



**Return Bids to:**

Natural Resources Canada

**Bid Receiving Natural Resources Canada**  
See herein for bid submission instructions

**Note:** This bid solicitation cancels and supersedes previous bid solicitation number NRCan-5000071455 dated December 1, 2022 with a closing of December 15, 2022 at 02:00 PM (EST). A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

**Request for Proposal (RFP)**

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

**Comments**

**Issuing Office**

Finance and Procurement Management Branch  
Natural Resources Canada  
1 Challenger Drive  
Dartmouth, Nova Scotia

Title – Sujet	
The state of forest bioenergy and bioeconomy in Canada	
Solicitation No. – No de l'invitation <b>NRCan-5000071455 (B)</b>	Date January 5, 2023
Requisition Reference No. - N° de la demande 173921	
Solicitation Closes – L'invitation prend fin <b>at – 02:00 PM (Eastern Standard Time (EST))</b> <b>on – January 19, 2023</b>	
Address Enquiries to: - Adresse toutes questions à: <a href="mailto:julia.pace@NRCan-RNCan.gc.ca">julia.pace@NRCan-RNCan.gc.ca</a>	
Telephone No. – No de telephone 902-719-4856	
Destination – of Goods and Services: Destination – des biens et services:  Natural Resources Canada 580 Booth Street Ottawa, Ontario K1A 0E4	
Security – Sécurité  There are security requirements associated with this requirement	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur          Telephone No.: - No. de téléphone:  Email – Courriel :	
Name and Title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature _____	Date _____



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

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

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



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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

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

**Part 1 General Information:** provides a general description of the requirement;

**Part 2 Bidder Instructions:** provides the instructions, clauses and conditions applicable to the bid solicitation;

**Part 3 Bid Preparation Instructions:** provides Bidders with instructions on how to prepare their bid;

**Part 4 Evaluation Procedures and Basis of Selection:** indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

**Part 5 Certifications and Additional Information:** includes the certifications and additional information to be provided;

**Part 6 Security and Other Requirements:** includes specific requirements that must be addressed by Bidders; and

**Part 7 Resulting Contract Clauses:** includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment and the Security Requirements Checklist.

The Appendixes include the Evaluation Criteria and the Financial Proposal Form.

### 1.2 Summary

**1.2.1** By means of the RFP, Natural Resources Canada (NRCan) is seeking proposals to conduct a survey to gather detailed capacity, production, market and socioeconomic data of the bioeconomy in Canada including but not limited to wood-based bioenergy and bioheat, bioproducts, biomaterials, biochemicals, biofuels, and advanced low-carbon building materials.

The resulting contract will be from date of award to May 31, 2023.

**1.2.2** There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

**1.2.3** This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.



### **1.3 Debriefings**

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



## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

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

The [2003](#) (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation with the modifications to the text below. If there is a conflict between the provisions of 2003 and this document, this document prevails.

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

### 2.2 Submission of Bids

Bids must be submitted only to the Natural Resources Canada (NRCan) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation.

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

At least three (3) days before the bid solicitation closing date, it is necessary for the Bidder to send an email requesting to open CPC Connect conversation to the following address:

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

**Note:** Bids will not be accepted if e-mailed directly to this address. This e-mail address is to be used to open CPC Connect conversation, as detailed in the Standard Instructions [2003 \(Subsection](#)



of Section 08), or to send bids through CPC Connect message if the bidder is using its own licensing agreement for CPC Connect.

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

**NRCan – 5000071455 (B) Forest bioenergy and bioeconomy in Canada**

NRCan will not assume responsibility for proposals directed to any other location.

The onus is on the Bidder to ensure that the bid is submitted correctly using epost Connect service. Not complying with the instructions may result in NRCan’s inability to ascertain reception date and/or to consider the bid prior to contract award. Therefore, NRCan reserves the right to reject any proposal not complying with these instructions.

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

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than three (3) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### **2.4 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.

### **2.5 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 the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least Five (5) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.





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

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

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



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## 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)
- Section II: Financial Bid (1 electronic copy) in a separate file and document
- Section III: Certifications (1 electronic copy)
- Section IV: Additional Information (one (1) electronic copy)

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

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

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

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

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

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

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

Bidders must submit their financial bid in accordance with the Financial Proposal Form in Appendix 2. The total amount of Applicable Taxes must be shown separately.

