Natural Resources Canada | Ressources naturelles Canada

Return Bids to:
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Natural Resources Canada / Ressources naturelles Canada
Bid Receiving/ Réception des soumissions
See herein for bid submission instructions/ Voir ici pour les instructions de soumission des offres

Request for Proposal (RFP)
Demande de proposition (DDP)

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

Proposition à: Ressources Naturelles Canada
Nous offrons par la présente de vendre à Sa Majesté le Roi du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments – Commentaires

Issuing Office – Bureau de distribution
Natural Resources Canada / Ressources naturelles Canada
Finance and Procurement Management Branch

5320 122 Street NW
Edmonton, AB
T6H 3S5

Title – Sujet
Lake Sediment Sample Survey

Solicitation No. – No de l'invitation	**Date**
NRCan- 500068153	March 27, 2023

Requisition Reference No. - Nº de la demande
172743

Solicitation Closes – L'invitation prend fin
at – à 2 p.m. (Mountain Daylight Savings Time (MDT))
on – le May 29, 2023

Address Enquiries to: - Adresse toutes questions à:

Moira.Farkas@NRCan-RNCan.gc.ca

Telephone No. – No de telephone

403-462-1162

Destination – of Goods and Services:
Destination – des biens et services:

601 Booth Street 2-279
Ottawa, ON
K1A 0E8

Security – Sécurité

THERE ARE NO SECURITY REQUIREMENTS ASSOCIATED WITH THIS REQUIREMENT.

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

Telephone No.:- No. de téléphone:
Email – Courriel :

Name and Title of person authorized to sign on behalf of Vendor/Firm (type or print)
Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)

_____

Signature **Date**

TABLE OF CONTENTS

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 Insurance Requirements, Inuit Benefits Plan (IBP), Inuit Benefits Plan Evaluation and the Inuit Benefits Plan Progress Report (IPR).

1.2 Summary

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

1.2.1 The Geological Survey of Canada (GSC) is undertaking a mapping and assessment project of Canada's north under the GEM-GeoNorth program to increase geologic knowledge for future natural resource exploration, better informed land use, balanced conservation, and responsible resource development. The objective of the activity described in this document is to collect between 1,200 to 1,500 centre-lake bottom sediment and near-surface water samples over an area of approximately 18,000 km^2 to provide baseline geochemical data for mineral exploration and environmental studies.

1.2.2 This procurement is subject to the following Comprehensive Land Claims Agreement(s):

The Nunavut Settlement Agreement

1.2.3 Nunavut Directive

This procurement is subject to the Directive on Government Contracts, Including Real Property Leases, in the Nunavut Settlement Area (the Nunavut Directive).

The Nunavut Directive has the following objectives:

a. Increased participation by Inuit firms in business opportunities in the Nunavut Settlement Area economy;
b. Improved capacity of Inuit firms to compete for government contracts and real property leases in the Nunavut Settlement Area; and
c. Employment of Inuit at a representative level in the Nunavut Settlement Area workforce.

Bids will also be evaluated according to weighted-and-rated Inuit Benefits Criteria and Nunavut Benefits Criteria. Bidder submissions for both of these criteria are to be combined in an Inuit Benefits Plan (IBP), as described in Annex “D” INUIT BENEFITS PLAN, in which Bidders should detail how they will integrate the following elements in carrying out work under this requirement:

1. Inuit employment (either directly or through subcontractors);
2. Inuit training and skills development (either directly or through subcontractors);
3. Inuit ownership (Contractor and subcontractors); and
4. Location in the Nunavut Settlement Area.

The commitments contained in an IBP will form part of the resulting contract.
Implementation of the Contractor’s IBP will be ensured through close monitoring and requiring, at a minimum, that each invoice be accompanied by an IBP Progress Report (See Annex “F” INUIT BENEFITS PLAN PROGRESS REPORT) which demonstrates that contractual obligations were fulfilled.

a. Canada expects that the Contractor will, through the life of the contract, maintain and compile records as to the delivery of Inuit and Nunavut Benefits, including but not limited to the following elements:
    1. Total hours and total dollars spent on Inuit Employment
    2. Total hours and total dollars spent on Inuit Training
    3. Total dollars spent on sub-contracting to firms on the Inuit Firm Registry
    4. Location of Contractor and sub-contractors/suppliers in the Nunavut Settlement Area
b. As part of the obligation under the General Conditions to keep proper accounts and records, the Contractor must maintain all records related to the delivery of Inuit and Nunavut Benefits and make them available for audit purposes.
c. Canada will expect that every invoice be accompanied by an IBP Progress Report, in accordance with Annex “F” INUIT BENEFITS PLAN PROGRESS REPORT of the Contract.
d. If, for any reason, a bid does not include an Inuit Benefits Plan (IBP), Canada will still expect that records documenting any unanticipated Inuit and Nunavut Benefits realized under the contract be provided with each invoice in accordance with paragraph c.

1.2.4 This solicitation is limited for bidding among firms registered on the Inuit Firm Registry (IFR). For additional information, see Part 5 Certification and Additional 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) 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.pareceptiondessoumissions-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-approvisionnement@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

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

Delete: 60 days
Insert: 180 days

2.2 Submission of Bids

CPC Connect only

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 – 5000068153 Lake Sediment Sample Survey

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: Inuit Benefits Plan (IBP)

Section III**:** Financial Bid

Section IV: Certifications

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). 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: Inuit Benefits Plan (IBP)

As part of their IBP, Bidders should explain and demonstrate how they propose to incorporate Inuit Benefits and Nunavut Benefits in carrying out the Work.

Section III: Financial Bid

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

Section IV: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

(a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical, and Inuit Benefits Plan and financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Appendix “1” – Evaluation Criteria.

4.1.2 Inuit Benefits Plan (IBP) Evaluation

The Inuit Benefits Plan is included in Annex “D” INUIT BENEFITS PLAN and the Inuit Benefits Evaluation Criteria is included in Annex “E” (INUIT BENEFITS EVALUATION CRITERIA).

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

1. To be declared responsive, a bid must:
    a. comply with all the requirements of the bid solicitation;
    b. meet all mandatory criteria;
    c. comply with all the requirements in Annex “E” INUIT BENEFITS EVALUATION CRITERIA, and
    d. obtain the required minimum of 17 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 29 points.
2. Bids not meeting (a) or (b) or (c) and (d)will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of total Inuit Benefits Plan (IBP) merit, technical merit and price. The ratio will be 30% for the total IBP merit, 35*% for* technical merit and 35% for 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 35%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 35% as follows: lowest evaluated price / bid price, multiplied by the ratio of 35%.
6. The IBP merit score for each criterion will be determined as follows: The total number of points obtained for that criterion / maximum number of points available for that criterion, multiplied by the percentage ratio applicable for that criterion.
7. The total IBP merit score is the combined sum total of all individual IBP merit scores.
    i. Inuit Employment = 10%
    ii. Inuit Ownership (Contractor and subcontractors) = 10%
    iii. Location in the Nunavut Settlement Area (NSA) = 10%
8. For each responsive bid, the total IBP merit score for each criterion, the technical merit score and the pricing score will be added to determine its combined rating.
9. 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 total IBP merit score, *technical merit score* and pricing score will be recommended for award of a contract. In the case of a tie, the bid with the lower price will be selected.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 30/45/25 ratio of total IBP merit score, technical merit score, and pricing

score, respectively. In this example, Inuit employment is weighted at 10%, Inuit Training and Skills Development is weighted at 10%, Inuit Ownership (Contractor and subcontractors) is weighted at 5%, and Location in the Nunavut Settlement Area (NSA) is 5%. Note that this is for illustrative purposes only and the values for the present solicitation may differ.

Table 1:Example: Basis of Selection - Highest Combined Rating of Total IBP Merit (30%), Technical Merit (45%), and Price (25%).

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		90/100	85/100	95/100
Bid Evaluated Price		$16,000	$17,000	$20,000
Inuit Benefits Plan	**Inuit Employment Score**	31.75/40	32.75/40	33.75/40
	Inuit Training Score	5/15	10/15	15/15
	Inuit Ownership Score	15/40	35/40	25/40
	Location in NSA Score	10/10	10/10	10/10
Calculations: Technical Merit & Price	**Technical Merit Score**	90/100 x 45 = 40.5	85/100 x 45 = 38.25	95/100 x 45 = 42.75
	Pricing Score	16/16 x 25 = 25	16/17 x 25 = 23.53	16/20 x 25 = 20
Calculations: Total IBP Merit Score	**Inuit Employment Merit Score**	31.75/40 x 10 = 7.94	32.75/40 x 10 = 8.19	33.75/40 x 10 = 8.44
	Inuit Training Merit Score	5/15 x 10 = 3.33	10/15 x 10 = 6.67	15/15 x 10 = 10
	Inuit Ownership Merit Score	15/40 x 5 = 1.88	35/40 x 5 = 4.38	25/40 x 5 = 3.13
	Location in NSA Merit Score	10/10 x 5 = 5.0	10/10 x 5 = 5.0	10/10 x 5 = 5.0
Combined Rating		83.65	86.02	89.32
Overall Rating		3rd	2nd	1st

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the Forms for the Integrity Regime 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), 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 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

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

5.2.3.2 Education and Experience

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

5.2.3.4 Former Public servant

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

	Yes ☐ No ☐ If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"

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

5.2.3.5 Limited to Firms on the Inuit Firm Registry (IFR)

a. Only Bidders registered on the Inuit Firm Registry (IFR) may qualify for contract award.
b. Bidders must be registered on the IFR *by five (5) business days after bid closing.* If a bidder is not registered on the IFR by that time, their bid will be declared non-responsive and given no further consideration.
c. Failure to maintain registration on the IFR for the duration of the Contract may result in Canada terminating the contract for default.

PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

There are no security requirements associated with this procurement.

6.2 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex “C”.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled _____, dated _____.

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) 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)]

7.2.2 Implementation of the Inuit Benefits Plan

7.2.2.1 Nunavut Directive: Inuit Benefits Plan Progress Report

a. The Contractor must compile records through the life of the contract as to its level of achievement in fulfilling the commitments made under the Inuit Benefits Plan (IBP), including but not limited to the following elements:

    1. Total hours and total dollars spent on Inuit Employment
    2. Total dollars spent on sub-contracting to firms on the Inuit Firm Registry
    3. Location of Contractor and sub-contractors / suppliers in the Nunavut Settlement Area

b. As part of the obligation under the General Conditions to keep proper accounts and records, the Contractor must maintain all records related to the delivery of IBP commitments and make them available for audit purposes.

c. The Contractor must accompany each invoice with an IBP Progress Report drafted in accordance with Annex “F” INUIT BENEFITS PLAN PROGRESS REPORT of the contract.

d. If, for any reason, the contract does not include an Inuit Benefits Plan (IBP), Canada will still expect that records documenting the occurrence of any unanticipated Inuit and Nunavut benefits realized under the contract be provided with each invoice in accordance with paragraph c.

