



**OFFER TO THE DEPARTMENT OF PUBLIC SAFETY CANADA
VENDOR INFORMATION AND AUTHORIZATION**

Each proposal must include a copy of this page properly completed and signed.

Vendor Name and Address

Legal Status (incorporated, registered, etc.)

GST or HST Registration Number and/or Business Identification Number (Canada Revenue Agency)

Name and Title of Person authorized to sign on behalf of Vendor

Print Name: _____

Title: _____

Signature: _____ Date: _____

Central Point of Contact

The Vendor has designated the following individual as a central point of contact for all matters pertaining to the proposed contract, including the provision of all information that may be requested:

Print Name: _____

Title: _____

Tel: _____ Fax: _____

Email: _____



PART 1 – GENERAL INFORMATION

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: includes the certifications to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include

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

2. DEFINITIONS

A “**Request for Proposals**” (RFP) is the solicitation document used to seek proposals or bids from suppliers. The term “**Bidder**” refers to the potential Supplier submitting a proposal or bid. The Bidder submitting a proposal may, however consist of several firms putting one proposal together as a joint venture. In the case of a joint venture, the combined experience of the firms forming the joint venture will be considered for the purposes of determining the Bidder’s compliance with the Mandatory Requirements.

Wherever the words “**proposal**” or “**bid**” appear in this document, each shall be taken to mean the same as the other.

The Mandatory Requirements of this RFP are identified specifically with the words “**MANDATORY**”, “**MUST**”, “**ESSENTIAL**”, “**SHALL**”, “**WILL**”, “**IT IS REQUIRED**”, and “**REQUIRED**”. If a Mandatory Requirement is not complied with, the proposal will be considered **non-responsive** and will not receive any further consideration. In the context of this RFP, Non-Responsive and Non-Compliant and Non-Valid shall each be taken to mean the same as the other.

3. Terms and Conditions of the resulting Contract

The general terms and conditions and clauses contained in Part 6 form part of this Request for Proposal document and any resulting contract, subject to any other express terms and conditions.

4. SUMMARY



Public Safety Canada's, Policy and Outreach Directorate - Emergency Management and Programs Branch, has a requirement for a Contractor to: (a) Develop an Average Annualized Loss (AAL) methodology that increases standardization across all natural hazards affecting Canada; and (b) Apply this methodology to calculate AAL values for winter storms and summer convective storms, recognizing the latter are comprised of several weather phenomena including hail, wind, lightning, tornados, and rain, applicable to the Canadian context. The Contractor is expected to use the inputs of hazard loss, damages, and exposure data both provided by Public Safety Canada (PS), insured loss data (e.g., CATIQ), as well as Contractor self-guided data collection.

There is no security requirement associated with this requirement.

The requirement is subject to the provisions of the Canada-Chile Free Trade Agreement (CCFTA), Canada-Colombia Free Trade Agreement, Canada-Honduras Free Trade Agreement, Canada-Panama Free Trade Agreement, Canada-Peru Free Trade Agreement (CPFTA) and Canada Free Trade Agreement.

The resulting contract will **not** include deliveries of services within locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs).

5. **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.

6. **SECURITY REQUIREMENTS**

There is no security requirement..



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>) 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.

1.1 2003 Standard Instructions - Goods or Services – Competitive Requirements (2022-03-29)

The 2003 (2022-03-29) Standard Instructions - Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions – Goods or Services – Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred twenty (120) days

2. SUBMISSION OF BIDS

Bidders must submit their proposal electronically by email. However, all financial information and certifications must be presented in a separate attachment from the Technical Response information.

The only acceptable email for proposal submission is: contracting@ps-sp.gc.ca

Bids not received at the aforementioned email address **by the closing date and time specified on page 1** of this solicitation document will not be accepted.

For email transmissions, Canada will not be responsible for any failure or delay attributable to the transmission or receipt of the email including, but not limited to:

- Receipt of garbled or incomplete bid;
- File size;
- Delay in transmission or receipt of the bid;
- Failure of the Bidder to properly identify the bid;
- Illegibility of the bid; or
- Security of the bid data.

Please note that .zip files will be rejected by Government of Canada servers.

Bids submitted by facsimile or by courier will not be accepted.

3. ENQUIRIES – BID SOLICITATION

All enquiries must be submitted in writing to the Contracting Authority no later than **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.

It is the responsibility of the Bidder to obtain clarification of the requirements contained herein, if necessary, prior to submitting a bid.

A request for a time extension to the bid closing date will be considered provided it is received in writing by the PS Contracting Authority at least five (5) working days before the closing date shown on page 1 of this RFP document. The request, if granted, will be communicated by www.BuyandSell.gc.ca at least three (3) working days before the closing, showing the revised closing date. The request, if rejected, will be directed to the originator at least three (3) working days before the closing date by the PS Contracting Authority.

4. APPLICABLE LAWS

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*Insert the name of the province or territory as specified by the bidder in its bid, if applicable*)

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.

5. 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 this 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 favor 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.

6. OFFICE OF THE PROCUREMENT OMBUDSMAN

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.



7. **INTELLECTUAL PROPERTY**

Public Safety 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 grounds:

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

Although Public Safety Canada will retain all intellectual property rights arising from the performance of the work under any resulting contract, Public Safety will, at the request for the Contractor, may grant a no-fee end-use restricted license.



PART 3 – BID PREPARATION INSTRUCTIONS

1. BID PREPARATION INSTRUCTIONS

Canada requires that bidders submit their bid in separate files as follows:

Section I: Technical Bid: 1 soft copy, received by email
Section II: Financial Bid: 1 soft copy, received by email
Section III: Certifications 1 soft copy, received by email

Bidders may submit their bid as a single email however, each section of the bid must be submitted as a separate

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

Canada requests that bidders submit their bid in an editable format such as Microsoft Word or in PDF.

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.

The technical proposal must exclude any reference to financial information relative to the costing of the proposal.

Failure to provide a technical proposal with the submission will result in non-compliance and will not be evaluated.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Part 3 para. 3 Financial Evaluation. The total amount of Applicable Taxes must be shown separately.

Failure to provide a financial proposal with the submission will result in non-compliance and the bid will not be evaluated.