#### **Section III: Certifications**

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

#### **Section IV: Additional Information**

In Section IV of their bid, bidders should provide:



1. the 1<sup>st</sup> page of this RFP signed with their legal name;
2. the name of the contact person (provide also this person's mailing address, phone 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.



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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 *Technical Evaluation*

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

### 4.2 Basis of Selection

#### 4.2.1 *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; and
  - b) meet all mandatory criteria; and
  - c) obtain the required minimum of 46 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 77 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% 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 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
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 70/30 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).



<b>Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)</b>				
		<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	<b>Pricing Score</b>	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27$	$45/45 \times 30 = 30$
<b>Combined Rating</b>		84.18	73.15	77.70
<b>Overall Rating</b>		1st	3rd	2nd



## PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

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

In accordance with the Integrity [Provisions of the Standard Instructions \(https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/25#integrity-provisions\)](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/25#integrity-provisions), all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### 5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy \(http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html\)](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

- Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder or, in the case of a private company, the owners of the company.
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).



- Bidders bidding as partnerships do not need to provide lists of names.

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

OR

Name of each member of the joint venture:

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

Member 2: \_\_\_\_\_

Member 3: \_\_\_\_\_

Member 4: \_\_\_\_\_

Identification of the administrators/owners:

SURNAME	NAME	TITLE

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

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

**5.2.3 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.

#### **5.2.4 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.

#### **5.2.5 Former Public Servant**

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

#### **Definitions**

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

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

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





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

**Former Public Servant in Receipt of a Pension**

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

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

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

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

**Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

- a. name of former public servant; \_\_\_\_\_
- b. conditions of the lump sum payment incentive; \_\_\_\_\_
- c. date of termination of employment; \_\_\_\_\_
- d. amount of lump sum payment; \_\_\_\_\_
- e. rate of pay on which lump sum payment is based; \_\_\_\_\_
- f. period of lump sum payment including:
  - start date \_\_\_\_\_
  - end date \_\_\_\_\_
  - and number of weeks \_\_\_\_\_



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

Professional fees

Amount

\_\_\_\_\_

\_\_\_\_\_

**5.2.6 Aboriginal Designation**

Who is eligible?

- a) An Aboriginal business, which can be:
  - i) a band as defined by the Indian Act
  - ii) a sole proprietorship
  - iii) a limited company
  - iv) a co-operative
  - v) a partnership
  - vi) a not-for-profit organization

in which Aboriginal persons have at least 51 percent ownership and control,

OR

- b. A joint venture consisting of two or more Aboriginal businesses or an Aboriginal business and a non-Aboriginal business(es), provided that the Aboriginal business(es) has at least 51 percent ownership and control of the joint venture.

When an Aboriginal business has six or more full-time employees at the date of submitting the bid, at least thirty-three percent of them must be Aboriginal persons, and this ratio must be maintained throughout the duration of the contract.

The bidder must certify in its submitted bid that it is an Aboriginal business or a joint venture constituted as described above.

- Our Company is NOT an Aboriginal Firm, as identified above.
- Our Company is an Aboriginal Firm, as identified above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## PART 6 - SECURITY AND OTHER REQUIREMENTS

### 6.1 Security Requirements

- 1) At the date of bid closing, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part-7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part-7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.



## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

### 7.2 Standard Clauses and Conditions

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

#### 7.2.1 General Conditions

[2010B \(2021-12-02\)](#), General Conditions – Professional Services - Medium Complexity, apply to and form part of the Contract.

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

#### 7.2.2 Supplemental General Conditions

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

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

### 7.3 Security Requirements

The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to PROTECTED information, assets or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. The Contractor MUST NOT remove any PROTECTED information or assets from the identified site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
5. The Contractor must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable), attached at Annex C;



- b) *Contract Security Manual* (Latest Edition).

## 7.4 Dispute Resolution

### *Mediation*

If a dispute arising from this contract cannot be settled amicably through negotiation, then the parties agree in good faith to submit the dispute to mediation as administered by the Arbitration and Mediation Institute of Canada Inc. (AMIC). The parties acknowledge receipt of the rules of AMIC. The cost of mediation shall be borne equally by the parties.

