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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.

By signing its bid, the bidder confirms that they have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and certifies that:

1. The Bidder considers itself and its proposed resources able to meet all the mandatory requirements described in the bid solicitation;
2. This bid is valid for the period requested in the bid solicitation;
3. All the information provided in the bid is complete, true and accurate; and
4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.



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, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and

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

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

1.2 Summary

By means of the RFP, Natural Resources Canada (NRCan) is seeking proposals from bidders for Informatics Professional Services.

1.2.1 It is intended to result in the award of one (1) contract from date of contract award until March 31, 2024, with option to extend the term for one (1) additional (12) month period under the same conditions.

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 CPC 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 fifteen (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.

- **In the complete text content (except Section 1 and 3)**
Delete: Public Works and Government Services Canada” and “PWGSC”
Insert: “Natural Resources Canada.” and “NRCan”
- **At 02 Procurement Business Number:**
Delete: “Suppliers are required to”
Insert: “It is suggested that suppliers”
- **At 08 Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service, article 1:**
Delete: in its entirety
- **At 08 Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service, article 2a:**
Delete: : The only acceptable email address to use with CPC Connect for responses to bid solicitations issued by PWGSC headquarters is: [tpsgc.pareceptiondessaoumissions-
apbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.pareceptiondessaoumissions-
apbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca). or, if applicable, the email address identified in the bid solicitation.
Insert: The only acceptable email address to use with CPC Connect for responses to bid solicitation issued by NRCan is: procurement-appvisionnement@NRCan-RNCan.gc.ca
- **At 08, Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service, article 2b:**
Delete: “six business days”
Insert: “five business days”
- **At 20, Further information, article 2b:**
Delete: in its entirety



2.2 Submission of Bids

Bidders must submit all proposals using the Canada Post Canada (CPC) Connect service. Given the current constraints on NRCan's networks, the electronic mail system has a limit of 1GB per single message received and a limit of 20GB per conversation.

Bids must be submitted no later than the date and time indicated on page 1 of the bid solicitation.

Only bids submitted using CPC Connect service will be accepted.

At least five (5) business days before the bid solicitation closing date, it is necessary for the Bidder to send an email requesting to open CPC Connect conversation to the following address:

procurement-approvisionnement@NRCan-RNCan.gc.ca

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 \(article 08, paragraph 2\)](#), or to send bids through CPC Connect message if the bidder is using its own licensing agreement for CPC Connect.

Note 2: Send as early as possible in order to ensure a response, Requests to open a CPC Connect conversation received after that time may not be answered.

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

NRCan-5000068423 - Flood Mapping Web Presence

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 CPC 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 email, mail or facsimile to NRCan will not be accepted.

2.3 Former Public Servant

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



Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a) name of former public servant;
- b) conditions of the lump sum payment incentive;
- c) date of termination of employment;
- d) amount of lump sum payment;
- e) rate of pay on which lump sum payment is based;
- f) period of lump sum payment including start date, end date and number of weeks;
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.



2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least five (5) calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- The Bidder must submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The CPC Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

Canada requests that the Bidder submits its bid in separately saved documents as follows:

- Section I: Technical Bid
- Section II: Financial Bid
- Section III: Certifications
- Section IV: Additional Information

If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through CPC Connect service, the wording of the electronic copy provided through CPC Connect service will have priority over the wording of the other copies.

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) Include all environmental certification(s) relevant to your organization (e.g., ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g., Forest Stewardship Council (FSC), ENERGYSTAR, etc.)

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 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

- 3.1.1 Bidders must submit their financial bid in accordance with the "Financial Bid Presentation Sheet (in Appendix 2).



Section III: Certifications

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

Section IV: Additional Information

3.1.3 In section IV of their bid, the Bidders should include:

- a) 1st page of the RFP signed, with their legal name;
- b) 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.

3.1.4 The Company Security Officer must ensure through the [Contract Security Program](#) that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.



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 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 55 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 92 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).

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, 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/Board of Directors:

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](#) 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.

5.2.3 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 supplier 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
- Our Company is an Aboriginal Firm, as identified above.



5.2.4 Additional Certifications Precedent to Contract Award

5.2.4.1 Status and Availability of Resources

SACC Manual clause [A3005T](#) (2010-08-16) Status and Availability of Resources

5.2.4.2 Education and Experience

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

5.2.4.3 Former Public servant

<p>Former Public Servants</p> <p>See the Article in Part 2 of the bid solicitation entitled Former Public Servant for a definition of "Former Public Servant".</p>	<p>Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"</p>
	<p>Is the Bidder a FPS who received a lump sum payment under the terms of the Work Force Adjustment Directive?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"</p>

On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:

1. The Bidder considers itself and its proposed resources able to meet all the mandatory requirements described in the bid solicitation;
2. This bid is valid for the period requested in the bid solicitation;
3. All the information provided in the bid is complete, true and accurate; and
4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.

