





OFFER TO THE DEPARTMENT OF PUBLIC SAFETY CANADA
VENDOR INFORMATION AND AUTHORIZATION

Each proposal must include a copy of this page properly completed and signed.

Vendor Name and Address

Four horizontal lines for entering vendor name and address.

Legal Status (incorporated, registered, etc.)

One horizontal line for entering legal status.

GST or HST Registration Number and/or Business Identification Number (Canada Revenue Agency)

One horizontal line for entering registration numbers.

Name and Title of Person authorized to sign on behalf of Vendor

Print Name: [line]

Title: [line]

Signature: [line] Date: [line]

Central Point of Contact

The Vendor has designated the following individual as a central point of contact for all matters pertaining to the proposed contract, including the provision of all information that may be requested:

Print Name: [line]

Title: [line]

Tel: [line] Fax: [line]

Email: [line]



## PART 1 – GENERAL INFORMATION

### 1. INTRODUCTION

The bid solicitation is divided into six 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: includes the certifications to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include

- Annex A: Statement of Work
- Annex B: Basis of Payment
- Annex C :Task Authorization

### 2. SUMMARY

Public Safety Canada requires the services of a Subject Matter Expert to complete an environmental scan and literature review of international methods for calculating the Return on Investment (ROI) for non-structural disaster risk reduction and mitigation activities. The goal of the literature review is to look for established international approaches to calculating ROIs for activities such as land use planning, capacity-building, resilience-building, education, etc. These types of activities are often difficult to quantify in economic terms such as ROIs, so the purpose of this research project is to understand what types of systems exist and to do a comparative analysis of the different approaches. The researcher will summarize their findings into a report that includes a list of the most effective DRR and mitigation activities as determined through the literature review.

The requirement is subject to the provisions of the Canada Free Trade Agreement (CFTA), Canada-Colombia Free Trade Agreement, Canada-Honduras Free Trade Agreement, Canada- Panama Free Trade Agreement, Canada-Peru Free Trade Agreement, Canada-Ukraine Free Trade Agreement.

The resulting contract will **not** include deliveries of services within locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs).



**3.     DEBRIEFINGS**

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

**4.     SECURITY REQUIREMENTS**

There are no security requirements.



## PART 2 – BIDDER INSTRUCTIONS

### 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.

#### 1.1 **2003 Standard Instructions - Goods or Services – Competitive Requirements (2023-06-08)**

The 2003 (2023-06-08) Standard Instructions - Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.5 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one-hundred and fifty (150) days

### 2. SUBMISSION OF BIDS

Bids submitted by facsimile or by courier will not be accepted.

Bids must **only be emailed** to the email address provided below. The only acceptable email is:

[contracting@ps-sp.gc.ca](mailto:contracting@ps-sp.gc.ca)

Bids not received at the aforementioned email address by the closing date and time specified on page 1 of this solicitation document will not be accepted.

For email transmissions, Canada will not be responsible for any failure or delay attributable to the transmission or receipt of the email including, but not limited to:

- Receipt of garbled or incomplete bid;
- File size;
- Delay in transmission or receipt of the bid;
- Failure of the Bidder to properly identify the bid;
- Illegibility of the bid; or
- Security of the bid data.

**Please note that .zip files will be rejected by Government of Canada servers.**

**Bids submitted by facsimile or by courier will not be accepted.**



### **3. ENQUIRIES – BID SOLICITATION**

All enquiries must be submitted in writing to the Contracting Authority no later than **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.

It is the responsibility of the Bidder to obtain clarification of the requirements contained herein, if necessary, prior to submitting a bid.

A request for a time extension to the bid closing date will be considered provided it is received in writing by the PS Contracting Authority at least five (5) working days before the closing date shown on page 1 of this RFP document. The request, if granted, will be communicated by [Homepage | CanadaBuys](#) at least three (3) working days before the closing, showing the revised closing date. The request, if rejected, will be directed to the originator at least three (3) working days before the closing date by the PS Contracting Authority.

### **4. APPLICABLE LAWS**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (*Insert the name of the province or territory as specified by the bidder in its bid, if applicable*)

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.

### **5. IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to **the Contracting Authority** named in this 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 favor a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least **five (5)** days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

### **6. OFFICE OF THE PROCUREMENT OMBUDSMAN**

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at



1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca). You can also obtain more information on the OPO services available to you at their website at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

## **7.        INTELLECTUAL PROPERTY**

Public Safety Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

The main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination

Although Public Safety Canada will retain all intellectual property rights arising from the performance of the work under any resulting contract, Public Safety will, at the request for the Contractor, may grant a no-fee end-use restricted license.



## **PART 3 – BID PREPARATION INSTRUCTIONS**

### **1. BID PREPARATION INSTRUCTIONS**

Canada requires that bidders submit their bid in separate files as follows:

Section I:            Technical Bid: 1 soft copy, received by email  
Section II:           Financial Bid: 1 soft copy, received by email  
Section III:          Certifications 1 soft copy, received by email

Bidders may submit their bid as a single email however, each section of the bid must be submitted as a separate

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

Canada requests that bidders submit their bid in an editable format such as Microsoft Word or in PDF.

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

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

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

The technical proposal must exclude any reference to financial information relative to the costing of the proposal.

**Failure to provide a technical proposal with the submission will result in non-compliance and will not be evaluated.**

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

Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B. The total amount of Applicable Taxes must be shown separately.

**Failure to provide a financial proposal with the submission will result in non-compliance and the bid will not be evaluated.**

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

Bidders must submit the certifications required under Part 5.

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

In Section IV of their bid, bidders should provide:





1. their legal name;
2. their Procurement Business Number (PBN);
3. the name of the contact person (provide also this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
4. for Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information;

## **2. Accessibility Standards**

In accordance with the *Treasury Board Contracting Policy* and the *Accessible Canada Act*, federal departments and agencies must consider accessibility criteria and features when procuring goods or services. Therefore, bidders are encouraged to highlight all the accessibility features and components of their proposal for this requirement and must:

- (i) demonstrate how the proposed goods and/or services meet the accessibility requirement at delivery; or
- (ii) describe how it would deliver the proposed goods and/or services under any resulting contract in a way that satisfies the mandatory requirement.



## **PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. EVALUATION PROCEDURES**

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

### **2. TECHNICAL EVALUATION**

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirements, or reusing the same wording as the RFP, will not be considered "demonstrated" for the purposes 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 requirements 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.

When completing the resource grids the specific information which demonstrates the requested criteria should be in the grid. The reference to the page and project number should also be provided so that the evaluator can verify this information. It is not acceptable that the grids contain all the project information from the résumé, only the specific answer should be provided.

Bidders are advised that the month(s) of experience listed for a project in which the timeframe overlaps that of another referenced project of the same resource will only be counted once. For example: Project #1 timeframe is July 2001 to December 2001; Project #2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

Bidders are also advised that the experience is as of the closing date of the Request for Proposal. For example, if a given requirement states, "The proposed resource must have a minimum of three (3) years' experience, within the last six (6) years, working with Java", then the six (6) years are accounted for as of the closing date of the RFP.

Proposals not meeting the mandatory requirements below will be given no further consideration.



## 2.1. Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Any bid which fails to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion will be addressed separately.

The Bidder must provide sufficient detail to clearly demonstrate **how** they meet each mandatory requirement below. Bidders are advised that only listing experience without providing any supporting data and information to describe responsibilities, duties and relevance to the requirements, or reusing the same wording as the RFP, will not be considered “demonstrated” for the purpose of this evaluation.

