowledge of Regulations</p> <p>The Offeror must demonstrate their awareness of applicable environmental legislation/standards/guidelines for each environmental service (stream) being offered. A list of the appropriate environmental legislation, guidelines, standards and commitments/drivers applicable to the range of potential work under the service should be included in the response.</p> <p>Regulatory compliance requirements/standards/guidelines and drivers for Environmental Site Assessments, risk assessments, remediation/risk management and designated substances surveys may include but are not limited to: (1 point awarded for each, to a maximum of 10 points)</p> <ol style="list-style-type: none"> 1. Federal Contaminated Sites Action Plan 2. Decision-Making Framework (DMF), A Federal Approach to Contaminated Sites 3. CCME National Classification System for Contaminated Sites, 2008 4. CCME Canadian Environmental Quality Guidelines (Soil and Water Quality Guidelines) 5. CCME Canada Wide Standards for Petroleum Hydrocarbons in Soil, 2008 6. Federal Interim Groundwater Quality Guidelines for Federal Contaminated Sites 7. Guidelines for Canadian Drinking Water Quality 8. Applicable provincial soil/water quality guidelines 9. Applicable provincial regulations (e.g., Wells - Ontario Regulation 903, 1990; Ontario Regulation O. Reg. 490/09 - Designated Substances) 10. Canadian Standards Association Standard Phase 1 Environmental Site Assessment, CSA Z768-01 11. Canadian Standards Association Standard Phase II Environmental Site Assessment, CSA Z769-00 12. FCSAP Tool for Risk Assessment Validation and Site Closure Tool 13. CCME guidance documents (e.g., Subsurface Assessment Handbook for Contaminated Sites, 1994; Guidance Document on the Management of Contaminated Sites in Canada, 1997; Guidance Manual for Environmental Site Characterization in Support of Environmental and Human Health Risk Assessment, 2016; A Framework for Ecological Risk Assessment: General Guidance, 	<p>Maximum 10 points (1 or 2 pts per item depending on the stream).</p>

	<p>1996)</p> <p>14. FCSAP guidance documents (e.g., Ecological Risk Assessment Guidance, 2012; Federal Contaminated Site Risk Assessment In Canada (Part I –Part VII, Supplemental Guidance documents))</p> <p>15. Treasury Board requirements, e.g., Remediation Liabilities Related to Contaminated Sites: A Supplement to the Financial Information Strategy (FIS) Manual; Policy on Management of Real Property, 2006; Reporting Standard on Real Property, 2006 (Federal Contaminated Sites Inventory)</p> <p>16. CPA Canada Public Sector Accounting Handbook - Section PS3260 Liability for Contaminated Sites</p> <p>17. Canada Labour Code and Canada Occupational Health and Safety Regulations</p> <p>18. Canadian Environmental Protection Act (CEPA) and Regulations</p> <p>19. Canadian Environmental Assessment Act</p> <p>20. Fisheries Act</p>	
RC2.3	<p>Methodology</p> <p>The Offeror must describe the methodologies used to complete projects, covering the range of potential work under each environmental service being offered.</p> <p>The proposed methodology should clearly illustrate an understanding of the tasks required to meet the objective of each project (from planning through field work and data through to report and senior review); a clear order in activities and milestones.</p> <p>Each element (planning, execution, compilation, etc.) will be evaluated as per the following:</p> <ul style="list-style-type: none"> • The response demonstrated an extensively detailed understanding of the requirement and is detailed in a very clear, concise manner. • The response demonstrated a good understanding of the requirement and is detailed in a less clear and concise manner. • The response could not demonstrate a clear understanding of the requirement and is detailed in a fair manner. • The response could not demonstrate an understanding of the requirement and is not detailed in a clear manner. <p>A brief description of the methodologies covering the range of potential work under the environmental service. The methodology should include but is not limited to:</p> <p>Planning (5 points): [objective/scope, protocol/criteria, project plan/timeline, review existing info, health & safety]</p> <p>Excellent = 5 Good = 4</p>	<p>Maximum 28 points</p> <ul style="list-style-type: none"> • (up to 5 points for planning, • up to 10 points for the execution of fieldwork, • up to 5 points for compilation of data, • up to 5 points for report preparation and • up to 3 points for senior review).

	<p>Fair = 3 Poor = 1</p> <p>Execution of field work (10 points): [covering range of potential work under the service stream]* Excellent = 10 Good = 7 Fair = 5 Poor = 3</p> <p>Compilation of data (5 points): [criteria, observations, findings, recommendations] Excellent = 5 Good = 4 Fair = 3 Poor = 1</p> <p>Report preparation (5 points): [findings, photos, draft for client review, final, timeframe, NCS score, Site Closure Tool/Tool for Risk Assessment Validation] Excellent = 5 Good = 4 Fair = 3 Poor = 1</p> <p>Senior review (3 points): [draft, final, quality assurance] Excellent = 3 Good = 2 Fair = 1 Poor = 0</p> <p>FCSAP, Federal/provincial criteria and regulatory requirements *Site assessment methodology should mention: P1 ESA: record review, site visit, interviews, evaluation of info and report, CSA Z768-01 P2 ESA/ DSS: Review existing info, develop sampling plan, preparing for site visit (H&S, locates, access, equipment), conduct investigation (sampling, quality control, send to lab), evaluation of info and report, CSA Z769-00 Risk Assessment – problem formulation, hazard assessment, risk characterization, conceptual side model</p>	
	<p>Maximum Points: 62 Minimum Points Required: 37</p>	<p>Bidders Score _____</p>

RATED CRITERIA – FUEL STORAGE TANK MANAGEMENT

RC3	Rated Criteria	Points, and location in bidders Proposal
RC3.1	<p>To demonstrate their experience, the Offeror must provide three (3) examples of significant projects for each environmental service they are bidding on.</p> <p>Each project example should include a project description (purpose and tasks), dollar value, duration, type of facility/site and client contact information.</p> <p>Notes: "Significant" means that the level of effort was ten (10) working days or more and completed within the last five (5) years.</p> <p>Client may be contacted for validation purposes only.</p> <p>Three example projects to be provided. For each project:</p> <p>a) project description (maximum 3 points):</p> <ul style="list-style-type: none"> - purpose and tasks (1 point) - dollar value and duration (1 point) - type of facility/site and client contact information (1 point). <p>AND</p> <p>b) environment and context in which the example project was carried out (maximum 5 points)</p> <p>i) The project involved petroleum or allied petroleum products storage tank systems owned/operated by a federal organization, port authority, airport or railway, or that were located on federal or aboriginal land. (5 points per project); OR</p> <p>ii) The project involved petroleum or allied petroleum products storage tank systems and were conducted for a government organization (provincial, municipal) (3 points per project); OR</p> <p>iii) The projects involved petroleum or allied petroleum products storage tank systems and were conducted for a non-government organisation (2 points per project).</p>	<p>Bidder Experience Maximum 24 points (up to 8 points per project)</p>
RC3.2	<p>Knowledge of Regulations</p> <p>The Offeror must demonstrate their awareness of applicable environmental legislation/standards/guidelines for each environmental service (stream) being offered. A list of the appropriate environmental legislation, guidelines, standards and commitments/drivers applicable to the range of potential work under the service should be included in the response.</p> <p>Two (2) points awarded for mentioning each of the following environmental legislation/guidelines for Fuel Storage Tanks and applicable commitments/drivers:</p> <ol style="list-style-type: none"> 1. Storage Tank Systems for Petroleum and Allied Petroleum Products Regulations 	<p>Maximum 10 points (1 or 2 points per item depending on the stream)</p>