SIGNATURE for CERTIFICATION

The Contractor certifies having read and understood the information included in the present document and acknowledges receipt.

Signature of Authorized Representative

Date

Name





PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. Before award of a contract, 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. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](https://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<https://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 "_____" and the Contractor's technical bid entitled _____, dated _____. (*to be completed at contract award*)

7.1.1 Optional Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A, Statement of Work of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

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

[2035](#) (2022-12-01), General Conditions - Higher Complexity - Services, apply to and form part of the Contract. [If applicable, replace references to Public Works and Government Services Canada (PWGSC) with Natural Resources Canada (NRCan)]

7.3 Security Requirements

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

7.3.1.1 SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. 177119

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 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to _____ inclusive (*fill in end date of the period*).

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional twelve (12) month period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

Marie-Josée Michaud
Procurement Specialist
Natural Resources Canada
1055 du P.E.P.S., PO BOX 10380
Quebec, QC G1V 4C7
418 563-6916
Marie-josée.michaud@nrcan-rncan.gc.ca

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

7.5.2 Project or Technical Authority

Name: _____ (*to be filled out at contract award*)
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-_____
E-mail address: _____

In its absence, the Project Authority is:

Name: _____ (*to be filled out at contract award*)
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.

7.5.3 Contractor's Representative

Name: _____ (to be filled out at contract award)

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment - Firm Price (SOW – Phase 1, 2 and **Optional services Phase 3**)

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.

7.7.2 Basis of Payment - Limitation of Expenditure (SOW – **Optional Services Phase 4**)

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$ _____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

7.7.2.1 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or



- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Method of Payment

7.7.3.1 Milestone Payments (Phases 1 and 2)

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.

7.7.3.2 Single Payment (Optional services Phase 3)

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- 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 delivered has been accepted by Canada.

7.7.3.3 Monthly Payment (Optional Services Phase 4)

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- 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.

7.7.5 Time Verification

SACC Manual clause [C0711C](#) (2008-05-12), Time verification



7.8 Invoicing Instructions

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

E-mail:

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>

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2035](#) (2022-12-01), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (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) including its Inuit Benefits Plan. (if applicable).*

7.12 Foreign Nationals (Canadian Contractor **OR** Foreign Contractor)

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

OR

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



7.13 Insurance - No Specific Requirement

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.

7.14 Dispute Resolution

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



ANNEX A - STATEMENT OF WORK

SW.1.0 TITLE

Flood Mapping Web Presence and Integration Requirements Gathering.

SW.2.0 BACKGROUND

The purpose of Flood Hazard Identification and Mapping Program (FHIMP) is to increase Canada's preparedness to flooding events. The program will provide Federal, Provinces, Territories, Indigenous governments and municipalities with data, maps and science to support communities in effectively managing the impacts of floods. The data dissemination and sharing is a key part of the program by providing decision-makers, stakeholders and the public with access to flood data, maps and information.

Canada currently experiences a significant gap in current flood maps critical for policy and decision-making, land use planning and disaster mitigation. Canada continues to be the only G7 country whose flood hazard is unknown due to nonexistent flood mapping in many high-risk flood zones. The need for a flood mapping service is highlighted in the most recent mandate letter for the Minister of Natural Resources.

In 2021, The Canadian Digital Service (CDS) ran an Exploration with Natural Resources Canada's (NRCan's) Flood Mapping team, and related programs, from which recommendations were made. Among these recommendations were that NRCan should determine the requirements for a web-based Flood Hazard Identification and Mapping Program (FHIMP) for NRCan as well as its partners Public Safety Canada (PS) and Environment and Climate Change Canada (ECCC) and stakeholders. Following the collection of requirements, NRCan should then embark on developing a solution, which satisfies these requirements and stakeholders.

The focus of this project is requirements gathering as well as identification of a suitable approach to implement a flood mapping web presence on Canada.ca, Geo.ca, as well as the integration across flood stakeholder's web presences.

SW.2.1 Constraints

The requirements gathering and wire-framing phase shall take into consideration the existing flood mapping data and publications from Communication Portfolio Sector (CPS) of NRCan and Canada.ca web presence. As well as other NRCan and Canada Center for Mapping and Earth Observation (CCMEO) existing web presence.

The proposed option analyses shall leverage and integrate within GEO.ca, a project recently recognized by the Canadian Council of Geomatics. The CCMEO Web Presence framework and technologies shall be taken into consideration to help realize the flood information web presence, with FHIMP's flood mapping and data dissemination and collaboration, as a primary objective.