	Mandatory Criteria	Met	Not Met	Demonstrate Compliance
M1	<p>The bidder must propose and clearly identify, by name and role, one or a team of resources* who will complete the work described in Annex A - Statement of Work. The bidder <b>must not propose</b> a team of more than <u>three (3) resources</u>.</p> <p>The Bidder must describe the structure of the team and include a description of the role that each resource will undertake.</p> <p>The bidder must submit a detailed resume for each of its proposed resources that should include, at a minimum, the following information:</p> <ul style="list-style-type: none"> <li>• Full name of the individual proposed;</li> <li>• Education and academic qualifications;</li> <li>• Work experience, and</li> <li>• Role proposed on the project.</li> </ul> <p><i>*The proposed resource or resources must be the individual(s) that will complete the work under Annex A - Statement of Work</i></p>			
M2	<p><b><u>Experience related to disaster risk reduction, natural hazard mitigation, and/or community resilience.</u></b></p> <p>The Bidder must demonstrate that its team of proposed resource(s) have at least <u>three (3) years</u> of combined experience within the past <u>ten (10) years</u> working* in one or any combination of the following fields:</p> <ul style="list-style-type: none"> <li>• disaster risk reduction;</li> <li>• natural hazard mitigation;</li> <li>• community resilience.</li> </ul>			



	<p>*For the purposes of this criterion, working in these fields includes but not limited to:</p> <ul style="list-style-type: none"> <li>• conducting research;</li> <li>• consulting on projects;</li> <li>• producing deliverables such as reports;</li> <li>• creating strategic plans, etc.</li> </ul> <p><i>If the Bidder cites other types of experience, it is incumbent upon them to demonstrate its relevance to the field.</i></p> <p>To demonstrate compliance, the Bidder must provide sufficient information to demonstrate how it meets the requirements of this criterion. Bidders must provide at a minimum the following information for:</p> <ul style="list-style-type: none"> <li>• name of the client for whom the work was completed;</li> <li>• period of the contract, including both the month and year for both the start and end date;</li> <li>• a description of the services rendered; and,</li> <li>• any other information the Bidder deems is necessary to demonstrate compliance.</li> </ul>			
<p><b>M3</b></p>	<p><b><u>Experience with economic and statistical methodologies for calculating returns on investment and/or economic analysis and/or social impact analyses.</u></b></p> <p>The Bidder must demonstrate that its team of proposed resource(s) have at least <u>three (3) years</u> of combined experience within the last <u>ten (10) years</u> working* in one or any combination of the following fields:</p> <ul style="list-style-type: none"> <li>• economic analysis methodologies;</li> <li>• social impact analysis methodologies;</li> <li>• resilience analysis methodologies for calculating returns on investment.</li> </ul> <p>*For the purposes of this criterion, working in the above noted fields includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• conducting research;</li> <li>• consulting on projects;</li> <li>• producing deliverables such as reports;</li> <li>• creating strategic plans, etc.</li> </ul> <p><i>If the Bidder cites other types of experience, it is incumbent upon them to demonstrate its relevance to the field.</i></p>			



	<p>To demonstrate compliance, the Bidder must provide sufficient information to demonstrate how it meets the requirements of this criterion. Bidders must provide at a minimum the following information for :</p> <ul style="list-style-type: none"> <li>• name of the client for whom the work was completed;</li> <li>• period of the contract, including both the month and year for both the start and end date;</li> <li>• a description of the services rendered; and,</li> <li>• any other information the Bidder deems is necessary to demonstrate compliance.</li> </ul>			
<p><b>M4</b></p>	<p><b>Education</b></p> <p>The Bidder must demonstrate that one of the proposed resource has a university degree from a recognized university in economics, statistics, finance or in a social science discipline</p>			
<p><b>M5</b></p>	<p><b>Language</b></p> <p>The Bidder must attest that at least <u>one (1)</u> of the proposed resources are fluent <u>in either or both</u> of the official languages.</p> <p>The Bidder must attest that the proposed resource is able to speak, read and write <u>English and/or French</u> at the level of proficiency defined below:</p> <p><i>DEFINITION: Able to use the language fluently and accurately on all levels normally pertinent to professional needs. Language usage and ability to function are fully successful. Can tailor language to audience and discuss in depth highly abstract or unfamiliar topics. Able to speak with a great deal of fluency, grammatical accuracy, complex vocabulary and in an idiomatic fashion. Understands all forms and styles of speech and shows strong sensitivity to social and cultural references.</i></p>			

## **2.2 Point Rated Technical Criteria**

- 2.1 Bids that satisfy all of the mandatory technical criteria specified above will be further evaluated and scored in accordance with the point rated technical criteria specified below.
- 2.2 A bid must obtain an aggregate score totaling more than 70% of the maximum points possible for all of the point-rated technical criteria specified below to be deemed responsive.
- 2.3 The Bidder must provide documented substantiation that sufficiently supports claims of compliance with each criterion.



	Rated Criteria	Demonstrate Compliance
R1	<p><b><u>Experience with research related to disaster risk reduction, risk and hazard analyses, and/or economic and social impact analyses relevant to these topics.</u></b> <i>(maximum '25' points)</i></p> <p>The Bidder should demonstrate that its team of proposed resource(s) has above and beyond the experience cited by the Bidder to demonstrate compliance with M2 and M3 (above), the Bidder should demonstrate that its team of proposed resource(s) has additional experience working in one or any combination of the following fields:</p> <ul style="list-style-type: none"><li>• research related to disaster risk reduction;</li><li>• risk and hazard analyses;</li><li>• economic and social impact analyses on the above topics.</li></ul> <p>The proposed resource experience should be demonstrated as follows by providing clear and relevant examples, different to those provided in M2 and M3, of:</p> <ul style="list-style-type: none"><li>• conducting research;</li><li>• consulting on projects;</li><li>• producing deliverables such as reports;</li><li>• creating strategic plans;</li><li>• bibliographies.</li></ul> <p>Experience counted for the purposes of demonstrating compliance with M2 and M3 will not be counted for the purposes of this criterion.</p> <p>To demonstrate compliance, the Bidder should provide sufficient information to demonstrate how it meets the requirements of this criterion. Bidders should provide at a minimum the following information for:</p> <ul style="list-style-type: none"><li>• name of the client for whom the work was completed;</li></ul>	



	<ul style="list-style-type: none"> <li>• period of the contract, including both the month and year for both the start and end date;</li> <li>• a description of the services rendered; and,</li> <li>• any other information the Bidder deems is necessary to demonstrate compliance</li> </ul> <p>Scoring: <u>'5'</u> points will be awarded for each additional one year of experience to a maximum of <u>ten (10) years</u></p>																
<b>R2</b>	<p><b>Example Projects</b> (<i>maximum '30' points</i>)</p> <p>The Bidder should provide up to <u>two (2) projects</u> that demonstrate that its team of proposed resource(s) has additional experience working* in one or any combination of the following fields within the past <u>five (5) years</u>:</p> <ul style="list-style-type: none"> <li>• disaster risk reduction;</li> <li>• natural hazard mitigation;</li> <li>• community resilience;</li> <li>• economic analysis methodologies;</li> <li>• social impact analysis methodologies; and/or,</li> <li>• resilience analysis methodologies for calculating returns on investment.</li> </ul> <p>Evidence should be provided through examples of the work completed.</p> <p>SCORING: Up to <u>'15'</u> points will be awarded for each example project of relevant experience according to the following scale:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Pnts</th> <th style="width: 40%;">Condition</th> <th style="width: 5%;"></th> <th style="width: 10%;">Pnts</th> <th style="width: 35%;">Condition</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">50%</td> <td>The project is <u>very similar</u><sup>1</sup> to the SoW in terms of context, objective and work undertaken</td> <td></td> <td style="text-align: center;">50%</td> <td>The project is comparable to the SoW in terms of <u>4/4</u> of scope<sup>2</sup>, scale<sup>3</sup>, recency<sup>4</sup> and role<sup>5</sup></td> </tr> <tr> <td style="text-align: center;">30%</td> <td>The project is <u>generally similar</u> to the SoW in terms of context, objective and work</td> <td style="text-align: center;">+</td> <td style="text-align: center;">30%</td> <td>The project is comparable to the SoW in terms of <u>3/4</u> of scope, scale, recency and</td> </tr> </tbody> </table>	Pnts	Condition		Pnts	Condition	50%	The project is <u>very similar</u> <sup>1</sup> to the SoW in terms of context, objective and work undertaken		50%	The project is comparable to the SoW in terms of <u>4/4</u> of scope <sup>2</sup> , scale <sup>3</sup> , recency <sup>4</sup> and role <sup>5</sup>	30%	The project is <u>generally similar</u> to the SoW in terms of context, objective and work	+	30%	The project is comparable to the SoW in terms of <u>3/4</u> of scope, scale, recency and	
Pnts	Condition		Pnts	Condition													
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	undertaken		role	
10%	The project is <u>somewhat similar</u> to the SoW in terms of context, objective and work undertaken	10%	The project is comparable to the SoW in terms of <u>2/4</u> of scope, scale, recency and role	
0%	The project is <u>not similar</u> to the SoW in terms of context, objective and work undertaken	0%	The project is comparable to the SoW in terms of <u>≤2</u> of scope, scale, recency and role	
<p>Total = 100% of the maximum allocation of '<u>15</u>' points for each project .</p> <p>Definitions:</p> <ol style="list-style-type: none"> <li>1. Similarity: the degree of comparability of the example project's context, objective and work involved to the mandate outlined in the SoW.</li> <li>2. Scope: the degree of comparability of the range of services provided by the proposed resource to the range of services required to perform the mandate outlined in the SoW.</li> <li>3. Scale: the degree of comparability of the level of effort performed by the proposed resource to the effort estimated to perform the mandate outlined in the SoW.</li> <li>4. Role: the degree to which the proposed resource acted as a subject and/or process specialist, lead the work involved in their contribution, and acted autonomously.</li> </ol> <p>Recency: the closer to the present that the example project was performed within the past <u>five (5) years</u>.</p>				
<b>R3</b>	<p><b>Example Publications</b> (<i>maximum '5' points</i>)</p> <p>The Bidder should demonstrate that one of is proposed resource has published up to <u>five (5) articles</u> in academic journals, grey literature* or book chapters based on evaluation research related in one or any combination of the following fields within the</p>			



