



**Return Bids to :**

Bid Receiving Natural Resources Canada

**See article 2.2 for bid submission instructions**

**Attention: Roya Ayam**

## Request for Proposal (RFP)

**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.*

**Comments – Commentaires**

**Issuing Office – Bureau de distribution**

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

<b>Title – Sujet</b> Forest and wood use mitigation strategies and their implementation challenges	
<b>Solicitation No. – No de l'invitation</b> NRCan-5000069720	<b>Date</b> November 3, 2022
<b>Client Reference No. - N° de reference du client</b> 173366	
<b>Solicitation Closes – L'invitation prend fin</b> <b>at – à 02:00 PM EST (Eastern Standard Time)</b> <b>on – le November 23, 2022</b>	
<b>Address Enquiries to: - Adresse toutes questions à:</b> Roya Ayam <a href="mailto:Roya.Ayam@nrcan-rncan.gc.ca">Roya.Ayam@nrcan-rncan.gc.ca</a>	<b>Buyer ID – Id de l'acheteur</b>
If marked "X" please see the box to the left / S'il ya un "X" ici, s.v.p. voir la boîte à la gauche <input checked="" type="checkbox"/> <b>Acknowledgement copy required / Accusé de réception requis</b>	
<b>Destination – of Goods, Services and Construction:</b> Destination – des biens, services et construction: Natural Resources Canada Canadian Forest Services (CFS) 5320 122 Street Northwest Edmonton AB T6H 3S5	
<b>Security – Sécurité</b> There are no security requirements associated with this requirement	
<b>Vendor/Firm Name and Address</b> Raison sociale et adresse du fournisseur/de l'entrepreneur     <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> Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
_____ Signature	_____ Date



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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. 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:** includes the certifications 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 and Appendix include:

- Annex A** - the Statement of Work
- Annex B** - the Basis of Payment
- Appendix 1** – Financial Bid presentation

### 2. Summary

Under this RFP, Natural Resources Canada (NRCan) seeks proposals from bidders for better understanding the potential of forest and wood use mitigation strategies in Canada, and challenges affecting their implementation.

The objective of this project is to contract a service of a firm to gain a better understanding of the relative potential of forest and wood use mitigation strategies to enhance sequestration of carbon in Canada's forests and harvested wood products, and challenges affecting their implementation.

### 3. Security Requirement

There is no security requirements associated with this requirement.

### 4. 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

### 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 with the modifications to the text below. If there is a conflict between the provisions of 2003 and this document, this document prevails.

**In the complete text content (except Section 1 – Integrity Provisions – Bid):**

DELETE: Public Works and Government Services Canada (PWGSC)  
INSERT: Natural Resources Canada (NRCan)

**In Section 2 – Procurement Business Number:**

DELETE: “Suppliers are required to”  
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.

**Insert:** The only acceptable email address to use with CPC Connect for responses to bid solicitation issued by NRCan is: [procurement-approvisionnement@NRCan-RNCan.gc.ca](mailto:procurement-approvisionnement@NRCan-RNCan.gc.ca)

**Subsection 2b of Section 8:**

DELETE: “six business days”  
INSERT: “five business days”

**In Section 5.4 – Submission of Bids:**

DELETE: sixty (60) days  
INSERT: one hundred and twenty (120) days

**In Section 20.2 – Further Information:** DELETE: in its entirety

### 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:  
[procurement-approvisionnement@NRCan-RNCan.gc.ca](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 following information in "Subject" of the e-mail:

[NRCan-5000069720 – Forest and wood use mitigation strategies and their implementation challenges](#)

**Due to the nature of the bid solicitation, bids transmitted by mail or facsimile to NRCan will not be accepted. NRCan will not assume responsibility for proposals directed to any other location.**

The onus is on the Bidder to ensure that the proposal is submitted correctly to the above address. Not complying with the above 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.

### **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.

#### 4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **three (3)** calendar 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.

