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| RETURN BIDS TO: RETOURNER LES SOUMISSIONS À: Bid Receiving - Environment and Climate Change Canada / Réception des soumissions – Environnement et changement climatique Canada Electronic Copy: soumissionsbids@ec.gc.ca BID SOLICITATION DEMANDE DE SOUMISSIONS PROPOSAL TO: ENVIRONMENT AND CLIMATE CHANGE CANADA We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided. SOUSSION À: ENVIRONNEMENT ET CHANGEMENT CLIMATIQUE CANADA Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s). | Title – Titre Canadian Inventory Surveys of Marine Spark Ignition Engines, Vessels, and Off-Road Recreational Vehicles | |
| | EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000067464 | |
| | Date of Bid solicitation – Date de la demande de soumissions 2022-11-25 | |
| | Bid Solicitation Closes - La demande de soumissions prend fin at – à 2:00 P.M. on – le 2023-01-25 | Time Zone – Fuseau horaire Eastern Standard time (EST) |
| | F.O.B – F.A.B Destination | |
| | Address Enquiries to - Adresser toutes questions à Alexandra Ghiatau (alexandra.ghiatau@ec.gc.ca) | |
| | Telephone No. – N° de téléphone 438-801-0771 | Fax No. – N° de Fax |
| | Delivery Required – Livraison exigée See Statement of Work herein. | |
| | Destination of Services / Destination des services See Statement of Work herein. | |
| | Security / Sécurité There is no security requirement associated with this solicitation. | |
| Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur | | |
| Telephone No. – N° de téléphone | Fax No. – N° de Fax | |
| Name and title of person authorized to sign on behalf of Vendor/Firm: / Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur | | |
| Signature | Date | |



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List of Attachments:

Attachment 1 to Part 3, Financial Bid Presentation Sheet

Attachment 1 to Part 4, Mandatory Technical Criteria And Point Rated Technical Criteria

List of Annexes:

| | |
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| Annex A | Statement of Work |
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| Annex C | Supplier list of names |



PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into six 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 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include a Financial Bid Presentation Sheet, Mandatory Technical Criteria And Point Rated Technical Criteria.

The Annexes include the Statement of Work, the Basis of Payment, the Schedule of Milestones, the supplier list of names and any other annexes.

1.2 Summary

1.2.1 Environment and Climate Change Canada has a requirement to improve its data and understanding of the inventory of Marine Spark Ignition Engines, Vessels, and Off-Road Recreational Vehicles (MERV) throughout Canada as detailed in the Statement of Work, Annex A to the bid solicitation. The objective of this project is to conduct surveys throughout Canada to collect information on the inventory and usage of MERV equipment. The period of the contract is from date of Contract award to March 31, 2024 inclusive.

1.2.2 Bidders must provide a list of names, or other related information as needed, pursuant to section 01 Integrity Provisions of Standard Instructions 2003.

1.2.3 For services requirements, bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

1.2.4 The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA), the Canada–Chile Free Trade Agreement, the Canada–Colombia Free Trade Agreement, the Canada–Honduras Free Trade Agreement, the Canada–Korea Free Trade Agreement, the Canada–Panama Free Trade Agreement and the Canada-Peru 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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



PART 2 - BIDDER INSTRUCTIONS

2.1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the PSPC/PWGSC *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.

The standard instructions 2003 are modified as follows:

Under “Text” at 02:

Delete: “Procurement Business Number”

Insert: “Deleted”

At Section 02 Procurement Business Number

Delete: In its entirety

Insert: “Deleted”

At Section 05 Submission of Bids, Subsection 05 (2d):

Delete: In its entirety

Insert: “send its bid only to Environment and Climate Change Canada as specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;”

At Section 06 Late Bids:

Delete: “PWGSC”

Insert: “Environment and Climate Change Canada”

At Section 07 Delayed Bids:

Delete: “PWGSC”

Insert: “Environment and Climate Change Canada”

At Section 08 Transmission by Facsimile, Subsection 08 (1):

Delete: In its entirety

At Section 12 Rejection of Bid, Subsection 12 (1) a. and b.:

Delete: In their entirety

Insert: “Deleted”

At Section 17 Joint Venture, Subsection 17 (1) b.:

Delete: “the Procurement Business Number of each member of the joint venture,”

Insert: “Deleted”

At Section 20 Further Information, Subsection 20 (2):

Delete: In its entirety

Insert: “Deleted”



At Section 05 Submission of Bids, Subsection 05 (4):

Delete: "sixty (60) days"

Insert: "one hundred and twenty (120) days"

2.2. SACC Manual Clauses

A7035T (2007-05-25), List of Proposed Subcontractors

2.3. Submission of Bids

Bids must be submitted to Environment and Climate Change Canada at the email address and by the date and time indicated on page 1 of the bid solicitation.

2.4. Former Public Servant – Competitive Bid

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, 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 FPS in receipt of a pension, as applicable:

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

By providing this information, 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.

2.5. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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.

2.6. 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.

2.7. Improvement of Requirement During Solicitation Period

Clause [A9076T](#) advises Bidders that they can propose improvement to the technical requirement(s) contained in the bid solicitation.

2.8. Basis for Canada's Ownership of Intellectual Property

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

- the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination;

2.9. 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

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (1 electronic copy in PDF format by email)

Section II: Financial Bid (1 electronic copy in PDF format by email)

Section III: Certifications (1 electronic copy in PDF format by email)

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

Note for electronic submission of bids:

In order to be considered, bids must be received by the date and time indicated on the cover page to herein as the "Closing Date." Bids received after the Closing Date will be considered non-responsive and will not be considered for contract award. Bids submitted by email must be submitted ONLY to the following email address:

Email Address: soumissionsbids@ec.gc.ca

Attention: Alexandra Ghiatau

Solicitation Number: 5000067464

Bidders should ensure that their name, address, Closing Date of the solicitation and Solicitation Number are clearly indicated in the body of their email. Bids and supporting information may be submitted in either English or French.

The total size of the email, including all attachments, must be less than 15 megabytes (MB). It is each Bidder's responsibility to ensure that the total size of the email does not exceed this limit.

Bids sent by fax will not be accepted.

