

## Appendix A: Statement of work

### Canadian Construction Materials Centre request for standing offers for technical services by subject matter experts

#### Objective

From time to time the Canadian Construction Materials Centre (CCMC) requires the technical services of subject matter experts in relevant construction product domains. The CCMC seeks to establish standing offers (SOs) with a variety of contractors. These contractors (e.g., engineers, scientists, consultants and other knowledgeable professionals) have expertise in the relevant construction products—and the performance, characterization and qualification of those products—as well as how they comply with Canadian codes and standards. The awarded SO will be valid for one (1) year. The National Research Council Canada (NRC) reserves the option to renew the SO effective April 1, 2024, for an additional period of one (1) year at a time and for a maximum of four (4) years, subject to satisfactory performance.

#### Background

The Construction Research Centre (CRC) of the NRC houses the CCMC, a technical service for the construction industry that assesses the compliance of construction materials, products and systems with Canadian codes and standards. The CCMC is trusted by more than 6,000 regulators across Canada and provides a nationally recognized assessment service to facilitate the adoption of innovative materials, products and systems in Canadian construction.

The CCMC team receives requests from manufacturers and distributors to assess the compliance of their products. In providing this service, the CCMC often requires the knowledge of subject matter experts in order to facilitate the work and to support the decisions made during the assessments. Expertise is required in a broad range of technical domains, including (but not limited to): building envelope; building foundations; cladding materials and systems; roofing materials and components; structural elements; water and moisture management; air, vapour and gas control; heat transfer; fire performance and characteristics; and building acoustics.

#### Scope of work

Each call-up against the SOs will include a description of the work required, the proposed timelines, and the required deliverables and outcomes. The work may involve providing technical services in the form of:

- Conducting phone/virtual/teleconference consultation with CCMC staff and/or CCMC clients;
- Providing field reviews of installed products for compliance with the CCMC and/or other requirements;
- Reports, analyses, opinions or other written information provided directly to the CCMC;
- Literature or document reviews on the relevant subject matter; and/or
- Testing, design or engineering work related to the characterization of a material, product or system.

The services rendered may be used by the CCMC to make or support decisions about materials, products and/or systems related to future, current and/or past assessments; establish acceptable criteria for product(s) under assessment; develop custom testing/engineering protocols; and/or provide general technical information to the public in the form of CCMC assessments, CCMC Technical Bulletins or other publications issued by the CCMC.

#### Bid evaluation and selection criteria

SOs will be extended to all contractors demonstrating relevant expertise and meeting the minimum requirements as defined under **Bid evaluation criteria** in **Appendix B: Bid evaluation criteria** through the submission of their **CV** and the **Appendix D: Expertise matrix**. When the need for a particular call-up against the SOs arises (e.g., a specific task or project that requires expert support), the CCMC will review the list of SOs and create a “short list” of contractors with the relevant expertise for the given call-up requirement. Short-listed contractors will be contacted with a request for proposal as defined under **Call-up selection criteria** in **Appendix C**. Submitted proposals will be reviewed against the applicable criteria and the contract will be awarded accordingly.