SW.3.0 OBJECTIVES

The high-level objectives of the work to be done are define inside of each phase of the project requirements tasks section.

The overall objective of the work is to determine the most effective and efficient means for the federal government to publicly share flood information to Canadians, across the federal government (across federal departments with complementing mandate commitments) as well as taking into consideration what our stakeholders (provinces, territories, Indigenous communities, Conservation Authorities etc.) have shared publicly.

To achieve the objectives, these skills and experience will be require from the project team



- Project management;
- Business analysis;
- User Experience (UX/UI) analysis and design for web applications;
- Web design;
- Government of Canada Web Standards and Content Accessibility Guidelines (WCAG);
- Business System Analyst;
- Web and software development;
- Geomatics services; and,
- Bilingual resource availability.

SW.4.0 PROJECT REQUIREMENTS

SW.4.1 Tasks

Phase 1: Requirements and Information Gathering

Objectives:

- Conduct environmental scan of federal departments sharing, or planning to share, flood information publicly, including information types;
- Review available flood content from provinces, territories, and NRCan partners;
- Gather user requirements. A stakeholders list will be provided by NRCan;
- Develop user personas from user requirements; and,
- Develop options for, and report on how flood mapping data and information should be accessed by stakeholders and the general public in a global vision, including recommendations for coordination across different federal departments.

This phase includes six (6) tasks that the contractor shall accomplish:

- 1.1 Conduct environmental scan of federal departments sharing, or planning to share, flood information (flood content, portals, websites):
 - a. NRCan: mandate, data types, status
 - b. PS: mandate, data types, status
 - c. ECCC: mandate, data types, status
- 1.2 Define stakeholder (actively involved in the project or whose interest might be affected) roles and responsibilities plus their needs as users who are customers of NRCan product
- 1.3 Gather FHIMP project team requirements:
 - a. Vision and goal
 - b. Historical Floods and National Flood Hazard Indicator dataset
- 1.4 Develop FHIMP community personas for the following categories:
 - a. Canadian users
 - i. Public looking for flood information following a insurance, preparedness, retailing question
 - ii. Students or journalist looking to learn more about flood related to a specific issue or work
 - iii. Municipalities or other urban planner looking for information to make decisions
 - iv. Engineers, insurers companies and geomatician looking for existing data to ease their work



- b. Collaborator (provinces and territories), one for P/T who disseminate their flood information through an actual portal and one for P/T who would like to disseminate their flood information through GEO.ca flood mapping web presence
- c. NRCan CCMEO upper management (directors and director general)
- d. NRCan communication group
- e. NRCan partners as Emergency Geomatics Services (EGS), Public Safety (PS) and Environment and Climate Change Canada (ECCC)

1.5 Gather specific requirements for each persona, including, but not limited to:

- a. Canadian users
 - i. Geolocation needs
 - ii. Visualisation needs
 - iii. Analysis needs
 - iv. Ability to download flood information/datasets
 - v. Type of content the user is interested in
- b. Partners (provinces and territories)
 - i. Ability to upload/download flood information/datasets
 - ii. Collaboration workflow
 - iii. Type and format of flood information/datasets to share
 - iv. Visualization needs
 - v. Analysis needs
 - vi. Level of collaboration for restricted and public section
 - vii. Identify by province
 - 1. List of open source flood datasets
 - 2. List of links to portals and websites
 - 3. List of information, content and links to be included on Geo.ca and/or Canada.ca
 - viii. Standardize the requirements inside one model from review with collaborators. Identify properly requirements for the two (2) type of personas define at step 1.4.b.
- c. NRCan CCMEO upper management
 - i. Data and analytic reporting and format
 - ii. Analysis tools, automatic reporting
 - iii. Communicate/share statistics, news and success stories
- d. NRCan communication group
 - i. Communication workflow
 - ii. Communicate/share statistics, news and success stories
 - iii. Publish to Canada.ca, GEO.ca, NRCan web presence
- e. NRCan partners (PS,ECCC)
 - i. Desired linkages and/or integration of their flood mapping web presence with the outcome of this SOW.

1.6 Create a diagram and a report of how FHIMP should be integrated with other federal flood information sharing projects

- a. Document existing flood information on Province portal, GEO.ca, Canada.ca, Public Safety Flood Ready
- b. Demonstrate a cohesive plan to ensure flood information and data is easy to discover and navigate. Plus how flood mapping should integrate its web presence to avoid duplication with other existing presences
- c. Determine what content should appear on the Federal theme (Canada.ca) and what content should appear on the neutral theme (GEO.ca)



Phase 2: UX Analysis

Objectives:

- Produce a UX review which demonstrates the current interface from a perspective of the personas, related to flood, developed at phase 1 (GEO.ca, Canada.ca, and Flood Ready);
- Develop user journeys for all personas including mock-ups and wireframes based on constraints; and,
- From previous objectives (1.6), develop best practice on how to integrate a new community web presence on GEO.ca as FHIMP is the primary target.

