

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À :**

Agriculture and Agri-Food Canada / Agriculture et Agroalimentaire Canada

**Email: [aafc.procbidreceiving-receptiondesoumissionapprov.aac@agr.gc.ca](mailto:aafc.procbidreceiving-receptiondesoumissionapprov.aac@agr.gc.ca)**

**REQUEST FOR PROPOSAL/  
DEMANDE DE PROPOSITION**

**Proposal To: Agriculture and Agri-Food Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and service, and construction as listed herein and on any attached sheets at the price(s) set out therefore.

**Proposition à : Agriculture et Agroalimentaire Canada**

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

**Comments-Commentaires**

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

**Issuing Office- Bureau de distribution**

Agriculture and Agri-Food Canada / Agriculture et Agroalimentaire Canada

Corporate Materiel Management Centre/ Centre de gestion intégrée du matériel

<b>Title/Titre:</b> <b>Analysis of Climate Change Impacts on Crop Insurance</b>	
<b>Solicitation No. – N° de l’invitation</b> 01B68-23-2712	<b>Date of Solicitation – Date de l’invitation</b> December 20, 2023
<b>Solicitation Closes – L’invitation prend fin</b> At – à : 14 :00pm On-le : January 31, 2024	<b>Time Zone - Fuseau Horaire</b> EST
<b>Address Enquiries to: Adresser toutes questions à :</b>	
Name : Val Judenne Email : <a href="mailto:val.judenne@agr.gc.ca">val.judenne@agr.gc.ca</a>	
<b>Telephone No. – N° de téléphone</b> N/A	<b>FAX No. – N° de fax</b> N/A
<b>Destination- of Goods, Services, and Construction :</b> <b>Destination-des biens, services et construction:</b>	
<b>Instructions:</b> Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item. <b>Instructions:</b> Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.	
<b>Delivery required - Livraison exigée</b>	<b>Delivery offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/ de l'entrepreneur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/firm - Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur</b>	
<b>(type or print) - (taper or écrire en caractère d'imprimerie)</b>	
<b>Signature:</b>	
<b>Date:</b>	

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

### **1.2 Summary**

- 1.2.1 This bid solicitation is being issued to satisfy the requirement of Agriculture and Agri-Food Canada. It is intended to result in the award of one (1) contract from contract award to **March 31, 2025 with two (2), one (1) year option periods.**
- 1.2.2 Agriculture and Agri-Food Canada (AAFC) is seeking professional services of a multi-disciplinary firm with specialized experience in crop insurance, crop yield modeling and climate change to develop an analysis for the AgrilInsurance Program.

The objective of the project is to determine if climate change is a major driver of extraordinary premium costs that would be incurred by Government and producers. Current premium pricing methodologies rely on historic data which may not be representative of future conditions. For the analysis, the contractor will develop a digital tool or software to model future yields and yield volatility under different climate change scenarios and with provincial crop data.

This project is forward-looking and innovative since it will use forecasted future states which can be evaluated against current actuarial pricing methodologies. The long-term intent of the project is to inform AAFC if premium pricing methodologies need to evolve to better integrate climate change considerations.

GST/HST (if applicable) can only be collected if your company has a GST/HST registration number. For further information please contact Canada Revenue Agency at:  
<http://www.cra-adrc.gc.ca/sitemap-e.html#tax>.

The failure by companies to bid in Canadian dollars (a mandatory requirement of the solicitation) is sufficient to make its proposal non-compliant. AAFC will reject a company's bid made in any currency other than Canadian.

### **1.3 Security**

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html> ) website.

### **1.4 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 from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

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

a) Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

b) Section 08, Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service

Delete: Subsection 1 and 2 in its entirety.

Insert: 08 (2022-03-29) Canada Post Corporation's (CPC) Connect service

#### 1. Canada Post Corporation's Connect service

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the [Connect service](#) provided by Canada Post Corporation.

