





TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 STATEMENT OF WORK	3
1.3 DEBRIEFINGS.....	3
PART 2 - BIDDER INSTRUCTIONS	4
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	4
2.2 SUBMISSION OF BIDS	4
2.3 FORMER PUBLIC SERVANT	4
2.4 ENQUIRIES - BID SOLICITATION	6
2.5 APPLICABLE LAWS	6
2.6 BID CHALLENGE AND RECOURSE MECHANISMS	6
PART 3 - BID PREPARATION INSTRUCTIONS.....	7
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	8
4.1 EVALUATION PROCEDURES	8
4.2 BASIS OF SELECTION	14
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	16
5.1 CERTIFICATIONS REQUIRED WITH THE BID	16
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION.....	16
PART 6 - RESULTING CONTRACT CLAUSES	17
6.1 SECURITY REQUIREMENTS	17
6.2 STATEMENT OF WORK	17
6.3 STANDARD CLAUSES AND CONDITIONS	17
6.4 TERM OF CONTRACT	17
6.5 AUTHORITIES	17
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	18
6.7 PAYMENT.....	18
6.8 INVOICING INSTRUCTIONS	19
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION	19
6.10 APPLICABLE LAWS	19
6.11 PRIORITY OF DOCUMENTS	20
6.12 DISPUTE RESOLUTION	20
ANNEX "A"	21
STATEMENT OF WORK	21



PART 1 - GENERAL INFORMATION

1.1 Statement of Work

The Work to be performed is detailed under Appendix "A" Statement of Work of the resulting contract clauses

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [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.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.2 Submission of Bids

Bids must be submitted only to sami.nouh@hc-sc.gc.ca by the date, time and place indicated on page 1 of the bid solicitation.

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

2.3 Former Public Servant

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

Definitions

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

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



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

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

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.



2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

2.6 Bid Challenge and Recourse Mechanisms

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



PART 3 - BID PREPARATION INSTRUCTIONS

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid File

Section II: Financial Bid File

Section III: Certifications File

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment below

Milestone	Key Deliverables	Completion Date	Payment (%)	Payment (\$)
1	Report on Indigenous Knowledge Consultation	March 31, 2023	40%	\$
2	Draft translation of AQHI and related materials	September 31, 2023	25%	\$
3	Report on Focus Group Testing and Final translation of AQHI and related materials	March 31, 2024	25%	\$
4	Report on review of journal article on portal and evaluation of training modules	March 15, 2025	10%	\$
			100%	\$

Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

The bid must meet the mandatory criteria set out below. The Bidder must provide the necessary documentation to support compliance. Bids which fail to meet the mandatory criteria will be declared non-responsive. Mandatory criteria are evaluated on a simple pass or fail basis. This will be evaluated as either a "Yes" or a "No."

Substantiation

Bidders must provide substantiation of meeting the requirements of the Point Rated criteria. The "substantiation" provided by the Bidder must provide sufficient information to substantiate, to the satisfaction of the evaluators, that the services or experience being proposed meet the requirement. Bidders are advised that providing substantiations without providing any supporting data to describe responsibilities, duties, and relevance to the requirements will not be considered "substantiated" for the purpose of this evaluation. The Bidder should provide complete project details as to where, when (month and year) and

Validation

Any or all references may be contacted to validate the substantiation.



4.1.1.1 Mandatory Technical Criteria

Instruction to bidders:

Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal that addresses the requirement identified in the criteria.