### *Arbitration*

If the parties cannot resolve the dispute through mediation within sixty (60) days, the parties agree to submit the dispute to arbitration pursuant to the Commercial Arbitration Act (Canada). The party requesting such arbitration shall do so by written notice to the other party/parties. The cost of the arbitration and fees of the arbitrator shall be borne equally by the parties. The arbitration shall take place in the city where the contractor carries on business before a single arbitrator to be chosen jointly by the parties. If the parties cannot agree on the choice of arbitrator within thirty (30) days of written notice to submit the dispute to arbitration, each party will choose a representative who will select the arbitrator.

The parties may determine the procedure to be followed by the arbitrator in conducting the proceedings, or may ask the arbitrator to do so. The arbitrator shall issue a written award within thirty (30) days of hearing the parties. The award may be entered in any court having jurisdiction and enforced as a judgment of that court.

### *Meaning of "Dispute"*

The parties agree that the word "dispute" in this clause refers to a dispute of fact or of law, other than a dispute of public law.

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, on request or consent of the parties to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca).

## 7.5 Term of Contract

### *7.5.1 Period of the Contract*

The period of the Contract is from date of Contract to August 31, 2023 inclusive.



### 7.5.2 *Delivery Date*

All the deliverables must be received on or before May 31, 2023.

### 7.6 **Comprehensive Land Claims Agreements (CLCAs)**

The Contract is not subject to any Comprehensive Land Claims Agreements.

### 7.7 **Authorities**

#### 7.7.1 *Contracting Authority*

The Contracting Authority for the Contract is:

Name: Julia Pace  
Title: Procurement Specialist  
Organization: Natural Resources Canada  
Address: 1 Challenger Drive, Dartmouth, Nova Scotia  
Telephone: 902-719-4856  
E-mail address: [Julia.pace@nrca-rncan.gc.ca](mailto:Julia.pace@nrca-rncan.gc.ca)

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

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

The Project Authority for the Contract is:

Name:  
Title:  
Organization:  
Address:  
Telephone:

E-mail address:

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

#### 7.7.3 *Contractor's Representative (to be provided at contract award)*

Name:



Title:  
Organization:  
Address:  
Telephone:

E-mail address

### 7.8 Proactive Disclosure of Contracts with Former Public Servants

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

### 7.9 Payment

#### 7.9.1 Basis of Payment – Firm Price

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

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

#### 7.9.2 Method of Payment

##### Milestone Payments

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

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

### 7.10 Invoicing Instructions

Invoices shall be submitted as follows:

E-mail:

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

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



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

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

## **7.11 Certifications and Additional Information**

### **7.11.1 Compliance**

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

## **7.12 Applicable Laws**

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

## **7.13 Priority of Documents**

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

- a) the Articles of Agreement;
- b) the supplemental general conditions [4007](#) (2010-08-16) - Canada to Own Intellectual Property Rights in Foreground Information;
- c) the general conditions [2010B](#) (2021-12-02) Professional services (medium complexity);
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment;
- f) Annex C, Security Requirements Check List;
- g) the Contractor's bid dated \_\_\_\_\_.

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

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

**OR**

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





## **7.15 Insurance**

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

## **7.16 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 supplier respecting administration of this 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, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca).



## ANNEX A - STATEMENT OF WORK

### SW1.0 TITLE

The state of forest bioenergy and bioeconomy in Canada

### SW2.0 BACKGROUND

In September 2017, the Canadian Council of Forest Ministers (CCFM) unanimously endorsed [A Forest Bioeconomy Framework for Canada](#). In the report outlining the framework, the CCFM noted the importance of forests for the Canadian economy and their role in the development of the bioeconomy. The bioeconomy represents an opportunity for Canada’s forest sector to diversify and contribute to climate change mitigation; however, progress in the bioeconomy is hindered by a lack of data to support government activities and promote investments.

In order to better understand the Canadian bioeconomy, and to inform the development of federal policies and programs, Natural Resources Canada (NRCan-CFS) requires an up to date inventory of bioenergy and bioproduct facilities in Canada. In addition to quantitative data, the survey will also investigate the challenges and enablers of Canada’s bioeconomy directly from its participants. The survey will investigate the impacts of these challenges on the growth of Canada’s bioeconomy. Both the qualitative and quantitative data collected will allow us to understand the trends in the Canadian bioeconomy and provide an economic assessment of its impact on the Canadian economy.