The only acceptable email address to use with CPC Connect for responses to bid solicitations issued by Agriculture and Agri-Food Canada is: [aafc.procbidreceiving-receptiondesoumissionaprov.aac@agr.gc.ca](mailto:aafc.procbidreceiving-receptiondesoumissionaprov.aac@agr.gc.ca)

- b. To submit a bid using CPC Connect service, the Bidder must either:
  - i. send directly its bid only to the specified AAFC Bid Receiving Unit, using its own licensing agreement for CPC Connect provided by Canada Post Corporation; or
  - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the bid solicitation number to the specified AAFC Bid Receiving Unit requesting to open a CPC Connect conversation. Requests to open a CPC Connect conversation received after that time may not be answered.
- c. If the Bidder sends an email requesting CPC Connect service to the specified AAFC Bid Receiving Unit in the bid solicitation, an officer of the AAFC Bid Receiving Unit will then initiate a CPC Connect conversation. The CPC Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.
- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the CPC Connect conversation open until at least 30 business days after the solicitation closing date and time.
- e. The bid solicitation number should be identified in the CPC Connect message field of all electronic transfers.

- f. It should be noted that the use of CPC Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the AAFC Bid Receiving Unit address specified in the solicitation in order to register for the CPC Connect service.
- g. For bids transmitted by CPC Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
  - i. receipt of a garbled, corrupted or incomplete bid;
  - ii. availability or condition of the CPC Connect service;
  - iii. incompatibility between the sending and receiving equipment;
  - iv. delay in transmission or receipt of the bid;
  - v. failure of the Bidder to properly identify the bid;
  - vi. illegibility of the bid;
  - vii. security of bid data; or,
  - viii. inability to create an electronic conversation through the CPC Connect service.
- h. AAFC Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the CPC Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or AAFC Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
- i. Bidders must ensure that they are using the correct email address for the AAFC Bid Receiving Unit when initiating a conversation in CPC Connect or communicating with the AAFC Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the CPC Connect system.
- j. A bid transmitted by CPC Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.

## 2.2 Submission of Bids

Bids must be submitted using Canada Post Corporation's (CPC) Connect service to the email address specified below by the date, time and place indicated in the bid solicitation:

[aafc.procbidreceiving-receptiondesoumissionaprov.aac@agr.gc.ca](mailto:aafc.procbidreceiving-receptiondesoumissionaprov.aac@agr.gc.ca)

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open a CPC Connect conversation, as detailed in Section 2.1 of this solicitation, or to send bids through a CPC Connect message if the bidder is using its own licensing agreement for CPC Connect service.

Alternate arrangements for bid receipt can be made by contacting the Contracting Authority identified in Section 6.5.1.

## 2.3 Former Public Servant

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

## Definitions

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

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

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

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

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

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

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

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

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

#### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;



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

## 2.4 Enquiries - Bid Solicitation

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

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

## 2.5 Applicable Laws

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

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

## 2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least **ten (10)** days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## 2.7 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:

- Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

Canada requests that the Bidder submits its bid in separately bound sections as follows:

- Section I: Technical Bid (1 electronic copy)
- Section II: Financial Bid (1 electronic copy)
- Section III: Certifications (1 electronic copy)
- Section IV: Additional Information (1 electronic copy)

If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

- Section I: Technical Bid (one hard copy)
- Section II: Financial Bid (one hard copy)
- Section III: Certifications (one hard copy)
- Section IV: Additional Information (one hard copy)

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

Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper.
- (b) use a numbering system that corresponds to the bid solicitation.

In order to assist Canada in meeting the objectives of the [Policy on Green Procurement](#), when feasible bidders should prepare and submit their bid as follows:

- 1) Include all environmental certification(s) relevant to your organization (such as ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all third party environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (such as Canadian Standards Association (CSA Group), Underwriters Laboratories (ULSolutions); Forest Stewardship Council (FSC), ENERGystar, etc.)
- 3) Unless otherwise noted, bidders are encouraged to submit bids electronically. If hard copies are required, bidders should:
  - a. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably managed forest and containing minimum 30% recycled content; and
  - b. use an environmentally preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of Cerlox, duo tangs, spiral binding or binders, and must not contain any single-use plastics.