It is important to note that emails systems can experience systematic delays and, at times, large attachments may cause systems to hold or delay transmission of emails. It is solely the Bidder's responsibility to ensure that the Contracting Authority receives a bid on time, in the mailbox that has been identified for bid receipt purposes. Date stamps for this form of transmission are not acceptable.

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.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in Canadian funds and in accordance with the Financial Bid Presentation Sheet in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.

3.1.2 Bidders must submit their price FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

3.1.3 Price Breakdown

In their financial bid, the bidders are requested to provide a detailed breakdown of the price for the following elements for the milestone of the Work, as applicable:

- (a) Professional fees: For each individual and (or) labour category to be assigned to the Work, the bidders should indicate: i) the firm hourly rate or the firm daily rate, inclusive of overhead and profit; and ii) the estimated number of hours or days, as applicable. The bidders should indicate the number of hours in one working day.
- (b) Equipment (if applicable): The bidders should specify each item required to complete the Work and provide the pricing basis of each one, Canadian customs duty and excise taxes included, as applicable.
- (c) Materials and Supplies (if applicable): The bidders should identify each category of materials and supplies required to complete the Work and provide the pricing basis. The Bidder should indicate, on a per category basis, whether the items are likely to be consumed during the performance of any resulting contract.
- (d) Subcontracts (if applicable): The bidders should identify all of the proposed subcontractors and provide in their financial bid for each one a price breakdown.
- (e) Other Direct Charges (if applicable): The bidders should identify all of the categories of other direct charges anticipated, such as long distance communications and rentals, providing the pricing basis for each and explaining the relevance to the work described in Part 7 of the bid solicitation.
- (f) Applicable Taxes: The bidders should indicate the Applicable Taxes separately.

3.1.4 Bidders should include the following information in their financial bid:

- (a) Their legal name; and
- (b) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid; and any contract that may result from their bid.



Section III: Certifications

Bidders must submit the certifications required under Part 5.



ATTACHMENT 1 TO PART 3 - FINANCIAL BID PRESENTATION SHEET

The Bidder must complete this Financial Bid Presentation Sheet and include it in its financial bid.

| Milestone No. | Description | |
|--|--|----------|
| 1 | Kick Off Meeting | |
| 2 | Survey of Households: methodology, sampling, and questions | |
| 3 | Identification of relevant businesses and organizations | |
| 4 | Survey of businesses and organizations: methodology, sampling, and questions | |
| 5 | Survey Results | |
| 6 | Draft Report and Power Point presentation | |
| 7 | Final Report and Power Point presentation | |
| TOTAL COST Bid Price excluding taxes For Evaluation | | \$ _____ |
| Applicable taxes | | \$ _____ |
| Total including taxes | | \$ _____ |



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1. Evaluation Procedures

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

4.2. Technical Evaluation

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

4.2.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Attachment 1 to Part 4.

4.3. Financial Evaluation

4.3.1 Mandatory Financial Criteria

| Item | Mandatory Financial Criteria | Compliant (Yes / No) |
|------|---|-------------------------|
| MF1 | The total cost of the Bid must not exceed \$180,000.00 CAD plus applicable taxes. Bids valued in excess of this amount will be considered non-responsive. This disclosure of project funds does not commit Environment and Climate Change to pay such an amount. | |

4.3.2 Evaluation of Price

The price of the bid will be evaluated in Canadian dollars, the Applicable Taxes excluded, Canadian customs and excise taxes included.

For evaluation purposes only, the price of the bid will be determined as follows:

- 4.3.2.1** For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Financial Bid Presentation Sheet detailed in Attachment 1 to Part 3.

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

- 1. To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation;



- (b) meet all mandatory criteria and mandatory financial criteria;
- (c) obtain the required minimum of 60 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 100 points.

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The evaluation 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 equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

| | | Bidder 1 | Bidder 2 | Bidder 3 |
|-------------------------|-----------------------|-----------------------------|----------------------------|----------------------------|
| Overall Technical Score | | 115/135 | 89/135 | 92/135 |
| Bid Evaluated Price | | \$55,000.00 | \$50,000.00 | \$45,000.00 |
| Calculations | Technical Merit Score | $115/135 \times 60 = 51.11$ | $89/135 \times 60 = 39.56$ | $92/135 \times 60 = 40.89$ |
| | Pricing Score | $45/55 \times 40 = 32.73$ | $45/50 \times 40 = 36.00$ | $45/45 \times 40 = 40.00$ |
| Combined Rating | | 83.84 | 75.56 | 80.89 |
| Overall Rating | | 1st | 3rd | 2nd |

**ATTACHMENT 1 TO PART 4
MANDATORY TECHNICAL CRITERIA AND POINT RATED TECHNICAL CRITERIA****1. Mandatory Technical Criteria**

| Criteria # | Mandatory Technical Criteria | Proposal Page # | Compliant (Yes / No) |
|------------|--|-----------------|----------------------|
| M1 | <p>Identification of the Project Manager and Project Team</p> <p>The Bidder must provide a list of the proposed project team and the Project Manager, which includes:</p> <ul style="list-style-type: none">NamesRoles and responsibilities of resources on the project. <p>Subcontractor must be identified with their roles and responsibilities on the project if applicable.</p> <p>The project manager may be identified as a member of the project team and the project team may be composed of only one (1) member.</p> | | |

