



**Return Bids to:  
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Natural Resources Canada

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**Request for Proposal (RFP)  
Demande de proposition (DDP)**

**Proposal To: Natural Resources Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition à: Ressources Naturelles Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments – Commentaires**

**Issuing Office – Bureau de distribution**

**Natural Resources Canada**  
Finance and Procurement Management Branch  
580 Booth Street,  
Ottawa, ON K1A 0E4

<b>Title – Sujet</b> <b>National Bedrock Geology Mosaic</b>	
<b>Solicitation No. – No de l’invitation</b> <b>NRCan-5000069682r</b>	<b>Date</b> October 20, 2022
<b>Requisition Reference No. - N° de la demande</b> 173610	
<b>Solicitation Closes – L’invitation prend fin</b> <b>at – à 02:00 PM (Eastern Standard Time (EST))</b> <b>on – le 21 November, 2022</b>	
<b>Address Enquiries to: - Adresse toutes questions à:</b> <a href="mailto:andrea.bethelet@nrcan-rncan.gc.ca">andrea.bethelet@nrcan-rncan.gc.ca</a>	
<b>Telephone No. – No de telephone</b> <b>343-543-7092</b>	
<b>Destination – of Goods and Services:</b> <b>Destination – des biens et services:</b>  Natural Resources Canada 601 rue Booth Ottawa, ON K1A 0E8	
<b>Security – Sécurité</b>  There are no security requirements associated with this requirement.	
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l’entrepreneur</b>          <b>Telephone No.:- No. de téléphone:</b>  <b>Email – Courriel :</b>	
<b>Name and Title of person authorized to sign on behalf of Vendor/Firm (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur (taper ou écrire en caractères d’imprimerie)</b>	
_____	_____
<b>Signature</b>	<b>Date</b>



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The Articles contained in this document are mandatory in their entirety, unless otherwise indicated. Acceptance of these Articles, in their entirety, as they appear in this document, is a Mandatory requirement of this RFP.

**Suppliers submitting a proposal containing statements implying that their proposal is conditional on modification of these clauses or containing terms and conditions that purport to supersede these clauses or derogate from them will be considered non-responsive.**

Bidders with concerns regarding the provisions of the Bid Solicitation document (including the Resulting Contract Clauses) should raise such concerns in accordance with the Enquiries provision of this RFP.



## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include:

- Annex A - Statement of Work,
- Annex B - Basis of Payment

The Appendices Include:

- Appendix 1 - Evaluation Criteria
- Appendix 2 - Financial Bid Presentation Sheet

### **1.2 Summary**

By means of the RFP, the Geological Survey of Canada of Natural Resources Canada (NRCan) is seeking proposals from bidders for....

- 1.2.1 The services of a contractor to combine all territorial and provincial bedrock maps into a single digital product. NRCan is proposing to address research gaps by standardizing, combining, and correcting topological errors within each source map. The map unit's names and other source information will be standardized using a schema provided by NRCan. The final digital product will be a digital mosaic of bedrock geological data across Canada and will be published by NRCan as an open access Geological Survey of Canada Open File.

The period of the contract will be from contract award until December 1, 2023. The deliverables will be received in Ottawa, Ontario.

- 1.2.2 There are no security requirements associated with this requirement.
- 1.2.3 This bid solicitation allows bidders to use the CPC Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.
- 1.2.4 Trade Agreements  
This requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), Canada-United Kingdom Trade Continuity Agreement,



Canada–Ukraine Free Trade Agreement, Canada–Peru Free Trade Agreement, Canada–Panama Free Trade Agreement, Canada–Korea Free Trade Agreement, Canada–Honduras Free Trade Agreement, the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), the Canadian Free Trade Agreement (CFTA), Canada–Colombia Free Trade Agreement, Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), and Canada–Chile Free Trade Agreement.