This phase includes three (3) tasks that the contractor shall accomplish and be coordinated with ongoing initiative as PS' Flood Risk Portal and public awareness campaign as well as the work done by CDS:

2.1 UX review

- a. Geo.ca and FHIMP community web presence
- b. Canada.ca FHIMP web presence
- c. Integration between the 2 presences
- d. Integration of Collaborators and partners presence

2.2 Define multiple user journeys for each persona

2.3 Create wireframes and optionally mock ups of each user journey, including, but not limited to:

- a. Showcase how user can find needed information and/or functionalities
- b. Showcase interaction with flood mapping web presence on GEO.ca, Canada.ca and other partners and collaborators portal and/or web presence.

OPTIONAL SERVICES

Phase 3: Options Analysis and Recommendations

Objectives:

- Conduct a gap analysis between existing and future state dictated by requirements and user journeys identified in phases 1 and 2; and,
- Propose a solution or solutions for delivery of a future state, which closes all identified gaps, including the approach required to deliver the solution and a prioritization based on the impacts from the different components.

This phase includes three (3) tasks that the contractor shall accomplish:

3.1 Identify specifications of existing solution (i.e. technology, content, visualisation, API, etc.)

- a. Geo.ca FHIMP community public space
- b. Canada.ca FHIMP presence
- c. Geo.ca upload and download capacity
- d. Geo.ca web site private section

3.2 Identify gaps between the proposed and current state

3.3 Propose options to fill the gaps.

Phase 4: Implementation

This phase will include modular implementation approach for each of the identified gaps. Each identified gap/solution in phase 3 who includes a cost estimate as well as a per diem rate for involved resources will be evaluated in phase 4 to be implemented.



The components to be implemented in phase 4 may include these areas of expertise:

- Cloud computing;
- API development;
- Single page application Web development; and,
- Geospatial information management and visualization.

SW.4.2 Deliverables and schedule

The Contractor shall submit the following deliverables:

Phase 1

Milestones	Description	Tasks	Timeline
1	kick-off meeting with NRCan	The contractor will participate in a Phase 1 kick-off meeting with NRCan to discuss objectives and clarify expectations. NRCan will lead the call.	Within one week of contract award
2	Inventory and requirement	The contractor shall identify clearly the stakeholder role and responsibilities plus the FHIMP team requirements. Stakeholders shall include but not limited to one identified in section 4.1 task 1.5. The contractor shall submit a written document to support his work.	3 weeks After milestone 1
3	Personas	The contractor shall create personas for each group identified in section 4.1 task 1.4. The contractor shall submit a written document and a presentation to support his work.	1 week After milestone 2
4	Personas requirements	The contractor shall gather requirements from the list identified in section 4.1 task 1.5. The contractor shall submit a written document to support his work.	3 weeks After milestone 3
5	Phase 1 final report and presentation	The contractor shall present and provide a report who contains previous milestone documentation plus the FHIMP integration in a global web presence vision as describe in section 4.1 task 1.6. The report will be evaluated by the Project Authority and upon satisfaction, next phase may begin.	1 week After milestone 4

Phase 2

Milestones	Description	Tasks	Timeline
1	kick-off meeting with NRCan	The contractor will participate in a Phase 2 kick-off meeting with NRCan to discuss objectives and clarify expectations. NRCan will lead the call.	Within one week of phase 1 ending
2	UX review	The contractor shall provide a UX review of existing flood mapping web presence. The contractor shall submit a written document to support his work.	1 week After milestone 1
3	User journeys	The contractor shall provide user journeys to highlight how the different personas will access needed	2 weeks



		information. The contractor shall submit a written document and a presentation to support his work.	After milestone 2
4	Wireframes and Mock-ups	The contractor shall create wireframes and optionally mock ups, using Figma and PDF files, for each user journeys with GEO.ca and Canada.ca web presence as a reference. This deliverable should contain improvements advice to make a better user experience. The contractor shall submit a live wireframe document to support his work.	3 weeks After milestone 3
5	Phase 2 final report and presentation	The contractor shall present and provide a report who contains previous milestone documentation. The report will be evaluated by the Project Authority and upon satisfaction, next phase may begin	1 week After milestone 4