	<p>last 5 years:</p> <ul style="list-style-type: none"> <li>• disaster risk reduction;</li> <li>• natural hazard mitigation;</li> <li>• community resilience;</li> <li>• economic analysis methodologies;</li> <li>• social impact analysis methodologies; and/or,</li> <li>• resilience analysis methodologies for calculating returns on investment.</li> </ul> <p>Note: To meet this criterion, Bidders should provide a bibliographic list of the publications including, at a minimum, the following information: date of publication, title of publication, and a brief description.</p> <p>The experience of multiple resources cannot be combined to meet the requirements of this criterion.</p> <p><i>* For the purposes of this criterion, grey literature is defined as those materials and research produced by organizations outside of the traditional commercial or academic publishing and distribution channels. Common grey literature publication types include reports, working papers, government documents, white papers and evaluations, but webinars or presentations can also be accepted.</i></p> <p>SCORING: '1' point will be awarded for each published articles for a maximum 5 points</p>	
<p><b>R4</b></p>	<p><b>Bidder's Work Strategy</b> (<i>maximum '20' points</i>)</p> <p>The Bidder should provide its Work Strategy that demonstrates how it plans, prevents and mitigates risks that could affect quality and delivery of services.</p> <p>Up to '5' points per element below will be awarded where the Bidder demonstrates that each of the following is contained within its Work Strategy:</p> <ol style="list-style-type: none"> <li>a. A description of the methodology of how the Bidder coordinates and allocates resources for the tasks outlined in annex A Statement of Work.</li> <li>b. A description of how the Bidder manages activities to stay on project course.</li> <li>c. Identification a minimum of <u>two (2)</u> possible risks related to this work, and proposed mitigation strategies for each of identified risks through the work</li> </ol>	



	<p>outlined in Annex A Statement of Work. .</p> <p>d. A description of how the bidder manages resource non-performance or resource inability to complete a task necessitating replacement resources, including onboarding, termination and knowledge transfers.</p> <p><b>All points will be allocated as follows. No partial points will be awarded.</b></p> <p>0 points – No details or explanations are provided; or the details and explanation provided have a near absence of detail or are not relevant or related.</p> <p>1 point – Details and explanations are provided but are incomplete, limited and/or insufficient.</p> <p>2 points – Details and explanations are provided but their relevance are not well explained.</p> <p>3 points – Details and explanations provided are acceptable and adequate, and are well explained with only minor issues identified or minor elements missing.</p> <p>4 points – Details and explanations provided are acceptable and adequate, and are well explained with no issues identified or elements missing.</p> <p>SCORING: 5 points – Details and explanations provided are excellent and in-depth with no issues identified or elements missing.</p>	
<b>Total Maximum Points</b>		<b>80</b>
<b>Total Minimum Points</b>		<b>40</b>

**NOTE: Any proposal that fails to achieve the minimum points required will be considered non-compliant and will not receive further consideration**

**1. SUBMISSION RESPONSE FORMS**

4.1 Substantiation of compliance to individual criterion should employ the formatting contained in the following forms, as requested by individual criterion. Note that Bidders may use more space than is illustrated in the form template, respecting any page limits identified in the individual criterion.

4.2 Form A: “Summary Listing of the Experience of the Proposed Individual”

#	Start mmm- yy	End mmm- yy	Client Organization	Project / Program	Resource Role	Services Provided	Days Effort

Notes: 1 – ‘#’ signifies the number of the assignment based on chronological order from most recent first to least recent last (within the period during which experience must be substantiated – it is not necessary to list assignments prior to the period during which experience will be evaluated). Each assignment must be distinct; i.e. each must have been performed under a different contract and/or for a different client organization. Otherwise, the related assignments should be listed together on the same line.

2 – ‘Start Year’ signifies the year in which the proposed resource began working on the project or program, not the year in which the project or program began.

3 – ‘End Year’ signifies the year in which the proposed resource stopped working on the project or program, not the year in which the project or program ended.

4 – ‘Client Organization’ signifies the organization commissioning and funding the assignment, not the organization for which the proposed resource was an employee (unless the assignment was an internal project).

5 – ‘Project/Program’ signifies the name of the project or program in support of which the proposed resource provided his/her services. It is not necessary to provide a description of the project or program as long as name is sufficiently descriptive and details regarding the project or program are provided in the proposed resource’s CV.

6 – ‘Resource Role’ signifies the principal capacity in which the resource provided services on the assignment.

7 – ‘Services Provided’ signifies a brief description of the services provided by the proposed resource as their contribution toward the assignment.

8 – ‘Days Effort’ signifies the total number of billable days that the proposed resource worked on the assignment. Unless clear details are provided to the contrary, it will be assumed that the number of days worked are prorated evenly over the duration of the assignment.

### 4.3 Form B: "Example Project"

Project Name	Project Start	Project End	Duration
Client Organization	Reference Name	Telephone	Email
Project Objective	Resource Role		
Project Description	Resource Involvement		
	Start (mmm-yy)	End (mmm-yy)	Days Effort
	Services Provided		
Project Stakeholders			

Notes: 1 – 'Project / Program Name' signifies the name of the project or program in support of which the proposed resource provided his/her services.

2 – 'Client Organization' signifies the organization commissioning and funding the assignment, not the organization for which the proposed resource was an employee (unless the assignment was an internal project).

3 – 'Project / Program Objective' signifies the end product, service or result that the project or program was initiated to achieve.



- 4 – *‘Project / Program Description’ signifies a brief description of the manner in which the project or program was intended to achieve its objective and the work involved.*
- 5 – *‘Project / Program Stakeholders’ signifies organizational entities that were involved in the performance of work on the project or program, but does not include those that were only impacted by the performance of the work.*
- 6 – *‘Project Start’ signifies the year in which the project began, not the year in which the proposed resource began working on the project.*
- 7 – *‘Project End’ signifies the year in which project ended, not the year in which the proposed resource stopped working on the project.*
- 8 – *‘Duration’ signifies the number of months between project start and end (not the period of the proposed resource’s involvement in the project).*
- 9 – *‘Reference Name’ signifies the name of the individual at the client organization for which the work was performed and who oversaw the work of the proposed resource.*
- 10 – *‘Telephone’ signifies a current telephone number at which the client reference may be contacted.*
- 11 – *‘Email’ signifies a current email address at which the client reference may be contacted.*
- 12 – *‘Role of individual’ signifies the principal capacity in which the resource provided his/her services on the assignment.*
- 13 – *‘Resource Start’ signifies the month and year in which the proposed resource began working on the project, not when the project began.*
- 14 – *‘Resource End’ signifies the month and year in which the proposed resource began stopped working on the project, not when the project ended.*
- 15 – *‘Days Effort’ signifies the total number of billable days that the proposed resource worked on the assignment. Unless clear details are provided to the contrary, it will be assumed that the number of days worked are prorated evenly over the duration of the assignment.*
- 16 – *‘Services Provided’ signifies a brief description of the services provided by the proposed resource as their contribution toward the assignment.*



### 3. FINANCIAL EVALUATION

**The Bidder must complete this pricing schedule and include it in its financial bid. Prices must only appear in the Financial Bid and in no other part of the bid.**

The price of bids will be evaluated in Canadian dollars, Goods and Services Tax (GST) excluded; FOB destination, Customs duties and Excise taxes included. The total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable.

