

2023-11-01

Standards Council of Canada
55 Metcalfe Street, Suite 600
Ottawa ON K1P 6L5
Canada

Subject: **Request for Proposal (RFP) # 2023-22**

This document represents an invitation to Bidders to submit their proposals to the Standards Council of Canada (SCC) for SCC is seeking a Supplier to develop a **Publicly Available Specification (PAS) that outlines guidance and provides the necessary framework to apply an equity lens to disaster and climate resilient infrastructure project design and portfolio management.**

In accordance with the Statement of Work attached hereto as Appendix "B", SCC will issue a contract to the successful Bidder, establishing the pricing and terms / conditions under which the development of the above-mentioned initiative will be undertaken.

Proposals must be received by SCC no later than **16:00 hours, (4 p.m.) EST on Thursday, December 14th, 2023.** It is the Bidder's responsibility to deliver their proposal prior to **the time/date of bid closing.** Proposals received after 16:00 hours will not be accepted.

PROPOSALS ARE TO BE SUBMITTED ELECTRONICALLY TO contracts@scc.ca by the time/date of bid closing (including the financial proposal).

- **ATTACHMENT 1 – Technical Proposal**

NOTE: No financial information is to be included in ATTACHMENT 1

- **ATTACHMENT 2 – Financial Proposal**

Proposals that do not contain the requested documentation or deviate from the required financial format may be considered incomplete and disqualified.

SCC is not obliged to accept the lowest bid and/or any proposal.

Questions with respect to the meaning or intent of this process, or requests for correction to any apparent ambiguity, inconsistency or error in the document must be submitted in writing to contracts@scc.ca and must be received by 12:00 hours (noon) EST on **Thursday, November 30th, 2023.** All answers will be communicated to all potential bidders via the CanadaBuys website.

Request for Proposal # 2023-22

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APPENDIX A – REQUEST FOR PROPOSAL – ACCEPTANCE FORM

Proposal Submitted by

(Name of Company)

(Complete Address)

GST/HST Number _____ **BIN Number** _____

Telephone Number: _____

Fax Number: _____

Contact Person: _____

Contact Email Address: _____

1. The Undersigned (hereinafter referred to as “the Bidder”) hereby proposes to the Standards Council of Canada (SCC) to furnish all necessary expertise, supervision, materials, equipment and other incidentals necessary to complete to the entire satisfaction of SCC or their authorized representative, the work described in the Statement of Work attached hereto as Appendix “B”.

2. The Bidder hereby proposes to perform and complete the work in accordance with the terms and conditions (at the place and in the manner) specified in:
 - (i) Appendix A - attached and entitled “Request for Proposal – Acceptance Form”;
 - (ii) Appendix B - attached and entitled “Statement of Work”;
 - (iii) Appendix C - attached and entitled “Technical Evaluation Criteria”;
 - (iv) Appendix D - attached and entitled “Financial Proposal”; and

3. **Period of Services**
 - (i) The contract award date is the date that the contract is signed by the Bidder and SCC.
 - (ii) The service start date is the date that the Bidder and SCC agree to commence the work.
 - (iii) The Bidder hereby proposes to perform the work commencing on the service start date and have work completed as established in Appendix B.

4. Financial Proposal

The Bidder hereby proposes to perform and complete the work as per the financials outlined in Appendix D: Financial Proposal of SCC RFP #2023-22, which represents the total financial proposal.

5. Optional Modifications

In the event that SCC requests the successful Bidder to proceed with any optional modifications or additional changes to the process, payment for this additional work will be based on the per diem rates quoted (see Appendix D of SCC RFP #2023-22).

Authorization to proceed with additional work will be provided by way of a contract amendment as per the established proposal.

6. Optional Years

SCC may decide, at its discretion, to exercise an option by means of formal contract amendment, to extend the term.

7. Federal Goods and Services Tax (GST) and Harmonized Sales Tax (HST)

The prices and rates quoted as part of the Bidder's proposal are NOT to include any provision for taxes.

8. Payment Schedule

As a result of acceptance of the Bidder's proposal, SCC reserves the right to negotiate an acceptable payment schedule prior to the awarding of a contract and/or any amendments.

9. Appropriate Law

Any contract awarded by SCC as a result of SCC RFP #2023-22 shall be governed by and construed in accordance with the laws in force in the Province of Ontario, Canada.

10. Tender Validity

The Bidder agree(s) that their proposal will remain firm for a period of 90 calendar days after the **time/date of bid closing**.

Signatures

The Bidder herewith submits this bid in accordance with the requirements specified in the Request for Proposal documents.

SIGNED this _____ day of _____ 2023.

Per _____
NAME OF COMPANY

Per _____
(Signing Officer and Position)

APPENDIX B – STATEMENT OF WORK

APPENDIX A: STATEMENT OF WORK

Project	Development of a Publicly Available Specification (PAS) that outlines guidance and provides the necessary framework to apply an equity lens to disaster and climate resilient infrastructure project design and portfolio management.
Background	<p>Climate change is affecting all regions of Canada, with impacts on the environment, society, and economy, that can be experienced as shock-events or on-going stressors on our infrastructure and the services it provides. Adapting standards to ensure infrastructure is climate and disaster resilient and can withstand current and future climate change impacts and natural hazard risks is critical for Canada and its citizens. Standards can serve as a reference for both performance and material requirements, providing a framework to incorporate climate-related risks into infrastructure planning and development processes.</p> <p>While impacts are being felt across the country, they are not being experienced equally. Incorporating social equity into infrastructure decision-making, project design, and portfolio management, will allow for better outcomes for the communities they serve.</p> <p>Through funding announced in Budget 2021, SCC renewed its Standards to Support Resilience in Infrastructure Program (SSRIP) for a five-year period (2021-2026). Phase II of SSRIP builds upon and extends the activities of phase I (2016-2021), enabling SCC to continue working with Canada’s national standardization network to develop and implement standardization solutions that boost infrastructure resilience and create stronger communities for Canadians. As in phase I, this will result in resources and standardized guidance related to climate change and climate resilience to support both standards users and developers in Canada.</p> <p><u>Climate change and social equity</u></p> <p>Climate impacts and hazards include floods, wild/forest fires, erosion, permafrost thaw, extreme heat, extreme storms (precipitation, hurricanes, etc.), tsunamis, extreme snow and freezing rain, sea level rise, droughts, high winds (derechos, tornadoes, etc.) and earthquakes. Climate change and disasters amplify existing vulnerabilities and inequalities, which results in some populations experiencing climate change impacts more severely. This disproportionate impact can be in large part attributed to historical and ongoing practices and policies that shape lived experiences, capacity, and access to resources. The Government of Canada defines equity as “A distinct process of recognizing differences within groups of individuals, and using this understanding to achieve substantive equality in all aspects of a person's life.” Inequity is usually structural and systemic in nature and can lead to poor health outcomes and lack of safety, specifically for historically and/or currently underrepresented and/or marginalized peoples and groups.</p>

First Nations, Inuit and Métis Peoples experience disproportionate impacts from climate change caused by historic and ongoing traumas associated with colonization. This can include cultural suppression, disruption of families, forced displacement from traditional territories, lack of clean and safe drinking water and healthy ecosystems, infrastructure and service gaps, health inequities, lower socio-economic status, and degradation of their lands and territories. These systemic inequities weaken Indigenous Peoples' ability to prepare for and recover from climate-related impacts.