2. Point-Rated Technical Evaluation

| Criteria # | Point-Rated Criteria | Maximum Points | Points awarded | Reference (Page # & Project # of bid confirming that the criteria has been met) |
|------------|--|----------------|----------------|---|
| R1 | <p>Qualifications of Project Manager</p> <p>The Bidder's proposed Project Manager should have experience as a lead project manager that involved managing the development and implementation of Canadian wide surveys, within the last 10 years.</p> <p>The Bidder should provide a maximum of 5 projects demonstrating this criterion</p> <p>For each project the summary must not exceed one page in length that includes the following:</p> <ul style="list-style-type: none">Contract nameContract duration (start and end date)Contract value of the projectDescription of the surveysRoles and responsibilities of the project manager | 15 points | | |



| Criteria # | Point-Rated Criteria | Maximum Points | Points awarded | Reference (Page # & Project # of bid confirming that the criteria has been met) |
|------------|--|----------------|----------------|---|
| | <ul style="list-style-type: none">Surveys response rates <p>Point Allocation: 3 points per project for a maximum of 15 points.</p> | | | |
| R2 | <p>Qualification of the Project Team</p> <p>The Bidder should demonstrate that each proposed project team resource has at least two (2) years of experience within the last five (5) years from the bid closing date in the following five (5) areas:</p> <p>Area 1. Developing survey questions Area 2. Developing survey methodologies Area 3. Survey sampling Area 4. Establishing statistical significance of survey results Area 5. Reporting on survey results</p> <p>The Bidder should demonstrate the experience of their proposed project team by providing summaries of each project that proposed team members have worked on that include work in the five (5) areas listed above.</p> <p>Each project summary must not exceed one page in length and should include the following:</p> <ul style="list-style-type: none">a description of the projectthe contract value of the projectthe list of team members who were involved with the projecta description of each team member's contribution to the project and how this contribution connects to the five target subject areas listed above <p>Point Allocation: No experience from team members in any of these five subject areas (0 points)</p> <p>A minimum of 2 years of experience for each team member in one of these five subject areas (4 points)</p> <p>A minimum of 2 years of experience for each team member</p> | 20 points | | |



| Criteria # | Point-Rated Criteria | Maximum Points | Points awarded | Reference (Page # & Project # of bid confirming that the criteria has been met) |
|------------|--|----------------|----------------|---|
| | <p>in two of these five subject areas (8 points)</p> <p>A minimum of 2 of years of experience for each team member in three of these five subject areas (12 points)</p> <p>A minimum of 2 of years of experience for each team member in four of these five subject areas (16 points)</p> <p>A minimum of 2 years of experience for each team member in five of these five subject areas (20 points)</p> | | | |
| R3 | <p>Understanding of Objectives and Scope</p> <p>The proposal should clearly define the work that will be undertaken and demonstrate a clear understanding of the project and what is required.</p> <p>Point Allocation:</p> <p>The bid does not contain an explanation of the Bidder's understanding of the requirements outlined in the statement of work. Does not clearly demonstrate that the Bidder understands the requirements well enough to complete the project. (0 points)</p> <p>The bid is adequately defined but missing minor element. Demonstrates an acceptable understanding of the project objectives and needs. (5 points)</p> <p>The bid is very well defined and comprehensive. Demonstrates a strong understanding of the project objectives and needs. (10 points)</p> | 10 points | | |



| Criteria # | Point-Rated Criteria | Maximum Points | Points awarded | Reference (Page # & Project # of bid confirming that the criteria has been met) |
|------------|--|----------------|----------------|---|
| R4 | <p>Work Plan</p> <p>The Bidder should provide a work plan that meets project objectives and satisfies the Annex A - Statement of Work. This should include the following key components:</p> <ul style="list-style-type: none">• Understanding of project;• Methodology;• Milestones;• Approach; and• Risks and potential mitigations. <p>Point Allocation:</p> <p>The Bidder has provided a description of the work plan that will be used that lacks details in all of the key components. (0 point)</p> <p>The Bidder has provided a description of the work plan that will be used that lacks details in four of the key components. (4 points)</p> <p>The Bidder has provided a description of the work plan that will be used that lacks details in three of the key components. (8 points)</p> <p>The Bidder has provided a description of the work plan that will be used that lacks details in two of the key components. (12 points)</p> <p>The Bidder has provided a description of the work plan that will be used that lacks details in one of the key components. (16 points)</p> <p>The Bidder has provided a detailed and clear description of its work plan and addresses each component. (20 points)</p> | 20 points | | |
| R5 | <p>Methodological Approach</p> <p>The Bidder's proposal should outline its detailed methodology describing how the deliverables identified in the Annex A - Statement of Work will be completed,</p> | 25 points | | |



| Criteria # | Point-Rated Criteria | Maximum Points | Points awarded | Reference (Page # & Project # of bid confirming that the criteria has been met) |
|------------|--|----------------|----------------|---|
| | <p>including the following elements:</p> <ul style="list-style-type: none">a) Data sources (5 points)b) Logical steps (5 points)c) Assigned resources (5 points)d) Research and data collection options (5 points)e) Coherence of proposed approaches (5 points) <p>Point Allocation: Points will be awarded as follows for each of the five elements up to a maximum of five points:</p> <p>0 points: Not provided</p> <p>1 point: Not evident: insufficient or incorrect information provided</p> <p>2 points: Inadequate: incomplete, vague or lacking evidence of understanding</p> <p>3 points: Adequate: complete, realistic and achievable within the available time and resources</p> <p>4 points: Good: complete and realistic, logical and straightforward</p> <p>5 points: Excellent: comprehensive strategy that provides a logical pathway from start to finish. Thoughtful consideration of details that will achieve all objectives.</p> | | | |
| R6 | <p>Obstacles, Problems and Quality Control</p> <p>The Bidder should address potential obstacles or problems that may arise during the project and articulate the Bidder's strategy for addressing these obstacles or problems and maintain quality control.</p> <p>Point Allocation: The bid has not identified any possible problems. (0 point)</p> <p>The proposal has identified possible problems but does not include any proposed solutions. (4 points)</p> | 10 points | | |



| Criteria # | Point-Rated Criteria | Maximum Points | Points awarded | Reference (Page # & Project # of bid confirming that the criteria has been met) |
|---|--|---|----------------|---|
| | <p>The bid has identified possible problems and includes proposed solutions, but these are not feasible or efficient. (6 points)</p> <p>The bid has identified possible problems and includes proposed solutions which are feasible but are not efficient OR efficient but not feasible. (8 points)</p> <p>The bid has identified possible problems and includes proposed solutions that are feasible and efficient. (10 points)</p> | | | |
| Total Score Minimum Required Points: 60 points | | Maximum points available: 100 points | | |



PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated 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 in carrying out any of its obligations under the Contract, 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 may render the bid non-responsive or constitute a default under the Contract.

5.1. Certifications Required Precedent to Contract Award

5.1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

The Bidder must complete the attached "Supplier List of Names" in Annex D.

5.1.2. 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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.