**Firm Fixed Price:** A firm fixed price is a basis of payment that applies when the total amount payable to the contractor for all of the contractual obligations, is a firm price agreed upon by the contracting authority and the contractor.

#### 3.1 Pricing Schedule

##### 3.1.1 Professional Services

Part 1 and Part 2 (Table 1)

Resource Name and Role	Level of Effort	Firm per diem rate*	Total
<b>Firm Fixed Price:</b>			

The firm per diem rates proposed in Part I will form the basis of payment for task Authorization issued for Part II and other work.

\* **Per Diem rates** are firm and all inclusive of overhead, profit, and expenses such as travel and time to the NCR facilities.

**Bidder must ensure that they proposed resources for each role that will be required for all Part of the requirement. Task Authorizations for Part II will use the basis of payment established for Part I**

**Please note the following:** Definition of a Day/Proration: A Day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked ("Days worked", in the formula below) which is less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$Days\_worked = \frac{Hours\_Worked}{7.5\_hours\_per\_day}$$



3.1.2 Direct Expenses (Table 2)

Other expenses	Amount	Mark-up	TOTAL
<p><b>Direct Expenses:</b> Materials, supplies, and other direct expenses incurred during the performance of the Work <b>at actual cost</b> with a Mark-up.</p> <p>All original supporting documentation is required for the reimbursement of all direct expenses and sub-contracts.</p>		_____ %	

3.1.3 Subcontracts (Table 3)

Other expenses	Amount	Mark-up	Total
<p><b>Subcontracts: at actual cost with mark-up.</b> List any subcontracts proposed for any portion of the Contract describing the work to be performed and a cost breakdown with a Mark-up</p> <p>All original supporting documentation is required for the reimbursement of all direct expenses and sub-contracts.</p>		_____ %	

3.1.4 TOTAL

<b>Professional Services Firm Fixed Price (Table 1)</b>	\$
<b>Direct Expenses (Table 2)</b>	\$
<b>Subcontracts (Table 3)</b>	\$
<b>TOTAL (SUM OF ALL TABLES) – EVALUATED PRICE (EXCLUDING TAXES)</b>	\$
<b>Applicable Taxes</b>	
<b>Total</b>	

**Note: Public Safety Canada is evaluating the financial proposals based on the proposed cost for Part 1. A Ceiling rate for Part 2 has been established at \$500,00.00 and will form part of any resulting contract. Work proposed under Task Authorization for Part 2 will be based on the per diems of proposed resources in Part 1 and subject to negotiation based on the work required.**

The Bidder's financial proposal must be submitted in Canadian Funds, GST/HST excluded, FOB Destination, customs duties and excise tax included.

The total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable. The price of bids will be evaluated in Canadian dollars, Goods and Services Tax (GST) excluded FOB destination, Customs duties and Excise taxes included.



## Other Expenses

All original supporting documentation is required for the reimbursement of all direct expenses and sub-contracts.

### Bidders should note the basis of payment is defined in Part 6 – Resulting Contract Clauses

#### 4. Basis of Selection – Highest Combined Rating of Technical Merit 70% and Price 30%

4.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all the mandatory evaluation criteria; and
- (c) obtain the required minimum number of points specified in Part 4 for the point rated technical criteria.

4.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

4.3 The lowest evaluated price (LP) of all responsive bids will be identified and a pricing score (PS), determined as follows, will be allocated to each responsive bid (i) :  $PS_i = LP / P_i \times 30$ .  $P_i$  is the evaluated price (P) of each responsive bid (i).

4.4 A technical merit score (TMS), determined as follows, will be allocated to each responsive bid (i):  $TMS_i = OS_i \times 70$ .  $OS_i$  is the overall score (OS) obtained by each responsive bid (i) for all the point rated technical criteria specified in Article 4, determined as follows: total number of points obtained / maximum number of points available.

4.5 The combined rating (CR) of technical merit and price of each responsive bid (i) will be determined as follows:  $CR_i = PS_i + TMS_i$

4.6 The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in article 4 will be recommended for award of a contract.

4.7 The table below illustrates an example where the selection of the contractor is determined by a 70/30 ratio of the technical merit and price, respectively.

Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)			
Bidder	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	90	86	79
Bid Evaluated Price	C\$60,000	C\$55,000	C\$50,000
Calculations	Technical Merit Points	Price Points	Total Score



<b>Bidder 1</b>	$90 / 100 \times 70 = 63.00$	$50,000^* / 60,000 \times 30 = 24.99$	87.99
<b>Bidder 2</b>	$85 / 100 \times 70 = 59.50$	$50,000^* / 55,000 \times 30 = 27.27$	86.77
<b>Bidder 3</b>	$79 / 100 \times 70 = 55.30$	$50,000^* / 50,000 \times 30 = 30.00$	85.30

\* represents the lowest evaluated price

In the example above, Bidder 1 is the Bidder who obtained the highest combined technical and financial score.



## PART 5 – CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract. The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, 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 may render the bid non-responsive or constitute a default under the Contract.

### 1.        **Certifications Required with the Bid**

#### 1.1.      **Certification 1 – Acceptance of Terms and Conditions**

I, the undersigned, as the Bidder and/or an authorized representative of the Bidder, hereby certify that by signing the proposal submitted in response to **RFP 202401466** that I agree to be bound by the instructions, clauses and conditions in their entirety as they appear in this RFP. No modifications or other terms and conditions included in our Proposal will be applicable to the resulting contract notwithstanding the fact that our proposal may become part of the resulting contract

Name (block letters): \_\_\_\_\_

Title \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

Date: \_\_\_\_\_

#### 1.2      **Certification 2 – Integrity Provisions – Declaration of Convicted Offences**

In accordance with 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.



### 1.3      Certification 3 – Employment Equity, Federal Contractors' Program

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 ([http://publiservice.gc.ca/services/fcp-pcf/index\\_f.htm](http://publiservice.gc.ca/services/fcp-pcf/index_f.htm)) available from Human Resources and Skills Development Canada (HRSDC) - 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### 1.4      Certification 4 – Former Public Servant

#### Former Public Servant Certification

Contracts with 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 spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

#### Definitions

For the purposes of this clause,

"former public servant" means a 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 and includes:

- a) an individual;
- b) an individual who has incorporated;
- c) a partnership made up 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 Public Service.

"Pension" means a pension payable pursuant to the *Public Service Superannuation Act, R.S., 1985, c. P-36* as indexed pursuant to the *Supplementary Retirement Benefits Act, R.S., 1985, c. S-24*.

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

Is the Bidder a FPS in receipt of a pension as defined above?

YES ( )    NO ( )



If so, the Bidder must provide the following information:

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

**Work Force Reduction Program**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

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

For all contracts awarded during the lump sum payment period, the total amount of fee that may be paid to a FPS who received a lump sum payment is \$5,000, including Goods and Services Tax or Harmonized Sales Tax.

**STATEMENT:**

I, the undersigned, as a director of the Bidder, hereby certify that the information provided on this form and in the attached proposal are accurate to the best of my knowledge.

Name (block letters): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email: \_\_\_\_\_

The above-named individual will serve as intermediary with Public Service Canada



**1.5 Certification 5: Basis for Canada’s Ownership of Intellectual Property (SACC Clause K3200T – 2016-01-28)**

Public Safety Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

- 4. Where the main purpose of the Crown Procurement Contract, or the deliverables contracted for, is: 4.1 To generate knowledge and information for public dissemination.

The Bidder, \_\_\_\_\_, Ottawa, Ontario concurs with the foregoing.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**1.6 Certification 6: Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

\_\_\_\_\_  
Name of duly authorized representative of Bidder

\_\_\_\_\_  
Signature of duly authorized representative of Bidder

\_\_\_\_\_  
Date

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder must submit one copy of the following certification for each non-employee proposed.

**1.6.1 This section is to be completed only if bidder is proposing any person in fulfillment of this requirement who is not an employee of the bidder.**

One copy of this certification must be submitted for each non-employee proposed.

**Availability and Status of Personnel**

“I, \_\_\_\_\_ (name of proposed candidate), certify that I consent to my résumé being submitted on behalf of \_\_\_\_\_ (name of firm) in response to the Request for Proposal \_\_\_\_\_ (RFP number).”