In Canada, racialized communities can face unequal exposure to environmental hazards and lack access to clean environments. For example, in Nova Scotia, African Nova Scotian communities are disproportionately located in close proximity to waste disposal sites and toxic industries, which are compounded by social and economic inequity and contribute to increased exposure to climate hazards and sensitivities to climate change.¹

Inequitable access to safe, healthy housing or lack of proper insulation and ventilation in homes can lead to increased exposure to health risks such as extreme indoor heat (the leading cause of heat related deaths in Canada). Lack of access to housing or low socioeconomic status also results in increased exposure to climate-related health risks, including extreme heat and other health impacts. People living with disabilities can also be more vulnerable to extreme cold and heat and face additional challenges during evacuations and within emergency shelters during natural disasters. Climate-related disasters can add additional harm and stress to 2SLGBTQ+ people as they can be exposed to more discrimination and hostility at emergency shelters.²

In addition to direct impacts, climate change and natural disasters can indirectly impact the health and safety of Canadians through economic and labor disruptions. Flooding and wildfires for example can result in loss of productivity and even unsafe working conditions for entire regions, the brunt of which would be felt differently across socio-economic groups.³ Climate hazards can have devastating economic consequences for many people, which can lead to negative health outcomes. In Toronto, for example, basement apartments are more likely to be occupied by women with low incomes. In the event of a flood,

¹ Waldren, Ingrid. Climate Change in African Nova Scotia Communities Final Report March 2021. School of Nursing, Faculty of Health, Dalhousie University. ClimAction Services Inc. [Climate-Change-in-African-Nova-Scotian-Communities-Workshops-Report.pdf \(enrichproject.org\)](https://www.enrichproject.org/Climate-Change-in-African-Nova-Scotian-Communities-Workshops-Report.pdf)

² Equity, diversity, and inclusion in Canada's National Adaptation Strategy: Why it matters and what it means, International Institute for Sustainable Development, <https://www.iisd.org/articles/social-inclusion-climate-adaptation>

³ International Labour Organization (ILO). (2018). The employment impact of climate change adaptation [Input Document for the G20 Climate Sustainability Working Group]. https://www.ilo.org/wcmsp5/groups/public/---ed_emp/documents/publication/wcms_645572.pdf

these women would be disproportionately affected because their renter status makes them ineligible for government infrastructure subsidies.⁴

Equity-denied groups are disproportionately affected by climate change, and can be important drivers of change when engaged meaningfully. For example, many Indigenous communities and populations that are on the front lines of climate change have been, and continue to be, active drivers of adaptation efforts, demonstrating significant adaptive capacity and resilience despite unequal distribution of resources and capacity. In fact, people who are subjected to discrimination often possess superior risk assessment and management skills, which would be an asset in planning.⁵ They may simply lack the specific expertise and/or resources to apply for complex, inflexible and resource-intensive grants and contracts that would improve the climate resilience of their homes and communities.

The need for guidance on social equity, infrastructure, and climate change

The importance of addressing inequities exacerbated by climate change has been recognized by international organizations and governments, including the Government of Canada. In fact, one of the guiding principles of Canada's first National Adaptation Strategy, which outlines a shared path and sets common direction for a more climate resilient Canada, addresses equity and inclusion directly, stating:

“Adaptation efforts must act to advance environmental justice. This includes addressing and minimizing social, gender, racial and intergenerational inequities and prioritizing those populations and communities at greater risk of climate change impacts, including due to historical and ongoing practices and policies that shape lived experiences, capacity, and access to resources.”⁶

The Infrastructure System within the NAS also embeds equity in the advice put forward, with the Transformational Goal that by 2050, “all infrastructure systems in Canada are climate-resilient and undergo continuous adaptation to adjust for future impacts to deliver reliable, **equitable**, and sustainable services to all of society.” Further, there is a medium-term objective that directs actors that by 2030, infrastructure decisions prioritize benefits for marginalized populations and communities at highest risk of climate change impacts.”

⁴ Perkins, P. (2017). Gender justice and climate justice: Building women's economic and political agency through global partnerships. In Understanding climate change through gender relations. (S. Buckingham & V. L. Masson (Eds.)) (pp. 45–63). Routledge.

⁵ Equity, diversity, and inclusion in Canada's National Adaptation Strategy: Why it matters and what it means, International Institute for Sustainable Development, <https://www.iisd.org/articles/social-inclusion-climate-adaptation>

⁶ Canada's National Adaptation Strategy: <https://www.canada.ca/en/services/environment/weather/climatechange/climate-plan/national-adaptation-strategy/full-strategy.html>

	<p>The Government of Canada began considering gender in 1995, by applying a Gender Based Analysis (GBA) to its legislation, policies and programs, after the release of the <i>Federal Plan for Gender Equality</i>. In 2011, Women and Gender Equality Canada upgraded GBA to Gender-based Analysis Plus (GBA Plus), with the 'Plus' representing the addition of identities beyond sex and gender such as ethnicity, religion, and disability. This resulted in an intersectional approach, meaning a consideration of the multiple layers of identity held by individuals and how that intersectionality can affect how people experience life and create unique challenges and opportunities. While GBA Plus has been used in a variety of federal sectors, it does not have infrastructure-specific guidance.</p> <p>Canadian municipalities are beginning to address equity in climate action, though not in any systematic kind of way, often lacking concrete steps to achieve set goals.⁷ The City of Vancouver has developed an Equity Framework, a foundational document which sets principles by which all its policies and programs are operated, relationships are built, and accountability is shared.⁸ However, it does not directly address how equity should be applied to infrastructure related decision-making.</p> <p>The Institute for Sustainable Infrastructure created the Envision Framework to help asset owners and other stakeholders to design and implement infrastructure projects in a sustainable, resilient, and equitable fashion.⁹ This includes the use of a pre-assessment checklist of sustainability and resilience indicators, which is broken down into five categories: quality of life, leadership, resource allocation, natural world, and climate and resilience. Though it provides some guidance on equity considerations, it is not freely accessible to all as it is part of an accreditation process and available through a paid membership. It is also not specific to a Canadian context.</p> <p>Although there is emphasis on climate equity at multiple levels of government, what is lacking is clear guidance on how an equity lens should be applied to infrastructure project design and portfolio management. A guide is needed on how asset owners can and should prioritize the development or retrofit of infrastructure based on who uses that infrastructure, thereby ensuring the health and safety of those who are most vulnerable to climate hazards and natural disasters.</p>
Scope	<p>While SCC recognizes the scope of the proposed Publicly Available Specification may be adjusted based on input from the relevant Steering Group and stakeholder engagement, the following provides guidance on what should be the intended scope and contents for the PAS.</p>