### **1.3 Debriefings**

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



## 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](#) (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

- **In the complete text content (except Section 1 and 3) Delete:** Public Works and Government Services Canada” and **Insert:** “Natural Resources Canada.” **Delete:** “PWGSC” and **Insert:** “NRCan”
- **Section 2: Delete:** “Suppliers are required to” and **Insert:** “It is suggested that suppliers”
- **Subsection 1 of Section 8: Delete entirely**  
**Subsection 2 of Section 8:**  
**Delete:** : The only acceptable email address to use with CPC Connect for responses to bid solicitations issued by PWGSC headquarters is: [tpsgc.pareceptiondessaoumissions-apbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.pareceptiondessaoumissions-apbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca), or, if applicable, the email address identified in the bid solicitation. : The only acceptable email address to use with CPC Connect for responses to bid solicitations issued by PWGSC headquarters is: [tpsgc.pareceptiondessaoumissions-apbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.pareceptiondessaoumissions-apbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca), or, if applicable, the email address identified in the bid solicitation.  
**Insert:** The only acceptable email address to use with CPC Connect for responses to bid solicitation issued by NRCan is: <mailto:procurement-approvisionnement@NRCan-RNCan.gc.ca>  
**Subsection 2b of Section 8:**  
**Delete:** “six business days”  
**Insert:** “five business days”
- **Under Subsection 2 of Section 20:** Delete in its entirety

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

Delete: 60 days

Insert: 120 calendar days

### 2.2 Submission of Bids

Bidders must submit all proposals using the Canada Post Canada (CPC) Connect service. 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.

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

**Only bids submitted using CPC Connect service will be accepted.**

**At least five (5) business days before the bid solicitation closing date, it is necessary for the Bidder to send an email requesting to open CPC Connect conversation to the following address:**

**<mailto:procurement-approvisionnement@NRCan-RNCan.gc.ca>**

**Note:** Bids will not be accepted if e-mailed directly to this address. This e-mail address is to be used to open CPC Connect conversation, as detailed in the Standard Instructions [2003 \(Subsection of Section 08\)](#), or to send bids through CPC Connect message if the bidder is using its own



licensing agreement for CPC Connect.

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

**NRCAN-5000069682 - National Bedrock Geology Mosaic**

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 CPC 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.

### 2.3 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) business days before the bid closing date. Enquiries received after that time may not be answered.

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

## 2.5 Applicable Laws

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

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

## 2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.



## 2.7 Basis for Canada's Ownership of Intellectual Property

Natural Resources Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following reasons: as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#)

Where the main purpose of the Crown Procurement Contract, or the deliverables contracted for, is:

- To generate knowledge and information for public dissemination.

## 2.8 Bid Challenge and Recourse Mechanisms

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



## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

The Bidder must submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The CPC Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

Canada requests that the Bidder submits its bid in separately bound sections as follows:

- Section I:        Technical Bid (1 electronic copy)
- Section II:       Financial Bid (1 electronic copy) in a separate file
- Section III:      Certifications (1 electronic copy)

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

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

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

#### **Section I:        Technical Bid**

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

#### **Section II:       Financial Bid**

Bidders must submit their financial bid in accordance with Appendix 2 - Financial Bid Presentation Sheet.

#### **Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

#### **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 evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation Criteria**

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

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit (60%) and Price (40%)**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of 24 points overall for the technical evaluation criteria which are subject to point rating.  
The rating is performed on a scale of 40 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).



<b>Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)</b>				
		<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	<b>Pricing Score</b>	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36$	$45/45 \times 40 = 40$
<b>Combined Rating</b>		83.84	75.56	80.89
<b>Overall Rating</b>		1st	3rd	2nd



## 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 Integrity 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 specified 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.

- Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder or, in the case of a private company, the owners of the company.
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).
- Bidders bidding as partnerships do not need to provide lists of names.

Name of Bidder: \_\_\_\_\_

OR

Name of each member of the joint venture:

Member 1: \_\_\_\_\_



Member 2: \_\_\_\_\_  
 Member 3: \_\_\_\_\_  
 Member 4: \_\_\_\_\_

Identification of the administrators/owners:

SURNAME	NAME	TITLE

**5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid list at the time of contract award.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



## **PART 6 – SECURITY REQUIREMENTS**

### **6.1 Security Requirements**

There are no security requirements associated with this procurement.





## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_\_. (*to be completed at contract award*)

### 7.2 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.

#### 7.2.1 General Conditions

[2035](#) (2022-05-12), General Conditions - Higher Complexity - Services, apply to and form part of the Contract. [If applicable, replace references to Public Works and Government Services Canada (PWGSC) with Natural Resources Canada (NRCan)]

#### 7.2.2 Supplemental General Conditions

[4007](#) (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information

### 7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

### 7.4 Term of Contract

#### 7.4.1 Period of the Contract

The period of the Contract is from date of contract award to December 1, 2023, inclusive.