## **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.

## **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment provided in Annex "B" of this bid solicitation. The total amount of Applicable Taxes must be shown separately, if applicable.

## **Section III: Certifications**

Bidders must submit the certifications and additional information 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;
5. for Part 6, article 6.1, Security Requirement, of the bid solicitation:
  - a) for each individual who will require access to classified or protected information, assets or sensitive work sites:
    - 1) the name of the individual;
    - 2) the date of birth of the individual; and
    - 3) if available, information confirming the individual meets the security requirement as indicated in Part 7 - Resulting Contract Clauses; and
  - b) for each proposed location of work performance or document safeguarding, the address containing the information below.

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- a. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. There are several steps in the evaluation process, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Bidder has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.
- b. An evaluation team composed of representatives of the Identified User(s) will evaluate the bids on behalf of Canada. Canada may hire any independent consultant, or use any Government resources, to evaluate any bid. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.
- c. In addition to any other time periods established in the bid solicitation:
  - i. **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
  - ii. **Requests for Interviews:** If Canada wishes to interview the Bidder and/or any or all of the resources proposed by the Bidder to fulfill the requirements of the bid solicitation, the Bidder will have 2 working days following notice by the Contracting Authority to make any necessary arrangements (at the Bidder's sole cost) for the interview to take place at a location specified by Canada.
  - iii. **Requests for Further Information:** If Canada requires additional information to do any of the following pursuant to the Section entitled "Conduct of Evaluation" in 2003, Standard Instructions - Goods or Services - Competitive Requirements:
    - A. Verify any or all information provided by the Bidder in its bid; or
    - B. Contact any or all references supplied by the Bidder (e.g., references named in the grids of individual resources) to verify and validate any information submitted by the Bidder.The Bidder must provide the information requested by Canada within two (2) working days of a request by the Contracting Authority.
  - iv. **Extension of Time:** If additional time is required by the Bidder, the Contracting Authority may grant an extension in their sole discretion.

### 4.2 Technical Evaluation

a. **Mandatory Technical Criteria :**

Each bid will be reviewed to determine whether it meets the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "shall" or "mandatory" is a mandatory requirement. Bids that do not comply with every mandatory requirement will be considered non-responsive and be disqualified. The Mandatory evaluation criteria are described in Annex C Technical Evaluation Criteria.

**b. Point-Rated Technical Criteria:**

Each bid will be rated by assigning a score to the design point rated criteria requirements, which are identified in the bid solicitation by the word or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly. The rated requirements are described in Annex D Technical Evaluation Criteria.

**Example of method of scoring**

- i. A Technical Proposal Score (out of 80 points), will be computed for each technically responsive Bidder using the following formula:

Actual Score	x 80 =	<b>Final Score</b>
Maximum Score Attainable		<i>80% of Bidders Calculated Score</i>

**Example: Given the Bidder has met the minimum threshold for the point-rated evaluation criteria**

130	x 80 =	<b>Final Score</b>
150		69.33 out of 80

**Note:** Scores will be computed to a maximum of three decimal places.

**Technically Responsive Proposal:** A technically responsive proposal is a proposal that

- A. Meets the mandatory requirements and obtains the required minimum points specified in the bid solicitation for the criteria that are subject to point rating.

**4.3 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes, FOB destination, Customs duties, excise taxes, associated cost for travel and out of pocket expenses included.

In the Financial Proposal, the Bidder shall provide a firm all-inclusive price to provide the services requested in accordance with the **deliverables identified in Annex B**

The requirements of the Financial Proposal are detailed in Annex B Basis of Payment and Annex C Evaluations Procedures and Criteria.

**Prices shall not appear in any area of the proposal except in the Financial Proposal.**

All bids must be in Canadian dollars. Financial evaluations are calculated on the total cost of the project, excluding GST or HST (if applicable). Only the Canadian currency value for the bid will be used in evaluating a proposal. The Canadian currency value for a bid is fixed at the time of the proposal, irrespective of future changes in currency rate.