Section III: Certifications

Bidders must submit the certifications required under 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.

2. TECHNICAL EVALUATION

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirements, or reusing the same wording as the RFP, will not be considered "demonstrated" for the purposes 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 requirements 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.

When completing the resource grids the specific information which demonstrates the requested criteria should be in the grid. The reference to the page and project number should also be provided so that the evaluator can verify this information. It is not acceptable that the grids contain all the project information from the résumé, only the specific answer should be provided.

Bidders are advised that the month(s) of experience listed for a project in which the timeframe overlaps that of another referenced project of the same resource will only be counted once. For example: Project #1 timeframe is July 2001 to December 2001; Project #2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

Bidders are also advised that the experience is as of the closing date of the Request for Proposal. For example, if a given requirement states, "The proposed resource must have a minimum of three (3) years' experience, within the last six (6) years, working with Java", then the six (6) years are accounted for as of the closing date of the RFP.

Proposals not meeting the mandatory requirements below will be given no further consideration.



2.1. Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Any bid which fails to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion will be addressed separately.

The Bidder must provide sufficient detail to clearly demonstrate **how** they meet each mandatory requirement below. Bidders are advised that only listing experience without providing any supporting data and information to describe responsibilities, duties and relevance to the requirements, or reusing the same wording as the RFP, will not be considered “demonstrated” for the purpose of this evaluation.

| Item | Evaluation Criteria | Demonstrated Compliance |
|------------|--|-------------------------|
| MT1 | <p>Experience with conducting analyses of disaster loss data.</p> <p>The Bidder must propose a team of resources and must submit an up-to-date curriculum vitae for each proposed resources and must identify the project lead expert.</p> <p>The Bidder must demonstrate that the project lead expert has at least 5 years of relevant experience, within the last 10 years, analyzing disaster loss data across a variety of hazards and threats.</p> <p>To demonstrate compliance with this criterion, the Bidder should provide the following information for each project:</p> <ul style="list-style-type: none"> • Name of the client organization; • Project start and end dates (mm-yy) to (mm-yy); • Project description; • Roles and responsibilities of the resource; and • Rationale of how the project relates to the criteria. | |
| MT2 | <p>Experience with creation of average annual loss values within a national context.</p> <p>The Bidder must demonstrate that the proposed project lead expert or a member of the team has at least 2 years of relevant, experience, within the last 5 years, creating average annual loss values at a national level.</p> <p>To demonstrate compliance with this criterion, the Bidder should provide the following information for each project:</p> <ul style="list-style-type: none"> • Name of the client organization; • Project start and end dates (mm-yy) to (mm-yy); • Project description; • Roles and responsibilities of the resource; and • Rationale of how the project relates to the criteria. | |
| MT3 | <p>Education</p> <p>The Bidder must demonstrate that the proposed project lead expert has a related Masters level university degree, or higher degree, and/or has access to team members who</p> | |



| Item | Evaluation Criteria | Demonstrated Compliance |
|------------|---|-------------------------|
| | <p>have related university degrees from a recognized university, in a field of study such as: earth and atmospheric sciences, engineering (particularly with relation to mitigation and adaptation measures), disaster economics, and/or emergency management. Evidence would be provided in the form of curriculum vitae for each team member including education in the relevant fields. If the degree is not explicitly stated, written justification may be provided as to how the degree provides related expertise.</p> | |
| MT4 | <p>Language</p> <p>The Bidder must attest that the project lead expert is able to speak, read, and write English at the level of proficiency defined below:</p> <p><i>DEFINITION: Able to use the language fluently and accurately on all levels normally pertinent to professional needs. Language usage and ability to function are fully successful. Can tailor language to audience and discuss in depth highly abstract or unfamiliar topics. Able to speak with a great deal of fluency, grammatical accuracy, complex vocabulary, and in an idiomatic fashion. Understands all forms and styles of speech and shows strong sensitivity to social and cultural references.</i></p> | |

2.2 Point Rated Technical Criteria

Bids that satisfy all of the mandatory technical criteria specified above will be further evaluated and scored in accordance with the point rated technical criteria specified below.

A bid must obtain an aggregate score totaling more than 60%, or more than 42 points, of the maximum points possible for all of the point-rated technical criteria specified below to be deemed responsive.

The Bidder must provide documented substantiation that sufficiently supports claims of compliance with each criterion.

| | Point Rated Criteria | Scoring | Max Pts | Pts Awarded | Demonstrated Experience |
|-----|---|--|-----------|-------------|-------------------------|
| RT1 | <p>The Bidder should demonstrate that the project lead expert or team has relevant experience in the following:</p> <ol style="list-style-type: none"> 1) analyzing disaster loss data across a variety of hazards, and threats 2) creating average annual loss values at a national level across a variety of hazards, and 3) managing projects on a national scale. <p>To demonstrate compliance with this criterion, the Bidder should provide the following information for each project:</p> <ul style="list-style-type: none"> • Name of the client organization; • Project start and end dates (mm-yy) to (mm-yy) | <p>Points will be awarded as follows:</p> <p>Extensive experience analyzing disaster loss data across a variety of hazards and threats. <i>(max of 15 points)</i></p> <ul style="list-style-type: none"> • no experience – 0 points • experience analyzing disaster loss data across less than five different hazards without demonstrable results – 5 points • experience analyzing disaster data across more than five hazards without demonstrable results – 10 points • experience analyzing disaster data across more than five hazards with demonstrable results – 15 points <p>Extensive experience creating average annual loss values across a variety of hazards and threats at a national level. <i>(max of 15 points)</i></p> <ul style="list-style-type: none"> • no experience – 0 points • creation of average annual loss values for 3 or less hazards at a national level – 5 points • creation of average annual loss values for 4-5 hazards at a national level – 10 points • experience creating average annual loss | 45 Points | | |

| | Point Rated Criteria | Scoring | Max Pts | Pts Awarded | Demonstrated Experience |
|--|---|---|---------|-------------|-------------------------|
| | <ul style="list-style-type: none"> Project description; Roles and responsibilities of the resource, Rationale of how the project relates to the criteria <p>The Bidder may propose more than one project to satisfy this criteria.</p> | <p>values for 6+ hazards at a national level – 15 points</p> <p>Experience managing projects on a national scale including proven performance through attestation by a reference. <i>(max of 15 points)</i></p> <ul style="list-style-type: none"> no experience and no references – 0 points participated on national-scale disaster loss data-related projects (references) – 5 points led 1-5 disaster loss data-related projects on a national scale (references) – 10 points led more than 5 projects related to disaster loss data on a national scale (references) – 15 points | | | |