\_\_\_\_\_  
Signature of Proposed Personnel

\_\_\_\_\_  
Date

**1.7      Certification 7 Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

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

\_\_\_\_\_  
Name of duly authorized representative of Bidder

\_\_\_\_\_  
Signature of duly authorized representative of Bidder

\_\_\_\_\_  
Date

**1.8      Certification 8: Conflict of Interest**

Canada may have engaged the assistance of private sector contractors in the preparation of this solicitation. Responses to this solicitation from any such contractor or with respect to which any such Bidder or any of its subcontractors, employees, agents or representatives are in any manner directly involved will be deemed to be in conflict of interest (real or perceived) and will not be considered. The Bidder represents and certifies that it has not received, nor requested, any information or advice from any such contractor or from any other company or individual in any way involved in the preparation of this solicitation or in the definition of the technical requirement. The Bidder further warrants and certifies that there is no conflict of interest as stated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## PART 6 – RESULTING CONTRACT CLAUSES

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

### 1. Statement of Work

1.1 The Contractor must perform the Work in accordance with the Statement of Work at Annex “A” and the Bidder’s technical proposal in response to RFP **202401466**.

### 1.2 Task Authorization

A. Work described at Annex A, Statement of Work, except for Part 1 will be performed under the Contract on an “as and when requested basis”.

B. With respect to the Work mentioned under paragraph A of this clause,

1. an obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA.
2. the Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor’s own risk and expense.
3. the task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A; and
4. the TA, inclusive of any revisions, will be authorized under the Contract using Annex D Task Authorization Form. An authorized TA is a completed Annex D signed by the Contract Authority.

### C. TA Process

For each task or revision of a previously authorized task, the Project Authority will provide the Contractor with a request to perform a task prepared using Annex D Task Authorization Form, containing as a minimum:

- the task or revised task description of the Work required, including:
    - the details of the activities or revised activities to be performed.
    - a description of the deliverables or revised deliverables to be submitted; and
    - a schedule or revised schedule indicating completion dates for the major activities or submission dates for the deliverables, or both, as applicable.
  - the Contract security requirements applicable to the task or revised task.
  - the Contract basis (bases) of payment applicable to the task or revised task; and
  - the Contract method(s) of payment applicable to the task or revised task and, as applicable, the associated schedule of milestones.
- D. Within 5 calendar days of its receipt of the request, the Contractor must provide the Project Authority with a signed and dated response prepared and submitted using the TA form received from the Project Authority, containing as a minimum:
1. the total estimated cost proposed for performing the task or, as applicable, revised task.





a breakdown of that cost in accordance with Annex B, to be provided, as applicable, per milestone contained in the Schedule of Milestones.

and for each resource proposed by the Contractor for the performance of the Work required:

- the name of the proposed resource.
- the resume of the proposed resource; and
- a demonstration that the proposed resource meets:
  - the Contract security requirements.

**E. TA Authorization**

1. The TA Authority will authorize the TA based on:
  - o the request submitted to the Contractor pursuant to paragraph E of this clause.
  - o the Contractor's response received, submitted pursuant to paragraph F of this clause; and
  - o the agreed total estimated cost for performing the task or, as applicable, revised task and, as applicable, the breakdown of that cost per milestone contained in the Schedule of Milestones.
2. The TA Authority will authorize the TA provided that each resource proposed by the Contractor for the performance of the Work required meets all the requirements specified under paragraph G.3 of this clause.
3. The authorized TA will be issued to the Contractor by email (as an email attachment in PDF format).

**F. Minimum Work Guarantee - All the Work - Authorized TAs**

1. "Maximum Contract Value" means the sum specified in Contract clause 6.3 (Canada's Total Liability, Cumulative Total of all authorized TAs and "Minimum Contract Value" means \$1.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph I.3 of this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work requested in authorized TAs, performed by the Contractor, and accepted by Canada must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request Work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work requested in authorized TAs, performed by the Contractor and accepted by Canada.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

**G Periodic Usage Reports - Contracts with TAs**

1. The Contractor must compile and maintain detailed and current data on its performance of Work required and requested under TAs (inclusive of any revisions) authorized and issued under the Contract.
2. No later than 15 calendar days after the end of each of the reporting periods below, the Contractor must submit to the Contracting Authority and Project Authority a periodic usage report



containing, in an electronic spreadsheet (such as MSOffice Excel), the data elements specified in paragraphs G. 3 and G.4 of this clause in the order they are presented. Where at the end of a reporting period, no changes are required to be made to the data contained in the periodic usage report submitted for the previous period, the Contractor must submit a “NIL” report to the Contracting Authority and Project Authority.

The reporting periods are defined as follows:

1st quarter: April 1 to June 30.

2nd quarter: July 1 to September 30.

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

3. For each TA authorized and issued under the Contract, the data must contain the following data elements in the order presented:
  - the TA number appearing on the TA form.
  - the date the task was authorized appearing on the TA form.
  - the total estimated cost of the task (Applicable Taxes extra) before any revisions appearing on the TA form.
  - the following information appearing on the TA form must be included for each authorized revision, starting with revision 1, then 2, etc:
    - the TA revision number.
    - the date the revision to the task was authorized.
    - the authorized increase or decrease (Applicable Taxes extra).
    - the total estimated cost of the task (Applicable Taxes extra) after authorization of the revision.
    - the total cost incurred for the task (as last revised, as applicable), Applicable Taxes extra.
    - the total cost incurred and invoiced for the task (as last revised, as applicable), Applicable Taxes extra.
    - the total amount of Applicable Taxes invoiced.
    - the total amount paid; Applicable Taxes included.
    - the start and completion date of the task (as last revised, as applicable); and
    - the active status (i.e., the percentage of the work completed) of the task (as last revised, as applicable) with an explanation (as applicable).
4. For all TAs authorized and issued under the Contract, the data must contain the following data elements in the order presented:
  - the sum (Applicable Taxes extra) specified in clause 6.3, Canada’s Total Liability, (insert as applicable: “Cumulative Total of all Authorized TAs” or “Portion of the Work - Cumulative Total of all Authorized TAs”) , as last amended, as applicable);
  - the total cost incurred for all authorized tasks inclusive of any revisions, Applicable Taxes extra.
  - the total cost incurred and invoiced for all authorized tasks inclusive of any revisions, Applicable Taxes extra.
  - the total amount of Applicable Taxes invoiced for all authorized tasks inclusive of any revisions; and
  - the total amount paid for all authorized tasks inclusive of any revisions, Applicable Taxes extra.

## 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. However any reference to Public Works and Government Services Canada or its Minister contained in

these terms and conditions shall be interpreted as reference to Public Safety Canada or its Minister

## 2.1 General Conditions

2035 (2023-06-08), General Conditions – Higher Complexity – Services, apply to and form part of the Contract.

## 2.2 Supplemental Conditions

4007 (2022-12-01) Supplemental General Conditions – Canada to Own Intellectual Property Rights in Foreground Information.

## 3. SECURITY REQUIREMENT

This document is UNCLASSIFIED, however;

- 1.1 The Contractor shall treat as confidential, during as well as after the performance of the services contracted for, any information of the affairs of Canada of a confidential nature to which its servants or agents become privy; and
- 1.2 Contract personnel requiring casual access to the installation site do not require a security clearance but may be required to be escorted at all times.

## 4. GENDER-BASED ANALYSIS PLUS (GBA +)

In 1995, the Government of Canada committed to using GBA+ to advance gender equality in Canada, as part of the ratification of the [United Nations' Beijing Platform for Action](#).

Gender equality is enshrined in the *Charter of Rights and Freedoms*, which is part of the Constitution of Canada. Gender equality means that diverse groups of women, men and gender-diverse people are able to participate fully in all spheres of Canadian life, contributing to an inclusive and democratic society.

The Government recently renewed its commitment to GBA+ and is working to strengthen its implementation across all federal departments.

Public Safety Canada encourages Contractors to promote and implement GBA programming within their organization amongst their employees, agents, representatives or any of its subcontractor to support the Government of Canada in the achievement of gender equality which depends on closing key gaps between diverse groups of women, men and gender-diverse people.