7.2.2.2 Nunavut Directive: Third party independent professional

1. If requested by Canada, the Contractor must engage a third party independent professional to confirm whether the Contractor has met its contractual obligations regarding the Inuit Benefits Plan (IBP) under the Contract. The third party independent professional must be approved in advance by the Contracting Authority.
2. If the Contractor has proposed two different third party independent professionals for this purpose, but the Contracting Authority has not approved either, or if the Contractor has not proposed a third party independent professional within 30 days of Canada’s original request to

engage a third party independent professional, the Contracting Authority will propose up to three third party independent professionals from which the Contractor must choose.

3. The Contractor must submit the third party independent professional's written report to the Contracting Authority and the Contracting Authority may contact the third party independent professional directly regarding the report.
4. If the independent professional confirms that the Contractor has met the requirements regarding activities specified in the IBP, Canada agrees to reimburse the Contractor the cost of the third party independent professional, including any applicable taxes, upon receiving a copy of the invoice paid by the Contractor.
5. If the independent professional confirms that the Contractor **has not** met the requirements regarding activities specified in the IBP:
   a. Canada will not reimburse the Contractor any cost of the third party independent professional;
   b. the Contractor must, at the discretion of Canada, repay Canada in the amount found to have been paid in excess by Canada to the Contractor related to IBP activities not performed in accordance with the IBP; and
   c. Canada may retain any amount found to have been paid in excess by Canada , including for activities not performed in accordance with the IBP, by way of deduction from any payment that may be due or payable to the Contractor.
6. Nothing in this section limits any other remedy or action available to Canada under this contract.

7.2.2.3 Nunavut Directive: Inuit Benefit Plan deviations

1. If at any time it becomes apparent to the Contractor that it may be unable to fulfill any of its Inuit Benefits Plan (IBP) obligations, the Contractor must inform the Contracting Authority without waiting for the submission of an IBP Progress Report to be required.
2. If requested by the Contracting Authority, the Contractor must provide a detailed explanation, within the timeframe specified by the Contracting Authority, regarding any actual or anticipated inability to fulfill any of its IBP obligations.
3. If requested by the Contracting Authority, the Contractor must propose, within the timeframe specified by the Contracting Authority, a written Corrective Action Plan to address the deviation(s). The Corrective Action Plan may involve an amendment to the IBP to provide alternative forms of benefits agreed upon by the Parties.
4. Any amendment to the IBP must be documented through a formal contract amendment, which will only be issued if the Parties agree to modify the IBP. Canada may, in its discretion, refuse to accept modifications to the IBP if, in Canada's opinion, the proposed amendments do not offer the same value of benefits.
5. Any reduction in benefits may be considered by Canada as any other failure to meet a contractual obligation.

7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from _____ to _____ inclusive.

7.4.2 Comprehensive Land Claims Agreements (CLCAs)

The Contract is subject to the following Comprehensive Land Claims Agreement:

The Nunavut Agreement

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Moira Farkas
Title: Procurement Officer
Natural Resources Canada
Procurement Services Unit
Address: 5320 122 Street NW, Edmonton, AB T6H 3S5
Telephone: 403-462-1162
E-mail address: moira.farkas@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

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ___-___-_____
E-mail address: _____

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

7.5.3 Contractor's Representative

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ___-___-_____
E-mail address: _____

7.5.4 Canada’s Inuit Benefits Plan Authority (as applicable)

Canada’s Inuit Benefits Plan Authority for the Contract is:
Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ___ ___ _____
Facsimile: ___ ___ _____
Email address: _____
The Inuit Benefits Plan Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for matters concerning the Inuit Benefits and

Nunavut Benefits in the Contract. Matters pertaining to the implementation of the Inuit Benefits Plan may be discussed with the Inuit Benefits Plan Authority.
However, changes to the Inuit Benefits Plan, including any Corrective Action Plan, can only be made through a contract amendment issued by the Contracting Authority.

7.5.5 Contractor's Inuit Benefits Plan Authority (as applicable)

The Contractor's Inuit Benefits Plan Authority for the Contract is:
Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ___ ___ _____
Facsimile: ___ ___ _____
Email address: _____

The Contractor's Inuit Benefits Plan Authority is the representative of the Contractor who is responsible for matters concerning Inuit Benefits and Nunavut Benefits in the Contract. Matters pertaining to the Inuit Benefits Plan may be discussed with the Contractor's Inuit Benefits Plan Authority.

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 Subject to a Limitation of Expenditure

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 ***$***_____. Customs duties are excluded and Applicable Taxes are extra.

7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed $ _____. Customs duties are excluded 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

Milestone Payments

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

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

7.8.3.1 Nunavut Directive: Inuit Benefits Plan (IBP) Holdback

The Contractor agrees to the application of an Inuit Benefits Plan Holdback (IBP Holdback) when IBP obligations are not being achieved.

1. If Canada deems that IBP obligation(s) are not being delivered by the Contractor or not progressing in a way which will lead to the successful implementation of the IBP, Canada may apply an IBP Holdback.

2. An “IBP Holdback” is any amount retained or retainable, due to the failure to meet IBP obligations, from any payment(s) that would have otherwise been paid or payable to the Contractor.

3. In determining whether to apply an IBP Holdback, Canada may consider, among other things:

    a. The delivery status of original IBP obligations, or those agreed to by Canada in a Corrective Action Plan;
    b. evidence provided by the Contractor demonstrating that the failure to meet the IBP obligations was due to circumstances out of the Contractor’s control; and
    c. the sufficiency of the evidence provided by the Contractor in demonstrating the circumstances out of the Contractor’s control.

4. In determining the value of an IBP Holdback, Canada may consider various elements, including:

    a. the value of the Contractor’s IBP obligations;
    b. the weight of the IBP in the bid evaluation; or
    c. the past and ongoing performance of the Contractor in delivering IBP obligations.

5. The total value of the IBP Holdback shall not exceed 25% of the total contract value.

6. Canada may release all or a portion of the IBP Holdback and proceed to payment(s) when Canada deems it appropriate. This includes when Canada is satisfied:

    a. with new evidences submitted by the Contractor which demonstrate that the failure to meet the Contractor’s obligations in the IBP was due to circumstances out of the Contractor’s control;
    b. that the Contractor has since delivered all or at least a portion of the IBP obligations;

7. Nothing in this section will be interpreted as limiting the rights or remedies which Canada may otherwise have under this contract.

7.7.4 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.

7.9.2 Registered on the Inuit Firm Registry (IFR)

The Contractor must be registered on the Inuit Firm Registry (IFR) for the duration of the contract. Failure to do so may result in Canada terminating the contract for default.

7.10 Applicable Laws

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

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) Higher Complexity – Services;
(c) Annex A, Statement of Work;
(d) Annex B, Basis of Payment;
(e) Annex C, Insurance Requirements;
(f) Annex D, Inuit Benefits Plan (IBP);
(g) Annex E, Inuit Progress Report (IPR)
(i) the Contractor's bid dated _____including its Inuit Benefits Plan.

7.12 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex “C”. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than “A-”. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.13 Dispute Resolution

(a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

(b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.

(c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.

(d) Options of alternative dispute resolution services can be found on Canada’s Buy and Sell website under the heading “Dispute Resolution”.

ANNEX "A"

STATEMENT OF WORK

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

Scientific Integrity Policy:

In satisfying the requirements of this agreement, the Recipient is encouraged to comply with the provisions and intent of the NRCan Scientific Integrity Policy (SIP) and to discharge its contractual obligations in support of research, science, or related activities in a manner consistent with all relevant NRCan SIP provisions. For more information on the Scientific Integrity Policy, please visit the NRCan website at: **https://www.nrcan.gc.ca/scientific-integrity/21665#a20**

SW.1 Title

Collect lake sediment and water samples in Nunavut (Rankin Inlet, Chesterfield Inlet) to provide geochemical data supporting mineral resource exploration and environmental baseline studies.

SW.2 Background

Geo-Mapping for Energy and Minerals (GEM)-2 (2013-2017) was a program delivered by Natural Resources Canada (NRCan) through the Geological Survey of Canada (GSC). Its main goal was to advance geological knowledge of the North to support increased exploration of natural resources and inform decisions on land use that balance conservation and responsible resource development. To achieve this goal, GEM-2 conducted geoscience research activities in collaboration with provincial/territorial (P/T) geological surveys and academic geoscience researchers. GEM-2 sought to engage Northerners, the peoples and institutions living north of approximately 50° latitude(Canada's North) in the conduct of their activities through approaches and tools that facilitate the use of GEM data and knowledge (Evaluation of the GEM-2 Program).

GEM-GeoNorth is the latest installment of the Geo-Mapping for Energy and Minerals (GEM) Program. The new program, which began in 2020 and will run until 2027, continues to enhance our geological understanding of Canada's North, focusing on areas with high potential for critical minerals and other mined commodities in the context of a changing climate.

GEM-GeoNorth is based on five strong pillars:

- Refine geological knowledge regarding untapped resource potential in Canada's North
- Enhance understanding of rapidly changing landscapes and coasts to support economic development via critical infrastructure
- Develop and provide new public geoscience to inform environmental assessments
- Leverage innovative data-driven predictive methods to forecast cumulative impacts in a changing climate
- Co-develop research priorities and products with Northerners and Indigenous peoples

Organizations and individuals carrying out regional geochemical sampling in Canada's northern regions face significant challenges. Remote locations, large areas that need to be covered, uncertain weather conditions and logistics costs, including fixed wing and helicopter support, require careful planning and risk management. Consideration must be given to wildlife conservation and environmental requirements.

Good planning, the use of experienced personnel and support services, combined with traditional local knowledge and established sampling methods, can minimize risks.

Stages of a regional lake sediment and water survey include:

- logistical planning, including chartering aircraft and arranging accommodation for team members,
- assembling a team of experienced leaders and qualified support staff,
- helicopter-supported collection of lake sediment and water samples,
- making and recording site observation data,
- sample management (drying sediment samples, filtering water samples and shipping sediment and water samples to Ottawa), and
- submitting interim and final reports.

Pilots, project managers, team leaders and supporting team members, and wildlife monitors will be required to ensure the success of this requirement.

SW.3 Objectives

The Geological Survey of Canada is undertaking a mapping and assessment project of Canada's north under the GEM-GeoNorth program to increase geologic knowledge for future natural resource exploration, better informed land use, balanced conservation, and responsible resource development. The objective of the activity described in this document is to collect between 1,200 to 1,500 centre-lake bottom sediment and near-surface water samples over an area of approximately 18,000 km^2 to provide baseline geochemical data for mineral exploration and environmental studies.