5.2. Additional Certifications Required Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

5.2.1. 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. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.2. Education and Experience

SACC Manual clause A3010T (2010-08-16) Education and Experience



PART 6 - RESULTING CONTRACT

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

6.1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

6.2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the PSPC/PWGSC (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.2.1 General Conditions

2035 (2022-05-12), General Conditions - Professional Services (High Complexity), as modified below, apply to and form part of the Contract.

6.2.2 Supplemental General Conditions

The following supplemental general conditions apply to and form part of the Contract:

4007 (2010-08-16), Canada to own Intellectual Property Rights in Foreground

4008 (2008-12-12), Personal Information

6.3. Security Requirement

6.3.1 There is no security requirement applicable to this Contract.

6.4. Term of Contract

6.4.1 Period of the Contract

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

6.5. Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Alexandra Ghiatau
Procurement Officer
Environment and Climate Change Canada
Procurement and Contracting Division
105 McGill Street, 5th floor
Montreal, QC H2Y 2E7



Telephone: 438-801-0771

E-mail address: alexandra.ghiatau@ec.gc.ca

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

6.5.2 Technical Authority

The Technical Authority for the Contract is: *(To be completed at contract award.)*

Name: _____

Title: _____

Organization: _____

351 Saint-Joseph Blvd.

Gatineau, QC K1A 0H3

Telephone: ____-____-____

Facsimile: ____-____-____

E-mail address: _____

The Technical Authority named above 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 Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative *(To be completed at contract award.)*

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____-____-____

Facsimile: ____-____-____

E-mail address: _____

6.6. Proactive Disclosure of Contracts with Former Public Servants

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



6.7. Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ _____ *(To be completed 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.

6.7.2 Limitation of Price

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

6.7.3 Schedule of Milestones

For more details on the schedule of milestones, please refer to Annex B.

6.7.4 Time Verification

SACC Manual clause C0711C (2008-05-12) Time Verification

6.8. Invoicing Instructions

6.8.1 Milestone Payments

6.8.1.1 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 such documents have been verified by Canada;
- (c) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.

6.8.2 SACC Manual clause

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

6.9. Certifications and Additional Information

6.9.1 Compliance

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



6.10. Applicable Laws

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

6.11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4007 (2010-08-16), Canada to own Intellectual Property Rights in Foreground and 4008 (2008-12-12), Personal Information;
- (c) the general conditions 2035 (2022-05-12), General Conditions - Professional Services (High Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment – Schedule of Milestones.
- (h) Annex C, Supplier list of names;
- (i) the Contractor's bid dated _____, as clarified on _____ or, as amended on _____.
(To be completed at contract award.)

6.12. Insurance

SACC Manual clause G1005C (2016-01-28) Insurance – No Specific Requirement

6.13. Dispute Resolution

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



ANNEX “A” STATEMENT OF WORK

Canadian Inventory Surveys of Marine Spark Ignition Engines, Vessels, and Off-Road Recreational Vehicles

1. BACKGROUND

The Government of Canada is committed to leading the transformation towards a low-carbon economy. Under the Pan-Canadian Framework on Clean Growth and Climate Change, the Government of Canada, committed to take action to reduce GHG emissions from the off-road sectors¹. Marine Spark Ignition Engines, Vessels, and Off-Road Recreational Vehicles (MERV), designed to be used for recreational and business purposes emit greenhouse gases (GHGs) and air pollutants such as nitrogen oxides (NOx) and volatile organic compounds (VOCs). These substances are released to the surrounding atmosphere through the combustion and evaporation of the fuel that is used to power these machines and contribute to climate change and air pollution that has adverse effects on the environment and human health.

Environment and Climate Change Canada (ECCC) is seeking to improve its data and understanding of the inventory of MERV throughout Canada. This sub-sector of off-road equipment covers machines such as recreational marine engines (outboard) and vessels (powered by an inboard or sterndrive), personal watercraft, snowmobiles, All Terrain Vehicles, Utility Vehicles, and others. All of the power sources that are used to power these machines use gasoline or electricity (i.e. Battery).

2. OBJECTIVES

The objective of this project is to conduct surveys throughout Canada (In French and English where required) to collect information on the inventory and usage of MERV equipment. Two separate surveys will be designed to target the following groups that may use such machines:

- households,
- businesses and organizations

The results from the surveys are to be statistically significant (aiming as much as possible at 95% confidence level with a margin of error of ± 8.0 points) throughout Canada and in every province and territory. The surveys will collect information such as the type of machine owned, model, model year, and average frequency and duration and type of use (work vs recreational). The types of machines to be included in the surveys are listed in Table 1 below.

¹ <https://www.canada.ca/en/services/environment/weather/climatechange/pan-canadian-framework.html>



Table 1

| # | Machine Type |
|---|---|
| 1 | Outboard Marine Engines (Some marine vessels have more than one outboard engine, survey questions would need to be asked for each outboard engine separately) |
| 2 | Marine vessels with inboard, sterndrive (inboard/outboard), or jet engines of less than 373kW (500hp) (excluding diesel engines) |
| 3 | Personal water crafts |
| 4 | All-Terrain Vehicles/ Four-Wheelers |
| 5 | Side-by-Sides |
| 6 | Utility Vehicles |
| 7 | Snowmobiles |
| 8 | Amphibious vehicles (ex. Argos) |
| 9 | Off-road Motorcycles |

3. WORK DESCRIPTION

The Contractor will complete the following two tasks to fulfill the objectives described above:

TASK 1 - SURVEY HOUSEHOLDS

The Contractor will:

- 1.1. Review the pertinent section of the draft questionnaire provided in appendix 1 and suggest any modifications that would improve the questionnaire and results.
- 1.2. Develop a methodology and sampling strategy to achieve statistically significant results (aiming as much as possible at 95% confidence level with a margin of error of ± 8.0 points) throughout Canada and in every province and territory, including urban and rural areas. The methodology needs to include ways to establish the population of households in Canada and to distinguish those that own and operate MERVs to establish their population and usage.
- 1.3. Conduct the survey.
- 1.4. Compile the data.
- 1.5. Prepare a detailed report including the results.