#### 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.

#### 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 five (5) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

#### 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*.





1. Where the main purpose of the Crown Procurement Contract, or the deliverables contracted for, is to generate knowledge and information for public dissemination.

## 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

### 1. Bid Preparation Instructions

In support of the Policy on Green Procurement, it is requested that bidders provide their bid as follows:

**Section I:** Technical Bid – 1 electronic copy

**Section II:** Financial Bid - 1 electronic copy ([in a separate file and document](#))

**Section III:** Certifications – 1 electronic copy

#### 1. 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 must demonstrate their capability and describe their approach in a thorough, concise and clear manner for successfully carrying out the work as described in the Annex “A” – Statement of Work”.

Bidders must respond to government bid solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements stipulated in the bid or contract documents, and submit bids and enter into contracts only if they will fulfill all obligations of the contract.

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 and may result in a loss of points. 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.

It is the responsibility of the Bidder to obtain clarification of the requirements contained in the RFP, if necessary, prior to submitting a proposal. The Bidder must provide sufficient details in its proposal to substantiate compliance with what is required; all professional experience must be fully documented and substantiated in the proposal(s).

In the event of a proposal submitted through contractual joint venture, the proposal shall either be signed by all members of the joint venture or a statement shall be provided to the effect that the signatory represents all parties of the joint venture. (All members of the joint venture shall be jointly and severally or solitarily liable for the performance of any resulting contract awarded as a result of a joint venture.)

#### 2. Page 1 of the RFP Document

It is mandatory that all bidders sign their submitted proposal. It is requested that all bidders complete, sign and date Page 1 of this RFP (including the name of the submitting organization, the name of the authorized signing person, appropriate addresses, and telephone) when submitting their proposal. As the signature indicates a clear acceptance of the terms and conditions set out in the RFP, it is the Bidder’s responsibility to ensure that the signatory has the authority within its organization to commit the Bidder by making such a contractual offer.

As per article 1 of Part 2, the Bidder hereby agrees, by submitting his/her proposal in response to this RFP, to all the instructions, terms, conditions and clauses detailed herein.

#### 3. Section II: Financial Bid

Bidders must submit their financial bid in accordance with Appendix 1- Financial Bid Presentation. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.



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All bids are evaluated in Canadian currency. Therefore, for evaluation purposes, the noon rate quoted by the Bank of Canada as being in effect on date of bid closing will be applied as the initial conversion factor for the specified currency.

Canada will pay the exchange rate adjustment amount in Canadian currency using the prevailing noon rate on the date of payment by Canada.

**3.1 Exchange Rate Fluctuation**

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

**4. Section III: Certifications**

Bidders must submit the certifications as per Part 5.



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 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 Mandatory Technical 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.

#### 4.1.1 Mandatory Technical 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.

Criterion ID	Mandatory Criteria	Proposal Page #	Pass/Fail
M1	The firm <b>MUST</b> be considered active and in good standing with the government of Canada according to the Workers Compensation Board.  A Clearance Letter from the Workers Compensation Board in the Bidder’s jurisdiction must be included with the proposal.		
M2	The Bidder’s proposal <b>MUST</b> include descriptions of <u>all</u> of the following: <ol style="list-style-type: none"> <li>1. The Firm, including a history of work on relevant projects and a list of the proposed project team members (proposed resources), their expected roles and relevant qualifications; and</li> <li>2. The intended approach to develop the Phase 1 and Phase 2 reports, including descriptions of the methodologies that will be used to complete the literature reviews, interviews with jurisdictions and data analysis; and</li> <li>3. Anticipated data and literature needs; and</li> <li>4. A detailed budget, including costs for anticipated hours of work, including an expected breakdown by task and project team member; and</li> </ol>		