The failure by a company to bid in Canadian dollars (a mandatory requirement of the solicitation) is sufficient to make its proposal non-compliant. AAFC will reject a company's bid made in any other currency than Canadian.

**4.4 Basis of Selection**

- 1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and

2. Bids not meeting (a) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 80% for the technical merit and 20% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 80%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 20%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 80/20 ratio of technical merit and price, respectively. The total available points equals 100 and the lowest evaluated price is \$125.00.

$$\frac{\text{Combined Technical Score} \times \text{Ratio (80)}}{\text{Max Points}} + \frac{\text{Lowest Price} \times \text{Ratio (20)}}{\text{Bidder's Price}} = \text{Combined Score}$$

**Example of Method of Selection:**

<b>Highest Combined Rating Technical Merit (80%) and Price (20%)</b>			
<b>Calculation</b>	<b>Technical Points</b>	<b>Price Points</b>	<b>Total Points</b>
Proposal 1 - Tech = 88/100 - Price = \$200.00	$\frac{88 \times 80}{100} = 70.40$	$\frac{*125 \times 20}{200} = 12.50$	= 82.90
Proposal 2 - Tech = 82/100 - Price - \$130.00	$\frac{82 \times 80}{100} = 65.60$	$\frac{125 \times 20}{130} = 19.231$	= 84.831
Proposal 3 - Tech = 76/100 - Price = \$125.00*	$\frac{76 \times 80}{100} = 60.8$	$\frac{125 \times 20}{125} = 20$	= 80.80
* Represents the lowest priced proposal Bidder 2 is successful with the highest combined rating of 84.831			

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### **5.2 Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

#### **5.2.1 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid list at the time of contract award.

#### **5.2.2 Legal Entity And Corporate Name**

Please certify that the Bidder is a legal entity that can be bound by the contract and sued in court and indicate **i)** whether the Bidder is a corporation, partnership or sole proprietorship, **ii)** the laws under which the Bidder was registered or formed, **iii)** together with the registered or corporate name. Also identify **iv)** the country where the controlling interest/ownership (name if applicable) of the Bidder is located.

i) \_\_\_\_\_



ii) \_\_\_\_\_

iii) \_\_\_\_\_

iv) \_\_\_\_\_

Any resulting Contract may be executed under the following **i)** corporate full legal name and **ii)** at the following place of business (complete address) **iii)** telephone and fax number and email:

i) \_\_\_\_\_

ii) \_\_\_\_\_

iii) \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### 5.2.3 Education/Experience Certification

We certify that all statements made with regard to the education and the experience of individuals proposed for completing the subject Work are accurate and factual, and we are aware that the Minister reserves the right to verify any information provided in this regard and that untrue statements may result in the proposal being declared **non-responsive** or in other action which the Minister may consider appropriate.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### 5.2.4 Price/Rate Certification

"We hereby certify that the price quoted have been computed in accordance with generally accepted accounting principles applicable to all like services rendered and sold by us, that such prices are not in excess of the lowest prices charged anyone else, including our most favoured customer for like quality and quantity so the services, does not include an element of profit on the sale in excess of that normally obtained by us on the sale of services of like quality and quantity, and does not include any provision for discounts or commissions to selling agents".

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### 5.2.5 Validity Of Proposal

It is requested that proposals submitted in response to this Request for Proposal be:

- valid in all aspects, including price, for not less than one hundred and twenty (120) days from the closing date of this RFP; and,
- signed by an authorized representative of the Bidder in the space provided on the RFP; and,
- provide the name and telephone number of a representative who may be contacted for clarification or other matters relating to the Bidder's proposal.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### 5.2.6 Availability And Status Of Personnel

The Bidder certifies that, should it be authorized to provide services under any contract resulting from this RFP, the employees proposed in its proposal will be available to commence performance of the work within a reasonable time from contract award, or within the time specified herein.

If the Bidder has proposed any person in fulfilment of this requirement who is not an employee of the Bidder, the Bidder hereby certifies that it has written permission from such person to propose the services of such person in relation to the work to be performed in fulfilment of this requirement and to submit such person's résumé to the Contracting Authority.