	<p>2. CCME Environmental Code of Practice for Aboveground and Underground Storage Tank Systems Containing Petroleum and Allied Petroleum</p> <p>3. CAN/CSA B139-SERIES 15, Installation Code for Oil Burning Equipment</p> <p>4. CAN/CSA C282-15, Emergency Electrical Power Supply for Buildings</p> <p>5. National Fire Code of Canada 2015</p> <p>-----</p> <p>One (1) point awarded for mentioning any of the following regulations, codes or NRCan commitments/drivers:</p> <p>1. Environmental Violations Administrative Monetary Penalties Act and/or Regs</p> <p>2. CCME Environmental Guideline for Controlling Emissions of Volatile - Organic Compounds from Aboveground Storage Tanks</p> <p>3. Provincial Fire Codes</p> <p>4. Applicable Provincial requirements (e.g., TSSA in ON, PTMAA in AB etc.)</p> <p>5. NRCan Environmental Policy</p> <p>6. Any other policies/directives/best practices/SOP that are applicable to this stream</p> <p>7. Speech from the Throne</p>	
RC3.3	<p>Methodology</p> <p>The Offeror must describe the methodologies used to complete projects, covering the range of potential work under each environmental service being offered.</p> <p>The proposed methodology should clearly illustrate an understanding of the tasks required to meet the objective of each project (from planning through field work and data through to report and senior review); a clear order in activities and milestones.</p> <p>Each element (planning, execution, compilation, etc.) will be evaluated as per the following:</p> <ul style="list-style-type: none"> • The response demonstrated an extensively detailed understanding of the requirement and is detailed in a very clear, concise manner. • The response demonstrated a good understanding of the requirement and is detailed in a less clear and concise manner. • The response could not demonstrate a clear understanding of the requirement and is detailed in a fair manner. • The response could not demonstrate an understanding of the requirement and is not detailed in a clear manner. <p>A brief description of the methodologies covering the range of potential work under the environmental service. The methodology should include but is not limited to:</p> <p>Planning (5 points): [team selection, scheduling, objective/scope,</p>	<p>Maximum 28 points up to 5 points for planning, up to 10 points for the execution of field work, up to 5 points for compilation of data, up to 5 points for report preparation and up to 3 points for senior review</p>

	<p>protocol/criteria, work plan] Excellent = 5 Good = 4 Fair = 3 Poor = 1</p> <p>Execution of field work (10 points): [covering range of potential work under the service stream] Excellent = 10 Good = 7 Fair = 5 Poor = 3</p> <p>Compilation of data (5 points): [criteria, observations, findings, recommendations, prioritization] Excellent = 5 Good = 4 Fair = 3 Poor = 1</p> <p>Report preparation (5 points): [findings, photos, draft for client review, final, timeframe] Excellent = 5 Good = 4 Fair = 3 Poor = 1</p> <p>Senior review (3 points): [draft, final, quality assurance] Excellent = 3 Good = 2 Fair = 1 Poor = 0</p>	
	<p>Maximum Points: 62 Minimum Points Required: 37</p>	<p>Bidder's Score: _____</p>

RATED CRITERIA – MANAGEMENT OF HALOCARBON CONTAINING EQUIPMENT

RC4	Rated Criteria	Points, and location in bidders Proposal
RC4.1	<p>Bidder Experience</p> <p>To demonstrate their experience, the Offeror must provide three (3) examples of significant projects for each environmental service they are bidding on.</p> <p>Each project example should include a project description (purpose and tasks), dollar value, duration, type of facility/site and client contact information.</p> <p>Notes: "Significant" means that the level of effort was ten (10) working days or more and completed within the last five (5) years.</p> <p>Client may be contacted for validation purposes only.</p> <p>Three example projects to be provided. For each project:</p> <p>a) project description (maximum 3 points):</p> <ul style="list-style-type: none"> - purpose and tasks (1 point) - dollar value and duration (1 point) - type of facility/site and client contact information (1 point). <p>AND</p> <p>b) environment and context in which the example project was carried out (maximum 5 points)</p> <p>i) The project was conducted in a science/technology-based federal organisation (5 points per project); OR</p> <p>ii) The project was conducted in a non-science/non-technology-based federal organisation (4 points per project); OR</p> <p>iii) The project was conducted in a government organization (provincial, municipal) (3 points per project); OR</p> <p>iv) The project was conducted in a non-government organization (2 points per project).</p>	<p>Maximum 24 points (up to 8 points per project)</p>
RC4.2	<p>Knowledge of Regulations</p> <p>The Offeror must demonstrate their awareness of applicable environmental legislation/standards/guidelines for each environmental service (stream) being offered. A list of the appropriate environmental legislation, guidelines, standards and commitments/drivers applicable to the range of potential work under the service should be included in the response.</p> <p>Two (2) points awarded for mentioning each of the following environmental legislation/guidelines for halocarbon management and applicable commitments/drivers:</p> <ol style="list-style-type: none"> 1. Federal Halocarbon Regulations (SOR-2003-289) 2. Ozone-depleting Substances and Halocarbon Alternatives Regulations 3. Environmental Code of Practice for Elimination of Fluorocarbon Emissions from Refrigeration and Air Conditioning Systems 	<p>Maximum 10 points (1 or 2 points per item depending on the stream).</p>

	<p>4. CCME - Canada's Strategy to Accelerate the Phase-Out of CFC and Halon Uses and to Dispose of the Surplus Stocks</p> <p>5. CCME - National Action Plan for the Environmental Control of Ozone-Depleting Substances (ODS) and their Halocarbon Alternatives</p> <p>6. Environmental Code of Practice on Halons</p> <p>7. Montreal Protocol</p> <p>8. Environmental Violations Administrative Monetary Penalties Act & Regs</p> <p>-----</p> <p>-----</p> <p>One point awarded for mentioning any of the following NRCan commitments/drivers (1 point each):</p> <ol style="list-style-type: none"> 1. NRCan Environmental Policy 2. Any other policies/directives/best practices/SOP that are applicable to this stream 3. Speech from the Throne 	
<p>RC4.3</p>	<p>Methodology</p> <p>The Offeror must describe the methodologies used to complete projects, covering the range of potential work under each environmental service being offered.</p> <p>The proposed methodology should clearly illustrate an understanding of the tasks required to meet the objective of each project (from planning through field work and data through to report and senior review); a clear order in activities and milestones.</p> <p>Each element (planning, execution, compilation, etc.) will be evaluated as per the following:</p> <ul style="list-style-type: none"> • The response demonstrated an extensively detailed understanding of the requirement and is detailed in a very clear, concise manner. • The response demonstrated a good understanding of the requirement and is detailed in a less clear and concise manner. • The response could not demonstrate a clear understanding of the requirement and is detailed in a fair manner. • The response could not demonstrate an understanding of the requirement and is not detailed in a clear manner. <p>A brief description of the methodologies covering the range of potential work under the environmental service. The methodology should include but is not limited to:</p> <p>Planning (5 points): [team selection, scheduling, objective/scope, protocol/criteria, work plan] Excellent = 5 Good = 4 Fair = 3 Poor = 1</p> <p>Execution of field work (10 points): [covering range of potential work under the service stream]</p>	<p>Maximum 28 points up to 5 points for planning, up to 10 points for the execution of fieldwork, up to 5 points for compilation of data, up to 5 points for report preparation and up to 3 points for senior review</p>

	<p>Excellent = 10 Good = 7 Fair = 5 Poor = 3</p> <p>Compilation of data (5 points): [criteria, observations, findings, recommendations, prioritization] Excellent = 5 Good = 4 Fair = 3 Poor = 1</p> <p>Report preparation (5 points): [findings, photos, draft for client review, final, timeframe] Excellent = 5 Good = 4 Fair = 3 Poor = 1</p> <p>Senior review (3 points): [draft, final, quality assurance] Excellent = 3 Good = 2 Fair = 1 Poor = 0</p>	
	<p>Maximum Points: 62 Minimum Points Required: 37</p>	<p>Bidder's Score: _____</p>

RATED CRITERIA – WASTEWATER MANAGEMENT

RC5	Rated Criteria	Points, and location in bidders Proposal
RC5.1	<p>Bidder Experience</p> <p>To demonstrate their experience, the Offeror must provide three (3) examples of significant projects for each environmental service they are bidding on.</p> <p>Each project example should include a project description (purpose and tasks), dollar value, duration, type of facility/site and client contact information.</p> <p>Notes: "Significant" means that the level of effort was ten (10) working days or more and completed within the last five (5) years.</p> <p>Client may be contacted for validation purposes only.</p> <p>Three example projects to be provided. For each project:</p> <p>a) project description (maximum 3 points):</p> <ul style="list-style-type: none"> - purpose and tasks (1 point) - dollar value and duration (1 point) - type of facility/site and client contact information (1 point). <p>AND</p> <p>b) environment and context in which the example project was carried out (maximum 5 points)</p> <p>i) The projects were conducted in a science/technology-based federal organization that includes special purpose space (e.g., laboratory, testing, and experimental environments) (5 points per project); OR</p> <p>ii) The projects were conducted in a science/technology-based government organization (provincial, municipal) that includes special purpose space (4 points per project); OR</p> <p>iii) The projects were conducted in a science/technology based non-government organization that includes special purpose space (3 points per project); OR</p> <p>iv) The projects were conducted in a non-science/non-technology-based government organization (federal, provincial, municipal) (2 points per project); OR</p> <p>v) The projects were conducted in a non-government organization (1 point per project).</p>	<p>Maximum 24 points (up to 8 points per project)</p>
RC5.2	<p>Knowledge of Regulations</p> <p>The Offeror must demonstrate their awareness of applicable environmental legislation/standards/guidelines for each environmental service (stream) being offered. A list of the appropriate environmental legislation, guidelines, standards, and commitments/drivers applicable to the range of potential work under the service should be included in the response.</p>	<p>Maximum 10 points (1 or 2 points per item depending on the stream)</p>