Criterion ID	Mandatory Criteria	Proposal Page #	Pass/Fail
	<p>5. A timeline for the duration of the project to accomplish the final deliverables including the significant milestones described in the Statement of Work, section SW.3.1.; and</p> <p>6. A plan to provide regular updates to the CCWG sub-committee, including providing written updates every 2 weeks and convening meetings with the sub-committee periodically to review and discuss project progress.</p>		
<b>M3</b>	<p>The Bidder’s project team <b>MUST</b> be led by a forestry expert. This criterion will be satisfied if:</p> <p>The proposed project team leader is a <b>Registered Professional Forester</b> in good standing in their Canadian jurisdiction,</p> <p><b>OR</b></p> <p>The proposed project team leader has a <b>post-secondary degree or diploma</b> in forestry, forest management, forest (wood) science, forest economics, natural resource management, or an allied science, plus a minimum of <b>24 months of experience</b> in applied, operational forestry.</p>		

#### 4.1.2 Evaluation of rated 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:

Criterion ID	Point Rated Technical Criteria	Maximum Points	Proposal Page #
<b>R1</b>	<p>Points will be awarded for demonstrating the proposed resource or project team has relevant experience accessing and evaluating information about <b>forests, forest management, and bio-economy products, and their relationships to climate change.</b></p> <p>Less than 12 months: <b>2 points</b>            Greater than or equal to 12 months, but less than 36 months: <b>4 points</b>            Greater than or equal to 36 months, but less than 60 months: <b>6 points</b>            Greater than or equal to 60 months, but less than 84 months: <b>8 points</b>            Greater than 84 months: <b>10 points</b></p>	<b>Up to 10 points</b>	
<b>R2</b>	<p>Points will be awarded for demonstrating the proposed resource or project team has relevant experience accessing and evaluating information about <b>forest management frameworks</b> (i.e., legislation, policy, practices, monitoring and reporting).</p>	<b>Up to 10 points</b>	



Criterion ID	Point Rated Technical Criteria	Maximum Points	Proposal Page #
	<p>Less than 12 months: <b>2 points</b>            Greater than or equal to 12 months, but less than 36 months: <b>4 points</b>            Greater than or equal to 36 months, but less than 60 months: <b>6 points</b>            Greater than or equal to 60 months, but less than 84 months: <b>8 points</b>            Greater than 84 months: <b>10 points</b></p>		
<b>R3</b>	<p>Points will be awarded for demonstrating the proposed resource or project team has relevant experience accessing and evaluating information about <b>carbon, greenhouse gas and climate change system dynamics, inventories, models, and climate change mitigation activities.</b></p> <p>Less than 12 months: <b>2 points</b>            Greater than or equal to 12 months, but less than 36 months: <b>4 points</b>            Greater than or equal to 36 months, but less than 60 months: <b>6 points</b>            Greater than or equal to 60 months, but less than 84 months: <b>8 points</b>            Greater than 84 months: <b>10 points</b></p>	<b>Up to 10 points</b>	
<b>R4</b>	<p>Points will be awarded for demonstrating the proposed resource or project team has relevant experience accessing and evaluating information <b>about life cycle assessments, sector-specific knowledge, and socio-economic analyses.</b></p> <p>Less than 12 months: <b>2 points</b>            Greater than or equal to 12 months, but less than 36 months: <b>4 points</b>            Greater than or equal to 36 months, but less than 60 months: <b>6 points</b>            Greater than or equal to 60 months, but less than 84 months: <b>8 points</b>            Greater than 84 months: <b>10 points</b></p>	<b>Up to 10 points</b>	
<b>R5</b>	<p>Points will be awarded for demonstrating the proposed resource or project team has relevant experience in <b>other relevant competencies</b> (e.g., successful delivery of collaborative government service contracts in similar fields, project management).</p> <p>Less than 12 months: <b>2 points</b>            Greater than or equal to 12 months, but less than 36 months: <b>4 points</b>            Greater than or equal to 36 months, but less than 60 months: <b>6 points</b>            Greater than or equal to 60 months, but less than 84 months: <b>8 points</b>            Greater than 84 months: <b>10 points</b></p>	<b>Up to 10 points</b>	
<b>R6</b>	<p>Points will be awarded for the overall quality and clarity of the Bidder’s proposal.</p> <p>Proposal quality is excellent – proposal is very well written, logical and very concise, the bidder’s approach to the project is clear and easy to understand, the bidder demonstrates they have an extensive and deep understanding of all elements of the project: <b>10 points.</b></p> <p>Proposal quality is good – proposal is well written and concise, the bidder’s approach to the project is fairly clear and easy to understand, the bidder demonstrates they fully understand most elements of the project, but there may be some minor gaps: <b>8 points.</b></p>	<b>Up to 10 points</b>	