### SW.3.0 OBJECTIVES

The objective of this project is to conduct a survey to gather detailed capacity, production, market and socioeconomic data of the bioeconomy in Canada including but not limited to wood-based bioenergy and bioheat, bioproducts, biomaterials, biochemicals, biofuels, and advanced low-carbon building materials.

Since 2011, NRCan-CFS has collected data on some aspects of the Canadian bioeconomy. One objective of this contract is to provide an annual update for the NRCan-CFS bioenergy and bioheat database, including surveying of

- Wood pellet producers
- Power producers and cogeneration at facilities using biomass (e.g. industrial, pulp and paper, sawmills, independent power producers, utilities),
- Community wood-based heating or bioheat (district heating, multi-building systems, single building systems such as hospitals or institutions using wood-based heating systems)

In addition, NRCan-CFS will expand the above survey to include all aspects of the forest-based bioeconomy in Canada including but not limited to

- Advanced wood pellets (torrefied pellets, biochar, black pellets)
- Wood-based liquid biofuels (e.g., ethanol, methanol, renewable diesel, sustainable aviation fuel);
- Biomaterials (e.g. lignin, cellulose, bioplastics, biochar)
- Biochemicals (e.g. sugars, monomer building blocks, xylitol)
- Advanced low-carbon building materials (e.g. cross-laminated timber, glulam, biobased foams)

Thirdly, in order to better understand the future of the forest-based bioeconomy in Canada, NRCan-CFS requires a list of proposed or announced projects in any of the above categories.

### SW.4.0. PROJECT REQUIREMENTS

#### SW.4.1 Tasks and Deliverables

Tasks	Deliverables
-------	--------------



<p>Based on the SOW, the contractor will develop a questionnaire that will capture all data required from the surveyed facilities.</p>	<p>Prior to data collection, the contractor must submit draft questionnaire to NRCan-CFS for approval.</p> <p>Once any changes, if any, requested by NRCan-CFS are made to the survey, the final version of the questionnaire will be submitted to NRCan-CFS and data collection by contractor can proceed.</p>
<p>The contractor will survey all bioenergy and bioeconomy facilities and collect the following information:</p> <ul style="list-style-type: none"> <li>• Facility owner</li> <li>• Capital expenditures</li> <li>• Construction date</li> <li>• Commissioning date</li> <li>• Facility status</li> <li>• Capital investment</li> <li>• Facility location: province, city, latitude and longitude</li> <li>• Facility type</li> <li>• Technology used</li> <li>• Products produced, for internal or external use</li> <li>• Production capacity</li> <li>• Production volume</li> <li>• Employment: direct employment at the plant, indirect employment (e.g. harvesting, biomass supply) and</li> <li>• Wages/salaries</li> <li>• Feedstock: type (e.g. hardwood or softwood, mill residues, shavings, hog fuel, chips, sawdust, bush residuals, pest damaged wood, municipal solid waste etc.), volume used of each, feedstock source, distance feedstock travels to mill, fibre supply agreement, and cost)</li> <li>• Certification or chain of custody schemes for feedstock</li> <li>• Exports: Destination (e.g. country), volume exported to international markets, port used and volume sold domestically.</li> <li>• Operating costs</li> <li>• Revenues, return on capital employed, operating profit</li> <li>• Customers</li> <li>• Sales, fixed costs, variable costs.</li> <li>• Planned facility upgrade or new product types and timelines</li> <li>• Government funding: Which program, amount, and timing of funding</li> <li>• Do your customers ask for sustainably sourced biomass?</li> </ul> <p>For facilities that produce wood-based bioenergy</p>	<p>Data requested subject to change depending on questionnaire design and contractor input.</p> <p>The contractor must provide all data collected to NRCan-CFS in Excel format using a template provided by NRCan-CFS.</p>