	<p>A list of relevant regulatory compliance/standards/guideline requirements covering the range of potential work under the environmental service. (2 points each). May include but is not limited to:</p> <ol style="list-style-type: none"> 1. CEPA – List of Substances 2. CCME – Water Quality Guidelines 3. CCME – Canada-wide Strategy for the Management of Municipal Wastewater Effluent 4. Fisheries Act 5. Federal Recommendations for Wastewater Discharges from Federal Facilities (from EC's Federal Committee on Environmental Management Systems Wastewater Management working group). 6. National Pollutant Release Inventory 7. Provincial/municipal legislation (additional 1 point if legislation/standards are provided for each province). <p>-----</p> <p>--</p> <p>Points awarded for mentioning any of the following NRCan commitments (1 point each):</p> <ol style="list-style-type: none"> 1. Federal Sustainable Development Strategy (FSDS) 2. NRCan Environmental Policy 3. Any other policies/directives/best practices/SOP applicable to this stream 	
<p>RC5.3</p>	<p>Methodology</p> <p>The Offeror must describe the methodologies used to complete projects, covering the range of potential work under each environmental service being offered.</p> <p>The proposed methodology should clearly illustrate an understanding of the tasks required to meet the objective of each project (from planning through fieldwork and data through to report and senior review); a clear order in activities and milestones.</p> <p>Each element (planning, execution, compilation, etc.) will be evaluated as per the following:</p> <ul style="list-style-type: none"> • The response demonstrated an extensively detailed understanding of the requirement and is detailed in a very clear, concise manner. • The response demonstrated a good understanding of the requirement and is detailed in a less clear and concise manner. • The response could not demonstrate a clear understanding of the requirement and is detailed in a fair manner. • The response could not demonstrate an understanding of the requirement and is not detailed in a clear manner. <p>A brief description of the methodologies covering the range of potential work under the environmental service. The methodology should include but is not limited to:</p> <p>Planning (5 points): [team selection, scheduling, objective/scope, protocol/criteria, work plan] Excellent = 5</p>	<p>Maximum 28 points up to 5 points for planning, up to 10 points for the execution of fieldwork, up to 5 points for compilation of data, up to 5 points for report preparation and up to 3 points for senior review</p>

<p>Good = 4 Fair = 3 Poor = 1</p> <p>Execution of field work (10 points): [covering range of potential work under the service stream]* Excellent = 10 Good = 7 Fair = 5 Poor = 3</p> <p>Compilation of data (5 points): [criteria, observations, findings, recommendations, prioritization] Excellent = 5 Good = 4 Fair = 3 Poor = 1</p> <p>Report preparation (5 points): [findings, photos, draft for client review, final, timeframe] Excellent = 5 Good = 4 Fair = 3 Poor = 1</p> <p>Senior review (3 points): [draft, final, quality assurance] Excellent = 3 Good = 2 Fair = 1 Poor = 0</p> <p>*Sampling should follow the ISO 5667 series on Water Quality and Sampling Guidance, or other accepted industry method. All laboratories used for sample analyses must be accredited ISO 17025 (CAEAL) laboratories</p>	
<p>Knowledge and Experience Maximum Points: 62 Minimum Points Required: 37</p>	<p>Bidder's Score: _____</p>

RATED CRITERIA – SOLID NON-HAZARDOUS WASTE MANAGEMENT

RC6	Rated Criteria	Points, and location in bidders Proposal
RC6.1	<p>Bidder Experience</p> <p>To demonstrate their experience, the Offeror must provide three (3) examples of significant projects for each environmental service they are bidding on.</p> <p>Each project example should include a project description (purpose and tasks), dollar value, duration, type of facility/site and client contact information.</p> <p>Notes: "Significant" means that the level of effort was ten (10) working days or more and completed within the last five (5) years.</p> <p>Client may be contacted for validation purposes only.</p> <p>Three example projects to be provided. For each project:</p> <p>a) project description (maximum 3 points):</p> <ul style="list-style-type: none"> - purpose and tasks (1 point) - dollar value and duration (1 point) - type of facility/site and client contact information (1 point). <p>AND</p> <p>b) environment and context in which the example project was carried out (maximum 5 points)</p> <p>i) The projects were conducted in a science/technology-based federal organization that includes special purpose space (e.g., laboratory, testing, and experimental environments) (5 points per project); OR</p> <p>ii) The projects were conducted in a science/technology-based government organization (provincial, municipal) that includes special purpose space (4 points per project); OR</p> <p>iii) The projects were conducted in a science/technology based non-government organization that includes special purpose space (3 points per project); OR</p> <p>iv) The projects were conducted in a non-science/non-technology-based government organization (federal, provincial, municipal) (2 points per project); OR</p> <p>v) The projects were conducted in a non-government organization (1 point per project).</p>	<p>Maximum 24 points (up to 8 points per project)</p>
RC6.2	<p>Knowledge of Regulations</p> <p>The Offeror must demonstrate their awareness of applicable environmental legislation/standards/guidelines for each environmental service (stream) being offered. A list of the appropriate environmental legislation, guidelines, standards and commitments/drivers applicable to the range of potential work under the service should be included in the response.</p> <p>A list of relevant regulatory compliance/standards/guideline requirements covering the range of potential work under the environmental service. (2 points each).</p> <p>May include but is not limited to:</p> <ol style="list-style-type: none"> 1. Greening Government Operations 	<p>Maximum 10 points (1 or 2 points per item depending on the stream)</p>

	<p>2. Reports of the Commissioner of the Environment and Sustainable Development</p> <p>3. CCME Canada-Wide Principles for Electronics Product Stewardship</p> <p>4. CCME Waste Management (Waste Audit Users Manual)</p> <p>5. Provincial/municipal legislation (additional 2 points if legislation/standards are provided for each province)</p> <p>-----</p> <p>Points awarded for mentioning any of the following NRCan commitments/drivers (1 point each):</p> <p>1. Federal Sustainable Development Strategy (FSDS)</p> <p>2. NRCan Environmental Policy</p> <p>3. Any other policies/directives/best practices/SOP that are applicable to this stream</p>	
<p>RC6.3</p>	<p>Methodology</p> <p>The Offeror must describe the methodologies used to complete projects, covering the range of potential work under each environmental service being offered.</p> <p>The proposed methodology should clearly illustrate an understanding of the tasks required to meet the objective of each project (from planning through fieldwork and data through to report and senior review); a clear order in activities and milestones.</p> <p>Each element (planning, execution, compilation, etc.) will be evaluated as per the following:</p> <ul style="list-style-type: none"> • The response demonstrated an extensively detailed understanding of the requirement and is detailed in a very clear, concise manner. • The response demonstrated a good understanding of the requirement and is detailed in a less clear and concise manner. • The response could not demonstrate a clear understanding of the requirement and is detailed in a fair manner. • The response could not demonstrate an understanding of the requirement and is not detailed in a clear manner. <p>A brief description of the methodologies covering the range of potential work under the environmental service. The methodology should include but is not limited to:</p> <p>Planning (5 points): [team selection, scheduling, objective/scope, protocol/criteria, work plan] Excellent = 5 Good = 4 Fair = 3 Poor = 1</p> <p>Execution of field work (10 points): [covering range of potential work under the service stream] Excellent = 10 Good = 7 Fair = 5 Poor = 3</p> <p>Compilation of data (5 points): [criteria, observations, findings,</p>	<p>Maximum 28 points (up to 5 points for planning, up to 10 points for the execution of fieldwork, up to 5 points for compilation of data, up to 5 points for report preparation and up to 3 points for senior review)</p>