Criterion ID	Point Rated Technical Criteria	Maximum Points	Proposal Page #
	<p>Proposal quality is acceptable – proposal is fairly well written and fairly concise, the bidder’s approach to the project is somewhat clear and easy to understand, the bidder demonstrates they understand certain elements of the project, but not all elements: <b>6 points.</b></p> <p>Proposal quality is fair – proposal is somewhat poorly written and/or not very concise, the bidder’s approach to the project is a bit unclear and/or difficult to understand, the bidder demonstrates a basic understanding of some project components, but does not demonstrate they fully understand all elements of the project: <b>4 points.</b></p> <p>Proposal quality is poor – proposal is poorly written and/or contains significant superfluous details, the bidder’s approach to the project is unclear and confusing, the bidder demonstrates only a limited understanding of the project: <b>2 point.</b></p>		
R7	<p>The Bidder should describe the corporate activities they have implemented to promote anti-racism and diversity within their organization, including:</p> <ol style="list-style-type: none"> <li>The Bidder has internally published policies or commitments on <b>equity, diversity and inclusiveness</b>;</li> <li>The Bidder has publicly available organizational commitments to an <b>equitable, diverse and inclusive workforce</b>;</li> <li>The Bidder’s employees are required to take <b>training on workplace equity, diversity and inclusiveness</b>;</li> <li>The Bidder’s employees are required to take <b>unconscious bias training</b>;</li> <li>The Bidder <b>regularly monitors and reports on the status of under-represented groups</b> in their workforce and is implementing internal staffing and/or recruitment strategy(ies) to <b>increase representation of under-represented groups</b> where needed.</li> </ol> <p>For activities described in a. and b. (policy and commitments), the Bidder should provide copies of policy or commitment documents including their effective dates.</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, provide a copy of the course outline.</p> <p>For activities described in e. (staffing), the Bidder should provide copies of job postings or other staffing/recruitment documents demonstrating compliance with the rated criteria.</p> <p><b><u>Scoring for Firms with at least one hundred (100) full-time employees:</u></b>  <b>Maximum 1 points awarded for each activity:</b>  The Bidder fully describes the activity and provides supporting documents as evidence: <b>1 points per activity</b></p> <p>The Bidder provides information on the existence of the activity but does not provide sufficient detail or supporting documents: <b>0,5 points per activity</b></p> <p>The Bidder does not address the activity: <b>0 points</b></p>	Up to 5 points	



Criterion ID	Point Rated Technical Criteria	Maximum Points	Proposal Page #
	<p><b><u>Scoring for Firms with less than one hundred (100) full-time employees:</u></b></p> <p><b>Maximum 1 points awarded for each activity:</b>                      The Bidder fully describes the activity and provides supporting documents as evidence <b>OR</b> provides a reasonable rationale for why the activity is not required for the Firm: <b>1 points per activity.</b></p> <p>The Bidder provides information on the existence of the activity but does not provide sufficient detail or supporting documents: <b>0,5 points per activity.</b></p> <p>The Bidder does not address the activity: <b>0 points.</b></p>		
<b>Total Maximum Points Available: 65</b>			

**4.2 Basis of Selection - Highest Rated Within Budget**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation;
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum 39 points for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.

**4.3 Financial Criteria**

**4.3.1 Mandatory Financial Criteria**

Bidders must provide financial details as requested in the Appendix 1 – Financial Bid Presentation Sheet. Proposals which do not contain pricing details as requested below shall be considered incomplete and non-responsive.