<ul style="list-style-type: none"> <li>• Primary, secondary, tertiary etc. fuel type used at mill, percentage contribution of each type, what is produced (heat or electricity) volume of biomass (if applicable), biomass type (if applicable), use for specific energy type (e.g. biomass used for dryers)</li> <li>• Costumer</li> <li>• Power purchase agreement</li> </ul> <p>For community-based bioheat facilities</p> <ul style="list-style-type: none"> <li>• End user and number of buildings fed.</li> <li>• Size (square footage),</li> <li>• Feedstock storage system</li> <li>• Boiler type</li> </ul>	
<p>The contractor will conduct a qualitative survey to better understand bioenergy and bioeconomy operations, for example</p> <ul style="list-style-type: none"> <li>• What were your main challenges in commissioning your facility?</li> <li>• What are your main challenges in operating your facility?</li> <li>• What factors motivated you to produce and/or develop bioproduct, biochemical etc.?</li> <li>• What is the outlook for the industry?</li> <li>• What type of government support would best grow Canada's bioeconomy?</li> </ul>	<p>Data requested subject to change depending on questionnaire design and contractor input.</p> <p>The contractor must provide all data collected to NRCan-CFS in Excel or other more useful program or structure.</p>
<p>The contractor will provide a list of planned or proposed facilities in any of the above categories including any relevant information available (planned start date, cost, product, feedstock type etc.).</p>	<p>The contractor must provide all data collected to NRCan-CFS in Excel</p>
<p>The contractor will provide NRCan-CFS with contact information for facilities and companies surveyed.</p>	<p>The contractor must provide all data collected to NRCan-CFS in Excel format including names and contact information.</p>
<p>The contractor will organize data from each sector in an Excel database using database structure and principles.</p>	<p>The contractor must provide all data collected to NRCan-CFS in Excel</p>
<p>The contractor will present findings in a written report.</p>	<p>NRCan-CFS will provide a report outline to assist contractor in writing. Final outline will be made in consultation with the contractor.</p> <p>The contractor will analyze the data collected to extract trends, key figures, and insights in order to present a landscape of the current state of the bioeconomy in Canada, both graphically and narratively.</p> <p>The contractor will provide the report to NRCan-CFS in Microsoft Word.</p>
<p>Presentation to NRCan-CFS</p>	<p>Data collection, analysis and findings to be presented NRCan-CFS via a report in MSWord or PowerPoint presentation to be presented to NRCan-CFS in-person or via teleconference.</p>



**SW.4.2 Timeline for tasks and deliverables**

Task	Deliverable	Scheduled Due date
Task 1 – Activities to initiate the project	Initial meeting with contractor to: <ul style="list-style-type: none"> <li>Define project objectives</li> <li>Define the scope of the information needed for the project</li> <li>Define criteria for data entry</li> <li>Review project schedule and deliverables</li> </ul>	January 25, 2023
Task 2 – Questionnaire Template	Contractor will provide a draft questionnaire for each bioeconomy segment to NRCan-CFS for approval.	January 31, 2023
Task 3 – Data collection.	The contractor will update the NRCan-CFS on the progress of the data collection during the collection period.	January 31, 2023 – March 28, 2023
Task 4 – Draft Database	The contractor will provide NRCan-CFS with a draft database. NRCan-CFS will review the database and provide feedback on structure, missing data, etc. prior to contractor submitting final database.	March 31, 2023
Task 5 – Final database	The contractor will submit final and complete database.	May 1, 2023
Task 5 – Report	Contractor will submit project report summarizing data and findings.	May 31, 2023
Task 6 – Presentation	Contractor will present final database and report to NRCan-CFS.	May 31, 2023

**SW.4.3 Reporting**

The contractor will meet, or hold a conference call, with CFS biweekly to provide an update on the status of the project. The updates will include a brief progress report, drafts of any materials developed, and a consultation with NRCan-CFS on project activities and state of the database and analysis report.

**SW.4.4 Method and Source of Acceptance**

An acceptable final deliverable will include a database of bioeconomy facilities or producers, the process/methodology used and applicable for future for annual updates, as well as a final narrative report of findings, including the methodology used and the steps taken to collect the data and arrive at the final conclusions.

All deliverables and services rendered under any contract are subject to inspection by the Project Authority. The Project Authority shall have the right to reject any deliverables that are not considered satisfactory, or require their correction before payment will be authorized.

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

Throughout the project timeline and up to three months after the final database is submitted, the contractor must be available to NRCan-CFS to answer questions, provide clarifications etc.