⁷ Climate Action Equity in Canada, Ashley Armitage, Dr. Andréanne Doyon, SFU School of Resource and Environmental Management, Prepared for City of Vancouver Sustainability Group, Feb 2021

<https://citystudiovancouver.com/wp-content/uploads/2021/04/Climate-Action-Equity-in-Canada-final-report.pdf>

⁸ -City of Vancouver's Equity Framework: <https://vancouver.ca/files/cov/equity-framework.pdf>

⁹ Envision: <https://sustainableinfrastructure.org/envision/use-envision/>

Purpose

The purpose of the PAS is to help asset owners and municipalities with decision making and risk management relating to their infrastructure by providing guidance on how to prioritize construction, operation and retrofit in the context of climate change adaptation based on who uses the infrastructure, what their needs are, who would be most affected by climate impacts and hazards, and how to address their needs through the design of the infrastructure.

While there are numerous benefits to mainstreaming gender and equity into infrastructure decision making, such as removing barriers to economic opportunities and improving access to labor markets that would otherwise be inaccessible, the focus of this guidance is risk mitigation concerning groups disproportionately affected by climate change and natural disasters.

Intended Users and Audience

The intended audience for this guide is asset owners in all Canadian regions, such as municipalities and provincial or territorial governments, as well as the professionals engaged in decision-making and project design related to these assets. This could include engineers, urban planners, and municipal managers.

Content of the PAS

The PAS should cover the following topics:

- Definitions of terms such as equity, gender, intersectionality, exposure, sensitivity, adaptive capacity, and vulnerability to climate change
- Linkages between infrastructure assets and social inequity in Canada (e.g., service delivery, access) and the opportunities with climate adaptation
- The rationale for why an equity lens is needed for climate-resilient infrastructure project design and portfolio management and the opportunities it can provide (e.g., reduced costs associated with emergency response and social assistance, improved health outcomes)
- The barriers and challenges to using an equity lens for climate-resilient infrastructure (e.g., data can be outdated, superficial, and/or incomplete. For example, individuals who identify as 2SLGBTQ+ and/or have disabilities are often not accurately represented in datasets.)
- An analytical framework to incorporate equity considerations into decision making relating to climate resilient infrastructure project design and portfolio management. This should include guidance on how to identify:
 - What is the infrastructure in question
 - What is the expected service level of that infrastructure that everyone should be able to access

- Who will be using this infrastructure
- How you can assess whether the service level differs by users (e.g., how might people be able to access or not access the same service level), including the social indicators to be used for an equity analysis (e.g., low or unstable income, low access to transportation, etc.)
- How would the service needs differ among users
- How can you collect information/engage with these users, including guidance on sourcing the data, developing or accessing mapping tools (e.g., vulnerability map) and engaging the community
- How do you consider the information gathered to adapt your decision or project to the users' needs
- How do you monitor/evaluate effectiveness, including guidance on how to set key performance indicators to ensure that the project design or decision-making successfully served the intended groups and builds climate resilience

The SUPPLIER should consider organizing the framework by asset type to ensure a fit-for-purpose, as the considerations for a bridge would not be the same as a community cooling centre, for example. Through expert and stakeholder engagement, the SUPPLIER may determine that there is a need for more than one framework if the same approach cannot be used for all asset types.

The SUPPLIER should also include checklist(s) and/or template forms where appropriate to help guide the process of applying the framework. At a minimum, this should include a template form that would capture information collected across application of the framework, and a checklist that would support users to determine they have considered all aspects of the process. The need for further checklists and/or template forms should be identified through the development of the PAS and added as needed.

The SUPPLIER should consider incorporating case studies of equity considerations being included in infrastructure decision-making and risk assessment in a Canadian context for various asset types.

Relation to Existing Literature, Guidance and Documentation

The SUPPLIER should review the following literature:

- Canadian Red Cross, *Integrating Emergency Management and High-risk Populations: Survey Report and Action Recommendations*, December 2007 https://www.redcross.ca/crc/documents/3-1-4-2_dm_high_risk_populations.pdf

- Coutinho, A., Mesic, A., Ramesh, H., Whittaker, A.I., & McCarney, G. (2022). *Shed Light, Build Resilience: Unearthing Evidence on Climate Change, Gender, and Livelihoods in Canada*. [Shed Light, Build Resilience series]. Smart Prosperity Institute.
- Health Canada, *Climate Change and Health Vulnerability and Adaptation Assessments: A Knowledge to Action Resource Guide*, 2020 <https://www.canada.ca/content/dam/hc-sc/documents/services/publications/healthy-living/healthadapt-report-eng.pdf>
- Hoogeveen, D., Klein, K., Brubacher, J., & Gislason, M.K. *Climate Change, Intersectionality and GBA+ in British Columbia: Summary Report March 2021* https://www2.gov.bc.ca/assets/gov/environment/climate-change/adaptation/resources/climate_change_gba_in_bc_summary_report.pdf
- IAP2 Spectrum of Public Participation https://cdn.ymaws.com/www.iap2.org/resource/resmgr/pillars/Spectrum_8.5x11_Print.pdf
- ICLEI, *Equitable Climate Adaptation: Considerations for Local Government*, 2022, <https://icleicanada.org/wp-content/uploads/2022/11/2022-11-08-ICLEI-Equitable-Climate-Adaptation-Considerations-for-Local-Governments.pdf>
- *Interim Implementation Guidance for the Justice40 Initiative*, 2021, <https://www.whitehouse.gov/wp-content/uploads/2021/07/M-21-28.pdf>
- Mohnot, S., Bishop, J. Sanchez, A., *Making Equity Real in Climate Adaptation and Community Resilience Policies and Programs: A Guidebook*, The Greenlining Institute, August 2019, <https://greenlining.org/publications/making-equity-real-in-climate-adaptation-and-community-resilience-policies-and-programs-a-guidebook/>
- Morgan G, Bajpai A, Ceppi P, Al-Hinai A, Christensen T, Kumar S, Crosskey S & O'Regan N. *Infrastructure for gender equality and the empowerment of women*. UNOPS, Copenhagen, Denmark.
- OECD (2021), *Women in infrastructure: Selected stocktaking of good practices for inclusion of women in infrastructure*, OECD Public Governance Policy Papers, No. 07, OECD Publishing, Paris, <https://doi.org/10.1787/9eab66a8-en>
- Patterson, J. *Equity in Building Resilience in Adaptation Planning*, NAACP, 2015 <https://climateaccess.org/resource/equity-building-resilience-adaptation-planning>