### 7.5 Authorities

#### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: **Andrea Berthelet**  
Title: Procurement Specialist  
Natural Resources Canada (NRCan)  
Procurement Services Unit  
Address: 580 Booth Street, Ottawa ON K1A 0E4  
Telephone: 343-543-7092  
E-mail address: [andrea.berthelet@nrcan-rncan.gc.ca](mailto:andrea.berthelet@nrcan-rncan.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.



**7.5.2 Project Authority (To be completed at Contract Award)**

The Project Authority for the Contract is: **(To be completed at Contract Award)**

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
 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.

**7.5.3 Contractor's Representative (To be completed at Contract Award)**

**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 Payment**

**7.7.1 Basis of Payment – Firm Price**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B for a cost of \$ \_\_\_\_\_ (insert the amount at contract award). Customs duties are included, and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

**7.7.2 Method of Payment - Milestone Payments**

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

- a. an accurate and complete claim for payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

**7.8 Invoicing Instructions**

Invoices shall be submitted using **the following method:**

<p><u>E-mail:</u></p> <p><a href="mailto:Invoicing-Facturation@nrcan-rncan.gc.ca">Invoicing-Facturation@nrcan-rncan.gc.ca</a></p> <p><b>Note:</b> Attach "PDF" file. No other formats will be accepted</p>
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Please do not submit invoices using more than one method as this will not expedite payment.

Invoices and all documents relating to a contract must be submitted on the Contractor's own form and shall bear the Contract number: \_\_\_\_\_

**Invoicing Instructions to suppliers:** <http://www.nrcan.gc.ca/procurement/3485>

## **7.9 Certifications and Additional Information**

### **7.9.1 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.

### **7.10 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (Inserted at contract award)

### **7.11 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 supplemental general conditions 4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions 2035 (2022-05-12) General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) the Contractor's bid dated \_\_\_\_\_.

### **7.12 Foreign Nationals (Canadian Contractor OR Foreign Contractor)**

*(To be determined at Contract Award)*

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

**OR**

SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

### **7.13 Insurance**

SACC Manual clause [G1005C](#) (2016-01-28) Insurance - No Specific Requirement

### **7.14 Dispute Resolution**

The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.



- (a) 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.
- (b) 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.
- (c) 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**

### **SW.1.0 TITLE**

National bedrock geology mosaic

### **SW.2.0 BACKGROUND**

The most recent bedrock geological map of Canada was completed in 1996. Over the last 26 years, provincial and territorial geological surveys have made significant progress in updating and improving the digital bedrock maps in their jurisdictions. However, these territorial and provincial bedrock maps have never been combined into a single digital product.

### **SW.3.0 OBJECTIVES**

Herein we propose to address that research gap by standardizing, combining, and correcting topological errors within each source map. The map unit's names and other source information will be standardized using a schema provided by NRCan. The final digital product will be a digital mosaic of bedrock geological data across Canada and published by NRCan as an open access Geological Survey of Canada Open File. The data will be ready to use as input for natural language processing, prospectivity modelling, and other machine learning applications.

### **SW.4.0 PROJECT REQUIREMENTS**

#### **SW.4.1 Tasks**

The specific requirements of the SOW include:

- (1) Access and download the best available, previously published bedrock geological map compilations for each province and territory with guidance from NRCan.
- (2) Extract and standardize rock type, stratigraphy, age information, and all other text descriptions for each map unit using a schema defined by NRCan. Standardized geological data will be linked with the source dataset by a unique digital identifier for each map unit.
- (3) Re-classify and re-interpret the original map units using the extracted and re-formatted source map data (French and English) and a generalized lithology classification provided by NRCan.
- (4) Correct topological errors, extrapolate and interpret map units under lakes and/or other areas of missing data, fit map units to standardized provincial boundaries where required, and correct spelling errors in source map data (French and English).
- (5) Correct map boundary artefacts related to the generalized lithology classification where required.
- (6) Provide first draft of database. Allow at least eight weeks for review of the database.
- (7) Correct and address recommendations received during the review period.
- (8) Provide the original and combined provincial and territorial bedrock geological map compilations as digital files.