	Requirements	Met (Y/N)	Comments/ Reference in Proposal
M1	<p>The Bidder must submit a project team including a minimum of:</p> <ul style="list-style-type: none"> • One (1) Senior Project Manager; • One (1) Project Manager; and • One (1) Research Associate. <p>Senior Project Manager credentials and experience</p> <p>The Bidder must propose the services of one (1) Senior Project Manager to oversee the work as described in the Statement of Work (SOW).</p> <p>The Senior Project Manager must have a minimum of a BSc in an environmental science field from a recognized Canadian university, or the equivalent as established by a recognized Canadian educational credentials assessment (ECA) service, if obtained outside of Canada. The Bidder must provide:</p> <ol style="list-style-type: none"> a) A copy of the Senior Project Manager's education credential b) The Senior Project Manager's curriculum vitae <p>An ECA can be obtained from recognized organizations listed on the websites below:</p> <ul style="list-style-type: none"> • Immigration and citizenship Canada - Where can I get an ECA? (https://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=681&top=29) • The Canadian Information Centre for International Credentials: (https://www.cicic.ca/1374/obtain_an_academic_credentials_assessment_for_general_purposes.canada) <p>The Senior Project Manager must have at least 10 years experience in each of:</p> <ul style="list-style-type: none"> • environmental science; and • working with Indigenous communities. <p>Duration of experience must be enumerated by the bidder with specific reference to the individual's curriculum vitae.</p> <p>Project Manager credentials and experience</p> <p>The Bidder must propose the services of one (1) Project Manager to conduct the work as described in the SOW.</p> <p>The Project Manager must have a minimum of a Bachelor's degree in an arts or science field related to Indigenous studies, life or environmental science from a recognized Canadian university, or the equivalent as</p>		



	<p>established by a recognized Canadian educational credentials assessment (ECA) service, if obtained outside of Canada. The Bidder must provide:</p> <ul style="list-style-type: none">c) A copy of the Project Manager's education credentiald) The Project Manager's curriculum vitae <p>An ECA can be obtained from recognized organizations listed on the websites below:</p> <ul style="list-style-type: none">• Immigration and citizenship Canada - Where can I get an ECA? (https://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=681&top=29)• The Canadian Information Centre for International Credentials: (https://www.cicic.ca/1374/obtain_an_academic_credential_assessment_for_general_purposes.canada) <p>The Project Manager must have at least 2 years experience in each of:</p> <ul style="list-style-type: none">• environmental science; and• working with Indigenous communities. <p>Duration of experience must be enumerated by the bidder with specific reference to the individual's curriculum vitae.</p> <p>Research Associate credentials and experience</p> <p>The Bidder must propose the services of one (1) Research Associate to conduct the work as described in the SOW.</p> <p>The Research Associate must have a minimum of a Bachelor's degree in an arts or science field related to Indigenous studies, life or environmental science from a recognized Canadian university, or the equivalent as established by a recognized Canadian educational credentials assessment (ECA) service, if obtained outside of Canada. The Bidder must provide:</p> <ul style="list-style-type: none">e) A copy of the Research Associate's education credentialf) The Research Associate's curriculum vitae <p>An ECA can be obtained from recognized organizations listed on the websites below:</p> <ul style="list-style-type: none">• Immigration and citizenship Canada - Where can I get an ECA? (https://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=681&top=29)• The Canadian Information Centre for International Credentials: (https://www.cicic.ca/1374/obtain_an_academic_credential_assessment_for_general_purposes.canada) <p>The Research Associate must have at least 1 year experience in each of:</p> <ul style="list-style-type: none">• environmental science; and• working with Indigenous communities. <p>Duration of experience must be enumerated by the bidder with specific reference to the individual's curriculum vitae.</p>		
M2	<p>Experience with Indigenous Knowledge Consultation</p> <p>The nature of the Project requires consultation with regional and community representatives/knowledge keepers/experts on traditional knowledge pertaining to smoke from wildfires and wood heating. The</p>		