**4.3.1.1 Funding Limitation**

The maximum funding available for the Contract resulting from the bid solicitation is **\$75,000.00**. (Applicable Taxes extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

This maximum **included a) the Price to perform the Work, b) any Travel and Living and c) Miscellaneous Expenses that may be required.**

Any bids received in excess of this maximum funding will be automatically deemed non-responsive and will not be evaluated.





## 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. 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.

### 1. Certifications Required with the Bid

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

#### 1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder 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.

### 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.

#### 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: \_\_\_\_\_

Identification of the administrators/owners:



SURNAME	NAME	TITLE

### 3. Additional Certifications Precedent to Contract Award

#### 3.1 Status and Availability of Resources

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

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

#### 3.2 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.



## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **Security Requirements**

NRCan has determined that there is no security requirement associated with this request.



## PART 7 - RESULTING CONTRACT CLAUSES

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

### 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 dated \_\_\_\_\_. (*to be completed at contract award*)

### 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.

#### 2.1 General Conditions

[2035 \(2022-05-12\)](#), **General Conditions - Higher Complexity - Services**, apply to and form part of the Contract.

As applicable, replace references to Public Works and Government Services Canada (PWGSC) with Natural Resources Canada (NRCan).

#### 2.2 Supplemental General Conditions

The following clauses apply to and form part of this contract:

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

### 3. Security Requirements

There is no security requirement applicable to the Contract.

### 4. Term of Contract

#### 4.1 Period of the Contract

The period of the Contract is from date of Contract Award to March 31, 2024.

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Roya Ayam  
Title: Procurement Consultant  
Organization: Natural Resources Canada  
E-mail address: [roya.ayam@nrcan-rncan.gc.ca](mailto:roya.ayam@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.

#### 5.2 Project Authority (*to be provided at contract award*)



The Project Authority for the Contract is:

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.

**5.3 Contractor's Representative (To be completed by the bidder)**

Name:  
Title:  
Organization:  
Address:  
Telephone:     \_\_\_-\_\_\_-\_\_\_\_  
E-mail address:     \_\_\_\_\_

**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.

**7. Payment**

**7.1 Basis of Payment – Firm Price**

In consideration of the Contractor satisfactorily completing all its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex B for a cost of \$ \_\_\_\_\_ (to be inserted at the 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.

**7.2 Method of Payment**

**7.2.1 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.



## 8. Invoicing Instructions

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

E-mail:

[Invoicing-Facturation@nrcan-rncan.gc.ca](mailto:Invoicing-Facturation@nrcan-rncan.gc.ca)

**Note:** Attach "PDF" file. No other formats will be accepted

Invoices and all documents relating to a contract must be submitted on the Contractor's own form and shall bear the following reference numbers: Contract number: \_\_\_\_\_ *(provided at time of contract award)*

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

## 9. Certifications

### 9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 10. Applicable Laws

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

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

## 12. Foreign Nationals (Canadian Contractor OR Foreign Contractor)

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

**OR**

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



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### 13. Insurance Requirements

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

### 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

Understanding the potential of forest and wood use mitigation strategies in Canada, and challenges affecting their implementation

### SW.2.0 OBJECTIVES

The objective of this project is to gain a better understanding of the relative potential of forest and wood use mitigation strategies to enhance sequestration of carbon in Canada's forests and harvested wood products, and challenges affecting their implementation.

### SW.3.0 PROJECT REQUIREMENTS

Building on information presented in the Contribution of Canadian Forest, Sustainable Forest Management and Forest Products to Climate Change Mitigation ("State of Play") Report, this project has two phases:

**Phase 1:** a quantitative assessment of forest and wood use mitigation strategies and the mitigation potential of these strategies based on existing, available studies, considering leakage, additionality and cross-sector GHG impacts (e.g., substitution, avoided emissions) of any given strategy. The assessment should also describe and quantify the trade offs (i.e., costs) associated with given mitigation strategies. In evaluating the forest-related GHG benefits, identify and where possible, reduce uncertainties in data and methods for reporting and accounting.