During the proposal evaluation, the Bidder MUST upon the request of the Contracting Authority provide a copy of such written permission, in relation to any or all non-employees proposed. The Bidder agrees that failure to comply with such a request may lead to disqualification of the Bidder's proposal from further consideration.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### 5.2.7 FORMER PUBLIC SERVANT – STATUS AND DISLCOSURE

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

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

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

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

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes ( ) No ( )

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

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

**By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure report.**

### 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;
- 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 fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### 5.2.8 JOINT VENTURES

In the event of a proposal submitted by a contractual joint venture, the proposal shall be signed by either all members of the joint venture or a statement shall be provided to the effect that the signatory represents all parties of the joint venture. The following will be completed if applicable:

1. The Bidder represents that the bidding entity is/is not (delete as applicable) a joint venture in accordance with the definition in paragraph 3.

2. A Bidder that is a joint venture represents the following additional information:

(a) Type of joint venture (mark applicable choice):

- \_\_\_\_\_ Incorporated joint venture
- \_\_\_\_\_ Limited partnership joint venture
- \_\_\_\_\_ Partnership joint venture
- \_\_\_\_\_ Contractual joint venture
- \_\_\_\_\_ Other

(b) Composition (names and addresses of all members of the joint venture)

3. Definition of joint venture

A joint venture is an association of two or more parties who combine their money, property, knowledge, skills, time or other resources in a joint business enterprise agreeing to share the profits and the losses and

each having some degree of control over the enterprise. Joint ventures may be carried on in a variety of legal forms divided into three categories:

- (a) The incorporated joint venture;
- (b) The partnership venture;
- (c) The contractual joint venture where the parties combine their resources in the furtherance of a single business enterprise without actual partnership or corporate designation.

4. The joint venture team arrangement is to be distinguished from other types of Contractor arrangements, such as:

(a) Prime Contractor, in which, for example, the purchasing agency contracts directly with a Contractor (prime) who acts as the system assembler and integrator, with major components, assemblies and subsystems normally subcontracted;

(b) Associated Contractor, in which for example, the purchasing agency contracts directly with each of the major component suppliers and performs the integration tasks or awards a separate contract for this purpose.

5. If the Contract is awarded to an unincorporated joint venture, all members of the joint venture shall be jointly and severally responsible for the performance of the Contract.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### 5.2.9 INTEGRITY PROVISIONS

1. Ineligibility and Suspension Policy (the "Policy"), and all related Directives (2016-04-04), are incorporated by reference into, and form a binding part of the procurement process. The Supplier must comply with the Policy and Directives, which can be found at [Ineligibility and Suspension Policy](#).
2. Under the Policy, charges and convictions of certain offences against a Supplier, its affiliates or first tier subcontractors, and other circumstances, will or may result in a determination by Public Works and Government Services Canada (PWGSC) that the Supplier is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers

is contained in PWGSC's Integrity Database. The Policy describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.

3. In addition to all other information required in the procurement process, the Supplier must provide the following:
  - a. by the time stated in the Policy, all information required by the Policy described under the heading "Information to be Provided when Bidding, Contracting or Entering into a Real Property Agreement"; and
  - b. with its bid / quote / proposal, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
4. Subject to subsection 5, by submitting a bid / quote / proposal in response a request by AAFC, the Supplier certifies that:
  - a. it has read and understands the [Ineligibility and Suspension Policy](#);
  - b. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
  - c. it is aware that Canada may request additional information, certifications, and validations from the Supplier or a third party for purposes of making a determination of ineligibility or suspension;
  - d. it has provided with its bid / quote / proposal a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
  - e. none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and
  - f. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
5. Where a Supplier is unable to provide any of the certifications required by subsection 4, it must submit with its bid / quote / proposal a completed Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
6. Canada will declare non-responsive any bid / quote / proposal in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Supplier provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the Policy, Canada may also determine the Supplier to be ineligible for award of a contract for providing a false or misleading certification or declaration.