| | Point Rated Criteria | Scoring | Max Pts | Pts Awarded | Demonstrated Experience | | | | | | | | |
|------------|--|---|---|-------------------|-------------------------|--------------|--|-------------|--|-------------|---|------------|---|
| RT2 | <p>The Bidder should provide a work plan that they would use to conduct the professional services described in Annex A - Statement of Work.</p> <p>Each element will be evaluated separately and points will be distributed per elements based on the point weight breakdown below. The response should not exceed two (2) pages in length.</p> <p>Qualitative ruler for R2 - Points will be awarded as follows:</p> | <p>The following scale will be applied to RT2:</p> <table border="1" data-bbox="655 316 1873 917"> <tr> <td data-bbox="655 316 787 462">100 %</td> <td data-bbox="787 316 1873 462"> <p>Information submitted by the Bidder demonstrates an in-depth and a full range of understanding for all elements of the work described in Annex A – Statement of Work.</p> <p>Bidder receives 100% of the available points for this element.</p> </td> </tr> <tr> <td data-bbox="655 462 787 609">60 %</td> <td data-bbox="787 462 1873 609"> <p>Information submitted by the Bidder demonstrates an understanding for most but not all of the elements of the work described at Annex A - Statement of Work.</p> <p>Bidder receives 60% of the available points for this element.</p> </td> </tr> <tr> <td data-bbox="655 609 787 738">40 %</td> <td data-bbox="787 609 1873 738"> <p>Information submitted by the Bidder demonstrates some understanding and addresses only some of the elements of the work described at Annex A - Statement of Work.</p> <p>Bidder receives 40% of the available points for this element.</p> </td> </tr> <tr> <td data-bbox="655 738 787 917">0 %</td> <td data-bbox="787 738 1873 917"> <p>Information submitted by the Bidder does not demonstrate an understanding or only demonstrates a minimal understanding of the work as described at Annex A - Statement of Work.</p> <p>Bidder receives 0% for the available points for this element.</p> </td> </tr> </table> | | | | 100 % | <p>Information submitted by the Bidder demonstrates an in-depth and a full range of understanding for all elements of the work described in Annex A – Statement of Work.</p> <p>Bidder receives 100% of the available points for this element.</p> | 60 % | <p>Information submitted by the Bidder demonstrates an understanding for most but not all of the elements of the work described at Annex A - Statement of Work.</p> <p>Bidder receives 60% of the available points for this element.</p> | 40 % | <p>Information submitted by the Bidder demonstrates some understanding and addresses only some of the elements of the work described at Annex A - Statement of Work.</p> <p>Bidder receives 40% of the available points for this element.</p> | 0 % | <p>Information submitted by the Bidder does not demonstrate an understanding or only demonstrates a minimal understanding of the work as described at Annex A - Statement of Work.</p> <p>Bidder receives 0% for the available points for this element.</p> |
| | | 100 % | <p>Information submitted by the Bidder demonstrates an in-depth and a full range of understanding for all elements of the work described in Annex A – Statement of Work.</p> <p>Bidder receives 100% of the available points for this element.</p> | | | | | | | | | | |
| | | 60 % | <p>Information submitted by the Bidder demonstrates an understanding for most but not all of the elements of the work described at Annex A - Statement of Work.</p> <p>Bidder receives 60% of the available points for this element.</p> | | | | | | | | | | |
| | | 40 % | <p>Information submitted by the Bidder demonstrates some understanding and addresses only some of the elements of the work described at Annex A - Statement of Work.</p> <p>Bidder receives 40% of the available points for this element.</p> | | | | | | | | | | |
| | | 0 % | <p>Information submitted by the Bidder does not demonstrate an understanding or only demonstrates a minimal understanding of the work as described at Annex A - Statement of Work.</p> <p>Bidder receives 0% for the available points for this element.</p> | | | | | | | | | | |
| | | RT2A | A clear and precise breakdown of all tasks to be completed | Up to 5 pts total | | | | | | | | | |
| RT2B | A clear and precise breakdown of each resource's role within tasks and associated level of effort | Up to 5 pts total | | | | | | | | | | | |
| RT2C | A breakdown of level of effort per task and per resource is appropriate | Up to 5 pts total | | | | | | | | | | | |
| RT2D | Demonstration that the deadlines and deliverables will be met | Up to 5 pts total | | | | | | | | | | | |
| RT2E | Identification of any risks associated with the timelines, deliverables or outputs and any | Up to 5 pts total | | | | | | | | | | | |



| | Point Rated Criteria | Scoring | Max Pts | Pts Awarded | Demonstrated Experience |
|--|----------------------|----------------------------|---------------|-------------|-------------------------|
| | | mitigation strategies | | | |
| | | Total points for R2 | 25 Pts | | |

| | Point Rated Technical Criteria | Maximum Points | Scoring | Proposal / Resume Reference. |
|--|---------------------------------|------------------|---------|------------------------------|
| | MAXIMUM POINTS AVAILABLE | 70 Points | | |
| | MINIMUM POINTS REQUIRED | 42 Points | | |

NOTE: Any proposal that fails to achieve the minimum points required will be considered non-compliant and will not receive further consideration



3. FINANCIAL EVALUATION

The Bidder must complete this pricing schedule and include it in its financial bid. Prices must only appear in the Financial Bid and in no other part of the bid.

The price of bids will be evaluated in Canadian dollars, Goods and Services Tax (GST) excluded; FOB destination, Customs duties and Excise taxes included. The total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable.

Firm Fixed Price: A firm fixed price is a basis of payment that applies when the total amount payable to the contractor for all of the contractual obligations, is a firm price agreed upon by the contracting authority and the contractor.

Table 1

| Professional Services | | | |
|------------------------------|-------------------------------|----------------------------|--------------|
| Resource Name | Level of Effort (days) | Firm per diem rate* | Total |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Firm Fixed Price: | | | |

* **Per Diem rates** are firm and all inclusive of overhead, profit and expenses such as travel and time to the NCR facilities.