	<p>recommendations, prioritization] Excellent = 5 Good = 4 Fair = 3 Poor = 1</p> <p>Report preparation (5 points): [findings, photos, draft for client review, final, timeframe] Excellent = 5 Good = 4 Fair = 3 Poor = 1</p> <p>Senior review (3 points): [draft, final, quality assurance] Excellent = 3 Good = 2 Fair = 1 Poor = 0</p> <p>Facility solid non-hazardous waste and recycling audits should follow the CCME waste audit methodology (Waste Audit Users Manual), or other industry accepted method</p>	
	<p>Maximum Points: 62 Minimum Points Required: 37</p>	<p>Bidder's Score: _____</p>

RATED CRITERIA – HAZARDOUS MATERIALS MANAGEMENT

RC7	Rated Criteria	Points, and location in bidders Proposal
	<p>RC-2-1 Bidder Experience</p> <p>To demonstrate their experience, the Offeror must provide three (3) examples of significant projects for each environmental service they are bidding on.</p> <p>Each project example should include a project description (purpose and tasks), dollar value, duration, type of facility/site and client contact information.</p> <p>Notes: "Significant" means that the level of effort was ten (10) working days or more and completed within the last five (5) years.</p> <p>Client may be contacted for validation purposes only.</p> <p>Three example projects to be provided. For each project:</p> <p>a) project description (maximum 3 points):</p> <ul style="list-style-type: none"> - purpose and tasks (1 point) - dollar value and duration (1 point) - type of facility/site and client contact information (1 point). <p>AND</p> <p>b) environment and context in which the example project was carried out (maximum 5 points)</p> <p>i) The project was conducted in a science/technology-based federal organization that includes special purpose space (e.g., laboratory, testing, and experimental environments), and relates to hazardous materials used in special purpose space operations (5 points per project); OR</p> <p>ii) The project was conducted in a science/technology-based government organization (provincial, municipal) that includes special purpose space, and relates to hazardous materials used in special purpose space operations (4 points per project); OR</p> <p>iii) The project was conducted in a science/technology based non-government organization that includes special purpose space, and relates to hazardous materials used in this space (3 points per project); OR</p> <p>iv) The project was conducted in a non-science/non-technology-based government organization (federal, provincial, municipal) (2 points per project); OR</p> <p>v) The project was conducted in a non-government organization (1 point per project)</p>	<p>Maximum 24 points (up to 8 points per project)</p>
	<p>RC-2-2 Knowledge of Regulations</p> <p>The Offeror must demonstrate their awareness of applicable environmental legislation/standards/guidelines for each environmental service (stream) being offered. A list of the appropriate environmental legislation, guidelines, standards and commitments/drivers applicable to the range of potential work under the service should be included in the response.</p> <p>One (1) point awarded for mentioning each of the following environmental legislation/guidelines for hazardous substance management and applicable commitments/drivers:</p>	<p>Maximum 10 points (1 or 2 points per item depending on the stream)</p>

	<ol style="list-style-type: none"> 1. Hazardous Products Act and/or Hazardous Products Regulations 2. National Fire Code of Canada 3. Transportation of Dangerous Goods Act and/or Regulations 4. Canada Labour Code and/or Canada Occupational Health and Safety Regulations 5. Applicable Regulations under the Canadian Environmental Protection Act such as: Domestic Substances List; Environmental Emergency Regulations; Export and Import of Hazardous Waste and Hazardous Recyclable Material Regulations; Interprovincial Movement of Hazardous Waste Regulations; PCB Regulations; Schedule I, Toxic Substances List 6. CSA-Z731-03 (R2014) Standard on Emergency Preparedness and Response 7. Provincial Hazardous Waste Regulations 8. Provincial Fire Codes 9. Municipal Sewer-use Bylaws <p>-----</p> <p>One point awarded for mentioning any of the following NRCan commitments/drivers (1 point each):</p> <ol style="list-style-type: none"> 1. FSDS 2. NRCan Environmental Policy 3. Government of Canada - Chemicals Management Plan 4. Any other policies/directives/best practices/SOP that are applicable to this stream 	
RC7.3	<p>Methodology</p> <p>The Offeror must describe the methodologies used to complete projects, covering the range of potential work under each environmental service being offered.</p> <p>The proposed methodology should clearly illustrate an understanding of the tasks required to meet the objective of each project (from planning through field work and data through to report and senior review); a clear order in activities and milestones.</p> <p>Each element (planning, execution, compilation, etc.) will be evaluated as per the following:</p> <ul style="list-style-type: none"> • The response demonstrated an extensively detailed understanding of the requirement and is detailed in a very clear, concise manner. • The response demonstrated a good understanding of the requirement and is detailed in a less clear and concise manner. • The response could not demonstrate a clear understanding of the requirement and is detailed in a fair manner. • The response could not demonstrate an understanding of the requirement and is not detailed in a clear manner. <p>A brief description of the methodologies covering the range of potential work under the environmental service. The methodology should include but is not limited to:</p> <p>Planning (5 points): [team selection, scheduling, objective/scope, protocol/criteria, work plan] Excellent = 5 Good = 4</p>	<p>Maximum 28 points up to 5 points for planning, up to 10 points for the execution of fieldwork, up to 5 points for compilation of data, up to 5 points for report preparation and up to 3 points for senior review)</p>

	<p>Fair = 3 Poor = 1</p> <p>Execution of field work (10 points): [covering range of potential work under the service stream] Excellent = 10 Good = 7 Fair = 5 Poor = 3</p> <p>Compilation of data (5 points): [criteria, observations, findings, recommendations, prioritization] Excellent = 5 Good = 4 Fair = 3 Poor = 1</p> <p>Report preparation (5 points): [findings, photos, draft for client review, final, timeframe] Excellent = 5 Good = 4 Fair = 3 Poor = 1</p> <p>Senior review (3 points): [draft, final, quality assurance] Excellent = 3 Good = 2 Fair = 1 Poor = 0</p>	
	<p>Maximum Points: 62 Minimum Points Required: 37</p>	<p>Bidder's Score: _____</p>

RATED CRITERIA – AIR CONTAMINANT EMISSIONS STUDIES

RC8	Rated Criteria	Points, and location in bidders Proposal
RC8.1	<p>Bidder Experience</p> <p>To demonstrate their experience, the Offeror must provide three (3) examples of significant projects for each environmental service they are bidding on.</p> <p>Each project example should include a project description (purpose and tasks), dollar value, duration, type of facility/site and client contact information.</p> <p>Notes: "Significant" means that the level of effort was ten (10) working days or more and completed within the last five (5) years.</p> <p>Client may be contacted for validation purposes only.</p> <p>Three example projects to be provided. For each project:</p> <p>a) project description (maximum 3 points):</p> <ul style="list-style-type: none"> - purpose and tasks (1 point) - dollar value and duration (1 point) - type of facility/site and client contact information (1 point). <p>AND</p> <p>b) environment and context in which the example project was carried out (maximum 5 points)</p> <p>i) The project was conducted in a science/technology-based federal organization that includes special purpose space (e.g., laboratory, testing, and experimental environments) (5 points per project); OR</p> <p>ii) The project was conducted in a science/technology-based government organization (provincial, municipal) that includes special purpose space (4 points per project); OR</p> <p>iii) The project was conducted in a science/technology based non-government organization that includes special purpose space (3 points per project); OR</p> <p>iv) The project was conducted in a non-science/non-technology-based government organization (federal, provincial, municipal) (2 points per project); OR</p> <p>v) The project was conducted in a non-science/non-technology-based non-government organization (1 point per project).</p>	<p>Maximum 24 points (up to 8 points per project)</p>
RC8.2	<p>Knowledge of Regulations</p> <p>The Offeror must demonstrate their awareness of applicable environmental legislation/standards/guidelines for each environmental service (stream) being offered. A list of the appropriate environmental legislation, guidelines, standards and commitments/drivers applicable to the range of potential work under the service should be included in the response.</p> <p>Two (2) points awarded each for mentioning any of the following environmental legislation/guidelines for air contaminant emissions and applicable commitments/drivers:</p> <ol style="list-style-type: none"> 1. CEPA - Clean Air Act 2. CCME – Canadian Ambient Air Quality Standards 3. National Pollutant Release Inventory 	<p>Maximum 10 points (1 or 2 points per item depending on the stream)</p>