**SW.5.1 Contractor’s obligations**

In addition to the obligations outlined in Section 4 of this Statement of Work, the Contractor shall:

1. Return all materials belonging to NRCan-CFS upon completion of the Contract;
2. Submit all written reports in electronic Microsoft Word;
3. Submit databases in Microsoft Excel format;



4. Attend meeting with stakeholders, if necessary;
5. Participate in biweekly meetings;
6. All work must be performed within the Citrix Telework environment and then saved in GCDocs or other NRCan approved repository (i.e. none of the documentation/files may be downloaded to contractor's local PC).
7. Ensure that no documents deemed Protected (or higher) are stored or maintained on the contractor's premises outside of the NRCan digital repository/telework environment.

### **SW.5.2 NRCan-CFS obligations**

NRCan-CFS will facilitate the completion of the project by managing meetings and report development as well as access to documentation, networks, etc. including the following:

1. Government publications, reports, studies, etc., as required;
2. Access to a staff member who will be available to coordinate activities; and
3. Provide comments on draft reports within five (5 working days) and/or,
4. Offer other reasonable assistance or support, as appropriate.
5. Provide Citrix token for telework so that work can be completed and stored on the NRCan network.
6. Ensure that no document deemed Protected (or higher) be shared with the contractor (hard copy) outside the NRCan network.

### **SW.5.3 Diversity**

Natural Resources Canada is committed to making our Department more inclusive for everyone and fostering an equitable workplace culture that values diversity and creates an environment that is welcoming and rewarding for all. We encourage the businesses that work with us to reflect these values. More information can be found at:

<https://www.canada.ca/en/government/publicservice/wellness-inclusion-diversity-public-service/diversity-inclusion-public-service2.html>

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

The majority of the work will be conducted by contractor on their premises. The contractor must provide their own workspace and necessary equipment (e.g. computer, telephone, computer programs). All work must be performed within the Citrix Telework environment and then saved in GCDocs or other NRCan approved repository (i.e. none of the documentation/files may be downloaded to contractor's local PC). When connecting a device to the NRCan network, the contractor must utilize a trusted (non-public) WiFi access point.



## ANNEX B - BASIS OF PAYMENT

### 1. Firm Price - Milestone Payments

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

Milestone #	Description of Milestone	Date	Firm Price (Applicable Taxes Excluded)
1	Draft Questionnaire and draft database	March 31, 2023	50%
2	Final database and project report	May 31, 2023	50%
<b>Total Firm Price</b>			



Contract Number / Numéro du contrat T-173921
Security Classification / Classification de sécurité UNCLASSIFIED

**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Natural Resources Canada	2. Branch or Directorate / Direction générale ou Direction Trade, Economics and Industry
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3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
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4. Brief Description of Work / Brève description du travail  
Survey of Canadian Bioeconomy and bioproducts and bioenergy products. Work taking place in Canada.

5. a) Will the supplier require access to Controlled Goods?  
Le fournisseur aura-t-il accès à des marchandises contrôlées?  No / Non  Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?  
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?  No / Non  Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?  
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?  
(Specify the level of access using the chart in Question 7. c)  
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)  No / Non  Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.  
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.  No / Non  Yes / Oui

6. c) Is this a commercial courier or delivery requirement with **no** overnight storage?  
S'agit-il d'un contrat de messagerie ou de livraison commerciale **sans** entreposage de nuit?  No / Non  Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
--	--------------------------------------	---

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à : <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :

7. c) Level of information / Niveau d'information

PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>





Contract Number / Numéro du contrat T-173921
Security Classification / Classification de sécurité UNCLASSIFIED

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET-SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui



**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI / IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? / La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".**  
**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? / La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).**  
**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**



## APPENDIX 1 - EVALUATION CRITERIA

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

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

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

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

### 1. Technical Criteria

#### 1.1 Mandatory Evaluation Criteria

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

Criterion ID	Mandatory Criteria	Proposal Page #	Pass/Fail
M1	<p>The Bidder MUST propose a Project Lead with at least 3 years (36 months) within the last 7 years (84 months) experience from the solicitation closing date related to:</p> <ul style="list-style-type: none"> <li>• Designing and developing survey methodology;</li> <li>• Conducting surveys, collecting qualitative and quantitative data;</li> <li>• Analysing, synthesising and presenting in report format qualitative and quantitative data.</li> </ul> <p>The Bidder(s) MUST provide detailed curriculum vitae (CV) of Project Lead and proposed resources. CVs must include the following:</p> <ol style="list-style-type: none"> <li>1. a detailed description of the work experience (indicated in years/months) and client organization related to: <ul style="list-style-type: none"> <li>• Designing and developing survey methodology;</li> </ul> </li> </ol>		