OPTIONAL SERVICES

Phase 3

Milestones	Description	Tasks	Timeline
1	kick-off meeting with NRCan	The contractor will participate in a Phase 3 kick-off meeting with NRCan to discuss objectives and clarify expectations. NRCan will lead the call.	Within one week of phase 2 ending
2	Identify specifications	The contractor shall provide clear overview of the existing <ul style="list-style-type: none"> • Web presence: Geo.ca, Canada.ca and their integration • Geo.ca tools: Upload, download, visualisation, private section The contractor shall submit a written document to support his work.	1 week After milestone 1
3	Identify gaps	The contractor shall clearly identify missing and components and those who needs improvement. The contractor shall submit a written document to support his work.	2 weeks After milestone 2
4	Propose solution	The contractor shall provide an options analysis and solutions proposition to make the existing web presence compliant with the delivery of phase 2. The solution needs to be modular and shall contain: <ul style="list-style-type: none"> • Technical solution • Cost estimate based on Basis of Payment at Annex B. • Time estimate • Number of involved resources The contractor shall submit a written document to support his work.	3 weeks After milestone 3
5	Phase 3 final report and presentation	The contractor shall present and provide a report who contains previous milestone documentation. The report will be evaluated by the Project Authority and upon satisfaction, next phase may begin.	1 week After milestone 4



Phase 4

The content of this phase will be determined by the final deliverable of phase 3. The area of expertise required for this phase would be around those specified in section 4.1 phase 4.

Milestones	Description	Tasks	Timeline
1	Plan implementation	From deliverables defined at the phase 3, NRCan will choose and prioritize components to implement. The contractor shall present and provide a report who contains the implementation plan.	Within one week of phase 3 ending
2	Implement identified solution and a modular basis	<p>The components to be implemented in phase 4 may require the following types of resources:</p> <ul style="list-style-type: none"> - Project Manager - Business Analyst - Web Architect - Web designer - Web developer - Software developer - Geomatics Analyst - Geographic Information System Web Mapping Developer 	To be determined

Summary

Item	Description	Deliverable	Timeline On or before
1	Phase 1: Requirements and Information Gathering	Report/presentation	8 weeks after contract award
2	Phase 2: UX Analysis	Report/presentation	7 weeks after phase 1
OPTIONAL SERVICES			
3	Option Phase 3: Options Analysis and Recommendations	Report/presentation	7 weeks after phase 2
4	Option Phase 4: Implementation	Components	To be determine

SW.4.3 Reporting Requirements

- The Contractor shall provide a weekly status reports to the Project Authority detailing the progress, issues/risks and mitigation actions.
- The Contractor shall provide ad hoc written or oral updates upon request from Project Authority.

SW.4.4 Method and Source of Acceptance

All deliverables and services rendered under any contract are subject to inspection by the Project Authority. For each asset and deliverable, the Project Authority may take up to ten (10) business days to review and comment on the deliverable. The Project Authority shall have the right to reject or request correction of any deliverable, which it deems unsatisfactory before authorizing payment.



SW.4.5 Specifications and Standards

- The Contractor shall be capable of commencing the work within five (5) working days following contract award.
- The Contractor shall be capable of supplying backup resources as needed.

SW.5.0 OTHER TERMS AND CONDITIONS OF THE SOW

SW.5.1 Contractor's Obligations

In addition to the obligations outlined in Section 5 of this Statement of Work, the Contractor shall:

- Keep all documents and proprietary information confidential;
- Return all materials belonging to NRCan upon completion of the Contract;
- Submit all written reports in an electronic Microsoft Word file format unless otherwise specified;
- Participate in progress meetings (teleconference), the contractor and the Project Authority will jointly determine the frequency of progress meetings;
- Attend meeting with stakeholders, if necessary;
- Contact the Project Authority as soon as possible to report issues and risks;
- Contact the Project Authority as soon as possible in the event of a major technical/logistical obstacle; and,
- Work in conjunction and contact with the NRCan personnel.
- 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.
- 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.

SW.5.2 NRCan's Obligations

The Project Authority will provide the Contractor with the following:

- Ensure that no document deemed Protected (or higher) be shared with the contractor (hard copy) outside the NRCan network
- Access to relevant documentation and reference materials;
- Provide, as needed, access to our internal implementation of Geo.ca;
- Facilitate communications with departmental stakeholders;
- Access to a staff member who will be available to coordinate activities (e.g. meetings/workshops);
- Provide comments on draft reports and deliverables within the timeframe mutually agreed to by the Contractor and the Project Authority; and,
- Provide other assistance or support as appropriate.



SW.5.3 Location of Work, Work Site, and Delivery Point

- Work should be performed at the contractor's facility. All reports and deliverables will be delivered electronically to the Project Authority;
- When connecting a device to the NRCan network, the contractor must utilize a trusted (non-public) WiFi access point.