	<p>project team must have experience recruiting suitable participants, conducting consultation sessions and summarizing findings and recommendations.</p> <p>The Bidder must provide a brief summary (250 words or less) describing experience with each of these aspects of Indigenous knowledge consultation (i.e. participant recruitment, conduct, report preparation) from one (1) relevant project within the last 5 years prior to the closing date. The project summary should include:</p> <ul style="list-style-type: none">a) Brief description;b) Start and end dates;c) Role of the project team members. <p>Experience gained during a course or formal training shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work or academic work environment as opposed to an educational setting (e.g. courses during the completion of a Bachelor's degree).</p>		
M3	<p>Experience with Translation of Environmental Information into Indigenous Languages and Testing of Translated Materials with User Groups</p> <p>The nature of the Project requires translation into Indigenous languages of Air Quality Health Index risk communication materials as well as related materials such as Health Canada and British Columbia Centre for Disease Control wildfire smoke and winter wood smoke-specific messaging. The Bidder must also conduct focus group testing with Indigenous populations.</p> <p>The Bidder must provide a brief summary (250 words or less) describing experience with translation of environmental and health risk communication material into Indigenous languages and testing thereof from one (1) relevant project within the last 5 years prior to the closing date. The project summary should include:</p> <ul style="list-style-type: none">a) Brief description;b) Start and end dates;c) Role of the project team members. <p>Experience gained during a course or formal training shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work or academic work environment as opposed to an educational setting (e.g. courses during the completion of a Bachelor's degree).</p>		
M4	<p>Experience with Review of Reports, Journal Articles and Training Materials for Integration of Indigenous Knowledge</p> <p>The nature of the Project requires the Bidder to review and provide feedback on draft versions of a paper describing the process of developing the smoke data knowledge exchange portal, its functionalities and user testing. The Bidder will also be required to review and provide feedback on draft versions of the portal user capacity building/training models to ensure they integrate Indigenous knowledge, are culturally appropriate and are responsive to community needs. Modules may include screen recordings or short videos to illustrate required user actions to execute specified</p>		



	<p>portal functionalities</p> <p>The Bidder must provide a brief summary (250 words or less) describing experience with review of reports, journal articles and training materials for integration of indigenous knowledge from one (1) relevant project within the last 5 years prior to the closing date. The project summary should include:</p> <ul style="list-style-type: none">d) Brief description;e) Start and end dates;f) Role of the project team members. <p>Experience gained during a course or formal training shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work or academic work environment as opposed to an educational setting (e.g. courses during the completion of a Bachelor's degree).</p>		
M5	<p>Indigenous Supplier</p> <p>The Bidder must be on the Indigenous Services Canada list of Indigenous suppliers: https://www.sac-isc.gc.ca/rea-ibd</p>		
M6	<p>Workplan, schedule, and deliverables</p> <p>The Bidder must include in their technical proposal a detailed workplan listing the specific tasks and deliverables.</p> <p>Major activities must include but are not limited to the following:</p> <ul style="list-style-type: none">• Scheduling and conducting consultation sessions and preparing summary report• Translating materials, conducting focus groups to test materials and revising materials• Reviewing portal development paper and training modules for integration of Indigenous knowledge <p>For all major activities, the detailed workplan must provide the following information:</p> <ul style="list-style-type: none">a) Individual tasks;b) Personnel assigned to each task;c) Proposed schedule for completion or delivery in relation to the requirements of the SOW (sections 3.1 and 5.1).		



4.1.1.2 Point Rated Technical Criteria

A proposal with a score less than the specified minimum for technical compliance overall will be considered non responsive, and eliminated from the competition. To be considered responsive, a bid must obtain the required minimum points, which are subject to point rating.

The Bidder should clearly outline its approach and proposed methodology to demonstrate that it will meet the requirements identified in the Statement of Work. The proposal will be evaluated based upon the technical approach and methodology presented to achieve the identified project objectives within the timelines indicated. Sufficient detail should be provided to establish that the Bidder understands these requirements and that the Bidder has the capacity, in terms of resources, management ability, and proposed work plan, to successfully carry out the work. The Bidder's approach and methodology should be logical, comprehensive, and relevant to this requirement. The proposal will be evaluated based on its potential to ensure that tasks will be completed in an effective, efficient and timely manner.

- Effective is defined as producing or capable of producing the intended outcome(s) of the task.
- Efficient is defined as producing effectively with a minimum of waste of time and resources.
- Timely is defined as performing work on time and schedule and not leading to delays or postponements.

The proposal and capacity to do the work should also be demonstrated with a clear proposal outlining the timelines and costs in response to projects outlined in Section 5 of the statement of work.