The assessment should be policy-relevant without being policy prescriptive and should provide information at the provincial/territorial level or sub-provincial/territorial level where feasible.

#### AND

**Phase 2:** an assessment of policy and other challenges in implementing forest and wood-use mitigation strategies. The assessment should provide information at the provincial/territorial level or sub-provincial/territorial level where feasible, without being policy prescriptive.]

#### **CONTENT**

Based on the information gathered in the State of Play report, and

1. A review of the scientific literature and other available "grey literature" documents, and
2. Information provided by provincial and territorial governments on their approaches, analyses, efforts and experiences including:
  - a. Forest data acquisition (including inventory updates)
  - b. Interviews with jurisdiction's subject matter experts
  - c. Harvest profile (current utilization, mill requirements, product flow, transportation and logistics),
  - d. Allowable Annual Cut decisions, considerations and recommendations
  - e. Harvest levels (tenures, cut control performance, opportunities)
  - f. Information on wood waste and use (current utilization, compliance)
  - g. General forestry practices (roads, trails & landings; harvesting; site prep; basic and incremental silviculture)
  - h. Stand tending activities (including stand development monitoring)
  - i. Forest health monitoring, treatments
  - j. Fuel management





- k. Natural disturbance levels
- l. Non-timber objectives (including higher level plans, land use objectives)
- m. Resource features (including culturally significant sites)
- n. Visual quality objectives management
- o. Rehabilitation / Reclamation practices (including access management)
- p. Existing afforestation and reforestation efforts
- q. Forest development by other sectors (oil & gas, mining exploration & development, road permits, wellsite authorities)

The report will also include the above data and information from countries outside of Canada, where those countries have comparable factors relevant to forest carbon sequestration like ecology, forestry laws and regulations and socio-economic circumstances.

The contractor will prepare workplan outlining their approach to complete all of the deliverables. This workplan will include a detailed description of the contractors plans to access all of the above listed information, including where they anticipate challenges, and how they intend to control for and mitigate those challenges.

The first phase of the report will contain the following:

### **PHASE 1:**

#### ***Mitigation activities***

Identify and describe a diverse portfolio of regionally specific (by province/territory or at a sub-provincial/territorial level where possible) forest- and wood-related mitigation activities that contribute to emission reduction targets in 2030, 2050, and beyond, and achieve one or more of the following objectives:

1. Store more carbon in forests and harvested wood products
2. Maximize growth on managed lands
3. Maximize utilization of harvested material in longer-lasting wood/fibre-based products
4. Reduce impacts from natural hazards (i.e., fire, drought, flooding, landslides, pests, disease, etc.)
5. Increase substitution for more emission-intensive products (circular economy / bioeconomy)

The portfolio of mitigation activities should include those identified in the State of Play Report, such as:

1. Afforestation
2. Reforestation
3. Avoided Deforestation
4. Improved Forest Management
  - a. Adaptation – avoided stress/mortality and growing healthier, climate-adapted, resilient forests
  - b. Treatments to reduce natural disturbance impacts (thinning, fuel reduction, prescribed burning etc.)
  - c. Reducing harvesting, under the circumstances where the mitigation benefit of doing so outweighs the benefits of fully utilizing the wood
  - d. Increasing carbon density (i.e. through intensive silviculture)
5. Favoring longer lifespans in Harvested Wood Products
6. Favoring bioenergy from harvest/mill residuals rather than live trees OR displacing more carbon intense fuels with forest feedstock derived bioenergy



7. Integrated forest management scenario (i.e., where part of the land base is intensified for wood production with no net change in forest harvest (no leakage), allowing either longer rotation ages or more conservation)

### ***Mitigation potential***

Assess the regionally specific forest-related mitigation potential associated with mitigation strategies, where mitigation potential refers to reduction or avoidance of emissions or increased carbon sequestration relative to a baseline of not implementing mitigation activity. The assessment should:

1. Quantify mitigation outcomes, timing of outcomes, and implementation and per-unit costs
2. Highlight the most promising, cost-effective investments
3. Describe the relationship to existing mitigation efforts
4. Describe the positive and negative trade-offs associated with potential mitigation strategies
5. Identify a set of management activities that reduce forest-related GHGs, ranked from best to worst, under Reference Level and Net-Net accounting contexts. Note: Erroneous conclusions about the actual forest-related GHG benefits could result if leakage, “additionality” or cross-sector impacts are not fully quantified in each mitigation option.