Please note the following:

Definition of a Day/Proration: A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked ("Days_worked", in the formula below) which is less than a day will be prorated to reflect actual time worked in accordance with the following formula:



Table 2

| Other expenses | Amount | Mark-up | TOTAL |
|--|--------|---------|-------|
| | | | |
| Direct Expenses: Materials, supplies, and other direct expenses incurred during the performance of the Work at actual cost with a Mark-up | | _____ % | |
| Total | | | |

Table 3

| Other expenses | Subcontracts | Amount | Mark-up | Total |
|--|--------------|--------|---------|-------|
| Subcontracts: at actual cost with mark-up. List any subcontracts proposed for any portion of the Contract describing the work to be performed and a cost breakdown with a Mark-up | | | _____ % | |
| | | | _____ % | |
| | | | _____ % | |
| Total | | | | |

Other Expenses

All original supporting documentation is required for the reimbursement of all direct expenses and sub-contracts.

Table 4

| Travel | Estimate Amount | Total |
|---|-----------------|-----------------|
| There is no anticipated Travel or Living expenses for this requirement. | \$0.00 | \$0.00** |

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B,C and D of the Treasury Board Travel Directive (http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Technical Authority.

All payments are subject to government audit.

****This value has been estimated by Public Safety Canada. Bidders must not change this amount.**

Table 5

| | |
|---------------------------------|----|
| TOTAL (sum tables 1 – 4) | \$ |
|---------------------------------|----|

Bidders should note the basis of payment is defined in Part 6 – Resulting Contract Clauses

4. Basis of Selection – Highest Combined Rating of Technical Merit 70% and Price 30%

- 4.1 To be declared responsive, a bid must:
- (a) comply with all the requirements of the bid solicitation;
 - (b) meet all the mandatory evaluation criteria; and
 - (c) obtain the required minimum number of points specified in Part 4 for the point rated technical criteria.
- 4.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.
- 4.3 The lowest evaluated price (LP) of all responsive bids will be identified and a pricing score (PS), determined as follows, will be allocated to each responsive bid (i) : $PS_i = LP / P_i \times 30$. P_i is the evaluated price (P) of each responsive bid (i).
- 4.4 A technical merit score (TMS), determined as follows, will be allocated to each responsive bid (i): $TMS_i = OS_i \times 70$. OS_i is the overall score (OS) obtained by each responsive bid (i) for all the point rated technical criteria specified in Article 4, determined as follows: total number of points obtained / maximum number of points available.
- 4.5 The combined rating (CR) of technical merit and price of each responsive bid (i) will be determined as follows: $CR_i = PS_i + TMS_i$
- 4.6 The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in article 4 will be recommended for award of a contract.
- 4.7 The table below illustrates an example where the selection of the contractor is determined by a 70/30 ratio of the technical merit and price, respectively.

| Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%) | | | |
|--|-------------------------------|-------------------------------|--------------------|
| Bidder | Bidder 1 | Bidder 2 | Bidder 3 |
| Overall Technical Score | 90 | 86 | 79 |
| Bid Evaluated Price | C\$60,000 | C\$55,000 | C\$50,000 |
| Calculations | Technical Merit Points | Price Points | Total Score |
| Bidder 1 | 90 / 100 x 70 = 63.00 | 50,000* / 60,000 x 30 = 24.99 | 87.99 |
| Bidder 2 | 85 / 100 x 70 = 59.50 | 50,000* / 55,000 x 30 = 27.27 | 86.77 |
| Bidder 3 | 79 / 100 x 70 = 55.30 | 50,000* / 50,000 x 30 = 30.00 | 85.30 |

* represents the lowest evaluated price

In the example above, Bidder 1 is the Bidder who obtained the highest combined technical and financial score.



PART 5 – CERTIFICATIONS

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

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.

1. Certifications Required with the Bid

1.1. Certification 1 – Acceptance of Terms and Conditions

I, the undersigned, as the Bidder and/or an authorized representative of the Bidder, hereby certify that by signing the proposal submitted in response to **RFP 202302960** that I agree to be bound by the instructions, clauses and conditions in their entirety as they appear in this RFP. No modifications or other terms and conditions included in our Proposal will be applicable to the resulting contract notwithstanding the fact that our proposal may become part of the resulting contract

Name (block letters): _____

Title _____

Signature: _____

Telephone number: _____

Fax number: _____

Date: _____

1.2 Certification 2 – 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 the required documentation, as applicable, to be given further consideration in the procurement process.



1.3 Certification 3 – Employment Equity, Federal Contractors' Program

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 (http://publiservice.gc.ca/services/fcp-pcf/index_f.htm) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website.

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

Signature

Date

1.4 Certification 4 – Former Public Servant

Former Public Servant Certification

Contracts with 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 spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

Definitions

For the purposes of this clause,

"former public servant" means a 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 and includes:

- a) an individual;
- b) an individual who has incorporated;
- c) a partnership made up 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 Public Service.

"Pension" means a pension payable pursuant to the *Public Service Superannuation Act, R.S., 1985, c. P-36* as indexed pursuant to the *Supplementary Retirement Benefits Act, R.S., 1985, c. S-24*.

Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above?

YES () NO ()



If so, the Bidder must provide the following information:

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

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

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,; and
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fee that may be paid to a FPS who received a lump sum payment is \$5,000, including Goods and Services Tax or Harmonized Sales Tax.

STATEMENT:

I, the undersigned, as a director of the Bidder, hereby certify that the information provided on this form and in the attached proposal are accurate to the best of my knowledge.

Name (block letters): _____

Title: _____

Signature: _____

Date: _____

Telephone number: _____

Email: _____

The above-named individual will serve as intermediary with Public Service Canada



1.5 Certification 5: Basis for Canada's Ownership of Intellectual Property (SACC Clause K3200T – 2016-01-28)

Public Safety 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 grounds: The main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.

The Bidder, _____, Ottawa, Ontario concurs with the foregoing.

Signature _____ Date _____

1.6 Certification 6: 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.

Name of Bidder

Name of duly authorized representative of Bidder

Signature of duly authorized representative of Bidder Date _____

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder must submit one copy of the following certification for each non-employee proposed.