TASK 2 - SURVEY BUSINESSES AND ORGANIZATIONS

The Contractor will:

- 1.1. Review the pertinent section of the draft questionnaire provided in appendix 1 and suggest any modifications that would improve the questionnaire and results.
- 1.2. Develop a methodology and sampling strategy to achieve statistically significant results (aiming as much as possible at 95% confidence level with a margin of error of ± 8.0 points) throughout Canada and in every province and territory, including urban and rural areas. The methodology needs to include ways to identify the relevant businesses



(including government operations) that own and operate MERVs to establish their population and usage.

- 1.3. Conduct the survey.
- 1.4. Compile the data.
- 1.5. Prepare a detailed report including the results.

4. DELIVERABLES AND SCHEDULE

The Contractor shall deliver the results of the surveys and their findings in a report. It shall include a table of contents, an executive summary, a section that describes the methodology and the sampling approach, a section that summarizes results from surveys, and a section that provides the estimated inventory of all the types of machines, average annual usage, average age, and expected life span of MERVs in Canada, broken down by province/territory and by the type of setting (urban and rural). The report will also have a section that highlights the quality and significance of the data collected through the surveys and raises any issues or concerns that should be known for those who will use the data.

The report shall be provided in Microsoft Word format. All graphics and tables presented in the report shall also be provided in Microsoft Excel spreadsheets. The format in which the Contractor will provide the micro/raw data from the surveys will be discussed and defined with the Contractor. Microsoft Excel would be preferred but Microsoft Access could be used if the limitations in Excel are problematic.

| Milestone No. | Milestones | Deliverable | Time |
|---------------|--|--|--|
| 1 | Kick Off Meeting | The Contractor must schedule a kick off meeting with the project authority. | A maximum of one (1) week after the contract is awarded |
| 2 | Survey of Households: methodology, sampling, and questions | The Contractor will present an updated methodology and sampling strategy for the survey of households, integrating any clarifications from the kick off meeting, along with any changes to the draft questions that the Contractor is proposing. | A maximum of seven (7) weeks after the contract is awarded |
| 3 | Identification of relevant businesses and organizations | The Contractor will present a status on their research of relevant businesses (including government operations). | A maximum of nine (9) weeks after the contract is awarded |
| 4 | Survey of businesses and organizations: methodology, sampling, and questions | The Contractor will present an updated methodology and sampling strategy for the survey of businesses (including government operations) along with any changes to the draft questions that the Contractor is proposing. | A maximum of ten (10) weeks after the contract is awarded |



| Milestone No. | Milestones | Deliverable | Time |
|---------------|---|---|--|
| 5 | Survey Results | The Contractor will provide survey data collected from all surveys for review by the project authority | A maximum of sixteen (16) weeks after the contract is awarded |
| 6 | Draft Report and Power Point presentation | The Contractor will provide a draft report (Microsoft Word) and a draft Power Point presentation of the results from the surveys. The project authority will provide comments and edits within 10 working days. | A maximum of eighteen (18) weeks after the contract is awarded |
| 7 | Final Report and Power Point presentation | The Contractor will provide the project authority with the final report (Microsoft Word) and Power Point presentation that integrates comments and edits from the project authority along with all graphics and tables presented in the report in a Microsoft Excel spreadsheet as well as the final micro data collected from the surveys in the format agreed with the contracting authority. | A maximum of twenty one (21) weeks after the contract is awarded |

To assist with coordination of this project, **the Contractor must communicate by email and teleconference or videoconference with the technical authority with updates on the project, at least once every two weeks.** The Contractor must describe the status of tasks and any deviation from the work plan or the timelines in the proposal. Any changes to the schedule must be justified and accompanied with a solution that takes into account remaining timelines. Updates must include issues that the Contractor is facing that may delay the schedule or jeopardize the expected quality of the final product.

5. QUALITY ACCEPTANCE CRITERIA

All deliverables produced by the Contractor will be subject to review in draft form by the project authority. Failure to provide acceptable deliverables may result in the termination of the contract.

The draft and final reports will be reviewed by the project authority in detail. The review will generate comments to improve the draft report for final delivery. The Contractor must take into consideration the comments provided on the draft report and incorporate them, as appropriate, into their work and the final report.

Furthermore, the Contractor must conduct their work under the following conditions:

- The Contractor must provide any additional information discovered during the course of this work where this additional information would be deemed by the project authority to be relevant in fulfilling the purpose and objectives of this contract.
- The Contractor must provide and present technical data in tables and graphs.
- The Contractor must report all relevant sources of information.
- All reports (in either draft or final form) must be written in a clear and logical fashion using Microsoft Office version 2010 or later software.



- All supporting graphics and tables in the report must be provided in Microsoft Excel format (version 2010 or later). The spreadsheet must be properly organized, referenced and sourced. If estimates and assumptions are used, they must be clearly identified and justified. Spreadsheet design and documentation should enable modification and replication of results by the project authority.
- Raw data is to be provided in a format to be determined such as Microsoft Excel or Microsoft Access.
- The Contractor should note that this report could be made public.

6. TRAVEL

The Contractor must do the work from their own facilities and no travel is required.

7. CROWN INPUT

The technical authority will provide comments and any edits within 10 working days of receiving drafts.



APPENDIX 1 DRAFT SURVEY QUESTIONS

SECTION 1: Survey of Households

Q1. Are you willing to participate in our study now?

1. Yes, continue
2. Callback
3. Refused

Q2. I have a few questions to make sure you are eligible to participate in our study. First, may I confirm that you are 18 years of age or older?

1. Yes, continue
2. No, ask for individual over 18 and return to int
3. No individual over 18, end survey

Q3. And may I confirm that you live within Canada?

1. Lives in Canada, continue
2. Does not, end survey

Q4. Business Question Do you own a business or organization that uses Marine Engines/vessels and/or recreational off-road vehicles?

1. Yes
2. No

Individuals who own a business or organization that uses MERVs should be asked if they would be willing to participate in the business/organization survey at a later date. (These people could do both surveys if they qualify for the household and business/organizations surveys, but must answer survey questions based solely on personal use separate from business use)

Q5. Would you be willing to provide the contact information and name of your business/organization for potential participation in the business/organization survey being conducted at a later date?

1. Yes, specify name>
specify phone>
specify email>
2. No

First, I'd like to ask you some questions about the place where you live.