SW.5.4 Language of Work

The language of work, correspondence and all written deliverables for this requirement will be in English.

SW.5.5 - Diversity and inclusion in the public service

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>



ANNEX B - BASIS OF PAYMENT

1. Firm Price - Milestone Payments

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

INITIAL CONTRACT PERIOD

Milestones	Deliverables	Firm Price
1	Phase 1: Report/presentation	\$ _____ 50%
2	Phase 2 - Report/presentation	\$ _____ 50%

OPTIONAL SERVICES

2. Firm Price – Single payment (Phase 3)

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

Deliverables	Firm Price
Report/presentation	\$ _____ 100%



3. Limitation of expenditure - Supplementary costs (on demand) – Phase 4

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

The Firm Per Diem Rate(s) is based on 7.5 hours (seven hours and 30 minutes) exclusive of meal breaks with no provision for annual leave, statutory holidays and sick leave.

(A)	(B)	(C)	(D)	E = (CXD)
Resource Category	Level of Expertise	Estimated Number of Days*	Firm Per Diem Rate **	Total Estimated Costs for Professional Fees (Applicable Taxes Excluded)
Project Manager	Intermediate	30	\$	\$
Business Analyst	Senior	30	\$	\$
Web Architect	Senior	30	\$	\$
Web designer	Senior	60	\$	\$
Web developer	Senior	120	\$	\$
Software developer	Senior	80	\$	\$
Geomatics Analyst	Senior	80	\$	\$
Geographic Information System Web Mapping Developer	Senior	80	\$	\$



ANNEX C - SECURITY REQUIREMENTS CHECK LIST



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat 177119
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 CCMEO
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Determine the most effective and efficient means for the federal government to publicly share flood information to Canadians, across the federal government and take in consideration information shared by stakeholders publicly.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> 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)	<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> 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.	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> 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 177119
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



Contract Number / Numéro du contrat 177119
Security Classification / Classification de sécurité UNCLASSIFIED

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 SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	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? No / Non Yes / Oui
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

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? No / Non Yes / Oui
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

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 who should not exceed **80 pages** in total. 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.

Item	MANDATORY CRITERIA	Proposal Page #	Pass/Fail
MC1	<p><u>BIDDER’S EXPERIENCE</u></p> <p>The Bidder MUST clearly demonstrate that two (2) of its projects completed, within the last 36 months prior of the bid solicitation closing date, were related to user requirements, UX review and wire framing.</p> <p>For each project, the bidder should provide the following information for referenced purposes.</p> <ul style="list-style-type: none"> - Project Name and summary; - Period of time - Start and completion date; - Name of the company; - Contact Name, Title and Information (references); - Role and responsibilities of the resource(s) utilized; - Tasks description and methodology; - Detailed description of the deliverables produced; - Software programs used (if applicable); and - Final Products (Public website or application) <p>Note: If necessary, references will be contacted to confirm the information provided.</p>		



<p>MC2</p>	<p><u>BIDDER'S EXPERIENCE</u></p> <p>The Bidder MUST provide, a detailed description of the deliverables produced for each project identified at MC1. Description shall include but not limited to:</p> <ul style="list-style-type: none"> - Content inventory, user requirement; - User persona, user task, user journey; - Wireframe, mock-ups; and, - Technical option analysis 		
<p>MC3</p>	<p><u>RESOURCES' EXPERIENCE</u></p> <p>The Bidder MUST provide a current and detailed resume for each proposed resources (phase 1 and 2).</p> <p>For each resource, the Bidder should clearly identify the following information:</p> <ul style="list-style-type: none"> - Full name of the individual proposed; - Education / Academic qualifications; - Field and level of expertise; - Resource's work experience related to the statement of work (indicated in years/months); - Education or professional certification - Description of two (2) relevant projects related to the Statement of Work, including roles and responsibilities. <p>Note: The Bidder should bold-face or highlight the relevant areas in the resource's CV.</p>		
<p>MC4</p>	<p><u>RESOURCES' EXPERIENCE</u></p> <p>The Bidder MUST clearly identify and demonstrate that one of the proposed resource(s) has 48 months of experience in the last 72 months of the bid solicitation closing date in gathering user requirements, defining personas and user journey.</p> <p>The Bidder should provide the following information about their projects for stakeholders listed above with their proposal:</p> <ul style="list-style-type: none"> - Name of client organization; - Summary/Description; - Role and responsibility of the individual - Scope and complexity - Start and end dates of the project (from-to dates in month/year). 		