1.6.1 This section is to be completed only if bidder is proposing any person in fulfillment of this requirement who is not an employee of the bidder.

One copy of this certification must be submitted for each non-employee proposed.

Availability and Status of Personnel

"I, _____ (name of proposed candidate), certify that I consent to my résumé being submitted on behalf of _____ (name of firm) in response to the Request for Proposal _____ (RFP number)."



Signature of Proposed Personnel

Date

1.7 Certification 7 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.

Name of Bidder

Name of duly authorized representative of Bidder

Signature of duly authorized representative of Bidder

Date

1.8 Certification 8: Conflict of Interest

Canada may have engaged the assistance of private sector contractors in the preparation of this solicitation. Responses to this solicitation from any such contractor or with respect to which any such Bidder or any of its subcontractors, employees, agents or representatives are in any manner directly involved will be deemed to be in conflict of interest (real or perceived) and will not be considered. The Bidder represents and certifies that it has not received, nor requested, any information or advice from any such contractor or from any other company or individual in any way involved in the preparation of this solicitation or in the definition of the technical requirement. The Bidder further warrants and certifies that there is no conflict of interest as stated above.

Signature

Date



PART 6 – RESULTING CONTRACT CLAUSES

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

1. REQUIREMENT

See Annex A, Statement of Work.

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>) issued by Public Works and Government Services Canada. However any reference to Public Works and Government Services Canada or its Minister contained in these terms and conditions shall be interpreted as reference to Public Safety Canada or its Minister

2.1 **General Conditions**

2035 (2022-12-01), General Conditions – Higher Complexity – Services, apply to and form part of the Contract.

2.2 **Supplemental Conditions**

4007 (2022-12-01) Supplemental General Conditions – Canada to Own Intellectual Property Rights in Foreground Information.

3. SECURITY REQUIREMENT

This document is UNCLASSIFIED, however;

- 1.1 The Contractor shall treat as confidential, during as well as after the performance of the services contracted for, any information of the affairs of Canada of a confidential nature to which its servants or agents become privy; and
- 1.2 Contract personnel requiring casual access to the installation site do not require a security clearance but may be required to be escorted at all times.

4. GENDER-BASED ANALYSIS PLUS (GBA +)

In 1995, the Government of Canada committed to using GBA+ to advance gender equality in Canada, as part of the ratification of the [United Nations' Beijing Platform for Action](#).

Gender equality is enshrined in the *Charter of Rights and Freedoms*, which is part of the Constitution of Canada. Gender equality means that diverse groups of women, men and gender-diverse people are able to participate fully in all spheres of Canadian life, contributing to an inclusive and democratic society.

The Government recently renewed its commitment to GBA+ and is working to strengthen its implementation across all federal departments.

Public Safety Canada encourages Contractors to promote and implement GBA programming within their organization amongst their employees, agents, representatives or any of its subcontractor to support the Government of Canada in the achievement of gender equality which depends on closing key gaps between diverse groups of women, men and gender-diverse people.



5. THE OFFICE OF THE PROCUREMENT OMBUDSMAN (OPO)

Dispute Resolution

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 10 working days, each party hereby consents to fully participate in and bear the cost of mediation led by the Procurement Ombudsman pursuant to Subsection 22.1(3) (d) of the Department of Public Work and Government Services Act and Section 23 of the Procurement Ombudsman Regulations.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169, by e-mail at boa.opo@boa-opo.gc.ca , or by web at www.opo-boa.gc.ca.

Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1 (1) of the Department of Public Works and Government Services Act will review a complaint filed by the complainant respecting the administration of the Contract if the requirements of Subsection 22.2(1) of the Department of Public Works and Government Services Act and Sections 15 and 16 of the Procurement Ombudsman Regulations have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at boa.opo@boa-opo.gc.ca , by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca .

6. TERM OF CONTRACT

6.1 Period of the Contract

The Work is to be performed from 6 months of date of contract award to.



7. AUTHORITIES

7.1 Contracting Authority

The Contracting Authority for the Contract is:

Contracting and Procurement Unit
Public Safety Canada
269 Laurier Avenue, West
Ottawa ON K1A 0P8

Email: contracting@ps-sp.gc.ca

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

7.2 Project Authority

To be identified at Contract award.

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

7.3 Contractor's Representative

To be identified at Contract award.

8. PAYMENT

8.1 Firm Fixed Price

For the Work described in the Statement of Work in Annex A:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$_____. Customs duties are included and Applicable Taxes are extra.

For the firm price portion of the Work only, 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.

9. INVOICING INSTRUCTIONS

9.1 The Contractor must submit invoices in accordance with the information required in Section 12 of 2035, General Conditions – Higher Complexity – Services.

9.2 An invoice for a single payment cannot be submitted until all Work identified on the invoice is



completed.

9.3 Each invoice must be supported by:

- a. an accurate and complete invoice and any other documents 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. the Work performed has been accepted by Canada.
- d. Direct Expenses will be paid at actual cost with mark-up, upon submission of an itemized statement supported by receipt vouchers
- e. Travel Expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

9.4 In the ongoing efforts of being a department that contributes to the greening initiative, as well as to improve our efficiencies when processing invoices, Public Safety Canada is moving towards receiving all invoices electronically from vendors. We ask, where possible, that vendors send their invoices electronically and do not send their invoices in paper format through regular postal mail services.

Email address: PS.InvoiceProcessing-TraitementDesFactures.SP@canada.ca

10. CERTIFICATIONS

10.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated 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 associated 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.

11. APPLICABLE LAWS

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*Insert the name of the province or territory as specified by the bidder in its bid, if applicable.*)

12. 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 (2022-12-01), General Conditions – Higher Complexity – Services;
- c) the supplemental condition 4007 (2022-12-01) Supplemental General Conditions – Canada to Own Intellectual Property Rights in Foreground Information.
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment;
- f) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:*"), as clarified on _____ " *or* ", as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*).