SW.4.0 PROJECT REQUIREMENTS

4.1 Tasks

4.1.1: Standard procedures are used to collect samples and record data

- The Contractor will be required to collect lake sediment and water samples using a float-equipped Bell Jet Ranger 206B or Hughes 500D helicopter or other equivalent type of rotary wing support.
- Samples are collected at sites pre-selected by the GSC at an average density of one sample per 13 km^2. The Project Authority will prioritize outlying areas within the boundaries of the survey for sample collection.
- At each site, a near-surface lake water and a centre-lake bottom sediment sample must be collected.
- Field observations are entered on digital data entry forms on an iPad provided by the GSC and two geographically referenced photos will be taken using the iPad at each sample site.
- One or two fuel caches will be established at suitable locations within the survey area. Location coordinates (lat/long or UTM) will be sent to the Project Authority as soon as the Contractor identifies a suitable sites or sites for caches as soon as possible after the contract is awarded.

4.1.2: Samples and data are efficiently managed at the base of operations

At the operations base sufficient staff will be available to:

- enter and manage data recorded during sample collection phase
- pre-label sample bags and bottles
- filter waters
- lay out sediment samples
- pack sediment and water samples for shipment to Ottawa
- provide for immediate replacement of a sample crew member as needed.

The Contractor will ensure that all personnel are present at the base camp at the start of and for the duration of the sample collection program. See Appendix A for a complete description of sampling methods.

4.1.3: Samples arrive in Ottawa in good condition

- Samples must be air-dried (<35 ˚C) for no less than three full days prior to packaging and shipping.
- The Contractor will pack samples of sediment and water as outlined in Appendix A and ship to an address in Ottawa provided by the Project Authority.
- Samples must be flown by air to a terminal with access to road or rail transportation to southern Canada (e.g., Churchill) to ensure arrival in Ottawa within 14 working days of collection.

SW.4.2 Tasks, Deliverables, Milestones and Schedule

Tasks/Activities	Deliverables/Milestones	Time Schedule
Collect samples; record field data and site locations; take site photos; deliver Progress reports	3.1 Lake sediment and water samples; field observations; digital locations; site photos; GPS track files; deliver daily and weekly progress reports to Project Authority or designated representative	To be completed between July 2023 to late August 2023.
Ship samples to designated locations	3.2 Lake sediment and water samples to Ottawa	2 weeks from end of sampling)
Prepare and deliver final report of activities	4. Final report to Project Authority or designated representative	8 weeks after the end of sampling

All samples, data and the equipment supplied by the Geological Survey of Canada will be returned to the Scientific Authority before or upon completion of all field work.

SW.4.3 Reporting Requirements

In Appendix B are details and format for the weekly progress reports that will be prepared by the contractor showing the following items on a sample team basis where relevant:

- Daily record of traverses as outlined in Appendix B
- Number of sample sites completed (a site where samples of sediment and water were collected)
- Number of sample sites not completed (a site visited but where samples were not successfully collected)
- Sample site collection rates (sites per hour) for completed sites
- Lake sediment and water digital field data observations for sites that have been sampled that week

The Contractor will prepare and submit a final technical report upon completion of the project. This final report, as shown in Appendix B, will summarize:

- Field operation statistics
- Number of sites successfully sampled each day and sampling rates for each day (sites per hour, excluding sites visited but not successfully sampled)
- Fuel consumption based on fuel consumed for the total number of hours flown each day
- Down times with reasons given
- Identification of personnel involved with the fieldwork by position, name, and period of work

SW4.4 Method and Source of Acceptance

The Project Authority, or their designated representative, will have an employee on-site for the duration of the collection phase. The is to ensure that all work is performed in accordance with the general information and specifications of the contract to the satisfaction and approval of the Project Authority. The Project Authority or their designated representative will have the right to reject any deliverables that are not considered satisfactory or require their correction before payment will be authorized. All interim and final reports will be provided electronically using MS software applications (Word, Excel). Software applications and databases used to record site observations will be provided by Natural Resources Canada (NRCan).

SW4.5 Specifications and Standards

Samples will be collected to GSC standards using methods developed at the GSC (Appendix A).

SW4.6 Technical, Operational and Organizational Environment

All geochemical samples collected are organized into sequential series according to the year of collection, the original Geological Survey of Canada (GSC) open file number and the National Topographic System (NTS) map sheet from which the samples originated. Included within each sequence are reference standards, field duplicates and blind duplicates. A full description can be found in Appendix A.

SW5.0 OTHER TERMS AND CONDITIONS OF THE SOW

SW5.1 Contractors Obligations

- Charter air support (rotary and fixed wing) needed to carry out the requirement. Bidder should ensure that air charter supplier meets all current Transport Canada standards and is in compliance with current licensing requirements.
- Ensure that appropriately trained and certified people are used to fulfill the requirement.
- Carry out lake sediment and water sampling as described with minimal guidance.
- Ensure that Field Crews are equipped with working laptop computers, digital cameras, GPS units and the ability to transmit data from remote locations to the Project Authority.
- Ensure that Field Crews are equipped with the most up-to-date digital and paper topographic maps for the area to be surveyed.
- Arrange for any travel necessary for contract staff, if required. All travel and accommodation costs will be paid for by the bidder and must be included in the total dollar value of the bid.
- Provide daily, weekly and summary reports to the Project Authority, or their designated representative as outlined in Appendix B.
- Arrange for shipment of between 1,200 and 1,500 samples, in metal pails, to specified locations in Ottawa.
- return digital field data devices and all field gear provided to the Project authority (i.e., sampling equipment, pH meters, iPads) once the work has been completed.
- A summary of wildlife observations will be provided within one week of project completion.
- Establish one or two fuel caches (up to 18 drums each); transport remaining empty and full drums at end of survey to base of operations.

SW5.2 NRCan's Obligations

Government-supplied Equipment

The Project Authority will provide and deliver to the Contractor:

Hubco Sentry sample bags 7" x 12.5"
Plastic sleeves for shipping Hubco Sentry sample bags

Water bottles (60 ml)
Water bottles (250 mL)
Water filtering apparatus (filters and syringes)
Distilled water
Travel blanks (60-ml water bottles filled with de-ionized water)
Tablets/iPads for field data collection
Lake sediment ('Hornbrook') samplers, rope, clamps
Oakton™ Testr PCTS 50 Waterproof Pocket pH/Cond/TDS/Salinity Tester
Waterproof sample labels for water bottles and sediment bags
Instrument for measuring lake depth
Metal pails for shipping samples back from the field
Stationery supplies (markers, pencils, packing tape, etc.)
Storage bins for use during sediment collection
NTS maps (paper and digital)

In addition, NRCan will be contributing 96 drums of Jet A fuel in Rankin Inlet and 40 drums of Jet A fuel in Chesterfield Inlet to this to the project

NRCan will have an employee on-site for the duration of the collection phase.

Instructions and Training

The Project Authority will provide:

- Pre-selected sample sites (digital coordinates: geographic, NAD 83);
- In-field live training for GSC standard methods of lake sediment and water sampling.
- Instructions on data coding and recording system used at GSC, and on the sample numbering system for lake sediment and water samples used at GSC.

SW5.3 Estimated Period of the Contract

Under reasonable conditions, it is estimated that the collection of samples will require a total of between 20 and 25 working days from a base located either in the community of Rankin Inlet or Chesterfield Inlet, not including mobilization and de-mobilization.

SW5.4 Location of Work, Work Site and Delivery Point

An area in Nunavut is targeted for regional geochemical lake sediment and water surveys in the 2023 field season. An irregularly shaped area west of Chesterfield Inlet centred around Rankin Inlet is located approximately 250 km southeast of Baker Lake in Nunavut. The proposed area of approximately 18,000 km^2 covers parts of four 1:250 000 NTS map sheets, 55J, 55K, 55N and 55O (Fig. 1).

Lake sediment and water samples will be delivered to the Geological Survey, 601 Booth St., Ottawa, K1A 0E8.

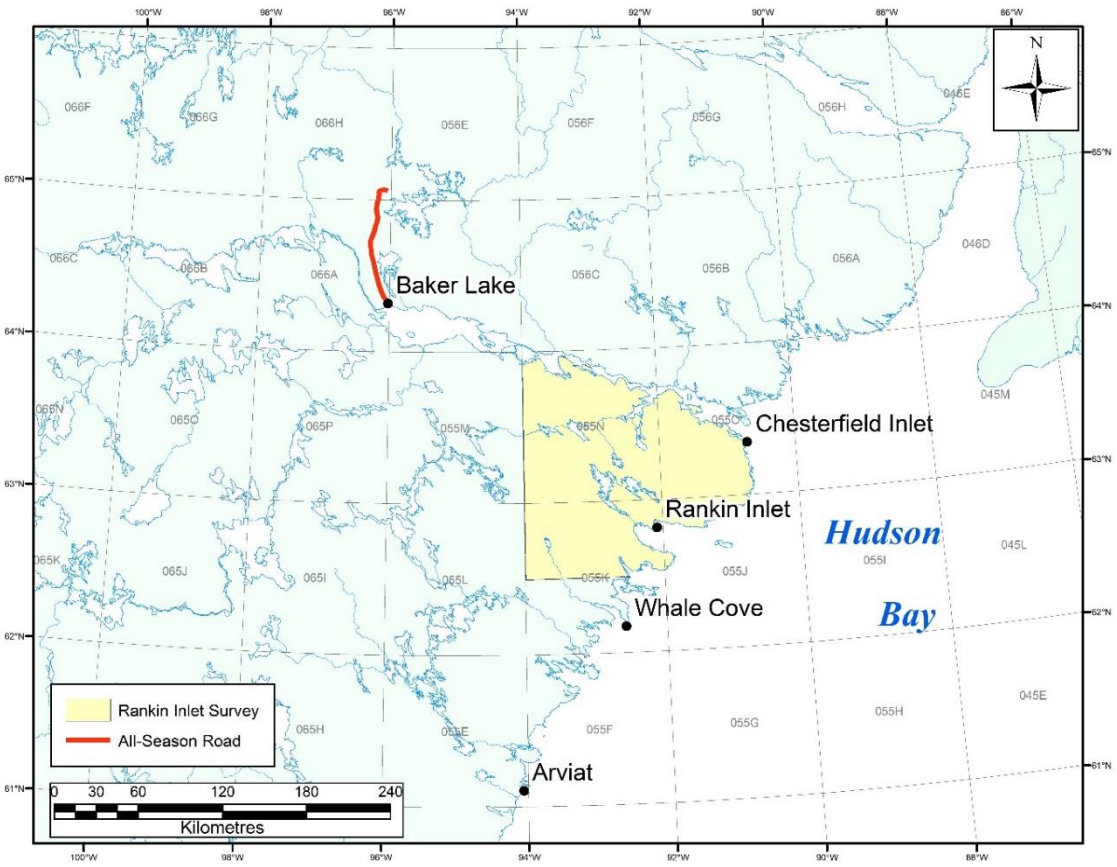

Figure 1. Map showing proposed area of survey.