**SW.4.2 Tasks, Deliverables, Milestones and Schedule**

Milestones	Tasks	Deliverables	Time Schedule	Constraints
<b>Milestone 1</b>	(1) Access source data: Source data for each province and territory downloaded and placed in a shared drive with access provided to project participants.	Digital storage solution created and access credentials shared.	Within one week of contract award	NRCan will provide hyperlinks to source data or digital files.
	(2) Extract and format source data: Extract and standardize rock type, stratigraphy, age information, and all other text descriptions for each map unit. Standardized geological data will be linked with the source dataset by a unique digital identifier for each map unit.	Formatted source data provided to NRCan.		NRCan will provide schema for standardized data.
	(3) Re-classify source data: Re-classify the original map units (French and English) using the extracted and standardized source map data and a generalized lithology classification.	Re-classified source data provided to NRCan.		NRCan will provide hierarchical and generalized rock classification schema.
	(4) Correct errors and impute missing source data: Correct map unit geometry errors, extrapolate and interpret map units under lakes and/or other areas of missing data, fit map units to standardized provincial boundaries where required, and correct spelling errors (French and English).	Corrected and imputed source data provided to NRCan.		NRCan will provide geophysics data to guide missing data imputation.
	(5) Correct map boundary artefacts: Correct map boundary artefacts related to the generalized lithology where required.	Corrected source data provided to NRCan.		NRCan will provide guidance.
	(6) Provide first draft of the database and allow at least eight weeks for review of the database	Provide first draft of the database - corrected and imputed source map data to NRCan for review and recommendations.	June 30, 2023	NRCan will organize and coordinate review.
<b>Milestone 2</b>	(7) Complete review: Correct and address reviewer feedback. And provide a report describing changes made	Provide a report describing changes made	December 1, 2023	
	(8) Provide original source data files and the complete new digital product.	Provide original source data files and the complete new digital product.	December 1, 2023	



#### **SW.4.2 Reporting Requirements**

The contractor will provide regular progress updates to the project authority at a minimum of once a month and/or as required. The contractor will immediately notify the project authority of any issues that may delay completion of the deliverables. These updates can be in the form of emails, phone calls or teleconferences.

#### **SW.4.3 Method and Source of Acceptance**

All deliverables and services rendered under any contract are subject to inspection by the Project Authority. Review and feedback of the final deliverable will be provided in writing by the Project Authority within the ten (10) business days. The Project Authority shall have the right to reject any deliverables that are not considered satisfactory or require their correction before payment will be authorized.

#### **SW.4.4 Specifications and Standards**

Digital datasets are to be submitted electronically as comma separated value (csv) files and/or GeoPackage format.

#### **SW.4.5 Technical, Operational and Organizational Environment**

All work will be completed at the Contractor's place of business.

#### **SW.5.0 OTHER TERMS AND CONDITIONS OF THE SOW**

##### **SW.5.1 Contractor's Obligations**

In addition to the obligations outlined in section 4 of this SOW, the Contractor shall:

1. Submit all written reports in Microsoft Office Word format.
2. Digital datasets are to be submitted electronically as comma separated value (csv) files and/or GeoPackage format.
3. Attend meeting with stakeholders, if necessary.
4. Participate in teleconferences, as needed.

##### **Scientific Integrity Policy:**

In satisfying the requirements of this agreement, the Recipient is encouraged to comply with the provisions and intent of the NRCan Scientific Integrity Policy (SIP) and to discharge its contractual obligations in support of research, science, or related activities in a manner consistent with all relevant NRCan SIP provisions. For more information on the Scientific Integrity Policy, please visit the NRCan website at:

<https://www.nrcan.gc.ca/scientific-integrity/21665#a20>

##### **SW.5.2 NRCan's Obligations**

1. Provide links or digital files for source data;
2. Provide data schema;
3. Provide hierarchical rock classification;
4. Provide access to staff member(s) on a weekly basis to coordinate activities and support text relationship identification, predictive modelling and validation of results;
5. Provide comments, or accept edits on final report within ten (10) business days.



#### **SW.5.4 Location of Work, Work Site and Delivery Point**

All work will be completed at the Contractor's place of business. Travel and living expenses incurred by the Contractor will not be paid. Work will be delivered to NRCan (601 Booth Street, Ottawa, Ontario, K1A 0E8, Canada).