	Point-Rated Criteria	Points for the Criteria	Score (reference page # and add notes)
R1	Experience with Indigenous Knowledge Consultation Points will be granted for additional projects of similar scope, size, and complexity as the project described in the SOW for this RFP and completed within the last 5 years prior to the closing date. (Experience already submitted to meet M2 requirements cannot be reused for R1).	1 project: 5 pt 2 projects: 10 pts 3 + projects: 15 pts Minimum 5 points	
R2	Experience with Translation of Environmental Information into Indigenous Languages and Testing of Translated Materials with User Groups Points will be granted for additional projects of similar scope, size, and complexity as the project described in the SOW for this RFP and completed within the last 5 years prior to the closing date. (Experience already submitted to meet M3 requirements cannot be reused for R1).	1 project: 5 pt 2 projects: 10 pts 3 + projects: 15 pts Minimum 5 points	



R3	Experience with Review of Reports, Journal Articles and Training Materials for Integration of Indigenous Knowledge Points will be granted for additional projects of similar scope, size, and complexity as the project described in the SOW for this RFP and completed within the last 5 years prior to the closing date. (Experience already submitted to meet M4 requirements cannot be reused for R1).	1 project: 5 pt 2 projects: 10 pts 3 + projects: 15 pts Minimum 5 points	
R4	Comprehensiveness, organization and overall quality of proposal The proposal will be evaluated regarding the completeness with which it addresses all requirements detailed in the SOW, its clarity and logic of organization and overall quality.	Comprehensiveness /20 Organization /20 Overall quality /15 Minimum 35 points	
Total Points (Max 100 points)			

4.1.2 Financial Evaluation

Bids must meet the mandatory financial criteria specified in the table inserted below. Bids which fail to meet the mandatory financial criteria will be declared non-responsive.

Number	Mandatory Financial Criterion
MF1	The bidders financial bid must not exceed \$125,000.00 CAD (before tax).

4.2 Basis of Selection

4.2.1 Basis of Selection – Highest Combined Rating or Technical Merit (80%) and Price (20%)

- To be declared responsive, a bid must:
 - comply with all the requirements of the bid solicitation; and
 - meet all mandatory criteria; and
 - meet all financial criteria
 - obtain the required minimum of points indicated within each technical evaluation criteria which are subject to point rating.
- Bids not meeting (a) or (b) or (c) will be declared non-responsive.
- The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 80% for the technical merit and 20% for the price.
- To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 80%.
- To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 20%.
- For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.



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

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 28 and the lowest evaluated price is \$60,000 (60).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)			
	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	26/28	24/28	22/28
Bid Evaluated Price	\$70,000.00	\$65,000.00	\$60,000.00
Calculations	Technical Merit Score	26/28 x 70 = 65	24/28 x 70 = 60
	Pricing Score	60/70 x 30 = 25.71	60/65 x 30 = 27.69
Combined Rating	90.71	87.69	85
Overall Rating	1st	2nd	3rd



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid 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 Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.



PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

The Work to be performed is detailed under Appendix "A" Statement of Work of the resulting contract clauses

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract 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.

6.3.1 General Conditions

[2010B](#) (2020-05-28), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

6.3.2 Supplemental General Conditions

[4006](#) (2010-08-16), Contractor to Own Intellectual Property Rights in Foreground Information apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of contract award to March 31, 2025.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Sami Nouh
Title: Senior Contracting Officer
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Material and Assets Management Division
Address: 200 Eglantine
Telephone: 613-941-2102
E-mail address: sami.nouh@hc-sc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.



6.5.2 Project Authority

The Project Authority for the Contract is:

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

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

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

6.5.3 Contractor's Representative

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

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

6.7.2 Limitation of Price

SACC Manual clause [C6000C](#) (2017-08-17) Limitation of Price

6.7.3 Milestone Payments - Not subject to holdback

Canada will make milestone payments in accordance with the Schedule of Milestones detailed below and the payment provisions of the Contract if:

- a. an accurate and complete claim for payment using [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;



- b. all the certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives;
- c. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