The contractor will provide the assessment and the data (with metadata) supporting the assessment. The data and assessment will be reported and organized by

1. Provincial/territorial administrative boundaries, and;
2. Cover type and geography to account for the impact of natural disturbance patterns on the potential for carbon sequestration

Where quantitative data are unavailable, the contractor will present a qualitative assessment. These data gaps will be identified and included under the following section “Knowledge and practice gaps,” and as a mitigation challenge in Phase II of this project.

### ***Knowledge and practice gaps***

Assess critical knowledge and practice gaps in understanding forest- and wood-related mitigation activities and potential, at a regional level, with recommendations on how to address these gaps.

## **PHASE 2:**

### ***Mitigation challenges***

Identify and discuss policy, economic, public acceptance and other challenges (e.g. risks from natural disturbances, leakage) that strategies aimed at forest- and wood-related climate change mitigation may face. The discussion should:

- a. Identify and describe specific challenges, citing regionally specific information as appropriate.
  - b. Discuss mechanisms to encourage the use of mitigation activities including market incentives and levers to drive change in the absence of market incentives in the private sector.
  - c. Assess existing and emerging regulatory frameworks (e.g., impact assessments) or other frameworks (e.g., climate-smart forestry objectives in SFI forest certification) in terms of the potential impact on forest carbon and climate change mitigation involving the forest sector.
  - d. Identify and describe regionally specific knowledge or practice gaps concerning challenges in implementing mitigation, and provide recommendations on how to address these gaps citing regionally specific examples where possible.
1. ***Monitoring mitigation.*** Outline how the effectiveness of mitigation strategies could be monitored and reported. Recommended strategies should be consistent with already established approaches.
  2. ***Integration of mitigation and adaptation.*** Identify and discuss considerations in integrating climate change mitigation and adaptation involving forests and wood use. This discussion should include:



- a. Document where management objectives have purposefully integrated forestry adaptation with forest carbon mitigation activities (e.g., growing healthy resilient forests, protecting forest carbon, maximizing HWP utilization and storage, using wood over GHG intensive products displacing more carbon intense fuels with forest biomass derived biofuels). Cite examples of these best practices.
- b. Highlight promising, cost-effective investments and provide action-oriented information for use in considering how to mainstream integration practices.

**SW.3.1 TASKS, DELIVERABLES, MILESTONES AND SCHEDULE**

CCWG = Climate Change Working Group

Project Milestones	Approximate Time Frame	Deliverables
<b>PHASE 1</b>		
<i>Initiate Phase 1</i>	<i>Start date</i>	
Contractor delivers a Phase 1 project workplan to CCWG-SC	+ 1 week	Phase 1 Workplan
Phase 1 Information Gathering		
Contractor delivers draft Phase 1 Report to the CCWG-SC	+ 8 weeks	Draft Phase 1 Report
Contractor delivers presentation of draft Phase 1 Report findings to CCWG	+9 weeks	Presentation of Draft Phase 1 Report
CCWG jurisdictions review and provide comments on the draft Phase 1 Report	+12 weeks	
Contractor delivers final Phase 1 Report to CCWG	+19 weeks	Final Phase 1 Report
CCWG-SC reviews final Phase 1 Report for completion	+20 weeks	
<b>PHASE 2</b>		
<i>Initiate Phase 2</i>	<i>Start date</i>	
Contractor delivers a Phase 2 project workplan to CCWG-SC	+1 week	Phase 2 Workplan
Phase 2 Information Gathering		
Contractor delivers draft Phase 2 Report to the CCWG-SC	+8 weeks	Draft Phase 2 Report
Contractor delivers presentation of draft Phase 2 Report findings to CCWG	+9 weeks	Presentation of Draft Phase 2 Report
CCWG jurisdictions review and provide comments on the draft Phase 2 Report	+12 weeks	
Contractor delivers final Phase 2 Report to CCWG	+19 weeks	Final Phase 2 Report
CCWG-SC reviews final Phase 2 Report for completion	+20 weeks	