- Public Safety Canada, *National Risk Profile: A national emergency preparedness and awareness tool, First Public Report – May 2023*, <https://www.publicsafety.gc.ca/cnt/rsrscs/pblctns/2023-nrp-pnr/index-en.aspx>
- Schnitter, R., Moores, E., Berry, P., Verret, M., Buse, C., Macdonald, C., Perri, M., & Jubas-Malz, D. (2022). *Climate Change and Health Equity*. In P. Berry & R. Schnitter (Eds.), *Health of Canadians in a Changing Climate: Advancing our Knowledge for Action*. Ottawa, ON: Government of Canada. <https://changingclimate.ca/site/assets/uploads/sites/5/2021/11/9-HEALTH-EQUITY-CHAPTER-EN.pdf>
- Yuen, T., Yurkovich, E., Grabowski, L., Altshuler, B., *Guide to Equitable, Community-driven Climate Preparedness Planning*, Urban Sustainability Directors Network, May 2017, https://www.usdn.org/uploads/cms/documents/usdn_guide_to_equitable_community-driven_climate_preparedness-high_res.pdf

The SUPPLIER should review the following tools for data sources and vulnerability mapping:

- Census Program Data Viewer, Statistics Canada, <https://www12.statcan.gc.ca/census-recensement/2021/dp-pd/dv-vd/cpdv-vdpr/index-eng.cfm>
- Healthy City Dashboard, City of Vancouver, <https://opendata.vancouver.ca/pages/healthy-city-dashboard/>
- Energy Poverty & Equity Explorer Tool, Canadian Urban Sustainability Practitioners, <https://energypoverty.ca/>
- Neighborhoods at Risk, City of Portland, OR, <https://nar.headwaterseconomics.org/4100059000/explore/map>
- Neighbourhood Resiliency Maps, Community Resilience to Extreme Weather, <https://crewresilience.ca/our-projects/neighbourhood-resiliency-maps/>
- Racial Equity Tools, <https://www.racialequitytools.org/>
- Tree Equity Score, <https://treeequityscore.org/>
- Vulnérabilité aux changements climatiques, Ville de Montréal, <https://donnees.montreal.ca/dataset/vulnerabilite-changements-climatiques>

Please note that more resources can be provided after contract signature.

Publishing and Distribution of the PAS

The SUPPLIER will be required to prepare and obtain SCC approval for an outreach plan to be implemented that outlines an understanding of the target

audiences, methodology of communication and any additional required materials to ensure awareness, active distribution, and a greater understanding of the PAS by end users.

Once the PAS is published, the SUPPLIER should inform the following organizations:

- Canada Without Poverty
- Canadian Centre on Disability Studies Inc. o/a Eviance
- Canadian Climate Institute
- Canadian Council for Public-Private Partnerships
- Canadian Institute of Planners
- Canadian Network of Asset Managers
- Canadian Society for Civil Engineering
- Canadian Society of Landscape Architects
- Canadian Urban Sustainability Practitioners
- Centre for Indigenous Environmental Resources
- Climate Risk Institute
- Dignity for All
- Engineers Canada
- Federation of Canadian Municipalities
- ICLEI
- Inclusion Canada
- Municipal Engineers Association
- National Collaborating Centre for Environmental Health
- PIEVC
- Urban Aboriginal Knowledge Network

To reduce the financial burden to stakeholders, the PAS will be made available at no fee for the publication period determined by the maintenance requirement of the PAS Guidelines. SCC retains the right to distribute and host the PAS.

To assist with the promotion of the PAS to municipalities, the SUPPLIER should develop a one pager with an infographic of the process they should follow in applying an equity lens to infrastructure decision-making, project design, and portfolio management based on the framework(s) developed for this purpose.

Timelines

Work is to begin at the effective date of the contract.

The PAS shall be developed and published in accordance with the workplan schedule indicated in the deliverables table below but no later than 12 months after the effective date, simultaneously in English and French.

Mandatory Requirements	<p>The SUPPLIER:</p> <ul style="list-style-type: none"> • Shall comply to SCC Requirements and Guidance for Publicly Available Specification; and • Acknowledges and accepts this statement of work (SOW) and all of the requirements pertaining to deliverables detailed within.
Tasks/ Technical Specifications	<p>This appendix contains detailed requirements about the work that is to be delivered by the SUPPLIER throughout the required Stages 1 through 8.</p> <p>End-project deliverable(s) shall constitute the publication of a Publicly Available Specification (PAS), simultaneously published in English and French.</p> <p>The SUPPLIER will:</p> <ul style="list-style-type: none"> • Submit all Contract-related deliverables directly to SCC, by email or an agreed upon electronic workspace, according to the authorized work plan and schedule; • Ensure SCC is informed as per the reporting schedule outlined in the Contract; • Manage the Publicly Available Specification development process and provide support as outlined in the PAS Guidelines; • Inform and obtain SCC’s final approval on all joint press release communications; • Provide sufficient notice to SCC to review and approve any public, non-mandated announcements regarding work undertaken in relation to this project; specifically, the SUPPLIER to provide the following minimum notice to SCC: <ul style="list-style-type: none"> ○ Public Review Strategy (if applicable) – minimum five (5) business days ○ SUPPLIER or Joint SUPPLIER-SCC Publication Content – minimum fifteen (10) business days; note that that the timeline is for SCC to approve the SUPPLIER content – with respect to Joint Publications, the publication issuance shall be at SCC’s final determination ○ For clarity, public announcements do not include the mandatory announcement required under Stage 5; • Provide acknowledgement of the contribution of SCC and associated funders, to contribution of the development of the Publicly Available Specification (including in publication and related announcements), per the following: “[SUPPLIER] acknowledges that the development of this PAS was made possible, in part, by the financial support of the Standards Council of Canada, as part of the Standards to Support Resilience in Infrastructure Program which promotes the development and update of standards and technical guidance to adapt infrastructure to climate change. • Inform and seek authorization from SCC of scope, work plan, budget and/or schedule changes;

	<ul style="list-style-type: none"> • Enable accessibility to the Publicly Available Specification; • PAS distribution reporting: For the identified lifecycle following publication of the PAS, the Supplier is required to supply SCC annual reporting including number of visits (to view the PAS) and number of times the PAS is accessed (by download or online use) summarized by language of publication. An uptake template is provided in Appendix C.
Deliverables	See deliverables table below.