MC5	<p><u>RESOURCES' EXPERIENCE</u></p> <p>The Bidder MUST clearly identify and demonstrate that one of the proposed resource(s) assigned to the project has 48 months of experience in the past 72 months of the bid solicitation closing date in UX review, creating mock-ups and wireframes following Web Content Accessibility Guidelines (WCAG).</p> <p>The Bidder should provide the following information about their projects for stakeholders listed above with their proposal:</p> <ul style="list-style-type: none"> - Name of client organization; - Summary/Description; - Role and responsibility of the individual - Scope and complexity - Start and end dates of the project (from-to dates in month/year); 		
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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:

Item	RATED CRITERIA	Evaluation Scoring	Max Points	Proposal Page #
RC1	<p><u>BIDDER'S EXPERIENCE</u></p> <p><i>Project proposal:</i></p> <p>The Bidder's SHOULD present a plan and methodology that clearly demonstrate an approach that will lead to this project success.</p> <p>The proposal will be evaluated based on the following factors:</p> <p>The plan SHOULD include but not limited to:</p> <ul style="list-style-type: none"> - Understanding of project needs and objectives; - Specify key activities, types of human resources, methodologies, and technology standards and tools to be used to execute it; - Contains a detailed timeline of project steps and milestones that will lead to project success; and, - Not to exceed three (3) pages for each phase (Phase 1, 2, 3 and 4 as described in SOW). 	<p><i>This criterion will be evaluated according to the evaluation grid below</i></p>	30	



<p>RC2</p>	<p><u>BIDDER'S EXPERIENCE</u></p> <p><i>User Persona, User journey:</i></p> <p>The Bidder's proposal SHOULD include, from a single project, at least three (3) user personas and three (3) user journeys.</p> <p>The project should have been completed within 36 months of the bid solicitation closing date and be, of similar scope and complexity to the project described in the Statement of Work:</p> <ul style="list-style-type: none"> - Involve multiple stakeholders (i.e. different level of Public Sectors); and, - Persona and user journey created for a high visibility topic and with various goals and objectives. 	<p><i>This criterion will be evaluated according to the evaluation grid below</i></p>	<p>10</p>	
<p>RC3</p>	<p><u>BIDDER'S EXPERIENCE</u></p> <p><i>Wireframe:</i></p> <p>The Bidder's proposal SHOULD include, from a single project, wireframes that were used to develop user journeys.</p> <p>The project should have been completed, within 36 months from bid solicitation closing date and be of similar scope and complexity to the project described in the Statement of Work:</p> <ul style="list-style-type: none"> - Based on multiple stakeholders needs (i.e. different level of Public Sectors); - Conveying the journey to a non-technical audience; and, - Based on a public website and/or application who may contains password protected sections. 	<p><i>This criterion will be evaluated according to the evaluation grid below</i></p>	<p>10</p>	
<p>RC4</p>	<p><u>BIDDER'S EXPERIENCE</u></p> <p><i>Options Analysis:</i></p> <p>The Bidder's proposal SHOULD include two (2) options analyses used to compare a current state to a future state of a user centered technical solution.</p> <p>The options analysis should have been developed in two (2) separate projects, within 36 months from bid solicitation closing date and be of similar scope and complexity to the project described in the Statement of Work.</p>	<p><i>This criterion will be evaluated according to the evaluation grid below</i></p> <p>Up to 2 points per completed option analysis</p>	<p>4</p>	



	<p>Based on a Web enterprise solution who contain at least one of the components and technologies like but not limited to:</p> <ul style="list-style-type: none"> - Cloud computing; - Content Management System; - Development Framework; - Single page application and; - Geospatial information management. 			
RC5	<p><u>BIDDER'S EXPERIENCE</u></p> <p>Reference Projects:</p> <p>The Bidder's proposal SHOULD include descriptions of completed project(s) related to each of the skills identified for optional phase 4 in the statement of work.</p> <p>The project(s) should have been completed, within the last 36 months from bid solicitation closing date and be, of similar size and complexity to the project detailed in the Statement of Work.</p> <ol style="list-style-type: none"> 1. Cloud computing; 2. API development; 3. Single page application Web development; and, 4. Geospatial information management and visualization. <p>These descriptions should include:</p> <ul style="list-style-type: none"> - Plan that was followed; - Detailed description of the deliverables produced; - Roles and responsibilities of the resource(s) utilized; - Project start date and end date (month/year); and; - Contact Name and Contact Information (references). <p>Note: If necessary, references will be contacted to confirm the information provided.</p>	<p><i>This criterion will be evaluated according to the evaluation grid below</i></p> <p>Up to 2 points per skills</p>	8	
RC6	<p><u>RESOURCES' EXPERIENCE</u></p> <p>For each resource identified at MC4-MC5, the bidder SHOULD clearly demonstrate their level of experience above 48 months, obtained within the last nine (9) years of the bid solicitation closing date.</p>	<p>1 point per additional year of experience per resource. (maximum 5 points per resource)</p>	10	
RC7	<p>Quality of the Proposal:</p> <p>The quality and clarity of the proposal will be assessed according to the following criteria:</p> <ul style="list-style-type: none"> - Description of required criteria; - Ease with which relevant information can be obtained; 	<p><i>This criterion will be evaluated according to the evaluation grid below</i></p>	10	