**Certification:**

I \_\_\_\_\_ (Suppliers name) understand that any information I submit in order for the department

to confirm my eligibility to receive a contract may be shared and used by AAFC and/or PSPC as part of the validation process, and the results of verification may be publicly disseminated. Moreover, I am aware that any erroneous or missing information could result in the cancellation of my bid as well as a determination of ineligibility/suspension.

---

Name

---

Signature

---

Date

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 7 - Resulting Contracts Clauses,
2. Before access to sensitive information is provided to the Bidder, the following conditions must be met:
  - (a) the Bidder's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's security capabilities must be met as indicated in Part 7 - Resulting Contract Clauses.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.



## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

### 7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

#### 7.2.1 General Conditions

[2035 \(2022-12-01\)](#), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### 7.3 Security Requirements

**7.3.1** The following security requirement (SRCL and related clauses provided by the [Contract Security Program](#) apply and form part of the Contract:

#### **Security Requirement for Canadian Supplier: PWGSC File #Common-PS SRCL#6**

1. The contractor/offeror must, at all times during the performance of the contract/standing offer, hold a valid designated organization screening (DOS) with approved document safeguarding at the level of Protected B, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC)
2. The contractor/offeror personnel requiring access to protected information, assets or work site(s) must each hold a valid reliability status, granted or approved by the CSP, PWGSC
3. The contractor must not utilize its Information Technology systems to electronically process, produce or store protected information until the CSP, PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of Protected B
4. Subcontracts which contain security requirements are not to be awarded without the prior written permission of the CSP, PWGSC
5. The contractor/offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex C
  - b. Contract Security Manual (latest edition)

#### **7.3.2 Contractor's Sites or Premises Requiring Safeguarding Measures**

*[To be provided at time of Contract award]*

**7.3.2.1** Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up to date the information related to the Contractor's and proposed individuals' sites or premises for the following addresses:

Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

**7.3.2.2** The Company Security Officer must ensure through the Contract Security Program that the Contractor and individuals hold a valid security clearance at the required level.

## **7.4 Term of Contract**

- a. **Contract Period** : The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes :
- i. The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends March 31<sup>st</sup>, 2025; and
  - ii. The period, during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

### **b. 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.

## **7.5 Authorities**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Val Judenne  
Title: Senior Contracting Officer  
Organization: Professional Services Contracting Unit,  
Agriculture and Agri-Food Canada  
Address: 1305 Baseline Road, Ottawa ON K1A 0C5  
E-mail address: [val.judenne@agr.gc.ca](mailto:val.judenne@agr.gc.ca)

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

### **7.5.2 Project Authority**

*[To be provided at time of Contract award]*

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 7.5.3 Contractor's Representative

*[To be provided at time of Contract award]*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

### 7.7 Payment

#### 7.7.1 Basis of Payment - Limitation of Expenditures

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "B", to a limitation of expenditure of *\$900,000.00CAD* Customs duties are included and Applicable Taxes are excluded.

#### 7.7.2 Method of Payment – Monthly Payments

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

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

#### 7.7.3 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Direct Deposit (Domestic and International);
- b. Wire Transfer (International Only);

#### **7.7.4 Canada's Total Liability**

- A. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
1. when it is 75 percent committed, or
  2. four (4) months before the Contract expiry date, or
  3. As soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
- whichever comes first.
- B. 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.

#### **7.8 Invoicing Instructions**

- a. The Contractor must submit invoices in accordance with the information required in the General Conditions.
- b. By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- c. The Contractor must provide the original of each invoice to the Project Authority. On request, the Contractor must provide a copy of any invoices requested by the Contracting Authority.