SW5.5 Special Requirements

The Nunavut Department of Environment provides the following information and recommendations for the Proponent's information and consideration.

WILDLIFE:

- DOE asks that the proponent records all wildlife observations in a 'wildlife log' and maps the location of any sensitive wildlife sites such as denning sites, calving areas, caribou crossing sites, and raptor nests. The timing of critical life history events (i.e., calving, mating, denning, and nesting) should also be identified. Additionally, the proponent should indicate potential impacts from the project, and ensure that operational activities are managed and modified to avoid impacts on wildlife and sensitive sites; the log and maps will be a useful tool to achieve this. **It would be beneficial if the proponent provide DOE with a summary of wildlife observations after project completion**.

- **Barren-ground caribou** require a relatively uninterrupted feeding/fattening cycle - when this cycle is significantly interrupted, calf production may decrease, calf mortality may increase, and female and male condition may drop affecting future breeding cycles. DOE cautions that disturbances between the calving and post- calving periods (May - August) will likely have a negative impact.

- Flights of less than 1000 m above ground should be avoided when caribou are in sight of operation or at all points during transportation between project points of interest.

- During caribou migration, the proponent shall not locate and operate to block or cause diversion to migrating caribou. The proponent shall cease activities that may interfere with migration such as airborne geophysics surveys or movement of equipment or personnel, until the caribou have passed.

- Between May 15 and Sep. 1, the proponent shall not construct any camp, cache any fuel, conduct blasting or drilling operations, operate ground, air or water based mobile equipment, including geophysics surveys, within 10 km of caribou crossings.

Polar bears have been assessed as a species of Special Concern by the Committee on the Status of Endangered Wildlife in Canada (COSEWIC). Because bears are forced on land during much of the summer and fall, this period is energetically challenging. **Every effort should be taken to avoid polar bears and their young.** Bears can be disturbed by over-flights. It is recommended that the proponent not fly over any bear, especially if they have made a kill or cubs are present.

Polar bears are a currently managed under a quota system and any human caused mortality results in the removal of a tag from the total allowable harvest. In several regions changing sea ice patterns may disrupt normal hunting of seals; increased conflicts with people over food can result. **Mortality resulting from mismanagement during research, exploration, or industry activities can be a significant loss to the nearest community and compensation may be requested (Article 6, NLCA; *Wildlife Act*, S.Nu. 2003).**

- Ensure appropriate licensing, training, and experience is acquired for firearm use.
- Include non-lethal deterrent rounds (scare cartridges, rubber bullets, and bean bag rounds) for use with a 12-gauge shotgun in bear deterrence plans. Ensure designated personnel are familiar with the appropriate use and storage of these.
- Employ wildlife monitors to assist in the protection of personnel and equipment from wildlife, and to monitor levels of wildlife activity in the area, and work to identify and resolve sources of human-wildlife conflict around camp. They should be equipped and knowledgeable on non-lethal deterrent techniques.
- Be prepared to take lethal action to resolve an imminent or occurring attack by wildlife on a human. Have a suitable caliber firearm and shoot to kill.

The proponent should contact the nearest Conservation Office:

- If a situation occurs where wildlife becomes a nuisance (returning frequently, or unable to deter).
- Immediately if you have killed wildlife (either to resolve a conflict or unintentionally).
- Immediately if you have injured wildlife and have not been able to relocate or destroy.
- Immediately if a human has been attacked or bitten by wildlife. Note: Current policy is for any wildlife that attack humans to be destroyed; only in special circumstances would wildlife not be destroyed. If no further injury or human life is in danger contact the Conservation Officer to report and for further instructions.

SPILL CONTINGENCY

Initial Action

If a fuel spill has occurred, below is a list of procedures and suggested course of action of the first person on the scene who has detected a problem.

1. Be alert and consider your safety first. If possible, identify the product spilled.
2. Assess the hazards to persons in the vicinity of the spill and alert or take appropriate evacuation measures if needed (e.g., eliminate sources of ignition);
3. If possible, control danger to human life.
4. Assess whether the spill can be readily stopped or brought under control.
5. If safe to do so, and if possible, try to stop the flow of material (e.g., stop fuelling, shut off valve (if present), manoeuvring a leaking drum);
6. Gather information on the status of the situation.
7. Report the spill without delay to the spill response person/team affiliated with the project and ensure that where applicable the government is notified at the same time according to via the 24-Hour Spill Report Line for Nunavut

   Nunavut and NWT 24-hour Spill Report Line
   Phone (867) 920-8130
   Fax (867) 873- 6924

8. Resume any effective action to contain, clean up, or stop the flow of spilled material.

Procedure

The person who first discovers a fuel spill should follow the procedures set out in the 'Initial Action' section (above) of this document.

If the spill is not easily contained and/or cleaned up by the person who first discovers it, then that person will immediately report the incident to Marlene Francis at Natural Resources Canada (contact information provided above under Initial Action). Together the situation will be reassessed, and effective actions will be carried out to contain, clean up, and stop the flow of the spillage.

Procedure for Spills on Snow

By its nature, snow is an absorbent, and fuel spilled on snow is collected with relative ease, either by shovel, in the case of small-range spills, or other means in the case of more extensive spills.

1. The person who first discovers a fuel spill should follow the procedures set out in the 'Initial Action' section of this document.
2. Assess the nature of the spill. Necessary equipment might include shovels, plastic tarp(s), and empty drums.
3. Shovel or scrape contaminated snow and deposit in empty refuge drums. If the spill is more extensive, build compacted-snow berms with plastic over top, around the affected area.
4. Either during or immediately after the incident, notify the 24-Hour Spill Line.
5. Receive instructions on the preferred disposal method (e.g., storage in empty drums, incineration or deposit in an appropriately placed area.

Procedures for Spills on Ice

Spills on ice are handled in a similar fashion as those on snow. However, as ice presents the added danger of immediate access to water, care must be taken to respond quickly to such spills. Should fuel seep or flow through cracks or breaks in the ice, despite all precautions,

assistance should be sought immediately.

1. The person who first discovers a fuel spill should follow the procedures set out in the 'Initial Action' section of this document.
2. Construct a compacted-snow berm around the edge of the spill area.
3. Although hard ice will retard or prevent fuel entry to the receiving waters below, all contaminated snow and ice, as well as objects embedded in the ice (such as gravel) must be scraped from the ice surface and disposed of in an appropriate manner.
4. Contact the 24-Hour Spill Line.
5. Receive instructions on the preferred disposal method (e.g., storage in empty drums, incineration or deposit in an appropriately placed area.

Preventive Measures

While response plans are necessary in the event a fuel spill occurs, all involved with fuel handling and storage should strive to take all necessary feasible precautions to ensure fuel spills do not occur. To minimize the risk of a fuel spill many preventative measures and standard operating procedures should be implemented. Some key preventive measures include:

- All fuel will be stored and transported in approved sealed containers.
- No fuel storage containers will be placed within 30m of the ordinary high-water mark of any water body.
- No fuelling or servicing of equipment will be done within 30m of a water body, except where it is impractical due to the size or use of the equipment (e.g., refuelling a small boat, ski work on sea ice). Any portable fuel storage not in use will be placed a minimum of 30m from the ordinary high-water mark of any water body.
- Precautions will be taken in the transportation and handling of fuels to prevent contamination of soil or water.
- Fuel storage areas and equipment will be inspected regularly to detect leaks and overall condition. Leaks will be repaired immediately.
- Those refuelling will be trained on proper fuelling procedures (e.g., uses of drip pans, proper drum storage) and equipment (e.g., hand and electric transfer pumps, filter units, spill kits).

Drum Storage

When a fuel cache is established, it is assumed that the drums will be stored onsite, with minimal human presence for most of the storage time. Therefore, drums should be stored in a manner to minimize possible accidents or leaks. Drums can be stored either upright or on their side.

Upright storage:
Fuel drums should be stored canted or tilted slightly to keep water from covering bungs or stored with a canvas cover on the top tier. This will minimize water infiltrating the drums and altering fuel quality. Where ground subsidence or settling is expected to occur, fuel drums should be stored on wooden pallets, or using other means of stabilizing the base.

Horizontal storage:
Fuel drums should be stored on their side, with bungs at the 3 o'clock and 9 o'clock positions, and with bungs seals immersed in fuel. Proper support may also be required beneath the first tier of drums to ensure the drums do not settle into the soil. Also, where drums are stored on their side, blocks or spikes should be used to prevent them from rolling, displacing drums stored in higher tiers.

Transferring Fuel

Fuel transfers are often the primary causes of fuel contamination, thus all individuals involved with refuelling should undertake reasonable measures to ensure that fuel transfers are done properly to avoid spills and contamination. To minimize the risks of fuel contamination during a fuelling event all persons should be trained and aware of the following:

- Safe operation of the equipment they use.
- Operation of emergency controls.
- Procedures to be followed in the event of a fuel spill or leak and in response to an emergency condition

Nunavut Telephone Numbers

Nunavut 24-hour Spill Line
(867) 920-8130

Department of the Environment (Nunavut)
(867) 975-5900

SW.6 APPLICABLE DOCUMENTS

SW6.1 Applicable Documents

See attached Appendices

APPENDICES TO THE STATEMENT OF WORK

Appendix A (Lake Sediment and Water Sampling)

Supplementary instructions will be provided on-site by a GSC representative monitoring the sampling program.

Sample Site Density

The average regional sample density is typically one sample site per 13 square kilometres throughout the total survey area; however, sample density may vary depending on the region and the purpose of individual surveys.

Selection of Sample Sites

The Technical Authority or their designated representative will provide provisional sample site locations as GPS waypoints in a digital file and summarized on a sample location map. Provisional sample site targets are digitally preselected by the Technical Authority and must be downloaded to each crew's GPS unit and tablet/iPad equipped with navigation application software, allowing crews to navigate to the target sample sites and to record daily helicopter tracks and site information on one unit. Field observations are to be digitally recorded on each tablet using a standard form provided by the GSC.

A degree of flexibility is expected when selecting the actual sample site in the field relative to the precise site waypoints provided by the GSC. A sampling crew's site selection in the field will be guided by the specifications provided in addition to the pre-selected site location.