#### **SW.5.5 Language of Work**

The final deliverable must be in English or French to match the source data. Communication with NRCan representatives is to be in English.

#### **SW.6 Diversity**

Natural Resources Canada is committed to achieving a procurement process that reflects the diversity of Canada. We are dedicated to identifying and reducing barriers in our procurement processes. We continue to work on improving practices that will help ensure that equity group members are well-represented. To this end, minority-owned businesses are encouraged to apply to our processes.





## ANNEX B - BASIS OF PAYMENT

*(Completed at Contract Award)*



## APPENDIX 1 - EVALUATION CRITERIA

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

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

The Bidder should provide complete details as to where, when (month and year) and how (through which activities/ responsibilities) the stated qualifications/experience were obtained. Experience gained during formal education shall not be considered work experience. All criteria for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

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

### 1. Technical Criteria

#### 1.1 Mandatory Evaluation Criteria

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Proposals which fail to meet the mandatory criteria will be deemed non-responsive.

Item	Mandatory Requirement	Pass/Fail	Reference to Bidders Proposal
M1	<p><b>Bidder Experience</b></p> <p>The Bidder <b>MUST</b> demonstrate its experience, as a prime or sub-contractor, in spatial data analytics and geoscience, as applied to bedrock geological map databases.</p> <p>In order to demonstrate this experience, the Bidder <b>MUST</b> provide two (2) written project summaries that they have delivered within the past five (5) years (60 months) from date of bid closing.</p> <p>Within each project summary, the Bidder <b>MUST</b> provide the following information:</p> <ul style="list-style-type: none"> <li>a) Name of client and brief description of project;</li> <li>b) Brief description of the type and scope of services provided, methodology used and results;</li> <li>c) Brief description of the role the Bidder played in providing these services (was the Bidder the Prime contractor or a sub-contractor on the project?);</li> <li>d) Duration of the project, including the start and end dates (month/year to month/year);</li> <li>e) Extent to which these services were provided on-time, on-budget and in accordance with the established project objectives; and</li> <li>f) Name, telephone number and/or email address of the client reference to whom the Bidder reported. The contact information may be used to validate the information provided.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	



M2	<p><b>Project Plan</b></p> <p>The proposed product <b>MUST</b> include the standardized, re-classified, and corrected source data as digital files.</p> <p>Bidder <b>MUST</b> provide a draft project plan for the work objectives within the SOW.</p> <p>Within the draft project plan, the Bidder <b>MUST</b> provide the following information:</p> <p>a) The methodology, including detailed information on the work to be performed, and a detailed description of the tools to be proposed and resources used;</p> <p>b) A breakdown table of the level of effort, including the estimated days and resources allocated to each task, the estimated delivery date for each task and the name of the assigned resource.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
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### 1.2 Point Rated Technical Evaluation Criteria

The criteria contained herein will be used by NRCan to evaluate each proposal that has met all of the mandatory criteria.

Proposals must achieve the stated minimum points required overall for the rated criteria to be assessed as responsive under the point rated technical criteria section; proposals not meeting the minimum required points will be deemed non-responsive.

Proposals will be evaluated based on the following criteria:

Item	Rated Technical Criterion	Points Breakdown	Maximum Points
R1	<p><b>Approach and Methodology</b></p> <p>Further to M2, the bidder should provide details of the proposed technical approach and methodology for the requirement, as described in the SOW.</p> <p>Bidders should demonstrate this by providing:</p> <ul style="list-style-type: none"> <li>a) Detailed description of their technical approach and methodology.</li> <li>b) Detailed rationale for their approach and methodology.</li> <li>c) Identify sources of risks and potential errors for all work to be completed.</li> <li>d) Describe effective mechanisms to minimize risk of errors or incorrect results.</li> <li>e) Details of the use of interoperable digital file formats (Open source software) that would be used.</li> <li>f) Details of the integration interoperable digital file formats (Open source software) into overall solution.</li> </ul>	<p>Points will be allocated as follows to a <b>maximum of 50 points</b>:</p> <ul style="list-style-type: none"> <li>a) Technical approach and methodology. <b>(9 points)</b></li> <li>b) Rationale for Bidder's approach and methodology. <b>(9 points)</b></li> <li>c) Identified sources of risks and potential errors. <b>(9 points)</b></li> <li>d) Approach to risk mitigation. <b>(9 points)</b></li> <li>e) Explanation of the use of interoperable digital file formats (Open source software) that would be used. <b>(7 points)</b></li> <li>f) Details of the integration interoperable digital file formats (Open source software) into overall solution. <b>(7 points)</b></li> </ul>	50