The Contractor will submit invoices on its own form, which will include:

- i. The date and invoice number;
- ii. The Contractor name and address;
- iii. The Destination (name and address of the client department);
- iv. Contract serial number; 01B68-23-2712
- v. Financial codes, including GST or HST (as applicable) registration number;
- vi. Description of the Work;
- vii. The amount invoiced (exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST) as appropriate) and the amount of GST or HST, as appropriate, shown separately;

#### **7.9 Certifications and Additional Information**

##### **7.9.1 Compliance**

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

### 7.10 Applicable Laws

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

### 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2035](#) (2022-12-01), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated \_\_\_\_\_ *(to be inserted at the time of contract award)*

### 7.12 Foreign Nationals

*(the applicable clauses will be inserted at the time of contract award)*

SACC Manual clause [A2000C](#) (\_\_\_\_ - \_\_ - \_\_) Foreign Nationals (Canadian Contractor)  
SACC Manual clause [A2001C](#) (\_\_\_\_ - \_\_ - \_\_) Foreign Nationals (Foreign Contractor)

### 7.13 Insurance Requirements

SACC Manual clause [G1005C](#) (2016-01-28), Insurance

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

#### 7.1.4 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.

- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **1. TITLE**

##### **Analysis of Climate Change Impacts on Crop Insurance**

#### **2. OBJECTIVE**

Agriculture and Agri-Food Canada (AAFC) is seeking professional services of a multi-disciplinary firm with specialized experience in crop insurance, crop yield modeling and climate change to develop an analysis for the AgrilInsurance Program.

The objective of the project is to determine if climate change is a major driver of extraordinary premium costs that would be incurred by Government and producers. Current premium pricing methodologies rely on historic data which may not be representative of future conditions. For the analysis, the contractor will develop a digital tool or software to model future yields and yield volatility under different climate change scenarios and with provincial crop data.

This project is forward-looking and innovative since it will use forecasted future states which can be evaluated against current actuarial pricing methodologies. The long-term intent of the project is to inform AAFC if premium pricing methodologies need to evolve to better integrate climate change considerations.

#### **3. BACKGROUND**

##### *Business Risk Management Programs – AgrilInsurance*

The federal-provincial-territorial (FPT) suite of Business Risk Management (BRM) programs provide Canadian farmers with protection against severe income declines. These programs are governed through five-year policy frameworks, with the latest framework implemented on April 1, 2023 – Sustainable Canadian Agricultural Partnership (Sustainable CAP).

Crop insurance has been available in Canada in various forms since 1935 as a BRM instrument and continues to evolve and adapt to farmers' needs. The current crop insurance program, AgrilInsurance, is part of AAFC's suite of BRM programs. AgrilInsurance is a federal-provincial-producer cost-shared program with the mandate to stabilize producer income by minimizing the economic effects of production, quality or asset losses caused by natural perils such as flood, drought and disease beyond the control of producers to manage. AgrilInsurance is a statutory program under the authority of the *Farm Income Protection Act* (FIPA).

##### *Climate change and Crop Insurance*

In developing crop insurance products, historical indemnity data is typically used to determine appropriate levels of premiums to ensure the program is financially sustainable. With the climate changing, there is increased volatility and less predictability in annual weather and increased frequency of extreme weather events. As such, relying only on historical indemnity information may become less suitable to guide insurance underwriting and pricing risks. This is because climate changes would take years to manifest in historical payments that are currently used to price risks. Modernization of current approaches in pricing insurance may be needed or program spending may become unsustainable.

##### *Project Need*

The project will contribute to the AAFC Priority to “*Advance the work to strengthen tools, approaches, and understanding of risk management in the sector.*” This work also aligns with AAFC’s efforts to “*Examine opportunities to integrate and encourage climate risk management, environmental practices and climate readiness in BRM programs and broader risk management approach*” (Sustainable CAP). Finally, under the *Production Insurance Regulations*, it is required that “premium rate methodologies have been established in an actuarially sound manner” and that the “insurance program is self-sustaining” (Clause 7(1)). Fulfilling the regulatory requirements may become compromised with climate change.

With this project, new knowledge will be gained to ascertain if current methodologies will remain actuarially sound as the climate changes and if the program remains self-sustainable. Specifically, outcomes from this work will support the AgriInsurance Program’s analysis and future program design by considering volatility of crop yields under climate change. As such, climate change considerations can be better integrated into the program to modernize risk assessment and insurance pricing methodologies as needed.