## 5. THE OFFICE OF THE PROCUREMENT OMBUDSMAN (OPO)

### Dispute Resolution

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 10 working days, each party hereby consents to fully participate in and bear the cost of mediation led by the Procurement Ombudsman pursuant to Subsection 22.1(3) (d) of the Department of Public Work and Government Services Act and Section 23 of the Procurement Ombudsman Regulations.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169, by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca) , or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

### Contract Administration



The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1 (1) of the Department of Public Works and Government Services Act will review a complaint filed by the complainant respecting the administration of the Contract if the requirements of Subsection 22.2(1) of the Department of Public Works and Government Services Act and Sections 15 and 16 of the Procurement Ombudsman Regulations have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca) , by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca) .

## **6.        TERM OF CONTRACT**

### **6.1       Period of the Contract**

The Work is to be performed from date of contract award to **March 31, 2025**.

### **6.2       Termination on Thirty Days' Notice**

Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor. In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.



## 7. **AUTHORITIES**

### 7.1 **Contracting Authority**

The Contracting Authority for the Contract is:

Chantale Gregoire  
Senior Acquisition Advisor  
Contracting and Procurement Unit  
Public Safety Canada  
269 Laurier Avenue, West  
Ottawa ON K1A 0P8

Email: [contracting@ps-sp.gc.ca](mailto:contracting@ps-sp.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.

### 7.2 **Project Authority**

*To be identified at Contract award.*

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.

### 7.3 **Contractor's Representative**

*To be identified at Contract award.*

## 8. **PAYMENT**

### 8. **Payment**

#### 8.1 **Firm Fixed Price**

For the Work described in the Statement of Work in Annex A:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$\_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

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



## 8.2 Authorized TA – Part 2

For the Work described in Part 2 – Ad hoc services (Task Authorizations) of the Statement of Work in Annex A, the following Basis of Payments apply:

### 8.2.1 TA subject to a Firm Price

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 ceiling price of \$ \_\_\_\_\_ (insert the amount at contract award). Customs duty are included and Applicable Taxes are extra.

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

### 8.2 TA subject to a Ceiling Price

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 ceiling price of \$ \_\_\_\_\_ (insert the amount at contract award). Customs duty are included and Applicable Taxes are extra.

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

### 8.2.3 TA subject to a Limitation of Expenditure

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work specified in the authorized TA in accordance with the basis of payment in Annex B to the limitation of expenditure specified in the authorized TA.

Canada's total liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. -Customs duties are \_\_\_\_\_ (insert, as applicable: "included", "excluded" or "subject to exemption" ) and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work specified in the authorized TA will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the TA Authority before their incorporation into the Work specified in the authorized TA. 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 authorization of the TA Authority. The Contractor must notify the TA Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the final delivery date specified in the authorized TA, or
- (c) as soon as the Contractor considers that the authorized TA funds are inadequate for the completion of the Work specified in the authorized TA,

whichever comes first.



If the notification is for inadequate authorized TA funds, the Contractor must provide to the TA Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **6.3 Canada's Total Liability**

#### **Portion of the Work - Cumulative Total of all authorized TAs**

- A. With respect to the portion of the Work that is to be performed under the Contract on an "as and when requested basis", Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of \$ 500,000.00. Customs duties are included, and the Applicable Taxes are extra.
- B. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- C. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - 1. when it is 75 percent committed, or
  - 2. four (4) months before the contract expiry date,
  - 3. as soon as the Contractor considers that the sum is inadequate for the completion of the Work requested in all authorized TAs inclusive of any revisions, the applicable basis of payment of which is limitation of expenditure [contract clause 6.2], TA subject to a Limitation of Expenditure], whichever comes first.
- D. 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.

### **7.1 Method of Payment**

Part 1: Method of Payment as described in Annex B.

Part 2: Will be determined with each TA as follows:

#### **7.1.1 Single Payment**

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

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract.
- b. all such documents have been verified by Canada.
- c. the Work delivered has been accepted by Canada.

#### **7.1.2 Milestone Payments - Not subject to holdback**

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 using [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all the certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives.
- c. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

### 7.1.3 Monthly Payment

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

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract.
- b. all such documents have been verified by Canada.
- c. the Work performed has been accepted by Canada.

## 9. INVOICING INSTRUCTIONS

- 9.1 The Contractor must submit invoices in accordance with the information required in Section 12 of 2035, General Conditions – Higher Complexity – Services.
- 9.2 An invoice for a single payment cannot be submitted until all Work identified on the invoice is completed.
- 9.3 Each invoice must be supported by:
  - a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - b. all such documents have been verified by Canada;
  - c. the Work performed has been accepted by Canada.
  - d. Direct Expenses will be paid at actual cost with mark-up, upon submission of an itemized statement supported by receipt vouchers
  - e. Travel Expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.
- 9.4 In the ongoing efforts of being a department that contributes to the greening initiative, as well as to improve our efficiencies when processing invoices, Public Safety Canada is moving towards receiving all invoices electronically from vendors. We ask, where possible, that vendors send their invoices electronically and do not send their invoices in paper format through regular postal mail services.

Email address: [PS.InvoiceProcessing-TraitementDesFactures.SP@canada.ca](mailto:PS.InvoiceProcessing-TraitementDesFactures.SP@canada.ca)





## 10. CERTIFICATIONS

### 10.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 11. APPLICABLE LAWS

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (*Insert the name of the province or territory as specified by the bidder in its bid, if applicable.*)

## 12. 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 (2023-06-08), General Conditions – Higher Complexity – Services;
- c) the supplemental condition 4007 (202-12-01) Supplemental General Conditions – Canada to Own Intellectual Property Rights in Foreground Information.
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment;
- f) Annex C, Task Authorization;
- g) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:* ", as clarified on \_\_\_\_\_ " *or* ", as amended on \_\_\_\_\_ " *and insert date(s) of clarification(s) or amendment(s)*).

## 13. FOREIGN NATIONALS (CANADIAN CONTRACTOR)

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

**OR**

## 13. FOREIGN NATIONALS (FOREIGN CONTRACTOR)

The Contractor must comply with Canadian immigration legislation applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Canadian Embassy, Consulate or High Commission in the Contractor's country to obtain instructions, information on Citizenship and Immigration Canada's requirements and any required documents. The Contractor is responsible to ensure that foreign nationals have the required information, documents and authorizations



before performing any work under the Contract in Canada. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements

#### **14. WORK PERMIT AND LICENSES**

The Contractor must obtain and maintain all permits, licenses and certificates of approval required for the Work to be performed under any applicable federal, provincial or municipal legislation.

The Contractor is responsible for any charges imposed by such legislation or regulations. Upon request, the Contractor will provide a copy of any such permit, license, or certificate to Canada.

#### **15. NON-PERMANENT RESIDENT**

##### Non-Permanent Resident

The Contractor is responsible for compliance with the immigration requirements applicable to non-permanent residents entering Canada to work on a temporary basis in fulfillment of this Contract. The Contractor will be responsible for all costs incurred as a result of noncompliance with immigration requirements.

**OR**

##### Non-Permanent Resident (Foreign Contractor)

The Contractor must ensure that non-permanent residents intending to work in Canada on a temporary basis in fulfillment of the Contract, who are neither Canadian citizens nor United States nationals, receive all appropriate documents and instructions relating to Canadian immigration requirements and secure all required employment authorizations prior to their arrival at the Canadian port of entry.

The Contractor must ensure that United States nationals having such intentions receive all appropriate documents and instructions in that regard prior to their arrival at the Canadian port of entry. Such documents may be obtained at the appropriate Canadian Embassy/Consulate in the Contractor's country. The Contractor will be responsible for all costs incurred as a result of noncompliance with immigration requirements.

#### **16. INTERNATIONAL SANCTIONS**

1. Persons in Canada, and Canadians outside of Canada, are bound by economic sanctions imposed by Canada. As a result, the Government of Canada cannot accept delivery of goods or services that originate, either directly or indirectly, from the countries or persons subject to economic sanctions.

Details on existing sanctions can be found at: <http://www.dfait-maeci.gc.ca/trade/sanctions-en.asp>

2. It is a condition of this Contract that the Consultant not supply to the Government of Canada any goods or services which are subject to economic sanctions.
3. By law, the Consultant must comply with changes to the regulations imposed during the life of the Contract. During the performance of the Contract, should the imposition of sanctions against a country or person or the addition of a good or service to the list of sanctioned goods or services cause an impossibility of performance for the Consultant, the situation will be treated by the Parties as a force majeure. The Consultant shall forthwith inform Canada of the situation; the



procedures applicable to force majeure shall then apply.