	<p>4. National Ambient Air Quality Objectives 5. Greening of Government Operations 6. Reports of the Commissioner of the Environment and Sustainable Development 7. Any provincial ambient air quality regulations/objectives/standards</p> <p>-----</p> <p>Points awarded for mentioning any of the following NRCan/GoC commitments/drivers (1 point each):</p> <ol style="list-style-type: none"> 1. NRCan Environmental Policy 2. Any municipal air quality bylaws 3. Any other policies/directives/best practices/SOP 	
RC8.3	<p>Methodology</p> <p>The Offeror must describe the methodologies used to complete projects, covering the range of potential work under each environmental service being offered.</p> <p>The proposed methodology should clearly illustrate an understanding of the tasks required to meet the objective of each project (from planning through fieldwork and data through to report and senior review); a clear order in activities and milestones.</p> <p>Each element (planning, execution, compilation, etc.) will be evaluated as per the following:</p> <ul style="list-style-type: none"> • The response demonstrated an extensively detailed understanding of the requirement and is detailed in a very clear, concise manner. • The response demonstrated a good understanding of the requirement and is detailed in a less clear and concise manner. • The response could not demonstrate a clear understanding of the requirement and is detailed in a fair manner. • The response could not demonstrate an understanding of the requirement and is not detailed in a clear manner. <p>A brief description of the methodologies covering the range of potential work under the environmental service. The methodology should include but is not limited to:</p> <p>Planning (5 points): [team selection, scheduling, objective/scope, protocol/criteria, work plan] Excellent = 5 Good = 4 Fair = 3 Poor = 1</p> <p>Execution of field work (10 points): [covering range of potential work under the service stream] Excellent = 10 Good = 7 Fair = 5 Poor = 3</p> <p>Compilation of data (5 points): [criteria, observations, findings, recommendations, prioritization] Excellent = 5 Good = 4</p>	<p>Maximum 28 points up to 5 points for planning, up to 10 points for the execution of fieldwork, up to 5 points for compilation of data, up to 5 points for report preparation and up to 3 points for senior review)</p>

	<p>Fair = 3 Poor = 1</p> <p>Report preparation (5 points): [findings, photos, draft for client review, final, timeframe] Excellent = 5 Good = 4 Fair = 3 Poor = 1</p> <p>Senior review (3 points): [draft, final, quality assurance] Excellent = 3 Good = 2 Fair = 1 Poor = 0</p>	
	<p>Maximum Points: 62 Minimum Points Required: 37</p>	<p>Bidder's Score: _____</p>

RATED CRITERIA – BUILDING ASBESTOS MANAGEMENT

RC9	Rated Criteria	Points, and location in bidders Proposal
<p>RC9.1</p>	<p>Bidder Experience</p> <p>To demonstrate their experience, the Offeror must provide three (3) examples of significant projects for each environmental service they are bidding on.</p> <p>Each project example should include a project description (purpose and tasks), dollar value, duration, type of facility/site and client contact information.</p> <p>Notes: "Significant" means that the level of effort was ten (10) working days or more and completed within the last five (5) years.</p> <p>Client may be contacted for validation purposes only.</p> <p>Three example projects to be provided. For each project:</p> <p>a) project description (maximum 3 points):</p> <ul style="list-style-type: none"> - purpose and tasks (1 point) - dollar value and duration (1 point) - type of facility/site and client contact information (1 point) <p>AND</p> <p>b) environment and context in which the example project was carried out (maximum 5 points)</p> <p>i) The project was conducted in a science/technology-based federal organization that includes special purpose space (e.g., laboratory, testing, and experimental environments) (5 points per project); OR</p> <p>ii) The project was conducted in a science/technology-based government organization (provincial, municipal) that includes special purpose space (4 points per project); OR</p> <p>iii) The project was conducted in a science/technology based non-government organization that includes special purpose space (3 points per project); OR</p> <p>iv) The project was conducted in a non-science/non-technology-based government organization (federal, provincial, municipal) (2 points per project); OR</p> <p>v) The project was conducted in a non-science/non-technology-based non-government organization (1 point per project).</p>	<p>Maximum 24 points (up to 8 points per project)</p>
<p>RC9.2</p>	<p>Knowledge of Regulations</p> <p>The Offeror must demonstrate their awareness of applicable environmental legislation/standards/guidelines for each environmental service (stream) being offered. A list of the appropriate environmental legislation, guidelines, standards, and commitments/drivers applicable to the range of potential work under the service should be included in the response.</p> <p>Two (2) points awarded for mentioning each of the following standard/best practices/codes/guidelines for Asbestos Management and applicable commitments/drivers:</p> <ol style="list-style-type: none"> 1. PSPC's Asbestos Management Standard (or reference to DP 057- 	<p>Maximum 10 points (1 or 2 points per item depending on the stream)</p>

	<p>Asbestos Management)</p> <ol style="list-style-type: none"> 2. Canada Labour Code, Part II – Occupational Health and Safety 3. Canada Occupational Health and Safety Regulations (COHSR) Part X – Hazardous Substances, subsection 10.19 Control of Hazards 4. National Joint Council Occupational Health and Safety Directive, Part XI – Hazardous Substances 5. American Society for Testing and Materials (ASTM) International Standard E 2356-04, Standard Practice for Comprehensive Building Asbestos Surveys 6. Any provincial standard referencing asbestos sampling (e.g., Ontario Regulation 278/05: Designated Substances – Asbestos on Construction Projects and in Buildings and Repair Operations) 7. Canadian Environmental Protection Act (Schedule 1 - List of Toxic Substances) 8. Any approved sampling methodologies (NIOSH and equivalent); <p>-----</p> <p>One (1) point awarded for mentioning any of the following NRCan/GoC commitments/drivers:</p> <ol style="list-style-type: none"> 1. NRCan Environmental Policy 2. Speech from the Throne 3. Other policies/directives/best practices applicable to this stream 	
<p>RC9.3</p>	<p>Methodology</p> <p>The Offeror must describe the methodologies used to complete projects, covering the range of potential work under each environmental service being offered.</p> <p>The proposed methodology should clearly illustrate an understanding of the tasks required to meet the objective of each project (from planning through fieldwork and data through to report and senior review); a clear order in activities and milestones.</p> <p>Each element (planning, execution, compilation, etc.) will be evaluated as per the following:</p> <ul style="list-style-type: none"> • The response demonstrated an extensively detailed understanding of the requirement and is detailed in a very clear, concise manner. • The response demonstrated a good understanding of the requirement and is detailed in a less clear and concise manner. • The response could not demonstrate a clear understanding of the requirement and is detailed in a fair manner. • The response could not demonstrate an understanding of the requirement and is not detailed in a clear manner. <p>A brief description of the methodologies covering the range of potential work under the environmental service. The methodology should include but is not limited to:</p> <p>Planning (5 points): [team selection, scheduling, objective/scope, protocol/criteria, work plan]</p> <p>Excellent = 5 Good = 4 Fair = 3 Poor = 1</p> <p>Execution of field work (10 points): [covering range of potential work]</p>	<p>Maximum 28 points up to 5 points for planning, up to 10 points for the execution of fieldwork, up to 5 points for compilation of data, up to 5 points for report preparation and up to 3 points for senior review</p>

	<p>Excellent = 10 Good = 7 Fair = 5 Poor = 3</p> <p>Compilation of data (5 points): [criteria, observations, findings, recommendations, prioritization] Excellent = 5 Good = 4 Fair = 3 Poor = 1</p> <p>Report preparation (5 points): [findings, photos, draft for client review, final, timeframe] Excellent = 5 Good = 4 Fair = 3 Poor = 1</p> <p>Senior review (3 points): [draft, final, quality assurance] Excellent = 3 Good = 2 Fair = 1 Poor = 0</p>	
	<p>Maximum Points: 62 Minimum Points Required: 37</p>	<p>Bidder's Score: _____</p>