Stages	Requirement	Deliverable
Stage1: Preliminary (Guidance clause 4.2)	a) A proposal for a PAS can come from any source, generally from a prospective sponsor. Once a market need has been ascertained, a detailed formal project proposal shall be prepared by the developer for approval by the sponsor, setting out a draft scope for the PAS and identifying the range of services and options that are appropriate, the proposed author of the first draft, and the fee and payment schedule for undertaking the work. b) The proposal shall include appropriate language measures ensuring language legislation is covered. The proposal shall include consideration of the obligation to make an “active offer” regarding the use of both official language measures ensuring compliance with the Official Languages Act. c) Generate project work plan with clear deliverables and matching timelines for completion for approval by SCC ensuring “active offer” languages services are included.	Confirmation from Project Manager: a) that the detailed formal project proposal has been completed b) the project sponsor has approved the project proposal and that the language capacity is in place to ensure that an active offer regarding the use of either of Canada’s official languages is made and that participants can use their official language of choice. c) Obtain SCC approval of project work plan that also includes “active offer” languages services.
Stage 2: Initiation	As a minimum, the developer shall undertake reasonable research to identify:	

Stages	Requirement	Deliverable
(Guidance clause 4.3)	<ol style="list-style-type: none"> I. national and international standardization documents and projects that may relate to the proposed scope of the PAS project; and II. stakeholders who may have an interest in it. The SUPPLIER shall ensure an “active offer” regarding the use of both official languages is made. 	
	<ol style="list-style-type: none"> a) A report of the findings shall be sent to the sponsor and technical author to inform the preparation of the first draft and the composition of the steering group and review panel. Depending on the language preferences of participants voiced when the active offer was made, this may need to be done in both official languages. 	<ol style="list-style-type: none"> a) Confirmation from Project Manager that the report of findings has been completed and sent to the project sponsor and technical author and that the language requirements were met.
Stage 3: Coordination (Guidance clause 4.5)	<ol style="list-style-type: none"> a) The developer shall organize a coordination meeting (typically including the developer’s project manager, the representative of the sponsor and the technical author) at which the PAS process and the duties and roles of both the sponsor and the developer within it shall be clearly explained and a draft schedule proposed. The SUPPLIER shall ensure an “active offer” regarding the use of both official languages is made. b) The draft scope of the PAS as developed during the inception of the project shall be further discussed and refined at the initial meeting and consideration shall be given to the composition of the steering group and review panel. Depending on the language preferences of participants voiced when the active offer was made, this may need to be done in both official languages. 	Confirmation from Project Manager that: <ol style="list-style-type: none"> a) the meeting was held and that the language requirements were met. b) The draft scope of the PAS as developed during the inception of the project shall be further discussed and refined at the initial meeting and consideration shall be given to the composition of the steering group and review panel. Depending on the language preferences of participants voiced

Stages	Requirement	Deliverable
		when the active offer was made, this may need to be done in both official languages.
<p>Stage 4: Notice (Guidance clause 4.6.1)</p>	<p>a) A public announcement, in both Official Languages, shall be made of the commencement of the project and further details shall be sent directly to all stakeholders identified by the domain research as having a potential interest in the subject matter. The announcement shall include basic details of the project and shall invite stakeholders to engage with the PAS process by taking part in the public consultation and consider nominating appropriate experts as members of the review panel.</p> <p>b) The draft scope of the PAS as developed during the inception of the project shall be further discussed and refined at the initial meeting and consideration shall be given to the composition of the steering group and review panel. Depending on the language preferences of participants voiced when the active offer was made, this may need to be done in both official languages.</p>	<p>Confirmation from Project Manager that:</p> <p>a) the announcement was made in both official languages at the commencement of the project</p> <p>b) The draft scope of the PAS as developed during the inception of the project shall be further discussed and refined at the initial meeting and consideration shall be given to the composition of the steering group and review panel. Depending on the language preferences of participants voiced when the active offer was made, this may need to be done in both official languages.</p>
<p>Stage 5: Committee (Guidance clause 4.6.2)</p>	<p>a) A steering group shall be created. Typically a steering group has between 8 and 12 members, including the sponsor, the technical author and representatives of organizations identified as being important stakeholders in the project. These may include:</p>	<p>a) Confirmation from Project Manager that the steering group has been formed appropriately to the subject of the PAS</p>

Stages	Requirement	Deliverable
	<ul style="list-style-type: none"> • industry; • central and local government departments, agencies and other regulatory bodies; • trade associations; • professional bodies; • consumer interests; • testing, certification and accreditation bodies; • academia. <p>The sponsor is asked at the initial meeting to identify important stakeholders and provide named contact details if available. The developer domain research and PAS announcement to stakeholders are also designed to identify organizations or candidates. To ensure a fair and transparent representation of relevant interests, the ultimate responsibility for the composition of the steering group shall reside with the developer. Steering group meetings are chaired by the project manager..</p> <p>b) The SUPPLIER shall ensure an “active offer” regarding the use of both official languages is made. Following initial offer, the “active offer” language service shall be offered to any new members that join.</p>	<p>b) Confirmation that the language requirements were met.</p>
<p>5.1 (Guidance clause 4.6.3)</p>	<p>a) A review panel shall be created. The review panel comprises a wider representation of interested parties that are likely to benefit from or be affected by the implementation of the PAS. A panel comprising between 20 and 150 representatives is usual. Members should be drawn from those stakeholders identified by the steering group, informed by</p>	<p>a) Confirmation from the Project Manager that the review panel has been created appropriately to the subject of the PAS.</p>

Stages	Requirement	Deliverable
	<p>the domain research and other types of market engagement.</p> <p>b) The SUPPLIER shall ensure an “active offer” regarding the use of both official languages is made. Following initial offer, the “active offer” language service shall be offered to any new members that join.</p>	<p>b) Confirmation that the language requirements were met.</p>
<p>Stage 6: Drafting (Guidance clause 4.6.4)</p>	<p>a) The first draft (the “base document”) is usually supplied either by the sponsor or by the technical author. It is usually subject to a gap analysis by the project manager to reveal any areas defined by the draft scope that may be missing. After editing and any further necessary reworking, the document shall be submitted to the steering group for consultation. Depending on the language preferences of participants voiced when the active offer was made, this may need to be done in both official languages.</p> <p>b) A review of the comments received leads to the development of a draft that is sufficiently mature to be issued for a wider public consultation.</p>	<p>a) Confirmation from the Project Manager that:</p> <ul style="list-style-type: none"> • that the GAP analysis has been conducted • the draft has been provided to the steering group for consultation • a scope statement has been drafted • the required structure has been followed • that the language requirements were met. <p>b) Confirmation from the Project Manager that a mature draft has been developed and will be issued for a wider public consultation.</p>
<p>Stage 7: Public Inquiry (Guidance clause 4.6.5)</p>	<p>a) The consultation stage shall last for at least four weeks and is undertaken through an online forum open to the public.</p> <p>b) The stakeholders identified at the public announcement stage shall be notified of the consultation, as well as the members of the review panel. The consultation is a vital stage in validating the draft and therefore a major factor</p>	<p>Confirmation from the Project Manager that:</p> <p>a) consultation has been conducted.</p> <p>b) the identified members of the review panel have been notified.</p>