	<ul style="list-style-type: none"> <li>• Conducting surveys, collecting qualitative and quantitative data;</li> <li>• Analysing, synthesising and presenting in report format qualitative and quantitative data;</li> <li>• Traditional and advanced bioeconomy.</li> </ul> <p>2. Educational and professional designation attainments, and all other academic credentials;</p>		
M2	The Project Lead MUST have work experience AND/OR have the knowledge of traditional and advanced bioeconomy and MUST specify the specific sub-sector(s) of the traditional and advanced bioeconomy of the experience OR knowledge.		
M3	<p>The Project Lead MUST provide summaries describing in detail their current and previous experience relevant to the project (within the past 7 years (84 months).</p> <p>Summaries should include:</p> <ol style="list-style-type: none"> <li>1. the name of the client organization;</li> <li>2. a brief description of the scope of the work done including an overview of the methodology used;</li> <li>3. the dates and duration of the project;</li> <li>4. the dollar value of the project;</li> <li>5. Work completed, either as an employee or as a consultant/contractor.</li> <li>6. Client information for validation purposes only.</li> </ol>		

**1.2 Evaluation of rated criteria**

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

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

Proposals will be evaluated based on the following criteria:

Req. ID	Rated requirement	Evaluation Criteria Scoring Method	Maximum Points	Bidders Score	Proposal Page #	Comments
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R1	<p><b>Evaluation of work experience and/or knowledge presented in M2</b></p> <p>Based on presented and shared information on work experience and/or knowledge related to the traditional and advanced bioeconomy and sub-sectors of the bioeconomy including bioenergy.</p>	<p><b>Note: Work experience is considered having more value than knowledge and experience is including knowledge Bioenergy and biochemical are critical sub-subsectors.</b></p> <p>Experience and knowledge related to the <u>traditional and advanced bioeconomy</u>, <b>including bioenergy and biochemical</b>: <b>12 points</b></p> <p>Experience and knowledge related to the <u>traditional and advanced bioeconomy</u> <b>including bioenergy</b>: <b>10 points</b></p> <p>Experience and knowledge related to the <u>traditional and advanced bioeconomy</u>, <b>excluding bioenergy and biochemical</b>: <b>8 points</b></p> <p>Knowledge related to <u>traditional and advanced bioenergy</u>, <b>including bioenergy and biochemical</b>: <b>6 points</b></p> <p>Knowledge related to <u>traditional and advanced bioeconomy</u> <b>including bioenergy</b>: <b>4 points</b></p>	12			
R2	<p><b>Project Lead</b></p> <p><b>Evaluation of the capacity to develop and manage a survey and duration based on information requested in M1</b></p> <ol style="list-style-type: none"> <li>1. Experience in design and survey development;</li> <li>2. Experience in conducting surveys collecting qualitative and quantitative data;</li> </ol>	<p><b>Note: Based on experience and duration of the experience described in the CV.</b></p> <p><b>A. For each section 1 to 4 (20 points maximum):</b></p> <ul style="list-style-type: none"> <li>• Experience clearly responds to the needs of NRCan, no major concern: <b>5 points</b></li> <li>• Experience responds to the needs of NRCan but with some concerns: <b>3 points</b></li> <li>• Experience responds poorly to the needs of NRCan, strong concerns: <b>1 points</b></li> </ul>	32			