13. FOREIGN NATIONALS (CANADIAN CONTRACTOR)

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

OR

13. FOREIGN NATIONALS (FOREIGN CONTRACTOR)

The Contractor must comply with Canadian immigration legislation applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Canadian Embassy, Consulate or High Commission in the Contractor's country to obtain instructions, information on Citizenship and Immigration Canada's requirements and any required documents. The Contractor is responsible to ensure that foreign nationals have the required information, documents and authorizations before performing any work under the Contract in Canada. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements

14. WORK PERMIT AND LICENSES

The Contractor must obtain and maintain all permits, licenses and certificates of approval required for the Work to be performed under any applicable federal, provincial or municipal legislation.

The Contractor is responsible for any charges imposed by such legislation or regulations. Upon request, the Contractor will provide a copy of any such permit, license, or certificate to Canada.

15. NON-PERMANENT RESIDENT

Non-Permanent Resident

The Contractor is responsible for compliance with the immigration requirements applicable to non-permanent residents entering Canada to work on a temporary basis in fulfillment of this Contract. The Contractor will be responsible for all costs incurred as a result of noncompliance with immigration requirements.

OR

Non-Permanent Resident (Foreign Contractor)

The Contractor must ensure that non-permanent residents intending to work in Canada on a temporary basis in fulfillment of the Contract, who are neither Canadian citizens nor United States nationals, receive all appropriate documents and instructions relating to Canadian immigration requirements and secure all required employment authorizations prior to their arrival at the Canadian port of entry.

The Contractor must ensure that United States nationals having such intentions receive all appropriate documents and instructions in that regard prior to their arrival at the Canadian port of entry. Such documents may be obtained at the appropriate Canadian Embassy/Consulate in the Contractor's country. The Contractor will be responsible for all costs incurred as a result of noncompliance with immigration requirements.



16. INTERNATIONAL SANCTIONS

1. Persons in Canada, and Canadians outside of Canada, are bound by economic sanctions imposed by Canada. As a result, the Government of Canada cannot accept delivery of goods or services that originate, either directly or indirectly, from the countries or persons subject to economic sanctions.

Details on existing sanctions can be found at: <http://www.dfait-maeci.gc.ca/trade/sanctions-en.asp>

2. It is a condition of this Contract that the Consultant not supply to the Government of Canada any goods or services which are subject to economic sanctions.
3. By law, the Consultant must comply with changes to the regulations imposed during the life of the Contract. During the performance of the Contract, should the imposition of sanctions against a country or person or the addition of a good or service to the list of sanctioned goods or services cause an impossibility of performance for the Consultant, the situation will be treated by the Parties as a force majeure. The Consultant shall forthwith inform Canada of the situation; the procedures applicable to force majeure shall then apply.

17. CANADA FACILITIES, EQUIPMENT, DOCUMENTATION & PERSONNEL

1. Access to the following Canada facilities, equipment, documentation and personnel may be required during the Contract period in order to perform the work:
 - a. Client department's premises;
 - b. Client department's computer systems;
 - c. Documentation; and
 - d. Personnel for consultation.
2. Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. The Contractor is responsible for timely identification of the need for access to the referenced facilities, equipment, documentation and personnel.
3. Subject to the approval of the Project Authority, arrangements will be made for the Contractor to access the required facilities, equipment, documentation and personnel at the Client department's earliest convenience.

18. INSURANCE

The Contractor is responsible to decide 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 will be at its own expense and for its own benefit and protection. It will not release the Contractor from or reduce its liability under the Contract.



ANNEX A STATEMENT OF WORK

1. TITLE: Average Annualized Loss Methodology and Application

2. OBJECTIVES

Public Safety Canada's, Policy and Outreach Directorate - Emergency Management and Programs Branch, has a requirement for a Contractor to: (a) Develop an Average Annualized Loss (AAL) methodology that increases standardization across all natural hazards affecting Canada; and (b) Apply this methodology to calculate AAL values for winter storms and summer convective storms, recognizing the latter are comprised of several weather phenomena including hail, wind, lightning, tornados, and rain, applicable to the Canadian context. The Contractor is expected to use the inputs of hazard loss, damages, and exposure data both provided by Public Safety Canada (PS), insured loss data (e.g., CATIQ), as well as Contractor self-guided data collection.

3. BACKGROUND

Disaster losses in Canada have grown significantly since the early 1990s. In Budget 2019, the Government of Canada committed to supporting an Emergency Management Strategy for Canada, including the development of a National Risk Profile (NRP). This involves moving forward with a number of measures to improve understanding of disaster risks and improve planning in all sectors of society.

Subsequent to Budget 2019, the Prime Minister of Canada reiterated the importance of understanding disaster risk, and instructed the Minister of Public Safety and Emergency Preparedness to develop a NRP to inform decision-making and planning as part of efforts to strengthen Canada's all hazards approach to emergency management. In order to support this mandate priority, PS has continued work to advance the NRP, which aims to provide Canada with a strategic national risk and capability assessment to improve our understanding of the risk posed by hazards and our current capability to address them.

As part of the national strategic risk assessment, PS is conducting a series of risk and capability assessments using nationally representative disaster scenarios. Twelve risk and capability assessments were conducted in 2021-22, and a second series of assessments is set to take place in 2022-23. The first round of risk and capability assessments targeted floods, wildfires, and earthquakes, which were identified as the three costliest hazards that Canadians face based on average annualized loss at the time of assessment. The second round of risk and capability assessments target heat events, hurricanes, and space weather. This requirement supports the third round of risk and capability assessments for winter storms and summer convective storms.

4. AAL DATA INPUTS AND SUPPORT

4.1 The chief data inputs in developing AAL values for a hazard are total loss figures for instances of a disaster event. This includes costs incurred by governments during, and responding to, a disaster event, costs of insurance companies, costs of companies, costs that fall to individuals, costs in human life and injury, and costs in environmental damage. Calculations of loss are expected to include impacts directly attributed to the hazard, and indirect losses related to the effects of the hazard taking place up to one year after the disaster event.

4.2 The annualized loss expectancy of a given hazard is determined by selecting a time period in years over which the broad patterns of the distribution of the hazard are represented, summing the losses over that period, and normalizing by the length of the period.