Milestone	Key Deliverables	Completion Date	Payment (%)
1	Report on Indigenous Knowledge Consultation	March 31, 2023	40%
2	Draft translation of AQHI and related materials	September 31, 2023	25%
3	Report on Focus Group Testing and Final translation of AQHI and related materials	March 31, 2024	25%
4	Report on review of journal article on portal and evaluation of training modules	March 15, 2025	10%

6.7.5 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Direct Deposit (Domestic and International);

6.8 Invoicing Instructions

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

Each invoice must be supported by:

- a copy of time sheets to support the time claimed;
- a copy of the release document and any other documents as specified in the Contract;

Invoices must be distributed as follows:

One (1) copy must be forwarded to the following email address(es) for certification and payment.
hc.p2p.east.invoices-factures.est.sc@canada.ca

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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



6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2010B](#) (2020-05-28), General Conditions - Professional Services (Medium Complexity);
- (c) the supplemental general conditions [4006](#) (2010-08-16), Contractor to Own Intellectual Property Rights in Foreground Information;
- (d) Annex A, Statement of Work;
- (e) the Contractor's bid dated _____

6.12 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".



ANNEX "A"

STATEMENT OF WORK

1. TITLE

Indigenous knowledge consultation, translation and user training to support a citizen science portal for sharing PM_{2.5} exposure data related to biomass smoke from wildfires and wood combustion for home heating

2. SCOPE

2.1. Introduction

Development of the portal requires an Indigenous knowledge consultation, translation of materials into Indigenous languages, contribution to a journal article on portal development and development of user training materials.

2.2. Objectives of the Requirement

To develop a citizen science portal for sharing PM_{2.5} exposure data related to biomass smoke from wildfires and wood combustion for home heating, as well as other environmental and social data, in Indigenous, rural and remote communities lacking routine monitoring. The primary aim is to leverage these data to support community level adoption of effective interventions to mitigate health impacts of smoke from wildfires and wood heating.

2.3. Background and Specific Scope of the Requirement

Indigenous, rural and remote communities are more likely to experience elevated fine particle air pollution (PM_{2.5}) concentrations from biomass smoke due to both summer wildfires and wood combustion for home heating, and residents of these communities are likely to be more susceptible to adverse health effects. At the same time, data on PM_{2.5} exposures are often unavailable, owing to the lack of routine monitoring. The Canadian Optimized Statistical Smoke Exposure Model (CanOSSEM), developed in the previous round of Addressing Air Pollution Horizontal Initiative (AAPHI) funding, while capturing PM_{2.5} from all sources, is optimized to detect PM_{2.5} from summer wildfire smoke, and performs well in detecting PM_{2.5} from wood combustion for home heating. In this phase of funding, our primary aim is to leverage CanOSSEM data to support community level adoption of effective interventions to mitigate health impacts of smoke from wildfires and wood heating. To this end, a citizen science portal will be developed for sharing CanOSSEM data as well as other environmental and social data.

Recognizing that effective community engagement and communication around environmental exposure and health risk requires integration of Indigenous knowledge and sensitivity to cultural beliefs, the contractor will complete initial consultations with regional and community representatives/knowledge keepers/experts. The objective of the consultation is to exchange knowledge on smoke from wildfires and wood heating, including identification of knowledge gaps, information needs and project priorities. The focus will be on how the project could most effectively support community level actions to reduce exposures and health risks from smoke from wildfires and wood heating, and address challenges to communication and adoption of mitigation measures, such as limitations in some communities to broadband internet, mobile phone signals, air conditioned indoor spaces, and tradespeople to implement woodstove changeouts. The deliverable will consist of a report documenting the methodology for the consultation, a summary of findings and recommendations for subsequent stages of the project, including prioritization of Air Quality Health Index (AQHI) and related materials for translation into Indigenous languages.

The AQHI program employs an extensively tested suite of risk communication tools (numeric scale, risk categories, messaging), but these tools have not been translated to Indigenous languages, nor specifically tested with Indigenous, rural and remote populations in the context of smoke from wildfires and wood heating. To address this gap, the contractor will translate AQHI risk communication materials



as well as related materials such as Health Canada and BCCDC wildfire smoke and winter wood smoke-specific messaging, and conduct focus group testing with Indigenous populations. Translation will be guided by findings from the Indigenous knowledge consultation. Focus group testing will be conducted by facilitators experienced in qualitative research methods employing a facilitation guide developed in consultation with Indigenous partners. Findings from focus group testing will inform revisions of translated materials.