Stages	Requirement	Deliverable
	<p>in establishing the authority and credibility of the published PAS.</p> <p>c) The public inquiry shall be conducted simultaneously in both official languages.</p>	<p>c) that the public inquiry was made available simultaneously in both official languages.</p>
<p>Stage 8: Approval & Publication (Guidance clause 4.6.6)</p>	<p>a) Comments arising from the public consultation shall be discussed by the steering group, with the aim of achieving a document underpinned by consensus. Depending on the language preferences of participants voiced when the active offer was made, this may need to be done in both official languages.</p> <p>b) Prior to publication, the sponsor shall endorse the final draft and provide permission to being publicly associated with the PAS as outlined in the contract. Approval of the PAS shall be based on a simple majority of the steering group. The developer shall publish the PAS, in both official languages simultaneously, promptly and makes it available under reasonable terms and conditions.</p> <p>c) The PAS is to be available online at no-fee for the identified lifecycle in downloadable PDF format. The cost displayed for the PAS shall be displayed as "\$0.00" or "at no fee" for Canadian IP addresses.</p>	<p>a) Confirmation from Project Manager that:</p> <ul style="list-style-type: none"> • the comments of the consultation have been addressed by the steering group • endorsement from the sponsor • approval by the steering group • that the language requirements were met. <p>b) Confirmation from Project Manager that</p> <ul style="list-style-type: none"> • simultaneous publication in both official languages • a copy of the published PAS shall be provided to SCC for its records. <p>c) Confirmation that the PAS is available online at no fee and downloadable.</p>

APPENDIX C – TECHNICAL EVALUATION

APPENDIX C: TECHNICAL EVALUATION CRITERIA

Technical Evaluation Process

The technical evaluation for the development of a Publicly Available Specification (PAS) will consist of:

1. A determination of the compliance of each bid with the mandatory requirements stated in phase 1, below.
2. Each proposal that meets the stated mandatory requirements will be evaluated against the point-rated technical selection criteria. Bidders must achieve a minimum score of 70% (65 points of a possible 94 points) for the point-rated technical criteria as stated in phase 2, below. Only proposals meeting these requirements will be considered.
3. In the financial evaluation, tendered prices of the qualified bids will be computed as follows:

$$F = 30 + (21 * (1 + |n|)^{-n})$$

Where,

$$n = (Y - P) / Y$$

P = Bid Price

Y = Internal Budget

The financial evaluation may achieve a maximum score of 30 points.

The Proposed Project budget should not exceed \$150,000 (CAD) before all applicable taxes.

An Evaluation Committee, consisting of at least three (3) SCC or SCC-appointed representatives, will be formed to assess all bids received in response to **SCC RFP# 2023-22**. The committee will be dissolved after the successful completion of their duties in selecting the Bidder with whom SCC will contract for the delivery of the Publicly Available Specification (PAS) deliverables.

4. The technical evaluation for the successful bidder that will lead the development of a PAS will consist of the two (2) phases described below:

Phase 1- Evaluation of Mandatory Requirements. This phase will consist of determining compliance of submitted Proposals against mandatory requirements. Proposals meeting all the mandatory requirements will be considered for the second phase. Proposals that do not substantially comply with all mandatory requirements and / or are substantially incomplete, will be disqualified and not evaluated further

Phase 2: Evaluation of Point-Rated Criteria. This phase will consist of evaluating the (i) technical and (ii) cost merits of proposals, which meet the stated mandatory requirements, against the point-rated technical selection criteria. Respondents must achieve a minimum score of 65 points (of a possible 94 points) for the point-rated technical criteria, in order to be considered for the point-rated cost criteria, which will evaluate respondents' financial proposal for a maximum of 30 points.

The highest-ranked Respondent will be determined using the highest combined rating of technical merit (80 percent) and cost (20 percent).

PART A: Evaluation of Mandatory Requirements

Proposals will be assessed by the SCC Evaluation Committee to determine whether they meet mandatory requirements pertaining to:

- The Bidder, and
- The Project Team

The Bidder

Each Bidder submitting a response to **RFP # 2023-22** must demonstrate to the satisfaction of the Evaluation Committee that:

- The Bidder has the competency to develop the deliverables, and the ability to comply to SCC's PAS guidelines, by submitting two (2) copies of previously published standards deliverables or like deliverables (guidance and regulatory documents, policies and procedures, etc.)
- The Bidder must provide examples of technical competency to apply a Diversity, Equity and Inclusion (DEI) lens in the development of policies, procedures, programs, or projects, etc.;
- The Bidder has the capacity to engage key stakeholders in the DEI field, as well as to identify and engage any additional experts necessary to ensure language, needs, and challenges are reflected in the development of the deliverable;
- The Bidder has the capacity to publish the Publicly Available Specification (PAS) within the timelines specified.

The Bidder must include a list of any potential subcontractors in their project plan.

The Project Team

Each Bidder must agree to the following mandatory requirements for the Project Leadership Team:

- At least three (3) years of experience in writing guidance or best practice documents;
- At least two (2) years of experience collecting and analysing stakeholder input via large consultations, interviews and/or focus groups;
- Experience in applying a DEI lens to project and/or program design and management and deep knowledge of gender, diversity, and inclusion language;
- Relationships and the ability to engage and drive consultations with organizations, individuals, and groups that have expertise in implementing policies, procedures, programs, or projects, etc. with a focus on First Nations, Inuit, and/or Métis Peoples.

As part of the proposal, the Bidder must include the following information for each Team Member (resource):

- a) Name of the proposed Team Member and the role for which they are proposed;
- b) A list of qualifications directly related to the requirements;
- c) Chronological work experience;

d) A detailed list of relevant academic and professional attainments.

Only those proposals that are judged by the Evaluation Committee to have met all stipulated mandatory criteria will receive further consideration.

Note: Proposals should not exceed 10 pages with 11 point font (excluding appendices).

PART B: Point-Rated Requirements

Each proposal must demonstrate to the satisfaction of the Evaluation Committee that all stipulated mandatory requirements can be substantiated through the evaluation of the point-rated requirements in the following five (5) categories, for which the respondent must include a response:

Category		Max. Points
I.	Experience/competence in developing standards solutions	26
II.	Project team experience in type of work being proposed	30
III.	Distribution, outreach, and capacity building activities	18
IV.	Project schedule	10
V.	Quality of the proposal	10
Total Possible Points		94

The point-rated requirements correspond to specific criteria, which have been identified as forming the basis for the accumulation of points in each of the five (5) categories. Each proposal **must include a response to each category.**

65 of the possible 94 points must be achieved (70%) for the financial elements of the bid to be evaluated.

The Evaluation Committee will assess the experience and competence of the Bidding Organization's, ("the Bidder") with respect to **RFP# 2023-22**, in the development of standards solutions.

I. Project Team experience in developing standards solutions and/or like projects

The Bidder must provide examples that demonstrate the extent to which they meet each criterion. The same example may be used to meet various criteria but must be revised accordingly to highlight the context within which it applies. The basis for scoring each criterion is provided in the table below.