- 4.3 PS has a variety of resources available to support analyses conducted by the Contractor. PS Project Authority/Technical Authority (PA/TA) has access to scenario documents from earlier stages of the NRP to provide additional context to the function the AAL values will need to provide. Additionally, PS PA/TA can provide high-level methodology and background documents concerning AAL and the way outputs have been developed for other hazards.
- 4.4 PS PA/TA will provide various data sources with loss data, including the Canadian Disaster Database (CDD), which aggregates publicly available data on disaster events from 1900 to present, and internal repositories of data associated with Disaster Financial Assistance Arrangements, which are the mechanism through which the Government of Canada provides support to other orders of government to respond to emergency events.
- 4.5 The Contractor will be expected to conduct research outside of datasets provided by PS PA/TA. Such research may include use of third party data or model suppliers and consultations with subject matter experts. It will be the sole responsibility of the Contractor to obtain from any such third party data owner permission to use their data, models or any other form of contribution in drafting the report, an acknowledgment that the report will belong to Canada and that the report will be made public. All such authorizations are to be obtained either in writing or in electronic format. No additional funds will be provided to support licensing agreements, or to support consultation with additional parties or subject matter experts to complete this work.

5. GENERAL REQUIREMENTS

- 5.1 The Contractor must develop and document a repeatable process for Average Annualized Loss (AAL) methodology that increases standardization across all natural hazards affecting Canada.
- 5.2 The Contractor must apply the methodology developed in paragraph 5.1 to the following hazards:
- i. Winter Storms; and
 - ii. Summer Convective Storms that includes hail, wind, lightning, tornados, and rain, applicable to the Canadian context.
- 5.3 The Contractor must conduct research to identify loss values using sources external to the Government of Canada. This research includes accessing publicly available insurance data reports, available risk models, academic research, after-action reports corresponding with disaster events, and available risk assessments or methodologies.
- 5.4 The Contractor must calculate the loss associated with each identified hazard that includes identifying representative value for built assets, population, agriculture, environment, economic opportunity, and other resources lost or impaired as a result of the event. This includes both direct loss of structure, content, and function, as well as indirect loss resulting from functional downtime and displacement.
- 5.5 Using the available loss data, the Contractor must generate a range of loss data points, that incorporates the following for each hazard: variance in scale; annual recurrence probability and expected annual loss. They will also need to identify the expected annualized frequency of the hazard (the expected probability of hazard occurrence per year).

6. TASKS

The Contractor must perform the following tasks:

Kick-Off Meeting and Workplan



- 6.1 Attend a kick-off meeting with the PS PA/TA to discuss the objectives and requirements of the project, including the Contractor's provisional approach, methodology and proposed workplan. The PS PA/TA will present the technical inputs including existing Average Annual Loss (AAL) materials, supporting hazard loss data, and a catalogue of loss event. The Contractor's proposed workplan will be based on workplan templates provided by PS upon contract award and prior to the Kick-Off meeting. The Kick-Off meeting will take place within one (1) week from contract award by teleconference or videoconference (as determined by the PS PA/TA).
- 6.2 Submit the following documents for PS PA/TA approval. The documents must incorporate the feedback provided by PS PA/TA.
 - i. Updated workplan including schedule;
 - ii. Updated methodology and formula for the calculation of AAL values;
 - iii. Updated draft outline of report containing table of contents; and
 - iv. Literature review providing justification for the proposed methodology and formula drawing on existing academic expertise in emergency management and disaster economics study.

Research and Project Reports

The Contractor must perform the following tasks:

- 6.3 Conduct research on loss values from multiple sources and models, including, but not limited to, key internal and external documents identified or provided by the PS PA/TA, as well as meet with subject matter experts in disaster science and hazard modelling as required, to obtain contextual information about the project and develop the knowledge base necessary to generate the products identified in Section 6.2. The need to meet with subject matter experts external to the federal government or Contractor's organization is at the judgement of the Contractor.
 - 6.4 Submit a draft report for each identified hazard to the PS PA/TA for review, comment, and approval. The draft report must include the following:
 - i. a transferable model for calculating Average Annualized Loss across hazards;
 - ii. AAL values for winter storms ; and
 - iii. AAL values summer convective storms (hail, wind, lightning and tornados).
 - 6.4.1 The Contractor must deliver these documents to the PS PA/TA in a package that includes:
 - a. Detailed step-by-step calculations with written instructions on how the loss values were developed, including the factors that were considered, for both direct and indirect losses;
 - b. Written methodology for developing AAL across hazards, including step by step instructions and sample calculations;
 - c. Detailed bibliography including all sources, data, and models consulted; and
 - d. The literature review listed in Section 6.2 iv.
- Note:** AAL analysis for convective storms will be expected to include separate analysis for the separate components (hail, wind, lightning, and tornados).
- 6.5 Submit a final report that includes both identified hazards to the PS PA/TA that incorporates the PS comments from each draft report. The final report must describe and elaborate upon how the AAL figures were developed, and describe a transferable AAL development methodology, including a the items listed in Section 6.4 and the literature review listed in Section 6.2 iv.
 - 6.6 Conduct a project closing meeting with PS PA/TA to present the results of the assessment using suitable briefing materials.

6.7 Attend regular meetings with PS PA/TA through the length of the contract to provide progress updates and answer questions as necessary.

Out-of-Scope

6.8 At this stage in the project, only natural hazards will be considered; adaptive, malicious, and non-malicious threats or hazards will be the subject of analysis at a later date. Dedicated AAL values are not required outside of the two specified hazards (winter storms and summer convective storms).