	<p>3. Experience in analysing, synthesising and presenting in report format qualitative and quantitative data;</p> <p>4. Experience in traditional and advanced bioeconomy.</p>	<p><b>See Grid 1 below for explanation</b></p> <p><b>B. For each section 1 to 4 (12 points maximum):</b></p> <p><b>One additional point for each full year (12 months) of experience over the minimum of 3 years (36 months) of mandatory experience with a maximum of 3 points for each.</b></p>				
R3	<p><b>Evaluation of project summaries presented in M3</b></p> <p>Each project summary will be evaluated against the following evaluation factors:</p> <ol style="list-style-type: none"> <li>1. Demonstrate through providing previous relevant work experience an understanding of NRCan’s desired outcomes for developing a bioeconomy survey, managing it, collecting data, analysing it and reporting results as defined within the Statement of Work;</li> <li>2. Similarity of cited projects to NRCan’s requirement as outlined in the SOW;</li> <li>3. Evidence that full survey projects were delivered on time and on budget.</li> </ol>	<p><b>Each summary will be evaluated against the below quality criteria.</b></p> <p><b>Quality Criteria:</b></p> <p><b>Excellent: 5 points per provided summary</b> The summary provided meets all the requirements and the evaluation factors required to exceed our requirement. Summary is clear, detailed with extensive level of detail.</p> <p><b>Good: 3 points per provided summary</b> The summary provided meets some of the requirements and the evaluation factors required to meet our requirement. Summary is clear, detailed with considerable level of detail.</p> <p><b>Poor: 1 points per provided summary</b> The summary provided meets few of the requirements and the evaluation factors, needed to meet our requirement. Summary is unclear and unlikely to meet our requirement.</p>	25			
R4	<p>The Bidders should demonstrate the following corporate activities they have implemented to promote anti-racism and diversity within their organisation:</p>	<p>The bidder should provide details of the following activities.</p> <p>For activities described in a. and b. (policy and commitments), the bidder should provide copies of policy or commitment documents including their effective date.</p>	8			



	<p>a. The bidder has internally published policies or commitments on anti-racism and inclusiveness;</p> <p>b. The bidder has publicly available organisational commitments to a diverse workforce;</p> <p>c. The bidder's employees are mandated to take mandatory training on anti-racism</p> <p>d. The bidder's employees are mandated to take unconscious bias training;</p> <p>e. The bidder has developed internal staffing and/or recruitment strategy(ies) to increase representation of underrepresented groups in their workforce.</p>	<p>For activities described in c. and d. (training), the bidder should provide the name of the course and the service provider; if developed internally, a copy of the course outline.</p> <p>For activities described in e. (staffing), the bidder should provide copies of job posting, or other staffing/recruitment documents demonstrating compliance with the rated criteria.</p> <p><b>0 pts</b> = the bidder does not address.</p> <p><b>5 pts</b> =The bidder has fully described the activity and provided supporting documents as evidence</p> <p><b>3 pts</b> = The bidder has provided information on the existence of the activity but does not provide sufficient detail or supporting documents.</p> <p>Additional Points (Max <b>3 pts</b>):</p> <p><b>3 pts</b> - Bidder has demonstrated at least the existence of 4 out of 5 activities.</p> <p><b>2 points</b> – Bidder has demonstrated 3 out of the 5 activities</p> <p><b>1 pts</b> – Bidder has demonstrated at least 2 of the 5 activities.</p>				
<b>Total points 77 - Total points needed to be considered compliant 46</b>		<b>46/77</b>				

**R2 Quality Explanation – Grid 1**

<b>No major concerns</b>	Bidder demonstrates experience in designing and conducting both qualitative and quantitative surveys; bidder demonstrates experience in analyzing and summarizing both qualitative and quantitative data; and bidder demonstrates knowledge of both the traditional and advanced bioeconomy.
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<b>Some concerns</b>	Bidder demonstrates some experience or no experience in any of the following designing and conducting qualitative and/or quantitative surveys; experience in analyzing and summarizing qualitative and/or quantitative data; and knowledge of traditional and/or advanced bioeconomy.
<b>Strong concerns</b>	Bidder does not clearly demonstrate experience in all of the following, designing and conducting qualitative and quantitative surveys; bidder demonstrates experience in analyzing and summarizing qualitative and quantitative data; and bidder demonstrates knowledge of traditional and advanced bioeconomy.





## APPENDIX 2 - FINANCIAL PROPOSAL FORM

### 1. Firm Price - Milestone Payments

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

*The bidder must complete the schedule below indicating the firm proposed amounts for each step according to the indicated percentages*

Milestone #	Description of Milestone	Date	Firm Price (Applicable Taxes Excluded)
1	Draft Questionnaire and draft database	March 3, 2023	\$ _____ 50%
2	Final database and project report	May 31, 2023	\$ _____ 50%
<b>Total Firm Price for Financial Proposal Evaluation:</b>			\$ _____