"Recent", unless otherwise stated means within the last five years.

Criterion	Basis for Scoring	Possible Points
<p>I.A The Bidder is asked to provide two (2) recent examples that demonstrate that the Project Team has successfully managed volunteer expert committees responsible for the development of standards solution projects and/or like projects (e.g., guidance documents).</p>	<p>For each example, points will be awarded as follows:</p> <ul style="list-style-type: none"> - up to four (4) points if the example demonstrates 1-3 years of experience in managing committees and achieving consensus; - up to six (6) points if the example clearly demonstrates more than 3 years in managing committees, facilitating discussions, and driving consensus for decision making. - Up to eight (8) points if these projects that can clearly demonstrate the use of an equity lens to broader topics (e.g., climate equity or environmental justice) in strategies, policies and/or other regulatory documents. <p>Note: If the Bidder provides more than two (2) examples, only the first two (2) examples will be scored in the order they appear.</p>	<p>16</p>
<p>I.B The Bidder is asked to provide two (2) examples that demonstrate the Project Team has experience with the successful oversight of logistics for the development of standards solution projects and/or like projects (e.g. regulatory and/or guidance documents).</p>	<p>For each example, points will be awarded as follows:</p> <ul style="list-style-type: none"> - up to three (3) points if the example shows extensive experience in 2 of the logistical requirements listed below (extensive experience requires at least 2 years of experience); - up to five (5) points if the example shows extensive experience in all of the logistical requirements listed below (extensive experience requires at least 2 years of experience). <p>Note: Logistics include financial administration of the project, meeting organizing, demonstrated experience with engaging key audience and stakeholder, and facilitating consultations.</p>	<p>10</p>

II. Project team/resource experience in type of work being proposed

The Bidder must provide examples that demonstrate the extent to which they meet each criterion. The same example may be used to meet various criteria but must be revised accordingly to highlight the context within which it applies. The basis for scoring each criterion is provided in the table below.

“Recent”, unless otherwise stated means within the last five years.

Criterion	Basis for Scoring	Possible Points
<p>II.A The Bidder is asked to provide two (2) current or recent examples that demonstrate experience and competence in applying a Diversity, Equity and Inclusion lens in the development of policies, procedures, programs, or projects, etc.</p>	<p>For each example, points will be awarded as follows:</p> <ul style="list-style-type: none"> - up to four (4) points for applying a DEI lens in the development of policies, procedures, programs, or projects, etc. that are not directly linked to infrastructure; - up to eight (8) points for projects directly related to the development of guidance documents for the application of a DEI lens to infrastructure related risk assessment and/or decision-making. 	16
<p>II.B The Bidder is asked to provide recent examples that demonstrates they have active relationships and can engage and drive consultations with organizations, individuals, and groups that have expertise in implementing policies, procedures, programs, or projects, etc. with a focus on equity-denied groups such as the following seven (7) population groups:</p> <ol style="list-style-type: none"> a. Women and/or non-binary people; b. Racialized, Black, and/or People of Colour; c. People with disabilities (including invisible, 	<p>For each example, points will be awarded as follows:</p> <ul style="list-style-type: none"> - up to two (2) points for each example that demonstrates meaningful engagement and/or access to expertise with each of the different groups listed <p>Note: Bidders shall ensure they demonstrate that the combination of their own expertise and that of external organizations ensures access to expertise.</p> <p>Note: Relationships with First Nations, Inuit, and/or Métis groups or organizations is required.</p>	14

Criterion	Basis for Scoring	Possible Points
episodic and mental health disabilities); d. 2SLGBTQ+ and/or gender and sexually diverse individuals; and e. First Nations, Inuit and/or Métis. f. People whose incomes are below the federal poverty threshold g. Newcomers to Canada		

III. Distribution, outreach, and capacity-building activities

The Successful Bidder will plan and implement an outreach strategy to be approved by SCC in advance that will increase awareness of the Publicly Available Specification.

Evaluation of each Bidder’s proposed outreach strategy will be based on the Bidder’s preliminary understanding of and connections with the target audience for the PAS, the methodology for outreach, and the plan for outreach (please refer to the Scope section of Appendix B – Statement of Work for a list of the intended users of the standard, as well as a list of potentially relevant stakeholders).

In particular, the Evaluation Committee will assess the depth of the Bidder’s understanding of and connections with the target audience and proposed method(s) of communication. The Bidder may propose collaboration with the Steering Group and/or other relevant contacts within the target audience. The Bidder must provide examples that demonstrate the extent to which they meet each criterion. The basis for scoring with respect to each criterion is also provided in the table below.

Distribution and outreach

Component	Criterion	Basis for Scoring	Possible Points
Target audience for PAS	III.A The Bidder is asked to demonstrate an understanding of and	Points will be awarded as follows: - up to two (2) points for a breakdown of the target audience into relevant	6

Component	Criterion	Basis for Scoring	Possible Points
	connections with the target audience.	<p>organizational categories, including specific federal, provincial/territorial, and municipal government offices, professional association(s), and other relevant stakeholders.</p> <ul style="list-style-type: none"> - up to four (4) points for a breakdown of the target audience into relevant organizational categories, including specific federal, provincial/territorial, and municipal government offices, professional association(s); and other relevant stakeholders in at least three of the following regions: North, Pacific, Prairie, Central, and Atlantic * - up to six (6) points for a detailed breakdown of the target audience into relevant organizational categories, including federal, provincial/territorial, and municipal government offices, professional association(s); and other relevant stakeholders in at least three of the abovementioned Canadian regions, listing up to two (2) active contacts in each organizational category with whom the Bidder has an active relationship (including the contact’s name, title, and organization) <p>* In this RFP “North” means Yukon, the Northwest Territories, Nunavut, and Nunavik; “Pacific” means British Columbia; “Prairie” means Alberta, Saskatchewan, and Manitoba; “Central” means Ontario and Quebec; and</p>	

Component	Criterion	Basis for Scoring	Possible Points
		“Atlantic” means Prince Edward Island, New Brunswick, Nova Scotia, and Newfoundland and Labrador.	
Outreach Plan	<p>III.B The Bidder is asked to identify short-term activities for promotion and outreach to facilitate awareness, distribution, and understanding of the standard by the target audience including:</p> <ul style="list-style-type: none"> • Distribution (promotional) efforts that will increase awareness of the guide • Proposed opportunities to collaborate with the Steering Group and/or other relevant contacts within the target audience 	<p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> - up to two (2) points for an outreach plan with minimal detail or insight - up to four (4) points for a detailed outreach plan that demonstrates an understanding of the particular needs and characteristics of the target audience 	4

Potential Capacity Building Activities

The SUPPLIER is encouraged to carefully consider, and subsequently provide, several options for the development of capacity-building activities in the proposal. These options could include, but are not limited to:

- Developing an online training seminar (e.g., webinar) focused on the PAS that provides an overview of the PAS, including context for development and requirements
- Presenting on the PAS at a conference
- A short written promotional overview of the PAS (e.g., a brochure)
- A self-paced training module to develop knowledge, understanding, and application of the PAS.