Item	Rated Technical Criterion	Points Breakdown	Maximum Points
R2	<p><b>Project Plan</b> Further to M2, the Bidder's project plan should demonstrate that their project team has the capacity and experience to deliver the requirement, as described in the Statement of Work.</p> <p><b>a) Project Plan</b> Bidder's response explains the proposed resources roles and how they will be organized to meet deliverables, and provides documentation to substantiate the project team's project experience in geological map databases, and syntheses of structured and unstructured data. (10 points)</p> <p><b>b) Project Management</b> Bidder's response describes their approach to project management including liaising and reporting to client (Project Authority) (10 points).</p>	<p>Points will be allocated as follows, to a <b>maximum of 40 points</b>:</p> <p><b>a) Project Plan (30 points maximum)</b> Roles and responsibilities of all proposed resources <b>(4 Points)</b> Organization of resources <b>(4 Points)</b> Projects team's experience with geological map databases <b>(4 points)</b> Projects team's experience with managing structured data <b>(4 Points)</b> Projects team's experience with managing unstructured data <b>(4Points)</b> Projects team's experience with English geoscience text data <b>(5 Points)</b> Projects team's experience with French geoscience text data <b>(5 Points)</b></p> <p><b>b) Project Management (10 points maximum)</b> Approach to Project Management <b>(5 points)</b> Communication &amp; Liaising; includes regular feedback/updates and scheduled meetings <b>(5 points)</b></p>	40
R3	<p>The Bidders should demonstrate the following corporate activities they have implemented to promote anti-racism and diversity within their organisation:</p> <p>a. The bidder has internally published policies or commitments on anti-racism and inclusiveness;</p> <p>b. The bidder has publicly available organisational commitments to a diverse workforce;</p> <p>c. The bidder's employees are mandated to take mandatory training on anti-racism</p> <p>d. The bidder's employees are mandated to take unconscious bias training;</p> <p>e. The bidder has developed internal staffing and/or recruitment strategy(ies) to increase representation of underrepresented groups in their workforce.</p> <p><b>Supporting Documents</b> The bidder should provide details of the following activities.</p>	<p>Maximum <b>1 point</b> for each activity, to a <b>maximum of 5 points</b>.</p> <p><b>0 points</b> = the bidder does not address. <b>1 points</b> =The bidder has fully described the activity and provided supporting documents as evidence. <b>0.5 points</b> = The bidder has provided information on the existence of the activity but does not provide sufficient detail or supporting documents.</p> <p>Additional Points (Max 5 pts): <b>3 pts</b> - Bidder has demonstrated at least the existence of 4 out of 5 activities. <b>2 pts</b> – Bidder has demonstrated at least 2 of the 5 activities.</p>	10



Item	Rated Technical Criterion	Points Breakdown	Maximum Points
	<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>For activities described in c. and d. (training), the bidder should provide the name of the course and the service provider; if developed internally, a copy of the course outline.</p> <p>For activities described in e. (staffing), the bidder should provide copies of job posting, or other staffing/recruitment documents demonstrating compliance with the rated criteria.</p>		
<b>Total Points Available:</b>			<b>100</b>
Overall Minimum required score is 60%.			<b>60</b>



## APPENDIX 2 - FINANCIAL BID PRESENTATION SHEET

### Firm Price - Milestone Payments

Bidder tendered all-inclusive firm price to perform the work is in Canadian funds, applicable taxes excluded. Any Travel and Living Expenses and other miscellaneous expenses must be included in the firm price.

***The bidder must complete the schedule below indicating the firm proposed amounts for each milestone:***

Milestone #	Description of Milestone	Firm Price (Applicable Taxes Excluded)
1	Deliverables 1-6, as indicated in SW.4.2, by June 30, 2023	\$ _____
2	Deliverables 7 and 8, as indicated in SW.4.2, by December 1, 2023	\$ _____
Total Firm Price for Financial Proposal Evaluation:		\$ _____