The following factors will be taken into consideration when choosing a precise collection site on a lake.

- Ideal sites for sampling are centre lake basins or the central basin of deep bays of very large lakes.
- In shallow lakes or ponds, a central location should be sampled.
- Near-shore or inlet and outlet sites are not acceptable.
- Avoid sites that are obviously anthropogenically contaminated or disturbed.

A lake with active inflow-outflow drainage should be sampled in preference to a stagnant lake. Deep lakes (greater than 3 metres deep) are preferable to shallow lakes. Round lakes with one central lake basin are preferable to lakes with one or more arms and several deep basins. Long narrow linear lakes, if others are not available, may be judiciously sampled more than once. Large lakes (>five km^2) are not sampled in the central basin, along smooth shorelines or amongst islands in the middle of the lake. However, carefully chosen deep bays of such large lakes may be sampled. Small peat bog ponds are not sampled. String bog ponds in string bog areas, are not sampled. Essentially an ideal lake is 1 - 5 km^2 in size, greater than 3 metres deep, and has a single central basin with organic-rich sediment.

Contamination is to be avoided at all times. If the collector has been in contact with gas, fuel or oil they must thoroughly wash their hands before proceeding with sample collection. This is extremely important if assisting in fuelling of the helicopter. Contamination from residential, industrial and/or agricultural environments is avoided by not collecting samples from reservoirs or up stream of artificial dams. Avoiding contamination from mining activity (placer, tailings) is accomplished by choosing a site remote from the identified source of contamination. If clay is encountered, it is to be rejected and not included in the sample, however organic-rich lake sediment occurring above the clay may be sampled. Clay or any other sediment must be removed and washed from the sampler prior to continuing the sampling traverse.

The contractor is expected to make every reasonable effort to collect a sample of sediment and water at each pre-selected site. A reasonable effort would include attempts at more than one site location at the visited lake if the first attempt fails. If the first lake fails to produce a sample, the contractor may select an alternate, nearby lake and proceed to collect a sediment and water sample and record the change in site location appropriately.

In addition to the pilot, a two-person sampling crew (navigator and sampler) is required to carry out helicopter-supported sampling. The navigator sits in the front with the pilot and is responsible for recording the actual sample site location (GPS location) on digital field traverse maps and in the digital field data recording template, entering site-specific field observations, noting any other pertinent information and taking site photos. As the recording person, they are also responsible, with the pilot, for navigation on the traverse that is planned and filed prior to flight time with the Field Manager. The decision for changes in sample site location because of unsuitable sampling environments or possible contamination is part of the navigator's duties. The sampler sits in the back of the helicopter and when the helicopter lands on water and has stabilized, collects a water sample first and then a sediment sample. The sampler will wear voice-activated headphones and relay visual water and sediment observations to the navigator.

Paper Maps

A flight plan on a paper map must be filed with the Field Party Manager each morning before commencing sampling. Daily traverse tracks and sample locations should be recorded on a master paper map each day. The Technical Authority will provide the contractor with 1:250 000 or 1:50 000 NTS maps for these purposes.

Recording Sample Sites Locations and Field Observations

At every landing site the geographic (latitude/longitude) coordinates, in decimal degrees, will be determined and recorded as a waypoint in the digital field notebook (iPad with GPS navigation application software) on board the helicopter by the navigator. The GPS location is recorded in the navigation application software and on the digital field card (Fig. 1). Coordinates must be accurate to a minimum of five figures to the right of the decimal. A NAD83 datum will be used throughout the entire survey. Lake names, where indicated on topographic maps, will also be noted in the digital field notes.

Figure 1. The first tab of the digital field card includes fields for recording location and general environmental conditions.

Location co-ordinates and field observation files digitally recorded in field iPad units must be downloaded, saved and backed up on secure devices each day and checked for accuracy and completeness by plotting points on digital georeferenced NTS maps (1:250,000- and/or 1:50,000-scale). A marker showing

the sample site and the last four digits of the sediment sample number will be clearly visible beside the marker. Where a field duplicate sample is taken at the same site, the field duplicate sample number is also recorded beside the sample marker (e.g. 1342/1343). Helicopter traverse tracks recorded by the GPS unit will also be downloaded and stored a secure device. Location coordinates and field observations recorded at each site will be entered into a digital spreadsheet format and checked for completeness each evening by the Field Party Manager. Clean digital location files will be stored on the contractor's laptop computer and on the contractor's remote backup storage device. If an internet connection is available, digital files will be also uploaded to the contractor's Google Drive or Dropbox account.

Collection Procedures

A two-person crew collects samples of lake sediment and water from a float-equipped helicopter. A Bell Jet Ranger 206B is typically used for lake sediment surveys because of the relative ease of mounting a working platform onto the side of the helicopter, sufficiently roomy cabin, availability of floats for this model, and economy. In routine operations, one person collects the samples while the other enters the required digital data on the geochemical lake sediment field iPad unit (Fig. 1). The data entry person, along with the pilot, is responsible for navigation on a traverse planned and entered prior to flight time. The two people on the sampling crew may exchange duties as required during the sample day or between days.

The Technical Authority will provide the sediment sampling apparatus (with spares). The device used is a hollow pipe-like device with a butterfly valve in the removable nose section (Fig. 2). The lower 40 cm is the core retaining section.

Figure 2. Lake sediment sampler used at the Geological Survey of Canada. The device weighs 7.1 kg and collects a 30 cm core sample of lake sediment, corresponding to a weight of 1.2 kg of lake sediment.

Field observations are entered into the iPad digital template while the helicopter is on the site and should be completed before departure for the next site. When the helicopter has landed in the centre of the lake and has become stationary, the sediment sample-collecting member of the crew kneels on the plywood deck attached to the float tubes and proceeds to collect the water and sediment samples. The water sample must be collected first, before the water adjacent to the helicopter is contaminated by bottom sediment from the

sediment sampling apparatus[1]. One 250-ml HDPE bottle is triple-rinsed on-site with lake water then used to collect lake water for later preparation of two 60 mL samples back in camp: a filtered, acidified sample ('FA') and a filtered, un-acidified sample ('FU'). A lake water sample is collected 15-30 cm below the surface, will not contain surface debris, and will be as devoid of suspended material as possible. Lake water bottles must be full to the top of the shoulder. Do not fill to maximum capacity i.e., into the neck of the bottle. Visual observations (colour, clarity, suspended material) are recorded on the digital lake field card ('Water Sample' tab).

The sampler uses the water depth indicator to determine the approximate depth to the lake bottom. The sediment sampling device (Fig. 2) is then lowered to within a couple of metres of the lake bottom, then dropped vertically unimpeded to the sediment. The sample collector kneels on the plywood deck attached to the float tubes to carry out this function. During this operation the pilot attempts to keep the helicopter as nearly stationary as possible. The person kneeling on the plywood deck outside of the helicopter will communicate with the pilot concerning drift of the helicopter from the station using the voice activated intercom system. The sediment sampling apparatus is retrieved by pulling up the attached rope until the top of the apparatus is a few inches below the water surface. At this point, the apparatus is taken out of the water by grasping it in the middle and lifting and rotating it past the horizontal to ensure that excess water in the upper barrel is drained off. The apparatus is then completely inverted after a flexible plastic scoop is inserted into the barrel through a triangular port in the barrel. The inverted apparatus is "thumped" on a 2" x 6" wood plank (fixed to the plywood deck) causing the sediment to fall down the barrel away from the valve at the nose and into the plastic scoop. The sample features that are to be observed are communicated to the person recording observations[2]. The sediment sample is then placed in the sediment sample bag and the bag put into a segmented box in the helicopter. The sampling apparatus and scoop are to be thoroughly washed in the lake before leaving the site.

Organic-rich lake sediment (gyttja) is the required sample material. Samples with a dominant component of sand, gravel, clay, wood bark and chips or weeds are not acceptable. Sufficient material has been collected form the site when the lake sediment sample bag is at least one-half full of total bag capacity. This may, in some instances, require more than one drop of the sediment sampling apparatus for a repeat attempt.

Note: *Both water and sediment must be collected at each site to constitute a successfully sampled site. Samples of less than specified quality and/or quantity will be rejected and not paid for.*

Processing Water Samples

Surface lake water samples collected in 250-ml bottles are to be filtered back at base camp within 24 hours of being collected, preferably on the same day the samples are collected. Samples are filtered by pouring lake water from the 250 ml bottle into a 50 ml plastic syringe and filtering into two pre-rinsed, pre-labelled 60-ml HDPE bottles i) (FA (filtered, acidified) and ii) FU (filtered, un-acidified)) through a 0.45 µm disposable filter unit. Lake water remaining in the 250-mL bottle is used for pH and conductivity measurements. Filtered water samples are kept cool, but above freezing, and away from light until shipment to GSC laboratories in Ottawa. (*Bottles labelled 'FA' are acidified upon arrival at GSC laboratories in Ottawa.)*

Waters are filtered using 0.45 µm syringe filters and a 50-ml syringe. An aliquot of the water sample is filtered into one HDPE Nalgene 60-ml bottle rinsed with a small portion of the filtered water. Remove the plunger from the syringe and place a filter capsule on the end of the syringe. Carefully pour the sample into the syringe barrel (water may begin to drip through the capsule filter, so take care to avoid contaminating other samples). Quickly rinse the bottle with a small amount of filtered sample, shaking to remove the excess.

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[1] As an option the crew may find it more convenient or efficient to have the recording person in the front of the helicopter collect the water sample by means of a wire frame device attached to the bottle. Instructions will be provided on-site by the Technical Authority or their representative.

[2] The sampler, navigator and pilot must have capability for full intercommunications by a voice-activated low noise level intercom.

While holding the syringe and filter over the opening of the sample bottle, gently reinsert the syringe plunger, collecting the filtered sample in the bottle. Repeat the filtering process for the second 60-ml bottle.

The remaining sample in the (250 ml) collection bottle is capped and saved for pH and conductivity measurements.

Until analysis, the samples should be stored in a cool dark location (refrigeration to 4° C is ideal but usually not available in the field). Coolers and ice can be used in the field but the sample bottles should be placed in plastic bags to ensure that there is no contamination resulting from the bottles being submerged in the icy water. Care must be taken with samples transported during cold weather to ensure that samples do not freeze.