Q6. Which of the following best describes where you live?

1. Urban
2. Rural
3. Don't know
4. Refused

Q7. Do you own a vacation property (cottage/chalet), or hunting camp?

1. Yes
2. No
3. Prefer not to answer

Q8. Do you own and operate any of the following machines?

1. Outboard Marine Engines – Yes/No – If Yes, how many?
2. Marine vessels with inboard, stern drive (inboard/outboard) engines of less than 373kW (500hp) – Yes/No – If Yes, how many?
3. Personal watercrafts (i.e. Sea-Doo, Jet ski. etc.) – Yes/No – If Yes, how many?
4. All-Terrain Vehicles/ Four-Wheelers – Yes/No – If Yes, how many?
5. Side-by-Sides – Yes/No – If Yes, how many?
6. Utility Vehicles (ex. Gator) – Yes/No – If Yes, how many?
7. Snowmobiles – Yes/No – If Yes, how many?
8. Amphibious vehicles (ex. Argos) – Yes/No – If Yes, how many?
9. Off-road Motorcycles – Yes/No – If Yes, how many?
10. No – End interview
11. REFUSED – End interview

If the respondent answers “yes” to any of the machines in the list above, then the following questions need to be asked for each machine type.

Marine outboards and vessels under 500hp – the following questions would need to be answered for each machine the interviewee owns and operates

Q9. Do you own more than one outboard motor?

1. Yes
2. No

Q10. If yes, how many?

1. 2
2. 3
3. 4
4. More than 4



The following questions would need to be asked for each outboard motor

Q11. For your outboard marine motor/s, what is the horsepower rating?

1. 1 - 7 hp
2. 8 - 10 hp
3. 11 - 20 hp
4. 21 - 30 hp
5. 31 - 40 hp
6. 41 - 50
7. 51 - 60
8. 61 - 70 hp
9. 71 - 80 hp
10. 81 - 90 hp
11. 91 - 100 hp
12. 101 - 110 hp
13. 111 - 120 hp
14. 121 - 150 hp
15. 151 - 200 hp
16. 201 - 250 hp
17. 251 - 300 hp
18. 301 - 400 hp
19. 401 - 500 hp
20. 501 - 600 hp
21. Don't know

Q12. What is the approximate age of the outboard engine?

1. 0-5 years
2. 5-10 years
3. 10-15 years
4. 15-20 years
5. 20-30 years
6. 30-40 years
7. 40-50 years
8. Over 50 years
9. Don't know

Q13. What would best describe the length of the operational season for your outboard engine?

1. 1 - 2 months
2. 2 - 3 months
3. 3 - 4 months
4. 5 - 6 months
5. 7 - 8 months
6. 9 - 10 months
7. 10 - 11 months
8. All year



Q14. What would best describe the **weekly** hours of use for your outboard motor/s during an average season of use?

1. 0 – 15 mins
2. 15 – 30 mins
3. 30 – 45 mins
4. 45 – 60 mins
5. 1 – 2 hrs
6. 2 – 3 hrs
7. 3 – 4 hrs
8. 4 – 5 hrs
9. 5 – 6 hrs
10. 6 – 7 hrs
11. 7 – 8 hrs
12. 8 – 9 hrs
13. 9 – 10 hrs
14. More than 10 hrs (If the respondent can provide an estimated hrs then please record the number)

Q15. What is the power source for your outboard motor (main engine, not including electric trolling motors)?

1. Gasoline (If yes, please ask if the fuel is required to be mixed with oil – in other words is it a 2-stroke or 4-stroke engine?)
2. Electric

Q16. How many more years do you plan to keep your outboard motor?

1. Less than 2 years
2. 2 – 5 years
3. 5 – 10 years
4. 10 – 15 years
5. 15 – 20 years
6. 20 – 25 years
7. 25 – 30 years
8. 30 – 35 years
9. 35 – 40 years
10. Until end of life
11. Don't know

Q17. When you are ready to part with your outboard motor, will you sell it in the used market or scrap it?

1. Sell it
2. Scrap it
3. Don't know



Marine vessel with an inboard, stern drive (inboard/outboard), jet motor (Under 500 hp).

Q18. Do you own more than one marine vessel with one or more inboard engine, stern drive (inboard/outboard) engine, or jet engine (Under 500 hp)?

1. Yes
2. No

Q19. If yes, how many?

1. 2
2. 3
3. 4
4. More than 4

The following questions would need to be asked for each marine vessel

Q20. For your marine vessel with an inboard, stern drive (inboard/outboard), jet motor, what is the total horsepower rating?

1. 100 – 150 hp
2. 150 – 200 hp
3. 200 – 250 hp
4. 250 – 300 hp
5. 300 – 350 hp
6. 350 – 400 hp
7. 400 - 450 hp
8. 450 – 500 hp
9. Don't Know

Q21. What is the approximate age of your marine vessel's engine/s?

1. 0-5 years
2. 5-10 years
3. 10-15 years
4. 15-20 years
5. 20-30 years
6. 30-40 years
7. 40-50 years
8. Over 50 years
9. Don't know

Q22. What would best describe the length of the operational season for your marine vessel/s?

1. 1 – 2 months
2. 2 – 3 months
3. 3 – 4 months
4. 5 – 6 months
5. 7 – 8 months
6. 9 – 10 months
7. 10 – 11 months
8. All year



Q23. What would best describe the weekly hours of use for your vessel with an inboard or sterndrive (inboard/outboard) engine during an average season of use?

1. 0 – 15 mins
2. 15 – 30 mins
3. 30 – 45 mins
4. 45 – 60 mins
5. 1 – 2 hrs
6. 2 – 3 hrs
7. 3 – 4 hrs
8. 4 – 5 hrs
9. 5 – 6 hrs
10. 6 – 7 hrs
11. 7 – 8 hrs
12. 8 – 9 hrs
13. 9 – 10 hrs
14. More than 10 hrs (If the respondent can provide an estimated hrs then please record the number)

Q24. How long do you plan to keep your marine vessel/s?

1. 2 – 5 years
2. 5 – 10 years
3. 10 – 15 years
4. 15 – 20 years
5. 20 – 25 years
6. 25 – 30 years
7. 30 – 35 years
8. 35 – 40 years
9. Until end of life
10. Don't know

Q25. When you are ready to part with your marine vessel/s, will you sell it in the used market or scrap it?