Any capacity-building activities funded by SCC as part of this project must be made available in both English and French and provided at no fee to participants or recipients. Exceptions would only be made for instances where translation is not applicable (e.g., a presentation in a

unilingual conference). Promotion of capacity-building activity(ies) should be coordinated with SCC prior to launch.

While capacity-building activities will take place following publication of the PAS, planning for these activities should be considered throughout the course of the PAS's development.

Please note that the cost of the proposed capacity-building activities will be assessed separately from the cost of developing the PAS and will be excluded from the evaluation of the financial bid (see Appendix D). SCC will decide which activities, if any, to pursue and will agree upon the costs with the chosen supplier, prior to contract signature.

Criterion	Basis for Scoring	Possible Points
<p>III.C The Bidder is asked to propose activities to promote understanding of the PAS by the target audience, which could include, but are not limited to, brochures, training modules, or webinars.</p>	<p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> - up to four (4) points for outlining options that could support capacity building and build uptake of the PAS, with some explanation of how the proposed activities will support uptake, how the activities would be developed (e.g., level of effort involved, timeline for development, how the SUPPLIER will work with SCC to develop the activities) and how they would be shared and promoted with end-users - up to eight (8) points for outlining options that could support capacity building and build uptake of the PAS, with detailed explanation of how the proposed activities will support uptake, how the activities would be developed (e.g., level of effort involved, timeline for development, how the SUPPLIER will work with SCC to develop the activities), and how they would be shared and promoted with end-users (including how they the SUPPLIER will involve SCC in dissemination) 	<p>8</p>

IV. Project plan and schedule

The Bidder is required to provide a proposed (preliminary) schedule for the development of each of the deliverables. The Evaluation Committee will assess whether the Bidder has a realistic and well-ordered plan for the coordination of development work.

- The PAS should be developed within 12 months from start to finish of the project starting date (after the first meeting between the developer and SCC).
- The project plan must meet the process outlined in the deliverables table (see Appendix A) and must clearly outline how the Bidder will engage with organizations, individuals, and groups that have expertise in implementing policies, procedures, programs, or projects, etc. with a focus on equity-denied groups and infrastructure practitioners to inform the development of the PAS.

The basis for scoring the proposed schedule is provided in the table below.

Criterion	Basis for Scoring	Possible Points
<p>IV.A The Bidder is asked to demonstrate their ability to successfully develop a Publicly Available Specification (PAS) based on the SCC National PAS guidance.</p> <p>The bidder should present a plan and schedule that demonstrates that the Bidder has a clear and feasible plan for developing the PAS within a 12-month timeframe, mapping out the critical path including provisional dates.</p> <p>Note: If a chart or image is included in the response, the resolution must be high enough such that all labels are clearly readable.</p> <p>Note: A narrative should accompany the schedule, with explanation of how the timelines were determined, including key underlying assumptions.</p>	<p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> - up to five (5) points for a basic plan that identifies key details, deliverables, and key assumptions; - up to eight (8) points for an adequate plan that identifies the main details, deliverables, and key assumptions; - up to ten (10) points for a thorough plan, that includes details, deliverables, and key assumptions, and explains how they would contribute to the development of a strong Publicly Available Specification, including mitigation plans for any unforeseeable challenges that might lead to a delay in the completion of the PAS. 	<p>10</p>

V. Quality of the proposal

The Evaluation Committee will assess the quality of the proposal to determine whether the information organized within the proposal is presented in a clear and comprehensive fashion.

Criterion	Basis for Scoring	Possible Points
V.A The Bidder is asked to assure that material within the proposal is formatted, organized, and written in such a way as to make clear to the reviewer where responses to mandatory and point-rated requirements are located. The writing should also be concise, easy-to-read, and edited for typos.	Points will be awarded as follows: <ul style="list-style-type: none">- no more than four (4) points if the proposal is poorly organized, difficult to read, and contains frequent typos;- up to seven (7) points if the proposal is generally well-organized but is somewhat difficult to read and contains some typos;- up to ten (10) points if the proposal is highly organized, concise, clearly written, and contains very few to no typos.	10

APPENDIX D – FINANCIAL PROPOSAL

**APPENDIX D
FINANCIAL TERMS AND CONDITIONS
PAYMENT SCHEDULE**

Note: The project must not exceed \$150,000 before tax.

PROJECT PHASE	STAGE	COST
Project Initiation	Stage 1: Preliminary	
	Stage 2: Initiation	
PAS Development	Stage 3: Coordination	
	Stage 4: Notice	
	Stage 5: Committee	
	Stage 6: Drafting	
	Stage 7: Public Inquiry	
PAS Delivery	Stage 8: Approval & Publication	
TOTAL:		

Notes

1. All prices quoted are in Canadian funds (excluding HST)
2. End of Project Phase is based on the completion of the referenced stage; completion is deemed to be achieved once all the deliverables for the stage have been submitted by the Supplier and approved by SCC.
3. Project Completion occurs once the Supplier has completed all deliverables within the Scope of Work (see Appendix A) AND all invoices have been submitted.
4. Contingency amount - As required there may be additional French language interpretation and/or translation tasks upon acceptance by stakeholder(s) or participant(s) of an active offer with respect to the Official Languages Act. These costs will be reimbursed based on actuals, and must be substantiated by the Supplier (e.g., through records of translator efforts/time) to a maximum of \$30K.
5. Eligible proposals will be assessed financially solely based on the total cost excluding capacity building efforts. Capacity building activities will be agreed upon during contract negotiations and will be in addition to the cost associated with developing the PAS for Stages 1 to 8.

APPENDIX E – UPTAKE TEMPLATES

APPENDIX E: UPTAKE TEMPLATES

The SUPPLIER is required to provide SCC with uptake data following publication of the PAS and any associated capacity building activities using the following templates. These data will be used by SCC to report, both internally and externally, on the uptake and outreach of standardization strategies funded under the Standards to Support Resilience in Infrastructure Program.

PAS uptake template

Downloads and website views from Canadian IP addresses

Title of PAS	Calendar Year X		Calendar Year X	
	# of downloads of PAS in English	# of downloads of PAS in French	# of unique website views of PAS in English	# of unique website views of PAS in French
<i>PAS 1 title</i>				
<i>PAS 2 title</i>				
<i>Etc.</i>				

Downloads and website views from non-Canadian IP addresses

Title of PAS	Calendar Year X		Calendar Year X	
	# of downloads of PAS in English	# of downloads of PAS in French	# of unique website views of PAS in English	# of unique website views of PAS in French
<i>PAS 1 title</i>				
<i>PAS 2 title</i>				
<i>Etc.</i>				