Samples used to for quality control include i) sample blanks, ii) acid blanks, iii) travel blanks and iv) duplicate field samples.

i) Sample blanks (also called filter blanks) are prepared in the field. A sample of distilled water (using lab distilled, deionized water provided by the GSC) is inserted into the sample suite. Each sample is filtered in the same manner as lake water samples. One blank is prepared per 20 samples.
ii) Acid blanks are filled de-ionized water in the same manner as sample blanks, but the de-ionized water is not filtered.
iii) Travel blanks are 60-ml bottles pre-filled with de-ionized water and provided by the GSC
One field duplicate water sample in collected in each block of 20 sites. The Technical Authority will provide all supplies required for the collection and filtration of waters samples. As well, detailed in-field live training will be given by the Technical Authority or their representative at the commencement of the collection program.

One set of sample blanks, travel blanks, acid blanks are prepared each evening after collection has taken place. Samples are labelled ‘Sample Blank”, Travel Blank” or “Acid Blank” with the days date on the side of each bottle. These samples are stored with the routine samples and returned to Ottawa with them.

Labelling Sample Bags and Bottles

Sample identification codes on pre-printed labels for bags and bottles consist of an NTS 250,000 map sheet number (e.g. 055K), the year of collection (e.g. 2023), and a two-letter code indicating the sample medium (LS, LW), a one-digit crew number (1, 2, 3, …) followed by a three-digit sample number (001, 002, 003, etc.). The sample number will appear as follows on a label for a lake sediment (LS) sample bag:

055K

2023

LS1002

In the event that labels are missing, lost, or otherwise unavailable, a blunt, coarse pointed acetone-based (waterproof), black, felt tip marker pen must be used for labelling. The use of other colours, water-soluble ink, or narrow-tipped pens will definitely result in non-acceptance of the samples. The specific systematic style of writing a sample number on a bag or bottle must be complied with or the sample will not be accepted.

The Block of 20 Samples System: Routine, Control Reference, Field and Blind Duplicate Samples

A full explanation of the sample identification code and the means of identifying different types of samples in the digital data will be provided by the GSC during the training phase of the survey.

Within each block of 20 consecutive three-digit sample numbers (e.g. 001, 002, 003 … 019, 020) there will be 17 routine sample sites, one control reference sample, one blind (analytical) duplicate sample and one field

duplicate sample (Table 1). Traverses must be planned to incorporate this system and deviations are not acceptable.

At a duplicate sample site, two separate lake sediment samples collected from the immediate area comprise a site (or field) duplicate. The (usually) consecutive sample numbers within a block of 20 are recorded on field cards 002 with the code "1" and 003 (for example) with the code "2". A deviation such as a field duplicate site spanning two blocks of 20 is not acceptable. The choice of which of the 17 sites within a block of 20 to duplicate is random and left to the judgement of the sampling team. However, it is usually collected at the first suitable site in a block of twenty.

A field sample number in each block (e.g., 004) must be reserved for the control reference sample by numbering an empty sample bag and bottle with the reserved field number. The Technical Authority will supply a list of reserved field numbers, one field number within each block of 20 field sample numbers. The corresponding entry in the digital data entry template for the control reference sample contains only the field sample number and the code "9".

A field sample number in each block of twenty is reserved for the blind duplicate sample. This reserve number is always the first field sample number in the block (i.e., 001, 021, 041, 061 etc.). An empty sample bag and bottle are numbered with the first field sample number of each block. A corresponding digital field card includes only the sample number and the code "8". The sample preparation laboratory will select a sample in the block (usually the first field duplicate) to split for this reserved slot.

The empty bags and bottles for the reference control sample and the second member of the blind duplicate pair are included in the shipments to Ottawa in proper incremental sample numbering sequence interspersed with the filled sample bags and bottles.

Sample Number	Sample Type	Sample Type Code	Notes
55N_2023_1001	Analytical Duplicate	80	Split from Field Duplicate 1 or 2 in sample preparation lab
55N_2023_1002		0	Routine sample
55N_2023_1003	Field Duplicate 1	10	Collected early in sequence at site with abundant material chosen by contractor
55N_2023_1004	Field Duplicate 2	20	Second sample collected at same site as Field Duplicate 1
55N_2023_1005		0	Routine sample
55N_2023_1006		0	Routine sample
55N_2023_1007		0	Routine sample
55N_2023_1008		0	Routine sample
55N_2023_1009		0	Routine sample
55N_2023_1010		0	Routine sample
55N_2023_1011		0	Routine sample
55N_2023_1012		0	Routine sample
55N_2023_1013		0	Routine sample
55N_2023_1014		0	Routine sample
55N_2023_1015		0	Routine sample
55N_2023_1016	Control Reference Standard	90	Site number randomly pre-selected by contracting authority; filled in sample preparation lab
55N_2023_1017		0	Routine sample
55N_2023_1018		0	Routine sample
55N_2023_1019		0	Routine sample
55N_2023_1020		0	Routine sample

Table 1. Block of 20 samples showing positions of duplicate pairs and control samples.

The block system is also used for water samples. The lake water sample number printed on the bottles *is the same* as the corresponding sediment sample, except for the two-letter code indicating the sample medium (SW). The sample number would appear as follows on a lake water (LW) sample bottle:

055N

2023

LW1002

In the last block of twenty (for each crew in each NTS map sheet) if the control reference reserve number is not used, the number following the last routine sample number will be the control reference sample in this last block.

Sample Drying

After checking collected sediment samples to ensure that the field sample numbers are correct and that they match "one for one" with the water samples and the digital data entries, the samples are dried in a vented and heated drying area. In most surveys this will be a floored tent because buildings are not available. The heat source may be propane or fuel oil heaters or airtight heaters. Some adjustment is required between venting off of the hot moisture-laden air and the heater settings so as to maintain a maximum room temperature of approximately 38°C or 100°F. Samples are not be dried outside.

Samples of lake sediment, along with labelled empty bags for blind duplicates and control samples, are then laid out to dry (bag tops open) on shoulder high non-metallic netting that is supported by a frame (usually constructed out of 2 x 4 lumber) inside the tent. Only one level of netting is used to prevent contamination from dripping samples on a higher level.

Samples must be air-dried (<35 ˚C) for no less than three full days prior to packaging and shipping. Usually, 3 to 5 days is sufficient in dry sunny weather for drying lake sediments, although up to twice as long may be required during periods of inclement weather or if the available heaters are unable to supply sufficient heat. If there is a camp relocation, wet samples must be carefully packed in plastic sleeves and transported to the new camp where drying will be completed. If samples are transported wet or shipped wet and damaged or otherwise destroyed the contractor is responsible to re-collect samples even if this occurs after the routine survey is completed.

Shipment of Samples

Samples will be packed as instructed, and shipped only in the containers provided. Shipments must be on a regular basis (weekly) directly from base camp to the Technical Authority, Geological Survey of Canada, 601 Booth Street, Ottawa, Ontario[3]. The Geological Survey of Canada will provide the containers but the contractor will be responsible for shipping charges. Instructions on packing will be provided on-site by the Technical Authority or their representative. A digital sample list and shipment tracking number will be emailed to the Technical Authority immediately following shipping. Shipments must be by the most expeditious method available. Bags containing samples that are not completely dry will start to degrade during prolonged transit and sample numbers marked on the sample bags will be destroyed.

Sediment samples must be packed and shipped in sequence from the drying operation. Each container will hold a complete analytical block of 20 (18 samples). Missing samples will be accounted for on the packing list. Samples are not to be shipped when the sample bag is still dripping but may be shipped when the outside of the bag is dry, although the sample material may still be slightly damp. The sequence(s) of sample numbers will be clearly written on the outside of the shipping container and on the enclosed packing slip for each shipment. Sediment samples and water samples are not to be shipped in the same container. The contractor will be required to resample those sites for which samples are destroyed in the event that sediment samples are shipped to, or received at, the GSC in wet or damp condition such that the sample bags break-up or split open, spilling their contents and obliterating the sample number. The caps on all water bottles must be tightened before placing them into packing containers.

[3] A commercial sample preparation laboratory may be designated in lieu of the Geological Survey of Canada. It is important that samples are shipped on a regular basis and that the field sample numbers of shipped samples correspond to the field cards in the weekly progress reports. Invoices with the reports will not be authorized for payment until the corresponding samples are received and checked. Shipping/packing list forms can be supplied.

Appendix B: Reports

DAILY AND WEEKLY PROGRESS REPORT (Lake Sediment and Water) *

EXAMPLE

FIELD OPERATION STATISTICS

Ontario - Sampling and Fuel Summary

Date	Field party code crew number	Total hours flown	Sites completed (sample collected	Sites visited no sample	Hours sampling	Hours ferry	Fuel consumed for total hours(litres)	Sites per hour for hours flown sampling	Sites per hour for total hours flown
July 6	1	8.5	112	0	8.0	0.5	149	14.0	13.2
July 7	1	4.0	43	0	3.3	0.7	77	13.0	10.8
July 8	1	7.6	89	0	6.8	0.8	147	13.1	11.7
July 9	1	8.8	102	10	7.7	1.1	169	13.2	11.6
July 10	1	9.4	108	4	8.6	0.8	175	12.6	11.5
July 11	1	4.1	60	3	3.8	0.3	78	15.8	14.6
July 12	1	7.4	94	0	6.6	0.8	148	14.2	12.7

* ***Values shown in this table are used for purposes of example only, and should not be taken as a guide for expected sampling rate.***

Field Season Final Report Format

Summary

- Brief description of what was done and where
- Average sample density
- Sampling rates (daily average)

Introduction

- A brief description of work performed and the area sampled
- Dates of work

Personnel

- List staff and dates of work

Field Operations

- Details, descriptions and comments on the effectiveness of the procedures employed
- Time distribution in various base camps
- Description of sampling equipment and procedures

Field Operations Statistics

- Summary of sampling rates, and summary statistics for the various modes of traversing. The table is the same as used for weekly reports but the data is compiled for the total project. Totals and averages should be tabulated including number of sites that were visited but no samples were collected.

Cost Data

Report the costs per sample

ANNEX “B”

BASIS OF PAYMENT

(Will be completed at contract award)

ANNEX “C”

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than $2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:
    a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
    b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
    c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
    d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
    e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
    f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
    g. Employees and, if applicable, Volunteers must be included as Additional Insured.
    h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
    i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
    j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
    k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
    l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
    m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
    o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
    q. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
    r. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

        For the province of Quebec, send to:
        Director Business Law Directorate,
        Quebec Regional Office (Ottawa),
        Department of Justice,

284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:
Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

ANNEX "D"

INUIT BENEFITS PLAN (IBP)

INUIT EMPLOYMENT

Commitment Table 1 – EIE Commitment

Dollar value must be the gross dollar value that will be paid (in CAD) to the EIEs for work performed under the contract. Add as many lines as need be in the below table.

Commitments below identify EIEs and EIE hours **regardless of whether they are performed by the Contractor or subcontractor staff.**

Eligible Inuit Employment commitments **must not include** any commitments already included under the Eligible Inuit Training commitments or the Inuit Ownership commitments.