**18.    INSURANCE**

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



## ANNEX A STATEMENT OF WORK

### 1. TITLE

Conducting a literature review on international methods for calculating a Return on Investment for non-structural disaster risk reduction and disaster mitigation activities.

### 2. OBJECTIVE

Part 1 – Initial requirement:

Public Safety Canada requires the services of a Subject Matter Expert to complete an environmental scan and literature review of international methods for calculating the Return on Investment (ROI) for non-structural disaster risk reduction and mitigation activities. The goal of the literature review is to look for established international approaches to calculating ROIs for activities such as land use planning, capacity-building, resilience-building, education, etc. These types of activities are often difficult to quantify in economic terms such as ROIs, so the purpose of this research project is to understand what types of systems exist and to do a comparative analysis of the different approaches. The researcher will summarize their findings into a report that includes a list of the most effective DRR and mitigation activities as determined through the literature review.

The Contractor will focus their work on the following objectives:

- 1) reviewing resources and methodologies provided by the Project Authority;
- 2) researching missing information (i.e. not yet collected by the Project Authority) through an environmental scan of international practices, augmented by a literature review of academic critiques or analysis of different methods;
- 3) developing a comparative analysis of the different approaches, including any known strengths and weaknesses;
- 4) providing recommendations based on the research of the types of activities that provide the highest ROI;
- 5) summarizing the findings of the work into sections that will form part of a report.

Part 2 – Ad hoc services (Task Authorizations):

Public Safety may have a requirement to further analysis and research related to return on investments as and when required. The additional ad hoc work will be authorized with task authorizations.

### 3. BACKGROUND

Public Safety Canada (PS) is Canada's lead department with the mandate to keep Canadians safe from a range of risks such as natural disasters, crime and terrorism. Public Safety Canada works with other federal departments, other levels of government, first responders, community groups, the private sector and other countries to achieve its objectives. The Department plays a key role in developing policies, delivering programs and ensuring cohesion and integration on policy and program issues within the Public Safety Portfolio, which includes: national security, emergency management, law enforcement, border management, corrections, and crime prevention.

Public Safety Canada is undertaking the modernization of the Disaster Financial Assistance Arrangements (DFAA) Program.

The mandate of the program is to support the efforts of communities to recover from emergencies and their often tragic consequences. The Government of Canada provides financial assistance to provincial and territorial governments through the DFAA, in the event of a large-scale natural disaster where

response and recovery costs exceed what individual provinces and territories could reasonably be expected to bear on their own.

As a part of the review and modernization, PS requires the services of a contractor to better understand ways to calculate an ROI for non-structural DRR and mitigation activities to consider holistic and non-financial benefits of different methods of reducing risk, and what kind of DRR or mitigation actions have the highest ROI.

#### 4. SCOPE

The Contractor will work in collaboration with the Project Authority on an evidence-based desktop literature review and international environmental scan.

Building on this evidence basis, the Contractor will further develop the analysis using their own expertise and by identifying and conducting additional research. The Contractor will combine their research with the data provided by the Project Authority to help formulate a comprehensive list of options which will be retained for evaluation by Public Safety.

#### 5. TASKS

The Contractor must perform the following tasks:

Part 1 – Initial requirement:

Initiation / Design

- 5.1 Attend a kick-off meeting with the PS Project Authority to discuss the research objectives and the Contractor's provisional approach and methodology and proposed workplan. This will include the research objectives, list of approaches for review as provided by the Project Authority, and list of jurisdictions to include in the environmental scan. The meeting will take place within one week of the contract award by teleconference.
- 5.2 The contractor must, at the Kick-Off meeting, propose to the PS Project Authority an approach and methodology for the work to be completed.
- 5.3 The contractor must, within two weeks following the Kick-Off meeting, provide an updated workplan based on the discussions held at the kick-off meeting on the proposed approach and methodology.
- 5.4 Content for these sections to be drawn from the background research undertaken, incorporating feedback from the Project Authority to make a draft report in accordance with the timelines set out in the work plan schedule.
- 5.5 Present key findings to PS Project Authority.
- 5.6 Incorporate PS feedback, as appropriate, into the draft report.
- 5.7 Provide second draft of the report to PS Project Authority.
- 5.8 Incorporate PS feedback, as appropriate, into final report as the final submission.
- 5.9 Submit monthly status reports to the PS Project Authority via email and hold bi-weekly touch bases with PS Project Authority.

Implementation



- 5.10 Upon receipt of approval of the methodology and work plan by the PS Project Authority and the approval to commence execution activities and conduct the main project activities, including:
- i. Conduct the environmental scan and literature review.
  - ii. Analyze the data and develop a comparative analysis of different methodologies. Include an analysis of relative strengths and weaknesses of each approach based on findings from the literature review.
  - iii. Identify the activities that provide the highest return on investment, based on the research study.
  - iv. Develop a draft report outlining the key findings, the comparative analysis, and conclusions.
  - v. Submit the Draft Report to the PS Project Authority outlining the key observations, findings, and conclusions.
  - vi. Submit Final Report to the PS Project Authority, including mention of any modifications and an acknowledgement of feedback received and whether it could be included in the Report.
  - vii. Prepare and present a presentation to the PS/Project Authority that summarizes the Report, its key findings and its recommendations. This presentation will close out Part 1 of the contract.
  - viii. Part 1 of the contract must be completed by March 31, 2024.
- 5.11 Submit status reports to the PS Project Authority, as appropriate.

Part 2 – Ad hoc services (Task Authorizations):

Tasks could include continuance of any of the Part 1 tasks or tasks newly determined through completion of Part 1 tasks. These could include but are not limited to:

- Additional review of key documentation (or new documentation)
- Interviews with other jurisdictions to better understand their methodologies;
- More detailed comparative analysis that includes statistical and economic analysis;
- Development of a checklist of activities to reduce risk from disasters;
- Development of an assessment tool on how well a jurisdiction is reducing its disaster risk, based on publicly-available data
- Additional research if required.

Tasks will be formally established under each Task Authorization.

## 6. DELIVERABLES

### Part 1 – Initial Requirement

- 6.1 The Contractor must produce the following deliverables:

The end product is a report that summarizes the findings of the environmental scan, demonstrates the comparative analysis of different ROI methodologies, includes a ranking of the activities that garner the highest ROI, and a conclusion. The report should provide a summary of its methodology and any assumptions or gaps in materials.



No.	Deliverable	Content	Format	Due Date
<b>Initiation/Design</b>				
6.11	Kick-Off	Attend a kick-off meeting with the PS Project Authority to discuss the research objectives and the Contractor's provisional approach and methodology and proposed workplan. This will include the research objectives, list of approaches for review as provided by the Project Authority, and list of jurisdictions to include in the environmental scan. The meeting will take place within one week of the contract award by teleconference	Call, Teams, or virtual presentation	Within 1 week of contract award
6.12	Work Plan	Provide the PS Project Authority with a work plan that includes the approved approach and methodology	MS Word, email	within 2 week of kick off meeting
6.13	Approach and Methodology	Provide the PS Project Authority with an approach and methodology that includes a proposed methodology and planned outline for the specific sections of the literature review to be drafted by the Contractor.	Email	within 2 week of kick off meeting
6.14	Draft report	<p>Content for these sections to be drawn from the background research undertaken, incorporating feedback from the project Authority.</p> <p>Upon receipt of approval of the methodology and work plan by the PS Project Authority and the approval to commence execution activities and conduct the main project activities, including:</p> <ul style="list-style-type: none"> <li>-Conduct the environmental scan and literature review.</li> <li>-Analyze the data and develop a comparative analysis of different methodologies. Include an analysis of relative strengths and weaknesses of each approach based on findings from the literature review.</li> <li>-Identify the activities that provide the highest return on investment, based on the research study.</li> </ul>	MS Word	as per the work plan schedule
6.15	Present findings to Public Safety	Present key findings to PS Project Authority	Call, Teams, or virtual presentation	as per the work plan schedule
6.16	Review Draft Report	Incorporate PS feedback, as appropriate, into the draft report	Email	as per the work plan schedule
6.17	Second Draft Report	Provide second draft of the report to PS Project Authority.	MS Word, calls	as per the work plan schedule
6.18	Final submission	Incorporate PS feedback, as appropriate, into final report	MS Word, calls	as per the work plan schedule



6.19	Status reports	Submit monthly status reports to the PS Project Authority via email and hold bi-weekly touch bases with PS Project Authority.	Email	weekly over contract period
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- 6.2 All deliverables must be submitted in draft form at least two (2) days before the delivery date identified in the detailed Work Plan to allow input by the PS Project/Technical Authority. The Contractor may be required to submit revised drafts with required changes. Deliverables will only be considered final upon written confirmation by the PS Project/Technical Authority.
- 6.3 All services provided by the Contractor under the Contract must, at the time of acceptance, be free from defects in workmanship and conform to the requirements of the Contract. If the Contractor must correct or replace the work or any part of the work, it will be at no cost to the Government of Canada.
- 6.4 The contractor must provide all electronic copies of deliverables using the Microsoft Office suite of software (version 2010).