RATED CRITERIA – LEGIONELLA MANAGEMENT

	RATED CRITERIA	RATING CRITERIA
RC10	Rated Criteria	Points, and location in bidders Proposal
RC10.1	<p>Bidder Experience</p> <p>To demonstrate their experience, the Offeror must provide three (3) examples of significant projects for each environmental service they are bidding on.</p> <p>Each project example should include a project description (purpose and tasks), dollar value, duration, type of facility/site and client contact information.</p> <p>Notes: "Significant" means that the level of effort was ten (10) working days or more and completed within the last five (5) years.</p> <p>Client may be contacted for validation purposes only.</p> <p>Three example projects to be provided. For each project:</p> <p>a) project description (maximum 3 points):</p> <ul style="list-style-type: none"> - purpose and tasks (1 point) - dollar value and duration (1 point) - type of facility/site and client contact information (1 point). <p>AND</p> <p>b) environment and context in which the example project was carried out (maximum 5 points)</p> <p>i) The project was conducted in a science/technology-based federal organization that includes special purpose space (e.g., laboratory, testing, and experimental environments) (5 points per project); OR</p> <p>ii) The project was conducted in a science/technology-based government organization (provincial, municipal) that includes special purpose space (4 points per project); OR</p> <p>iii) The project was conducted in a science/technology based non-government organization that includes special purpose space (3 points per project); OR</p> <p>iv) The project was conducted in a non-science/non-technology-based government organization (federal, provincial, municipal) (2 points per project); OR</p> <p>v) The project was conducted in a non-science/non-technology-based non-government organization (1 point per project).</p>	<p>Maximum 24 points (up to 8 points per project)</p>
RC10.2	<p>Knowledge of Regulations</p> <p>The Offeror must demonstrate their awareness of applicable environmental legislation/standards/guidelines for each environmental service (stream) being offered. A list of the appropriate environmental legislation, guidelines, standards, and commitments/drivers applicable to the range of potential work under the service should be included in the response.</p>	<p>Maximum 10 points (1 or 2 points per item depending on the stream)</p>

	<p>Two (2) points awarded for mentioning each of the following standards/best practices/guidelines for Legionella management (to a maximum of 10 points):</p> <ol style="list-style-type: none"> 1. PSPC's Standard MD 15161-2013: <i>Control of Legionella in Mechanical Systems</i> 2. ASHRAE Standard 188-2015: <i>Legionellosis: Risk Management for Building Water Systems</i> 3. ASHRAE Guideline 12-2000: <i>Minimizing the Risk of Legionellosis Associated with Building Water Systems</i> 4. Cooling Technology Institute, Legionellosis Guideline, July 2008: <i>Best Practices for Control of Legionella</i> 5. American Industrial Hygiene Association, 2015: <i>Recognition, Evaluation and Control of Legionella in Building Water Systems</i> 6. Centre d'expertise en analyse environnementale du Québec (CEAEQ): <i>Protocole d'échantillonnage de l'eau du circuit des tours de refroidissement pour la recherche des légionelles, DR-09-11</i> 7. ISO 11731-2017: <i>Water Quality - Enumeration of Legionella</i> 8. CDC (Centers for Disease Control and Prevention): "<i>Procedures for the Recovery of Legionella from the Environment</i>" 9. Canadian Centre for Occupational Health and Safety (CCOHS): OHS Fact Sheet on Legionnaires' Disease and transmission of Legionella bacteria 	
<p>RC10.3</p>	<p>Methodology</p> <p>The Offeror must describe the methodologies used to complete projects, covering the range of potential work under each environmental service being offered.</p> <p>The proposed methodology should clearly illustrate an understanding of the tasks required to meet the objective of each project (from planning through fieldwork and data through to report and senior review); a clear order in activities and milestones.</p> <p>Each element (planning, execution, compilation, etc.) will be evaluated as per the following:</p> <ul style="list-style-type: none"> • The response demonstrated an extensively detailed understanding of the requirement and is detailed in a very clear, concise manner. • The response demonstrated a good understanding of the requirement and is detailed in a less clear and concise manner. • The response could not demonstrate a clear understanding of the requirement and is detailed in a fair manner. • The response could not demonstrate an understanding of the requirement and is not detailed in a clear manner. <p>A brief description of the methodologies covering the range of potential work under the environmental service. The methodology should include but is not limited to:</p> <p>Planning (5 points): [team selection, scheduling, objective/scope, protocol/criteria, work plan] Excellent = 5 Good = 4 Fair = 3 Poor = 1</p>	<p>Maximum 28 points up to 5 points for planning, up to 10 points for the execution of fieldwork, up to 5 points for compilation of data, up to 5 points for report preparation and up to 3 points for senior review</p>

	<p>Execution of field work (10 points): [covering range of potential work under the service stream] Excellent = 10 Good = 7 Fair = 5 Poor = 3</p> <p>Compilation of data (5 points): [criteria, observations, findings, recommendations, prioritization] Excellent = 5 Good = 4 Fair = 3 Poor = 1</p> <p>Report preparation (5 points): [findings, photos, draft for client review, final, timeframe] Excellent = 5 Good = 4 Fair = 3 Poor = 1</p> <p>Senior review (3 points): [draft, final, quality assurance] Excellent = 3 Good = 2 Fair = 1 Poor = 0</p>	
	<p>Maximum Points: 62 Minimum Points Required: 37</p>	<p>Bidder's Score: _____</p>

4.1.2 Financial Evaluation

SACC Manual Clause [M0220T](#) (2016-01-28) , Evaluation of Price – Offer

4.2 Basis of Selection

Basis of Selection - Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum points specified **for each criterion** for the technical evaluation, and criteria which are subject to point rating
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.

4. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

Highest Combined Rating of Technical Merit and Price

NRCan intends to award up to two (2) Standing Offers per region for each stream. Highest Combined Rating of Technical Merit (70%) and Price (30%) as per the example table below.

For each region:

The top two (2) offerors with the highest **total points achieved** for a specific stream will be **recommended** for award of a Standing Offer. In case of identical total points achieved, the offeror with highest technical points achieved will be ranked first. If it is still identical (including the technical points achieved), a method of tie breaking will be used (a coin toss or draw).

Example:

STREAM: Environmental Site Assessment Services			
REGION: Ontario			
	Offeror 1	Offeror 2	Offeror 3
Technical Points Achieved	88	82	76
Evaluated price	\$850	\$800	\$750
CALCULATIONS			
	Technical Points Achieved	Rated Price Points Achieved	Total Points Achieved
Offeror 1	$\frac{88}{88} \times 70 = 70.00$	$\frac{750}{850} \times 30 = 26.47$	96.47
Offeror 2	$\frac{82}{88} \times 70 = 65.23$	$\frac{750}{800} \times 30 = 28.13$	93.36
Offeror 3	$\frac{76}{88} \times 70 = 60.45$	$\frac{750}{750} \times 30 = 30.00$	90.45
*	Represents the highest technical score		
**	Represents the lowest evaluated price		

Assumption: The maximum technical score that can be obtained is 100 points. The highest technical score and lowest grand total estimate receive full rated percentage and other proposals are pro-rated accordingly.

Using the example above for a maximum of 2 Standing Offers would be awarded with **Offeror 1** (1st ranked) and **Offeror 2** (2nd ranked).

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.

5.2 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 Former Public Servant - Competitive - Offer

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.

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.

5.2.3.2 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.

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168479

Client Ref. No. - N° de réf. du client

168479

Amd. No. - N° de la modif.

File No. - N° du dossier
168479

Buyer ID - Id de l'acheteur

XXXXX

CCC No./N° CCC - FMS No./N° VME

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.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. At the Request for Standing Offers closing date, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicate in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

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

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. 168479

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex _____;
 - b) *Contract Security Manual* (Latest Edition).

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

2009 (2022-01-28) General Conditions: Standing Offers – Goods or Services – Authorized Users, apply to and form part of the Standing Offer and are amended as follows:

The following section(s) from General Conditions 2009 apply to Federal Identified Users only:
Section 11 – Integrity Provisions

7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records, on its provision of goods or services or combination of goods and services to Authorized Users under any and all contracts resulting from the Standing Offer. This data must also include all purchases paid for by a Canada acquisition card.

The Offeror must provide this data, in electronic format (Excel spreadsheet format), in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report. The data must be submitted electronically on a quarterly basis to the Standing Offer Authority.

The Quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31;
4th quarter: January 1 to March 31.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from _____ to _____.

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 3, one year option periods, 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 10 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Authorized Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the standing offer.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: _____

Title: _____

Public Works and Government Services Canada

Acquisitions Branch

Directorate: _____

Address: _____

Telephone: ____ - ____ - ____

E-mail address: _____

The Standing Offer Authority is responsible for the management of the Standing Offer, (including any extensions, set asides or cancellations). Revisions or amendments to the Standing Offer shall only be authorized in writing by the Standing Offer Authority. The Offeror must not perform work in excess of or outside the scope of the Standing Offer based on verbal or written requests or instructions from anyone other than the Contracting Authority and any work so conducted shall be at the Offeror's sole risk and expense and shall not be charged to any Authorized User unless otherwise agreed to in writing by the Contracting Authority.