1. Sell it
2. Scrap it
3. Don't know

Personal Watercraft

Q26. Do you own more than one personal watercraft?

1. Yes
2. No

Q27. If yes, how many?

1. 2
2. 3
3. 4
4. More than 4



The following questions would need to be asked for each personal watercraft

Q28. For your personal watercraft, what best describes its engine size in cubic centimeters (ex. 600cc)?

1. Under 500cc
2. 500 – 750cc
3. 750 – 1000cc
4. 1000 – 1250cc
5. 1250 – 1500cc
6. 1500 – 1750cc
7. 1750 – 2000cc
8. Don't know

Q29. What is the approximate age of your personal watercraft?

1. 0-5 years
2. 5-10 years
3. 10-15 years
4. 15-20 years
5. 20-30 years
6. Over 30 years
7. Don't know

Q30. What would best describe the length of the operational season for your personal watercraft?

1. 1 – 2 months
2. 2 – 3 months
3. 3 – 4 months
4. 5 – 6 months
5. 7 – 8 months
6. 9 – 10 months
7. 10 – 11 months
8. All year

Q31. What would best describe the weekly hours of use for your personal watercraft for an average season of use?

1. 0 – 15 mins
2. 15 – 30 mins
3. 30 – 45 mins
4. 45 – 60 mins
5. 1 – 2 hrs
6. 2 – 3 hrs
7. 3 – 4 hrs
8. 4 – 5 hrs
9. 5 – 6 hrs
10. 6 – 7 hrs
11. 7 – 8 hrs
12. 8 – 9 hrs
13. 9 – 10 hrs



14. 14. More than 10 hrs (If the respondent can provide an estimated hrs then please record the number)

Q32. How long do you plan to keep your personal watercraft?

1. 2 – 5 years
2. 5 – 10 years
3. 10 – 15 years
4. 15 – 20 years
5. 20 – 25 years
6. 25 – 30 years
7. 30 – 35 years
8. 35 – 40 years
9. Until end of life
10. Don't know

Q33. When you are ready to part with your personal watercraft, will you sell it in the used market or scrap it?

1. Sell it
2. Scrap it
3. Don't know

All-terrain vehicles/Four wheelers, Side-by-Sides, Utility Vehicles, Amphibious Vehicles (ex.Argos), Off-Road Motorcycles

Q34. Do you own one or more of the following:

1. ATV/Four wheeler – Yes/no – If yes, how many?
2. Side-by Side – Yes/no – If yes, how many?
3. Utility vehicle (i.e. John Deere Gator) – Yes/no – If yes, how many?
4. Amphibious Vehicle (i.e. Argo) – Yes/no – If yes, how many?
5. Off-road Motorcycles/dirt bikes – Yes/no – If yes, how many?

The following questions would need to be asked for each off-road vehicle

Q35. For your off-road vehicle, what best describes its engine size in cubic centimeters (ex. 600cc)?

1. 250 – 500cc
2. 500 – 750cc
3. 750 – 1000cc
4. 1000 – 1250cc
5. 1250 – 1500cc
6. 1500cc – 1750cc
7. 1750 – 2000cc

Q36. What is the approximate age of your off-road vehicle?

1. 0-5 years
2. 5-10 years
3. 10-15 years



4. 15-20 years
5. 20-30 years
6. 30-40 years
7. Over 40 years
8. Don't know

Q37. What would best describe the length of the operational season for your off-road vehicle?

1. 1 – 2 months
2. 2 – 3 months
3. 3 – 4 months
4. 5 – 6 months
5. 7 – 8 months
6. 9 – 10 months
7. 10 – 11 months
8. All year

Q38. How long do you plan to keep your off-road vehicle?

1. 2 – 5 years
2. 5 – 10 years
3. 10 – 15 years
4. 15 – 20 years
5. 20 – 25 years
6. 25 – 30 years
7. 30 – 35 years
8. 35 – 40 years
9. Until end of life
10. Don't know

Q39. When you are ready to part with your off-road vehicle, will you sell it in the used market or scrap it?

1. Sell it
2. Scrap it
3. Don't know

Q40. What would best describe the weekly hours of use for your off-road machine during an average season of use?

1. 0 – 15 mins
2. 15 – 30 mins
3. 30 – 45 mins
4. 45 – 60 mins
5. 1 – 2 hrs
6. 2 – 3 hrs
7. 3 – 4 hrs
8. 4 – 5 hrs
9. 5 – 6 hrs
10. 6 – 7 hrs
11. 7 – 8 hrs
12. 8 – 9 hrs



13. 9 – 10 hrs
14. More than 10 hrs (If the respondent can provide an estimated hrs then please record the number)

Snowmobiles

Q41. Do you own more than one snowmobile?

1. Yes
2. No

Q42. If yes, how many?

1. 2
2. 3
3. 4
4. More than 4

The following questions would need to be asked for each snowmobile

Q43. For your snowmobile, what best describes its engine size in cubic centimeters (ex. 600cc)?

1. 250 – 500cc
2. 500 – 750cc
3. 750 – 1000cc
4. 1000 – 1250cc
5. Over 1250cc

Q44. What is the approximate age of your snowmobile?

1. 0-5 years
2. 5-10 years
3. 10-15 years
4. 15-20 years
5. 20-30 years
6. 30-40 years
7. Over 40 years
8. Don't know

Q45. What would best describe the length of the operational season for your snowmobile?

1. 1 – 2 months
2. 2 – 3 months
3. 3 – 4 months
4. 5 – 6 months
5. 7 – 8 months
6. 9 – 10 months
7. 10 – 11 months
8. All year



Q46. How long do you plan to keep your snowmobile?

1. 2 – 5 years
2. 5 – 10 years
3. 10 – 15 years
4. 15 – 20 years
5. 20 – 25 years
6. 25 – 30 years
7. 30 – 35 years
8. 35 – 40 years
9. Until end of life
10. Don't know

Q47. When you are ready to part with your snowmobile, will you sell it in the used market or scrap it?