Capacity building/ training modules for the portal will be developed and deployed among users from Indigenous, rural and remote communities.

3. REQUIREMENTS

3.1. Tasks, Activities, Deliverables and/or Milestones

a) Indigenous Knowledge Consultation

The contractor will conduct ten online consultation sessions with Indigenous representatives including regional and community representatives/knowledge keepers/experts from across the country. The purpose is to integrate Indigenous knowledge and ensure sensitivity to cultural beliefs, by exchanging knowledge on smoke from wildfires and wood heating, including identification of knowledge gaps, information needs and project priorities. Participants will be identified by the contractor in consultation with the project team and advisory committee.

The contractor will prepare a summary report documenting the consultation methodology, findings, and recommendations for subsequent stages of the project, including prioritization of AQHI and related materials for translation into Indigenous languages.

b) Translation of AQHI and related materials

The contractor will complete translation of AQHI and other related materials into three Indigenous languages.

c) Focus Group Testing

The contractor will conduct six online focus groups with Indigenous language speakers to verify the quality and accuracy of the translation. Participants will be identified by the contractor in consultation with the project team and advisory committee.

The contractor will prepare a summary report of the focus groups with recommended revisions to the translated materials.

d) Contribute to journal article on portal and training modules

The contractor will review and provide feedback on draft versions of a paper describing the process of developing the portal, its functionalities and user testing.

The contractor will review and provide feedback on draft versions of the portal user capacity building/training models to ensure they integrate Indigenous knowledge, are culturally appropriate and are responsive to community need. Modules may include screen recordings or short videos to illustrate required user actions to execute specified portal functionalities.

3.2. Specifications and Standards

Please refer to 3.4.

3.3. Technical, Operational and Organizational Environment

The contractor must ensure that all of its deliverables are compatible with the Technical Specification of the Department at the time of reporting.

3.4. Method and Source of Acceptance

The work will be viewed as completed after acceptance of the written work and data provided to the contract authority.



The Project Authority will establish an agreed-upon timeline with the Contractor for each deliverable. The Contractor and Project Authority and/or other designated Departmental staff will communicate as needed to make sure that the Contractor and Health Canada agree with respect to deliverables and quality of the content. The Project Authority will provide feedback to the Contractor in a timely manner and will approve the deliverable.

The Project Authority will seek clarifications if necessary.

3.5. Reporting Requirements

The Contractor must submit e-mail reports to the Project Authority outlining the accomplishments for the given period, open issues and upcoming milestones on a monthly basis.

3.6. Project Management Control Procedures

Please refer to 3.4.

4. ADDITIONAL INFORMATION

4.1. Canada's Obligations

Canada will provide regular contact and oversight for the project's delivery through teleconferences. Comments and feedback will be provided within seven (7) working days of submission.

4.2. Contractor's Obligations

- Unless otherwise specified, the Contractor must use its own equipment and software for the performance of this Statement of Work.
- In addition to the Scope/Statement of Work outlined in Section 2, the Provider shall:
- meet all tasks, deliverables and milestones as identified in Sections 4.1 and 4.2;
- ensure availability of staff with whom the Provider may need to consult;
- return all materials belonging to the Minister upon completion of the project;
- submit all written reports in hard copy and electronic Microsoft Office Word format;
- participate in teleconferences, if required;
- attend meeting at government sites, if required; and/or,
- conduct and maintain all documentation in a secure area.

4.3. Location of Work, Work site and Delivery Point

The work will be completed on the contractor's premises. Due to existing workload and deadlines, all personnel assigned to any contract resulting from this contract must be ready to work in close and frequent contact with the Project Authority and other departmental personnel.

4.4. Language of Work

Reports will be provided in English. Translations of selected materials will be provided in three Indigenous languages to be determined in consultation with the bidder and based on findings from the Indigenous knowledge consultation.