### SW.3.2 STRUCTURE AND FORMAT

A suggested format for the reports includes the following sections:

- i. **Forward**
- ii. **Table of Contents**
- iii. **Definitions, Acronyms**
- iv. **Executive Summary**  
*The Executive Summary will be suitable for a general audience*
- v. **Introduction**
  - *Background and context for the work*
  - *Purpose of the report*
  - *Scope of work*
  - *Approach to achieving report outcomes (lit review, interviews, input from jurisdictions)*
- vi. **Methods**
- vii. **Main Section:**  
**(Phase 1)**  
**An assessment of forest and wood use mitigation strategies and the mitigation potential of these strategies based on existing, available studies.**
  - a. Mitigation activities
  - b. Mitigation potential
  - c. Knowledge and practice gaps
  - d. Further analysis and recommendations**(Phase 2)**  
**An assessment of policy and other challenges in implementing forest and wood-use mitigation strategies**
  - a. Mitigation challenges
  - b. Monitoring mitigation
  - c. Integration of mitigation and adaptation
- viii. **Conclusion**

### SW.3.3 METHOD AND SOURCE OF ACCEPTANCE

All deliverables rendered under any contract are subject to inspection by GSC technical staff (Ottawa) for the Project Authority. 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.4.0 OTHER TERMS AND CONDITIONS OF THE SOW

#### SW.4.1 Contractor's Obligations

In addition to the obligations outlined in Section 3 of this Statement of Work, the Contractor shall:

- Agree to comply with the terms and conditions of a Confidentiality Agreement with the Government of Canada;
- Keep all documents and proprietary information confidential;
- Return all materials belonging to NRCan upon completion of the Contract;
- Submit all written reports in electronic Microsoft Office Word or PDF format;
- Submit a complete list of citations for all reference material used to produce the reports;
- Attend meeting with stakeholders and participate in teleconferences, as needed.

#### SW.4.2 NRCan's Obligations

- Provide access to departmental library, government and departmental policies and procedures, publications, reports, studies, etc., as requested and subject to availability;



- Provide feedback and comments on the draft reports for improvement and necessary revisions within five (5 working days); and
- Provide access to a staff member who will be available to coordinate activities.

#### **SW.5.0 LOCATION OF WORK, WORK SITE AND DELIVERY POINT**

The work will be completed at contractor's place of business and all deliverables will be submitted electronically via email to the Project Authority.



## ANNEX B – BASIS OF PAYMENT

*(to be inserted at the contract award)*

### Firm Price - Milestone Payments

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.

Milestone #	Description of Milestone	Firm Price (Applicable Taxes Excluded)
1	<i>Deliverable #1 – Delivery of draft Phase I report</i>	\$ _____ (15%)
2	<i>Deliverable #2 – Delivery of final Phase I report</i>	\$ _____ (30%)
3	<i>Deliverable #3 - Delivery of draft Phase II report</i>	\$ _____ (15%)
4	<i>Deliverable #4 – Delivery of final Phase II report</i>	\$ _____ (40%)



## APPENDIX 1 - FINANCIAL BID PRESENTATION SHEET

### 1. Firm Price Contract

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

Description	Firm Price (Applicable Taxes Excluded)
Understanding the Potential of Forest and Wood Use Mitigation Strategies in Canada, and Challenges Affecting Implementation.	
<b>Total Firm Price for Financial Proposal Evaluation:</b>	\$ _____