1. Sell it
2. Scrap it
3. Don't know

Q48. What would best describe the seasonal kilometers you put on your snowmobile for an average season of use?

1. 1. 100 – 1,000 km
2. 2. 2,000 – 3,000 km
3. 3. 3,000 – 4,000 km
4. 4. 5,000 – 6,000 km
5. 5. 7,000 – 8,000 km
6. 6. 9,000 – 10,000 km
7. 7. 10,000 – 15,000 km
8. 8. Over 15,000 km (if the respondent can provide an estimate on kilometers then please record)

SECTION 2: Survey of Businesses

This portion of the survey is to be used for willing participants who own/operate or are employed by a business or organization that uses marine outboards, vessels with inboards and sterndrives (under 500hp), Side-by Sides, ATVs, Utility Vehicles, Amphibious Vehicles, and Snowmobiles. These types of businesses and organization may include but are not limited to Guide/Outfitters, Ski Hills/Resorts, Search and Rescue,, etc.

Q49. Are you the staff member at your place of business that is able to answer questions regarding the use of marine vessels and off-road recreational machines or is that someone else?

1. Current respondent [continue]
2. Other individual/department, available [reread intro]
3. Other individual/department, callback [collect updated contact information as needed]
4. Owner of property handles such matters [collect information and call owner]



Q50. Are you willing to participate in our study now?

1. Yes, continue
2. Callback
3. Refused

I have a few questions to make sure your business is eligible to participate in our study.

Q51. First, may I confirm that you are 18 years of age or older?

1. Yes, continue
2. No, ask for representative over 18

Q52. May I confirm that your business operates within Canada?

1. Operates in Canada, continue
2. Does not, end survey

Q53. What would best describe your type of business or organization?

1. Guide/outfitter/fishing resort
2. Ski Hill/Resort
3. Search and Rescue
4. Law Enforcement
5. Tourism
6. Agriculture
7. Forestry
8. *contractor to add to this list

***At this point in the business/organization survey, please use the same questions used in the household survey beginning at Q8.**



ANNEX B
BASIS OF PAYEMENT - SCHEDULE OF MILESTONES

The Schedule of milestones for which payments will be made in accordance with the Contract is as follows:

| Milestone No. | Description | Cost | Delivery Date |
|---|--|--------------------------------|--|
| 1 | Kick Off Meeting | 10% of the total contract cost | A maximum of one (1) week after the contract is awarded |
| 2 | Survey of Households: methodology, sampling, and questions | | A maximum of seven (7) weeks after the contract is awarded |
| 3 | Identification of relevant businesses and organizations | 10% of the total contract cost | A maximum of nine (9) weeks after the contract is awarded |
| 4 | Survey of businesses and organizations: methodology, sampling, and questions | | A maximum of ten (10) weeks after the contract is awarded |
| 5 | Survey Results | 40% of the total contract cost | A maximum of sixteen (16) weeks after the contract is awarded |
| 6 | Draft Report and Power Point presentation | 20% of the total contract cost | A maximum of eighteen (18) weeks after the contract is awarded |
| 7 | Final Report and Power Point presentation | 20% of the total contract cost | A maximum of twenty one (21) weeks after the contract is awarded |
| TOTAL COST Bid Price excluding taxes For Evaluation | | \$ _____ | |
| Applicable taxes | | \$ _____ | |
| Total including taxes | | \$ _____ | |



ANNEX C SUPPLIER LIST OF NAMES

Environnement et Changement climatique Canada a adopté le régime d'intégrité développé et mis en place par Services publics et Approvisionnement Canada. Les fournisseurs acceptent, en soumettant une proposition, de se conformer aux dispositions du régime d'intégrité et la [Politique d'inadmissibilité et de suspension](#) ainsi que le [Code de conduite pour l'approvisionnement](#). / Environment and Climate Change Canada has endorsed the Integrity Regime developed and implemented by Public Services and Procurement Canada. By submitting a quote, Contractors agree to comply with the provisions of the Integrity Regime and [Ineligibility and Suspension Policy](#) as well as the [Code of Conduct for Procurement](#).

Selon la [Politique d'inadmissibilité et de suspension](#) de TPSGC (maintenant SPAC), les renseignements suivants doivent être fournis lors d'une soumission ou de la passation d'un marché.² / In accordance with the PWGSC (now PSPC) [Ineligibility and Suspension Policy](#), the following information is to be provided when bidding or contracting.²

* Informations obligatoires / Mandatory Information

| | | |
|--|----------------------------|---|
| *Dénomination complète de l'entreprise / Complete Legal Name of Company | | |
| | | |
| *Nom commercial / Operating Name | | |
| | | |
| *Adresse de l'entreprise / Company's address | | *Type d'entreprise / Type of Ownership |
| | | <input type="checkbox"/> Individuel / Individual <input type="checkbox"/> Corporation / Corporation <input type="checkbox"/> Coentreprise / Joint Venture |
| *Membres du conseil d'administration³ / Board of Directors³ (Ou mettre la liste en pièce-jointe / Or provide the list as an attachment) | | |
| Prénom / First name | Nom / Last Name | Position (si applicable) / Position (if applicable) |
| | | |
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¹ Liste des noms : Tous les fournisseurs, peu importe leur situation au titre de la Politique, doivent présenter les renseignements ci-dessous au moment de prendre part à un processus d'approvisionnement:

- les fournisseurs constitués en personne morale, y compris ceux qui présentent une soumission à titre de coentreprise, doivent fournir la liste complète des noms de tous les administrateurs actuels ou, dans le cas d'une entreprise privée, des propriétaires de la société;
- les fournisseurs soumissionnant à titre d'entreprise à propriétaire unique, y compris ceux soumissionnant en tant que coentreprise, doivent fournir la liste complète des noms de tous les propriétaires;
- les fournisseurs soumissionnant à titre de société en nom collectif n'ont pas à soumettre une liste de noms.

List of names: All suppliers, regardless of their status under the Policy, must submit the following information when participating in a procurement process:

- suppliers that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- suppliers that are a partnership do not need to provide a list of names.

² Conseil des gouverneurs / Board of Governors; Conseil de direction / Board of Managers; Conseil de régents / Board of Regents; Conseil de fiducie / Board of Trustees; Comité de réception / Board of Visitors