Contracting Authorities

The Contract Authority will be identified in the individual Call-up .

7.5.2 Project Authority

The Project Authority will be identified in the individual Call-up .

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

7.5.3 Offeror's Representative

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

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 Call-up Procedures

The call-up procedures require that when a requirement is identified, the Project Authority will contact the highest-ranked offeror to determine if the requirement can be satisfied by that offeror (Some or all the conditions stated below may apply depending on the requirement). If the highest-ranked offeror is able to meet the requirement, a call-up is made against its standing offer. If that offeror is unable to meet the requirement, the Project Authority will contact the next ranked offeror. The Project Authority will continue and proceed as above until one offeror indicates that it can meet the requirement of the call-up. In other words, call-ups are made based on the "right of first refusal" basis. When the highest-ranked offeror is unable to fulfill the need, the Project Authority is required to document its file appropriately. The resulting call-ups are considered competitive and the competitive call-up authorities can be used.

Conditions (not limited to) applicable to the process:

- | |
|--|
| <ul style="list-style-type: none">- Proof of required Insurance (below). NRCan reserves the right to request current copies of insurance certificates as proof.- Capacity of providing services and written reports in French where required (Quebec, New Brunswick, National Capital region.)- Curriculum vitae of all personnel assigned for the call-up. NRCan reserves the right to request the information to be provided in the CV and any additional information (ex.: credential certificates).- Proposed resources have required qualifications and experience related to the specific work. |
|--|

7.8 Call-up Instrument

The Work will be authorized using the duly completed forms or their equivalents as identified in paragraphs 1, 2 and 3 below.

1. Call-ups must be made 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. The following forms could be used which is available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - An equivalent form or electronic call-up document which contains at a minimum the following information:
 - standing offer number;
 - description and unit price for each line item;
 - total value of the call-up;

7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$ 150,000.00 (Applicable Taxes included).

7.10 Financial Limitation

Not Applicable

7.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list below, 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 to the extent necessary to resolve such discrepancy.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) The General Conditions 2009 - Standing Offers - Goods or Services – Authorized Users;
- d) The general conditions [2035](#) (2021-12-02) , General Conditions - Higher Complexity - Services, apply to and form part of the call-up
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List ;
- h) the Offeror's offer dated _____ (*insert date of offer*).

7.12 Certifications and Additional Information

7.12.1 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 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 Ontario.

7.14 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.

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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 Requirement

The Contractor must provide the items detailed in the Call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

[2035](#) (2021-12-02) , General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

7.2.2.1 Compliance with on-site measures, standing orders, policies, and rules

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

7.3 Term of Contract

7.3.1 Period of the Contract

The period of the Contract is from date of Contract to _____ inclusive (*fill in end date of the period*).

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 Basis of Payment

Payment for the provision of services under a call-up will be a fixed amount using the rates specified in the standing offer and the estimated amount of travel specified in the call-up (if applicable)..

7.6 Invoicing Instructions

as specified in the callup document

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.

7.7.1 Contractors Professional Liability

1. The Contractor must obtain **Contractors Professional Liability** insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$1,000,000 per accident or occurrence and in the annual aggregate.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The Contractors Professional Liability insurance policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

- c. Separation of Insureds: The policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- d. Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- e. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.

7.7.2. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
 - o. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

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](#)".

ANNEX A - STATEMENT OF WORK

Requirement:

The Department of Natural Resources Canada (NRCan) requires environmental services for various projects to be undertaken at NRCan sites across Canada on an "as and when required basis" under nine (9) streams. The requirement consists of the following streams:

- STREAM 1: Environmental Site Assessment
- STREAM 2: Fuel Storage Tank Management
- STREAM 3: Management of Halocarbon Containing Equipment
- STREAM 4: Wastewater Management
- STREAM 5: Solid Non-Hazardous Waste Management
- STREAM 6: Hazardous Materials Management
- STREAM 7: Air Contaminant Emissions Studies
- STREAM 8: Building Asbestos Management
- STREAM 9: Legionella Management

Regions:

- Atlantic (NB, NS, NL)
- Quebec
- Ontario (not including the NCR)
- National Capital Region (NCR)
- British Columbia & Alberta
- Saskatchewan & Manitoba

Potential project locations may include, but are not limited to:

- Pacific Forestry Center, Victoria, BC
- Northern Forestry Center, Edmonton, AB
- Canmet ENERGY Research Centre, Devon, AB
- Geological Survey of Canada, Calgary, AB
- Prince Albert Satellite Station, Prince Albert, SK
- Great Lakes Forestry Center, Sault Ste Marie, ON
- Canmet MATERIALS, Hamilton, ON
- Bells Corners Complex and Booth Street Complex, Ottawa, ON
- Canmet ENERGY Research Centre, Varennes, QC
- Laurentian Forestry Center, Québec, QC
- Atlantic Forestry Center, Fredericton, NB

STATEMENT OF WORK

STREAM 1: Environmental Site Assessment

Potential work under this stream will be associated with investigating potential contamination at NRCan sites and risk managing or remediating confirmed areas of contamination. Work may include, but is not limited to:

- Phase I Environmental Site Assessment as per CSA standard (CSA Z768-01)

- Phase II and Phase III Environmental Site Assessment as per CSA standard (CSA Z769-00) and applicable legislation, protocols, standards, and guidelines
- Designated Substances and Hazardous Materials Survey
- Human Health and Ecological Risk Assessment in keeping with current Canadian Council of Ministers of the Environment (CCME) and Federal Contaminated Sites Action Plan (FCSAP) guidance material
- Risk Management Plan development and implementation
- Remediation Action Plan development and implementation
- Ongoing monitoring of site conditions
- Decommissioning of groundwater monitoring wells in accordance with applicable regulations
- Completion of additional documentation (e.g., National Classification System for Contaminated Sites (NCSCS) Scoring, Site Closure Tool for Federal Contaminated Sites), in keeping with the federal approach to management of contaminated sites (e.g., FCSAP, Treasury Board requirements)

The Project Manager MUST have a minimum of five (5) years experience in the field of Environmental Site Assessment, in Canada, within the last seven (7) years.

Project personnel should have relevant Professional Accreditation.

Laboratories selected to complete the analysis of the various media samples collected during an investigation must be accredited by the Standards Council of Canada (SCC) in co-operation with the Canadian Association for Environmental Analytical Laboratories (CAEAL).

The Contractor must have a Site-Specific Health and Safety Plan, which will include emergency response procedures, the pertinent contact information for project personnel, and the safety procedures associated with potential risks while completing the work.

STREAM 2: Fuel Storage Tank Management

Potential work under this stream will be associated with various aspects of the management of fuel storage tank systems owned or operated by NRCan. Work may include, but is not limited to:

- Assessment of storage tank systems and associated equipment for compliance with applicable Canadian federal regulations, codes and industry best practices, and the provision of cost estimates for upgrades required to ensure compliance
- Assessment of storage tank management practices for compliance with regulations, codes and industry best practices
- Emergency Response Plan development, review or training
- Storage tank system design or review, developing or updating certified design drawings
- Activities related to installation, upgrading or removal of storage tank systems

The Project Manager MUST have a minimum of five (5) years experience in the field of Fuel Storage Tank Management, in Canada, within the last seven (7) years.

Project personnel should have relevant Professional Accreditation or certification.

STREAM 3: Management of Halocarbon Containing Equipment

Work under this stream will include various aspects of the management of halocarbon containing equipment owned or operated by NRCan. Work may include, but is not limited to:

- Validating or developing inventories of halocarbon containing equipment
- Assessing the management of halocarbon containing equipment for compliance with applicable Canadian federal regulations, codes and industry best practices
- Providing recommendations and guidance to help facilities improve halocarbon management

The Project Manager MUST have a minimum of five (5) years experience in the field of Management of Halocarbon Containing Equipment, in Canada, within the last seven (7) years.

STREAM 4: Wastewater Management

This work will involve services related to facility wastewater management. Work may include, but is not limited to:

- Wastewater compliance evaluations (sampling, data analysis, and interpretation) to determine if wastewater leaving NRCan sites complies with the applicable discharge guidelines
- Wastewater system investigations to determine the configuration and performance status of facility wastewater infrastructure such as septic systems or other in-situ systems, and building or equipment connections to municipal sanitary sewer and storm water systems (location, access points, etc.)