1-A Total EIE Period: _____

ITEM	Position	EIE Staff (S)	Dollar Value
EIE - 1			$
EIE - 2			$
EIE - 3			$
EIE - 4			$
EIE - 5			$
EIE - 6			$
Total for this Period			$

Total for all Period	**Total EIE Staff** (Contractor and subcontractor)		Total Dollar Value (Contractor and subcontractor)	
	3	**(S1)**	$	(A2)

IBP Commitment Implementation
Bidders must provide a written plan of engagements, measures, and proposed procedures they will implement to deliver their EIE commitment, as described in section 1.3, EIE – IBP Commitment Implementation in Annex "E" INUIT BENEFITS PLAN EVALUATION. **Bidders must clearly indicate where in their proposal this information has been provided.**

INUIT OWNERSHIP

LOCATION IN THE NUNAVUT SETTLEMENT AREA

Commitment Table 4 – NSA Location Commitment

4-A Location of Business in the NSA
Period: _____

Company Name (Contractor)	**Address in the NSA**	**Nature of Presence and Office Type in the NSA**
Company Name (subcontractor)	**Address in the NSA**	**Nature of Presence and Office Type in the NSA**

ANNEX "E

INUIT BENEFITS PLAN EVALUATION

Commitment Tables
Bidders should fill out the commitment tables for each criteria at Annex "D" INUIT BENEFITS PLAN to be awarded points, adding lines to such tables as need be.

Evaluation of IBP Commitments

Bidders will be evaluated on their IBP Commitments, for each criterion in accordance with the solicitation clause entitled "Basis of selection".

Score Calculations for IBP Commitments

The score for each IBP criterion will be the summation of the points for all sub criteria for that IBP criterion. The commitment for sub criteria related to EIE/EIT hours, employee/trainee numbers, quality of work/training and dollar value commitments, will be prorated against the highest commitment for each of those sub criterion as follows: the commitment for that sub criterion / the highest commitment for that sub criterion multiplied by the total points available for that sub criterion.

EXAMPLE

	EMPLOYMENT OF EIE	Bidder 1	Bidder 2	Bidder 3
1.1	EIE Hours Commitment **Total points available = 15**	45	60	35
		45/60 x 15 = **11.25**	60/60 x 15 = **15**	35/60 x 15 = **8.75**
1.2	EIE Dollar Value Commitment **Total points available = 15**	$5000	$5500	$6000
		$5000/ $6000 x 15 = **12.5**	$5500/$6000 x 15 = **13.75**	$6000 /$6000 x 15 = **15**
1.3	EIE IBP Commitment Implementation **Total points available = 10**	***See "Score Calculations for IBP Commitment Implementation"***		
		8	**4**	**10**
	Inuit Employment Score (40 Points available) :	**31.75/**40	**32.75/**40	**33.75/**40

Evaluation of IBP Commitment Implementation
Bidders will be evaluated on their written plan, both for integrating IBP commitments and for detailing their strategy as to how they will deliver such IBP commitments. The examples provided in the "IBP Commitment Implementation" section of each criterion are what a bidder should provide, at a minimum, to support the achievability of the IBP. It is not an exhaustive list. Bidders should provide sufficient proof to support the plan outlined and the commitments made.

Score Calculations for IBP Commitment Implementation
Each criterion indicates what information the Bidder should provide to support their demonstration of how they intend to fulfill the corresponding commitments. To receive points for the IBP Commitment Implementation for applicable criterion, the information must be submitted with the bid prior to bid closing. Scores will be attributed as described below in the IBP – Commitment Implementation section of each criterion.

INUIT EMPLOYMENT

EIE Commitment **This criterion is worth 10% of the bid evaluation points available.** IMPORTANT: To achieve points, Bidders **should** detail commitments in Table 1-A at Annex "D" INUIT BENEFITS PLAN.		
1.1	**EIE – Staffing Commitment** Bidders will be evaluated on their commitment to employ EIEs, in carrying out the work. The commitments below relate specifically to EIEs regardless of whether employed by the Contractor or subcontractor. Eligible Inuit Employment commitments **must not include** any commitments already included under the Eligible Inuit Training commitments or the Inuit Ownership commitments. Total EIEs (Contractor and subcontractor): _____ (	/4
1.2	**EIE – Dollar value Commitment** Bidders will be evaluated on the total dollar value commitment to employ EIEs, in carrying out the work. The commitments identified below relate specifically to the total dollar value to be paid to EIEs regardless of whether employed by the Contractor or subcontractor staff. Eligible Inuit Employment commitments **must not include** any commitments already included under the Eligible Inuit Training commitments or the Inuit Ownership commitments. Total dollar value of EIEs (Contractor and subcontractor): _____ (	/4
1.3	**EIE – IBP Commitment Implementation** Bidders must provide a written plan of engagements, measures, and proposed procedures they will implement to deliver their EIE commitments. 0 Points: Engagements, measures and proposed procedures not addressed in written plan. 1 Point: 1 or 2 elements but not all 3 elements addressed in the written plan: Engagement, measures and proposed procedures. 2. Points: All 3 elements addressed in the written plan: Engagement, measures and proposed procedures addressed in the written plan	/2
	Total Points Available for EIE Staffing	/10

INUIT OWNERSHIP

This criterion is worth 10% of the bid evaluation points available. IMPORTANT: To achieve points, Bidders **should** detail commitments in Table 3-A at AnneX "D" INUIT BENEFITS PLAN.

2.1	**Inuit Ownership – Dollar value Commitment** The use of Inuit Firm Registry (IFR) Contractor/subcontractors/suppliers in carrying out the contract. Bidders will be evaluated on their firm commitment to use IFR subcontractors for services or the procurement of supplies and equipment from IFR businesses. 1. If the Contractor is an IFR firm, the total dollar value of the IFR contracting will also include the Contractor's portion of the contract. Eligible Inuit Ownership commitments **must not include** any commitments already included under the Eligible Inuit Training commitments or the Eligible Inuit Employment commitments. Dollar value of IFR portion of the contract (Contractor/subcontractors: _____ (F)	/11
2.2	**Inuit Ownership - IBP Commitment Implementation** Bidders must provide a written plan of engagements, measures, and proposed procedures for their deliver on the Inuit Ownership (of Contractor/sub-contractor criteria. The following criteria is information required, at a minimum, to demonstrate Inuit ownership commitment: • Engagements with IFR contractors and subcontractors • Confirmation of availability for the envisaged contract period or have a pre-contract been signed. 0 Points: Bidder has not provided any information on the above required criteria. 2 Point: Bidder has demonstrated it has met one of the 2 required criteria. 4 Points: Bidder has demonstrated that it has met both of the required criteria.	/4
	Total Points Available for Inuit Ownership (of Contractor or sub-contractor/suppliers)	/15

LOCATION IN THE NUNAVUT SETTLEMENT AREA

	LOCATION OF BUSINESS IN THE NUNAVUT SETTLEMENT AREA (NSA) **This criterion is worth 10% of the bid evaluation points available** IMPORTANT: To achieve points, Bidders **should** detail commitments in Table 4-A at Annex "D" INUIT BENEFITS PLAN.	
3.1	**NSA Location – Commitment** Bidders will be evaluated on their new or existing location of business in the NSA in performing work under the government contract. Contractor/subcontractor may have head offices, administrative offices, or other staffed facilities. A maximum of 10 points will be assigned for this criterion. 5 for the Contractor and 5 for the sub-contractors. Points will be assigned as follows:	/10

	Contractor 5 points [Contractors)**:** 1. Head Offices (2 points) 2. Administrative Offices (2 points) 3. Other Staffed Facilities (1 points) **Subcontractors** (5 points)**:** 1. Head Offices (2 points) 2. Administrative Offices (2 points) 3. Other Staffed Facilities (1 points) Bidders must provide supporting documentation regarding the locations submitted. Information to include: • a description of the locations, including addresses; • describe the nature of the firm's presence in the NSA; and • number of years the firm has been in the identified locations in the NSA.	
	Total Points Available for Inuit Location	/10

Bidder Certification

The Bidder must submit the following certification if a guarantee of IBP is being provided, either at time of bid submission, or prior to contract award.

INUIT BENEFITS PLAN CERTIFICATION:

_____	_____	_____
PRINT NAME	**SIGNATURE**	**DATE**

The bidder certifies it's IBP guarantee for contracting submitted with its bid is accurate and complete.

ANNEX "F"

INUIT BENEFITS PLAN PROGRESS REPORT

The IBP Progress Report is comprised of three (3) tables which the Contractor must fill in, as indicated in this Annex, and submit with every invoice.

The tables will demonstrate the Contractor's compliance with its IBP, providing information, including the cost breakdown, on all IBP achievements in each *period* of the Contract as well as the cumulative total of IBP obligations delivered since the beginning of the Contract.

If so requested by Canada, the Contactor must be able to provide a full description of all of the Work that has been completed in accordance with the IBP, and to present before Canada the supporting documentation (i.e. employees coordinates, time sheets, invoices, receipts, vouchers etc). The Contractor must also maintain such records for audit purposes in accordance with the General Conditions.

The Contractor is required to certify the information contained in every IBP Progress Report submitted. If Contractor Certification is not provided, the IBP Progress Report will be deemed incomplete and will not be accepted.

Disclosure of Information

1. The Contractor agrees to the disclosure of the IBP and the IBP Progress Reports by Canada, including to Indigenous treaty rights-holders or their designated representatives, Parliamentary Committees and to any independent professional contracted to determine whether the Contractor has met its contractual obligations related to the IBP. The Contractor warrants to have secured from its subcontractors and suppliers similar consents to disclosure by Canada as the IBP and the IBP Progress Report could contain information regarding such subcontractors and suppliers. The Contractor further agrees that it will have no right to claim against Canada, its employees, agents or servants, in relation to such disclosures of information.

2. The Contractor undertakes **not to include** in the IBP or in the IBP Progress Reports **any information that cannot be shared publicly** or that could constitute **private information** under the *Privacy Act* (R.S.C., 1985, c. P-21) (e.g.name, home address, personal email, telephone number, social security number, driver license number, etc.). However, the Contractor, its subcontractors and its suppliers, must maintain such records for audit purposes in accordance with the General Conditions.

Deviations

If the delivery of IBP obligations is below the IBP commitment, the Contractor must include a detailed explanation. In circumstances where the Contractor can clearly demonstrate that reasonable efforts were made to meet the IBP obligations but could not be met due to circumstances out of the Contractor's control, the Contractor will nevertheless be expected to have maximized IBP obligations to the level that was possible. See the Contact terms for further details regarding such situations.