Note

6.9 Contractor must conduct all work with respect to applicable COVID 19 Public Health guidelines.

7. DELIVERABLES

7.1 The Contractor must produce the following deliverables:

| No. | Item | Content | Format | Due Date |
|-------|---|---|---|--|
| 7.1.1 | Kick-off Meeting Ref. SOW 6.1 | PS PA/TA and the Contractor to meet to discuss objectives and requirements. The Contractor will present a preliminary written work plan, schedule, and report outline. PS PA/TA will present the available data points they can supply including the Canadian Disaster Database (CDD) and Disaster Financial Assistance Arrangements (DFAA) datasets. The Contractor shall submit a post meeting summary/minutes | MS-Word document | Meeting to be held within 1 week of contract award. Meeting summary to be submitted within 1 week following kick-off meeting. |
| 7.1.2 | Workplan Submission Ref. SOW 6.2 | Submit updated workplan, schedule, methodology and formula, report outline, and literature review. | MS-Word document | 3 weeks following the kick-off meeting. |
| 7.1.3 | Draft Methodology SOW Ref. 6.4 | Submit a draft of a transferable methodology for the development of AAL values across various hazards to PS PA/TA for comment. | MS-Word document Short (under 20 pages) document | As per the Contractors work plan schedule within a mutually agreed upon work plan |
| 7.1.4 | Draft Report 1 Hazard: Winter Storms Ref. SOW 6.5 | Taking into account PS PA/TA comments on deliverable 7.1.3, Submit a draft report to the PS PA/TA describing: <ul style="list-style-type: none"> • Application of the AAL methodology to winter storms; and • A detailed bibliography describing the data and | MS-Word document Medium-length (under 50 pages) document | As per the Contractors work plan schedule within a mutually agreed upon work plan |



| | | | | |
|-------|--|---|--|---|
| | | academic sources used in the process. | | |
| 7.1.5 | Draft Report 2 Hazard: Summer Convective Storms Ref. SOW 6.5 | Taking into account PS PA/TA comments on deliverable 7.1.3, Submit a draft report to the PS PA/TA describing: <ul style="list-style-type: none"> • Application of the AAL methodology to summer convective storms; and • A detailed bibliography describing the data and academic sources used in the process. | MS-Word document Medium-to-long (under 75 pages) document | As per the Contractors work plan schedule within a mutually agreed upon work plan |
| 7.1.6 | Final Report SOW Ref. 6.6 | Taking into account PS PA/TA comments on deliverables 7.1.4 and 7.1.5, submit a final report to the PS PA/TA describing: <ul style="list-style-type: none"> • A transferable methodology for the development of AAL values across various hazards; • The AAL values generated for both of the two hazards noted in section 5.2; • The step-by-step methodology employed to develop both AAL values; and • A detailed bibliography describing the data and academic sources used in the process. | MS-Word document Medium-to-long (under 75 pages) document | As per the Contractors work plan schedule within a mutually agreed upon work plan |
| 7.1.7 | Closing Meeting SOW Ref. 6.7 | Final meeting for Contractor to present results to PS PA/TA. | Meeting presentation documents. | 2 weeks following receipt of final report. |

7.2 Deliverables will only be considered final upon written confirmation by the PS PA/TA.

7.3 All services provided by the Contractor under the Contract must, at the time of acceptance, be free from defects in workmanship and conform to the requirements of the Contract. If the Contractor must correct or replace the work or any part of the work, it will be at no cost to the Government of Canada.

7.4 The contractor must provide all electronic copies of deliverables using the Microsoft Office suite of software (version 2010 or later).

8. LOCATION OF WORK

8.1 The Contractor will be expected to conduct the work at their own facilities; however, the Contractor's resources must be available to participate in meetings virtually (videoconference/teleconference) as required.

8.2 The Government of Canada will not accept any travel and/or living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract.



8.3 No travel outside of the National Capital Region (NCR), or outside of designated work locations, is anticipated in the performance of the activities described in this Statement of Work.

8.4 No work taking place outside of Canada, or subject to any international trade agreements, is anticipated in the performance of the activities described in this Statement of Work.

9. LANGUAGE OF WORK

9.1 All deliverables must be submitted in English.

9.2 PS Project/Technical Authority will arrange for the translation of Contractor-produced deliverables, as required.

10. PUBLIC SAFETY CANADA SUPPORT

As required to perform the contract work, and at the discretion of the PS PA/TA, the Contractor will be provided with:

- i. relevant internal documentation, some of which may be subject to non-disclosure agreements to support confidentiality of internal information,
- ii. scheduled access to departmental stakeholders, and
- iii. provision of timely review, feedback on, and approval of deliverables (*approximately 5-10 business days unless otherwise specified*).

11. POLICY ON GREEN PROCUREMENT

In April 2006, and as revised on May 14, 2018, the Government of Canada issued the Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>) that directs federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process. To assist Canada in reaching its objectives, the Contractor should undertake the following when performing the Work:

- 11.1 Provide and transmit draft and final deliverables in electronic format.
- 11.2 Print on minimum recycled content of 30% and/or certified as originating from a sustainably managed forest such as: Canadian Standards Association (CSA), Forest Stewardship Council (FSC); Sustainable Forestry Initiative (SFI); Ecologo certification, etc.
- 11.3 Print double sided in black and white format.
- 11.4 Recycle (shred) unneeded printed documents in accordance with Security Requirements of the Contract.



ANNEX B BASIS OF PAYMENT

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to the Contract.

(To be inserted at contract award.)

Canadian Customs Duty and GST/HST extra.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included, where applicable.

2 Method of Payment

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

- f. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- g. all such documents have been verified by Canada;
- h. the Work performed has been accepted by Canada.

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

| Milestone No. | Description or "Deliverable" | Firm Amount | Due Date or "Delivery Date" |
|---------------|------------------------------|-------------|-----------------------------|
| | | | |
| | | | |

PAYMENT PERIOD

Canada's standard payment period is thirty (30) days. The payment period is measured from the date an invoice is acceptable in form and content, and is received in accordance with the Contract or the date the Work is delivered in acceptable condition as required in the Contract, whichever is later. A payment is considered overdue on the 31st day following that date and interest will be paid automatically in accordance with the section entitled Interest on Overdue Accounts of the 31st day following that date and interest will be paid automatically in accordance with the section entitled Interest on Overdue Accounts of the General Conditions.

If the content of the invoice and its substantiating documentation are not in accordance with the Contract or the Work is not in acceptable condition, Canada will notify the Contractor within fifteen (15) days of receipt. The 30-day payment period begins upon receipt of the revised invoice or the replacement or corrected Work. Failure by Canada to notify the Contractor within fifteen (15) days will only result in the date specified in subsection 1 of the clause to apply for the sole purpose of calculating interest on overdue accounts.



GOOD AND SERVICES TAX (GST) / HARMONIZED SALES TAX (HST)

All prices and amounts of money in the Contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price and will be paid by Canada.

The estimated GST or HST is included in the total estimated cost. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency any amounts of GST and HST paid or due.