The Contractor shall conduct wastewater sampling following the ISO 5667 series on Water Quality and Sampling Guidance or other accepted industry method. All laboratories used for wastewater sample analysis shall be accredited ISO 17025 (CAEAL) laboratories, and be certified for each parameter required in the analysis.

The Project Manager MUST have a minimum of five (5) years experience in the field of Wastewater Management, in Canada, within the last seven (7) years.

STREAM 5: Solid Non-Hazardous Waste Management

This work will involve services related to facility solid non-hazardous waste management. Work may include, but is not limited to:

- Solid non-hazardous waste audits in office and/or special purpose/laboratory space to determine the annual solid waste generation, diversion rate, and landfilling rate for each identified NRCan facility, and site-specific recommendations for improvement with respect to facility solid non-hazardous waste management
- Solid non-hazardous waste program and awareness reviews, with a focus on facility-level programs in place, and the implementation and communication approach. The reviews will identify gaps in program messaging and propose practical and realistic education and training strategies to improve occupant awareness and use of facility solid waste programs

The Project Manager MUST have a minimum of five (5) years experience in the field of Solid Non-Hazardous Waste Management, in Canada, within the last seven (7) years.

STREAM 6: Hazardous Materials Management

Potential work under this stream will be associated with the management of hazardous materials (Hazmat), such as chemicals, fuels and hazardous wastes encountered in research activities (laboratories, field work, pilot scale industrial operations, etc.), and used in facility operations.

The management of Hazmat may include elements such as analysis of hazards; chemical purchasing and inventorying methods; review of practices related to the storage, use and handling of Hazmat and the disposal of hazardous wastes; review/development/testing of spill response and other environmental emergency plans; and, related training requirements.

Work may include, but is not limited to:

- Evaluating current practices related to the management of Hazmat for compliance with environmental regulations and code requirements, industry best practices, and internal policies and procedures
- The development of management plans, environmental emergency response plans, work procedures, etc.
- Assessing current or proposed work processes, equipment or systems; assessing storage, laboratory or process areas

- Providing guidance to NRCan related to Hazmat and laboratory or process space design, renovation, or decommissioning

The Project Manager MUST have a valid, relevant designation, such as P. Eng, CIH, P. Chem, etc., AND a minimum of five (5) years' experience in the field Hazardous Materials Management, in Canada, within the last seven (7) years.

Project team members may be required to have a relevant professional accreditation/certification, such as CIH, P. Eng, P. Chem, C. Chem, cCT, etc.

STREAM 7: Air Contaminant Emissions Studies

This work will involve the collection and evaluation of air contaminant emissions source data, using appropriate dispersion model(s) and relevant exemption criteria, to generate a comprehensive inventory, a listing of source controls, and recommendations for improvement.

Work may include, but is not limited to:

- Inventorying and evaluating significant regulated air emission substances and sources against National Ambient Air Quality Objectives (NAAQO), provincial air quality standards/objectives, and the National Pollutant Release Inventory (NPRI)
- Performing air dispersion calculations and/or modeling as per federal and/or provincial regulations

STREAM 8: Building Asbestos Management

Surveys and assessments of NRCan-owned buildings have identified asbestos-containing materials (ACMs). Asbestos Management Plans (AMPs) are in place for these buildings, as per regulatory requirements under the Canada Labour Code, Part II. NRCan building asbestos management involves reassessment of ACMs, and subsequent update of AMPs, on an annual basis.

Work may include, but is not limited to:

- Assessment of identified ACMs based on criteria outlined in the Public Services and Procurement Canada (PSPC) Asbestos Management Standard, Annex A - Evaluation of Asbestos Containing Materials and Recommendations for Control
- Completion of ACM Reassessment Reports to allow for inventory and AMP updates
- Development and/or provision of training for NRCan personnel based on their roles and responsibilities related to asbestos management

STREAM 9: Legionella Management

Legionella Bacteria Control Management Plans (LBCMPs) outline Legionella management practices at NRCan. LBCMPs help ensure compliance with the Canada Occupational Health and Safety Regulations (COHSR) under the Canada Labour Code, Part II as they relate to the monitoring and control of Legionella susceptible water systems.

Work may include, but is not limited to:

- Collecting water samples from facility cooling towers and other identified sample points to conduct laboratory analysis for the presence of Legionella bacteria culture, as per the methods and standards outlined in the latest edition of MD15161- 2013 Control of Legionella in Mechanical Systems
 - Monthly, every 6 months, annually, as required based on established MD15161 protocols and facility water system requirements; and
- Providing sample results via certified analysis reports from accredited laboratories (e.g., laboratories must hold a current, valid accreditation from the Canadian Association of Laboratory Accreditation Inc. (CALA), the Standards Council of Canada (SCC) and/or equivalent, in accordance with the International Organization for Standardization/International Electrotechnical

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Commission (ISO/IEC) 17025. Any additional accreditation bodies will be reviewed at time of call-up by NRCan to evaluate equivalency).

ANNEX B - BASIS OF PAYMENT

1. Professional Fees (Customs duties are included, and Taxes are extra, if applicable):

Region: _____

Category of Personnel	(A) Per Diem Rate Year 1	(B) Per Diem Rate Year 2	(C) Per Diem Rate Year 3 (Option 1)	(D) Per Diem Rate Year 4 (Option 2)	(D) Per Diem Rate Year 5 (Option 3)	(E) Total (A+B+C+D)
<i>Project Manager</i>	\$	\$	\$	\$	\$	\$
<i>Project personnel</i>	\$	\$	\$	\$	\$	\$
<i>Technical Support Personnel (technicians/ technologists)</i>	\$	\$	\$	\$	\$	\$
<i>Administrative Support Personnel</i>	\$	\$	\$	\$	\$	\$
<i>(F) Evaluated price (Total of column E)</i>						\$

**** FOR ANY ERRORS IN THE CALCULATION, THE PER DIEM RATE SCHEDULE WILL BE UPHELD.**

2. **Pre-Authorized Travel and Living Expenses** (*need pre-approval from Project Authority*)

The Contractor will be paid for pre-authorized reasonable and proper travel and living expenses incurred by personnel directly engaged in the performance of the work, supported by appropriate receipts and calculated in accordance with the then current National Joint Council Directive on Travel and Living Expenses, (website: <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>) without allowance thereon for overhead or profit. All payments are subject to government audit. **All travel must have prior authorization of the Project Authority.**

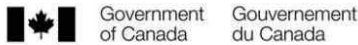
For economy of travel, use of personnel from Offeror's nearby regional office is expected, as appropriate for the project. Proposed personnel and detailed travel estimates are subject to NRCan Project Authority's review and acceptance prior to authorization. Reimbursement of travel expenses from personnel's location is to be limited to the cost of travel from nearest regional center to site of work. The regional centers for determination of that cost are: Vancouver, Edmonton, Calgary, Winnipeg, Toronto, Ottawa, Montreal, Quebec City and Halifax.

Potential project locations may include, but are not limited to:

- Pacific Forestry Center, Victoria, BC
- Northern Forestry Center, Edmonton, AB
- Canmet ENERGY Research Centre, Devon, AB
- Geological Survey of Canada, Calgary, AB
- Great Lakes Forestry Center, Sault Ste Marie, ON
- Canmet MATERIALS, Hamilton, ON
- Bells Corners Complex and Booth Street Complex, Ottawa, ON
- Canmet ENERGY Research Centre, Varennes, QC
- Laurentian Forestry Center, Québec, QC
- Atlantic Forestry Center, Fredericton, NB

3. Ranking of SO Holders *(To be completed at the Standing Offer award)*

ANNEX C SECURITY REQUIREMENTS CHECK LIST



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**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Natural Resources Canada	2. Branch or Directorate / Direction générale ou Direction CMSS-RPWSB	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Standing Offer for Environmental Services. Includes environmental services in 9 streams, at NRCan facilities across Canada. See SOW for details.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No Yes
Non Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No Yes
Non Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No Yes
Non Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No Yes
Non Oui



Contract Number / Numéro du contrat 168479
Security Classification / Classification de sécurité UNCLASSIFIED

PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ		NATO				COMSEC						
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRES SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC TRES SECRET	A	B	C	CONFIDENTIEL		TRES SECRET
Information / Assets																
Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Solicitation No. - N° de l'invitation

168479

Client Ref. No. - N° de réf. du client

168479

Amd. No. - N° de la modif.

File No. - N° du dossier

168479

Buyer ID - Id de l'acheteur

XXXXX

CCC No./N° CCC - FMS No./N° VME