Part 2 – Ad hoc services

*The additional ad hoc work will be authorized with task authorizations and deliverables will be addresses for under each task authorizations*

**7. LOCATION OF WORK**

- 7.1 The Contractor will be expected to conduct the work at their own facilities; however the contractor’s resources must be available to participate in meetings at Public Safety Canada’s facilities in Ottawa, ON as required. These meetings may either be in person or via teleconference as determined by the PS Project/Technical Authority.
- 7.2 Canada will not accept any travel and/or living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract.
- 7.3 No travel outside of the National Capital Region (NCR) is anticipated in the performance of the activities described in this Statement of Work.

**8. LANGUAGE OF WORK**

- 8.1 All communications with Public Safety Canada staff will be performed in English and/or French.
- 8.2 PS will arrange for the translation of Contractor-produced deliverables, as required.
- 8.3 The language of work must be clear, plain, and easy to understand for all participants and stakeholders, regardless of their literacy level, language preference, or cognitive ability. This includes using simple and common words, short sentences and paragraphs, active voice, and logical structure.
- 8.4 The Contractor should also avoid using jargon, acronyms, or technical terms without explanation, and provide definitions or glossaries as needed. The language of work should be consistent with the official languages act/regulations and the language preferences of the participants and stakeholders.
- 8.5 All deliverables must be submitted in English and in an accessible format. All deliverables must be submitted in English. The Contractor should, to the best of its abilities, submit deliverables that are accessible to people with disabilities, and should comply with publication EN 301549, as well



as Web Content Accessibility Guidelines (WCAG) 2.1 Level AA standards. For example, headings, lists, tables, and images with alt text to structure and present the information, and avoid using color, font size, or acronyms as the only way to convey meaning.

## 9. PUBLIC SAFETY CANADA SUPPORT

9.1 As required to perform the contract work and at the discretion of the PS Project/Technical Authority, PS will endeavour to provide Contractor personnel with:

- i. relevant documentation, including a list of methodologies to review,
- ii. provision of timely review, feedback on and approval of deliverables (approximately 5-10 business days unless otherwise specified).

## 10. POLICY ON GREEN PROCUREMENT

In April 2006, and as revised on May 14, 2018, the Government of Canada issued the Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>) that directs federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process. To assist Canada in reaching its objectives, the Contractor should undertake the following when performing the Work:

1. Provide and transmit draft and final deliverables in electronic format.
2. Print on minimum recycled content of 30% and/or certified as originating from a sustainably managed forest such as: Canadian Standards Association (CSA), Forest Stewardship Council (FSC); Sustainable Forestry Initiative (SFI); Ecologo certification, etc.
3. Print double sided in black and white format.
4. Recycle (shred) unneeded printed documents in accordance with Security Requirements of the Contract.

## 11. ACCESSIBILITY

### Public Safety Canada role in promoting accessibility

**The Government of Canada strives to ensure that the goods and services it procures are inclusive by design and accessible by default, in accordance with the [Accessible Canada Act](#). The *Accessible Canada Act* is intended to enhance the full and equal participation of all persons, especially persons with disabilities, in society. This is to be achieved through the progressive realization, under federal jurisdiction, of a Canada without barriers, particularly by the identification, removal and prevention of barriers.**

Public Safety's Canada goal is to ensure that the goods and services the [insert organization name] buys are inclusive by design and accessible by default. Considering accessibility in public procurements is now an obligation in the Treasury Board [Directive on the Management of Procurement](#). Accessibility criteria must be included in the requirements for goods and services, where appropriate. The Treasury Board [Guideline on Making Technology Usable by All](#), also encourages departments and agencies to leverage the EN 301 549 when procuring information and communication technology (ICT) related goods and services.



## ANNEX B ANNEX B – BASIS OF PAYMENT

### 1. Basis of Payment

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to the Contract.

**(to be filled in at contract award):**

Canadian Customs Duty and GST/HST extra.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included, where applicable.

Definition of a Day/Proration: A Day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked ("Days\_worked", in the formula below) which is less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$Days\_worked = \frac{Hours\_Worked}{7.5\_hours\_per\_day}$$

### 2 Method of Payment

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

- f. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract.
- g. all such documents have been verified by Canada.
- h. the Work performed has been accepted by Canada.

## Contract Part I

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

Milestone No.	Description or "Deliverable"	Firm Amount	Due Date or "Delivery Date"
Kick off meeting and Work Plan	Attend a kick-off meeting. Submit a draft and Final Work Plan	5%	As per the work plan schedule
Approach and Methodology	Submit a draft and final detailed Approach and Methodology	10%	As per the work plan schedule
First Draft Report	Draft report based on research and feedback	25%	As per the work plan schedule
Second Draft Report	Modify draft report based on research and feedback from first draft.	25%	As per the work plan schedule
Final Report	Final report based on research, and feedback on draft report	35%	As per the work plan schedule

## Contract Part 2

The Part 2 firm per diem rates will form the basis of payment for task Authorizations issued for Part II and other work.

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work specified in the Part 2 Statement of Work, Annex "A", and the agreed upon level of effort determined in authorized TA in accordance with the firm per diem rates proposed in Part I to the limitation of expenditure specified in the authorized TA.

Resource Name and Role	Firm per diem rate*	Total

\* **Per Diem rates** are firm and all inclusive of overhead, profit, and expenses such as travel and time to the NCR facilities.

### 3. Payment Period

- 3.1. Canada's standard payment period is thirty (30) days. The payment period is measured from the date an invoice in acceptable form and content is received in accordance with the Contract or the date the Work is delivered in acceptable condition as required in the Contract, whichever is later. A payment is considered overdue on the 31st day following



that date and interest will be paid automatically in accordance with the section entitled Interest on Overdue Accounts of the general conditions.

- 3.2. If the content of the invoice and its substantiating documentation are not in accordance with the Contract or the Work is not in acceptable condition, Canada will notify the Contractor within fifteen (15) days of receipt. The 30-day payment period begins upon receipt of the revised invoice or the replacement or corrected Work. Failure by Canada to notify the Contractor within fifteen (15) days will only result in the date specified in subsection 1 of the clause to apply for the sole purpose of calculating interest on overdue accounts.

#### **4. GOOD AND SERVICES TAX (GST) / HARMONIZED SALES TAX (HST)**

All prices and amounts of money in the Contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price and will be paid by Canada.

The estimated GST or HST is included in the total estimated cost. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency any amounts of GST and HST paid or due.



**ANNEX C TASK AUTHORIZATION FORM**

<b>TASK AUTHORIZATION FORM</b>	
<b>Contract Number</b>	
<b>Task Authorization (TA) No.</b>	
<b>Date Issued:</b>	
<b>Delivery Date:</b>	
<b>Contractor's Name and Address</b>	
<b>Original Authorization</b>	
<b>Total Estimated Cost of Task:</b>	<b>\$</b>
<b>Estimated Taxes (13 % HST):</b>	<b>\$</b>
<b>Total Estimated Amount:</b>	<b>\$</b>
<b>Estimated cost of Travel (if applicable)</b>	<b>\$</b>
<b>GRAND TOTAL:</b>	<b>\$</b>
<b>Section A – Required Work</b>	
<b>Section B – Applicable Basis of Payment</b>	
<b>Section C – Cost Breakdown of Task</b>	
<b>Section D – Applicable Method of Payment</b>	
<b>Authorization</b>	
By signing this TA, the Project Authority and the Contracting Authority, certifies that the content of this TA is in accordance with the Contract.	
Name of Project Authority: _____	
Signature _____	Date _____
Name Public Safety Contracting Authority: _____	
Signature _____	Date _____
<b>Contractor's Signature</b>	
Name and title of individual authorized to sign for the Contractor	
_____	
Signature _____	Date _____