	<ul style="list-style-type: none"> - Concision; - Quality of visual presentation; - Quality of language; and, - Not to exceed 80 pages.(including RC1) 			
RC8	<p>The Bidders should demonstrate the following corporate activities they have implemented to promote anti-racism and diversity within their organisation:</p> <ol style="list-style-type: none"> a. The bidder has internally published policies or commitments on anti-racism and inclusiveness; b. The bidder has publicly available organisational commitments to a diverse workforce; c. The bidder’s employees are mandated to take mandatory training on anti-racism d. The bidder’s employees are mandated to take unconscious bias training; e. The bidder has developed internal staffing and/or recruitment strategy(ies) to increase representation of underrepresented groups in their workforce. <p>SUPPORTING DOCUMENTS</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> <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>Maximum 10 points. 2 for each activity.</p> <p>0 pts = the bidder does not address.</p> <p>1 pts = The bidder has provided information on the existence of the activity but does not provide sufficient detail or supporting documents.</p> <p>2 pts =The bidder has fully described the activity and provided supporting documents as evidence.</p>	10	
Total Points needed to be considered compliant (55/92)				



The evaluation grid described below will be used to evaluate the bidders' proposals based on each rated criterion

EVALUATION GRID	
100%	The rated criteria are addressed in detail and the information provided shows that the bidder fully and thoroughly understands all elements of the rated criteria.
80%	The information provided clearly shows the bidder fully understands all elements of the rated criteria.
60%	The information provided clearly shows the bidder fully understands most but not all elements of the rated criteria.
40%)	The information provided shows a limited understanding of the specified criteria without showing that the bidder fully understands all elements of the rated criteria.
20%	The information provided shows that the bidder has a minimal understanding of the specified criteria.
0%	The information provided does not meet the criteria.



APPENDIX 2 - FINANCIAL BID PRESENTATION SHEET

1. Firm Price - Milestone Payments – Phase 1 and 2

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.

Initial Contract Period

Milestone #	Description	Firm Price (Applicable taxes excluded)
1	Phase 1	\$ _____
2	Phase 2	\$ _____
A = Total Firm Price for evaluation Purposes		\$ _____

OPTIONAL SERVICES

Description	Firm Price (Applicable taxes excluded)
Phase 3	\$ _____
B = Total Firm Price for evaluation Purposes	

2. Limitation of expenditure - Supplementary costs (on demand) – Phase 4

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

The Firm Per Diem Rate(s) is based on 7.5 hours (seven hours and 30 minutes) exclusive of meal breaks with no provision for annual leave, statutory holidays and sick leave.

Phase 4 - Implementation				
(a)	(b)	(c)	(d)	e = (cXd)
Resource Category	Level of Expertise	Estimated Number of Days*	Firm Per Diem Rate **	Total Estimated Costs for Professional Fees (Applicable Taxes Excluded)
Project Manager	Intermediate	30	\$ _____	\$ _____
Business Analyst	Senior	30	\$ _____	\$ _____
Web Architect	Senior	30	\$ _____	\$ _____
Web designer	Senior	60	\$ _____	\$ _____



Web developer	Senior	120	\$	\$
Software developer	Senior	80	\$	\$
Geomatics Analyst	Senior	80	\$	\$
Geographic Information System Web Mapping Developer	Senior	80	\$	\$
C- Total Supplementary Costs for evaluation Purposes:				\$

* LEVEL OF EFFORT PRESENTED HEREIN IS USED FOR EVALUATION PURPOSES ONLY AND IT IS NOT A COMMITMENT BY CANADA.

** FOR ANY ERRORS IN THE CALCULATION, THE PER DIEM RATE SCHEDULE WILL BE UPHELD.

3. Bid Price

A - Total Firm Price – Phase 1 and 2	\$ _____
B - Total Optional services – Phase 3	\$ _____
C - Total Optional Services – Phase 4	\$ _____
A + B + C = Total Tendered Price for Financial Proposal Evaluation (Taxes Extra):	\$ _____

NOTE: If NRCan chooses to exercise the optional services of phases 3 and 4, a detailed bid at a fair and reasonable price to the Crown will be requested.