The Contractor must **inform the Contracting and Canada's IBP Authority immediately** without waiting for the submission of an IBP Progress Report if a deviation from the expected outcome may occur.

Key Terms

1. Eligible Inuit Employee (EIE) is:
   a) An individual who is working toward the performance of the Contract either as a permanent, part-time or casual employee of the Contractor or as an employee of a subcontractor, and

   b) a beneficiary of the Nunavut Agreement (https://nlca.tunngavik.com/) at the time such work is performed, and

c) is not an Eligible Inuit Trainee.

To confirm whether an employee is a beneficiary of the Nunavut Agreement, the Bidder may contact the Inuit Enrolment List Administrator with such employee's beneficiary number, Toll Free: 1-888-236-5400.

Additional information on the Inuit Enrolment List is available at:
https://www.tunngavik.com/initiative_pages/enrolment-program/enrol-in-the-nunavut-agreement/

2. Eligible Inuit Trainee (EIT) is:
   a) an individual who is working toward the performance of the Contract either as a trainee of the Contractor or as a trainee of a subcontractor, and
   b) a beneficiary of the Nunavut Agreement (https://nlca.tunngavik.com/) at the time such work is performed, and
   c) is not an Eligible Inuit Employee (i.e. while this individual can be an employee, inclusion for IBP purposes can only count once, that is either as an "Eligible Inuit Employee" or as an "Eligible Inuit Trainee", not both).

3. Inuit Firm Registry (IFR) Firm (contractor/supplier/subcontractor) is:
   a) A firm, the name of which appears on the most current list of Inuit firms of the Inuit Firm Registry(IFR). (https://inuitfirm.tunngavik.com/) A registry maintained by the modern treaty rights holders in accordance with the Nunavut Agreement.

INUIT EMPLOYMENT

Table 1 – EIE Progress Report.
Add as many lines as need be in the below table. Positions and type of work must also correspond with those committed to in the Contractor's IBP.

Period: _____

1-A Total EIE

	Dollar Value paid to EIE in this Progress Report		Number of EIE staffed in this Progress Report	
ITEM	**Committed**	**Achieved**	**Committed**	**Current**
EIE -1	$	$		
EIE -2	$	$		
EIE -X	$	$		
EIE -X	$	$		
EIE -X	$	$		
EIE -X	$	$		
Total for this Progress Report	$	$	$	$

1-B EIE Cumulative

		Total Dollar Value committed for EIE in the IBP **(A2)**	$	Total EIE Staff committed in the IBP **(S1)**	
Total of EIE Hours for all Periods, up to now and including this one		Total Dollar Value paid to EIE for all Periods, up to now and including this one.		Number of EIE staffed for all Periods, up to now and including this one	
		Total Dollar Value remaining to meet commitment	$	Total EIE to be staffed to meet staffing commitment	

On track (Yes or No) ? If no, the sections below **MUST** be completed prior to submission of this report

IBP Deviation Explanations (Use additional pages if necessary)

Proposed Adjustments and/or Alternative commitments (Use additional pages if necessary)

Comments (Use additional pages if necessary)

INUIT OWNERSHIP

Table 2 – Inuit Ownership Progress Report

2-A Total Inuit Contractor/Sub-Contracting Period: _____

ITEM	**Company Name** (contractor)	**Description of the Work/Goods Supplied**	**Inuit Firm ID**	**Total Dollar Value in this Progress Report**	
				Committed	**Achieved**
IFR-1				**$**	$
	Company Name (subcontractor)	**Description of the**	**Inuit Firm ID**	**Total Dollar Value in this Progress Report for Subcontract**	

		Work/Goods Supplied			
				Committed	Achieved
IFR-2				$	$
IFR-3				$	$
IFR-4				$	$
IFR-5				$	$
IFR-6				$	$
Total Dollar Value for Inuit Contractor/Subcontracting in this Progress Report				**$**	$

2-B Cumulative

Total Dollar Value for Inuit Contractor/Subcontracting in all Periods, including this one.	**$**
Total Dollar Value for Inuit Contractor/Subcontracting committed in the IBP **(F)**	**$**
Total Dollar Value remaining	**$**

On track (Yes or No) ? If no, the sections below **MUST** be completed prior to submission of this report.

IBP Deviation Explanations (Use additional pages if necessary)

Proposed Adjustments and/or Alternative commitments (Use additional pages if necessary)

Comments (Use additional pages if necessary)

LOCATION IN THE NUNAVUT SETTLEMENT AREA

Table 3– NSA Location Commitment Progress Report

3-A Location of Business in the NSA
Period: _____

Company Name (contractor)	**Address in the NSA**	**Nature of Presence and Office Type in the NSA**
Company Name (subcontractor/supplier)	**Address in the NSA**	**Nature of Presence and Office Type in the NSA**

On track (Yes or No) ? If no, the sections below **MUST** be completed prior to submission of this report

IBP Deviation Explanations (Use additional pages if necessary)

Proposed Adjustments and/or Alternative commitments (Use additional pages if necessary)

Comments (Use additional pages if necessary)

Contractor Certification

IBP PROGRESS CERTIFICATION:		
_____	_____	_____
PRINT NAME	**SIGNATURE**	**DATE**

CONTRACT NUMBER: _____

The Contractor certifies the information contained in the IBP Progress Report is accurate and complete.

The Contractor further certifies, and is prepared to provide support to demonstrate, that:

1. **Where work or training has been attributed to Inuit workers or Inuit trainees , that the workers and / or trainees were all registered on the Inuit Enrolment List during the reporting period; and**

2. **Where work has been attributed to Inuit Firms, that those firms were all registered on the Inuit Firm Registry during the reporting period.**

APPENDIX "1" - EVALUATION CRITERIA

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

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

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

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

1. Technical Criteria

1.1 Mandatory Evaluation Criteria

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

Criterion ID	Mandatory Criteria	Proposal Page #	Pass/Fail
M1	Bidder **must** present a description of methods of field operation components which describes their approach to completing the requirements outlined in the Statement of Work (SOW).		
M2	The Bidder **must** demonstrate experience in managing at least **three** helicopter-supported geochemical sampling surveys in northern Canada that includes at least one (1) helicopter-supported lake sediment geochemical survey between January 1, 2017, to the date of bid closing. A maximum of 3 project summaries must be provided to demonstrate the experience. More than 3 project summaries may be provided but only the 3 most recent will be considered.		
M3	The Bidder **must** identify a Project Lead and a Field Team Lead and include their curriculum vitae (CV).		

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:

Criterion ID	Point Rated Technical Criteria	Points Breakdown	Maximum Points	Proposal Page #
R1	**Description of Methods of Field Operations (M1):** Bidder will provide a methodology clearly demonstrating an approach and estimated timelines that will lead to the successful completion of the project. The bidder's plan will describe their approach to completing the major components of the field operations outlined in the Statement of Work (SOW). Methodology Components: Component 1 Key Information: 1Types and supplier(s) of rotary and fixed wing aircraft support and 2the location of base(s) of operation and fuel supplies, including fuel caches, for the survey Component 2 Key Information: 1Roles and responsibilities of the Project Lead regarding project activities ie. Chartering aircraft, booking hotels, payroll, etc. 2 Roles and responsibilities of the Field Party Lead regarding project activities ie. Supervise collection of samples, sample management.	POINTS Maximum 12 points (3 points for each component) 0 = component not addressed 1 = component addressed but missing key information and difficult to comprehend 2 = component addressed, written clearly and easy to understand but missing key information 3 = component addressed, written clearly and easy to understand and key information provided	**12**	
R2	**Work Experience (M2):** Bidders must include three project summaries, including at least one helicopter-supported lake sediment or lake sediment and water survey, carried out between January 1, 2017, to the date of bid closing. Brochures are not an acceptable alternative. Project summaries will include the following components: 1. Location, dates work performed, size of work area, type and number of samples collected 2. Purpose of survey and results, i.e., type of geochemical data	POINTS Maximum 9 points (3 points for each component) 0 = component not addressed 1 = component addressed but missing key information and difficult to comprehend 2 = component addressed but missing key	**9**	

Criterion ID	Point Rated Technical Criteria	Points Breakdown	Maximum Points	Proposal Page #
	3. Planning and logistics, including how fixed and rotary wing aircraft were utilized throughout the survey	information written clearly and easy to understand 3 = component addressed written clearly and easy to understand and all key information provided		
R3	**Project Management (M3)** Project Lead and Field Team Lead Requirements 1. A degree, diploma, or certificate in earth sciences or other relevant field of study (e.g., biology, environmental science) from a recognized university or college. 2. Experience directing a minimum of three airborne geochemical survey projects or reconnaissance field operations between January 1, 2017, to the date of bid closing that that are comparable in scope and survey parameters to that required for this contract.	POINTS Maximum 8 points (4 points for each resource) 0 = none of the requirements met 2 = 1 of the 2 requirements met 4 = 2 of the 2 requirements met	**8**	
		Total points	**29**	
		Total Points Needed to be Considered Compliant (60%)	**17**	

2. Financial Criteria

2.1 COST BREAKDOWN

It is mandatory to present a cost breakdown to support the Financial Proposal (Appendix “2” - Financial Proposal Form).

APPENDIX "2" - FINANCIAL BID PRESENTATION SHEET

1. Firm Price Milestone Payments Subject to a Limitation of Expenditure

Bidder tendered all-inclusive firm price 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.

Milestone #	Description of Milestone	Firm Price (Applicable Taxes Excluded)
1	50% of total contract value: Collect samples; record field data and site locations; take site photos; deliver Progress reports	$ _____
2	25% of total contract value: Ship Samples to Designated Locations	$ _____
3	25% of total contract value: Prepare and deliver final report of activities	$ _____
	Total Firm Price for Financial Proposal Evaluation:	$ _____

2. Limitation of Expenditure – Supplementary costs (on demand)

The unit cost in this table are used to determine the services cost in case there is change in the firm price's statement of work. Please note that the effort in the table below only consists as an estimated for evaluation.

The unit cost offered by the bidder for the additional work should be all-inclusive (in Canadian funds) prices. Applicable taxes are excluded. Any Travel and Living Expenses and other miscellaneous expenses must be included in the firm price.

A	B	C	D (BxC)
Description	**Unit Cost ****	**Quantity ***	**Total Costs (Applicable Taxes Excluded)**
1.	**$**		**$**
2.	**$**		**$**
3.	**$**		**$**
4.	**$**		**$**
5.	**$**		**$**
		B - Total Supplementary Costs:	**$**

*** THE LEVEL OF EFFORT (QUANTITY OR NUMBER OF HOURS) PRESENTED HEREIN IS USED FOR EVALUATION PURPOSES ONLY AND IT IS NOT A COMMITMENT BY CANADA.**

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