#### 4. ACRONYMS

AAFC	Agriculture and Agri-Food Canada
BRM	Business Risk Management
FPT	federal-provincial-territorial
FIPA	<i>Farm Income Protection Act</i>
GHG	Greenhouse Gas(es)
IPCC	Intergovernmental Panel on Climate Change
NDA	Non-disclosure Agreement
RCP	Representative Concentration Pathways
SSP	Shared Socioeconomic Pathways
SOW	Statement of Work
Sustainable-CAP	Sustainable Canadian Agricultural Partnership

#### 5. SCOPE OF WORK

The scope of work for this requirement consists of research and development and analytical services for a crop yield volatility modelling tool integrated with climate change scenarios. The contractor will develop a web-based, software or other technological tool based on best available data for one Prairie province and for 10 crops. The contractor will use the tool to conduct an analysis for AAFC on the impacts to crop insurance costs by:

- Running model experiments to generate plausible future yield volatility and risks in crop insurance risk areas, municipal scales or other suitable scale for the Program;
- Assessing experiment outputs to assist AAFC in determining whether current premium pricing methodologies will continue to be suitable; and,
- Identifying key changes to production risk (e.g., increased or decreased exposure to perils) and risks to program sustainability.

As part of Sustainable CAP, AAFC has data sharing agreements in place with provinces where a variety of crop insurance data is regularly submitted to AAFC. AAFC has discussed the project and received verbal confirmation from a Prairie province willing to participate in the work by allowing AAFC to share provincial crop data with a contractor to develop the tool and conduct analysis.

The analysis will give the AgriInsurance Program enough information to determine the level of risk climate change poses to premium prices and to determine if additional analysis is needed to adjust premium-setting methodologies.

The project will be in three phases.



### Phase 1: Research and development.

This phase includes research and development services for a crop yield level and volatility technology-based modelling tool that is at a suitable spatial resolution for the AgrilInsurance Program to analyze climate change impacts on premium costs. The contractor will review and select available input data sets to use in either adapting an existing off-the-shelf product or custom-designing a model. This phase includes assessing and configuring the farm-level crop data provided by the AgrilInsurance program for the one province. Consultation with AAFC will occur to decide on the most practicable temporal and spatial resolutions for modelling based on review of the available data sets. Perils to be included in assessing impacts include but are not limited to drought, flood/excess moisture, heat, frost, grasshopper damage and hail.

Using their own technology, (e.g., web-based, software or other technological options they own), the contractor will begin development of a crop yield level and volatility model. Analysis will take place for one Prairie province and data for the following crops – spring and winter wheat, canola, corn, barley, potatoes, oats, flax, peas, lentils and soybeans. AAFC has data-sharing agreements in place with provinces to collect data for the AgrilInsurance Program. In order for AAFC to share data with the third-party contractor, the successful contractor will be required to have a Canadian-based office and be subject to a Non-disclosure Agreement (NDA) that specifies how results will be shared and any data provided to the contractor by AAFC can only be used for the sole purpose of this project and then destroyed.

### Phase 2: Development, calibration and evaluation.

In Phase 2, crop model development will be completed. Calibration and evaluation with the provincial data will occur, including AgrilInsurance historical losses back testing (i.e., testing how accurately the model matches past actual losses to demonstrate robustness of the mathematical functions to model crop growth and yields). This phase can include any testing of the contractor's software and technology. In this phase, climate change scenarios, each representing different but commonly used Greenhouse Gas (GHG) emissions pathways will be acquired. In other scientific studies, AAFC is currently using the following Representative Concentration Pathways (RCPs) from the IPCC Sixth Assessment Report:

SSP (Shared Socioeconomic Pathways)	Scenario	Estimated warming range – Near-term (2021-2040)	Estimated warming range Mid-term (2041-2060)	Estimated warming range Long-term (2081-2100)
SSP1-2.6	Low GHG emissions	1.2° to 1.8°C	1.3° to 2.2°C	1.3° to 2.4°C
SSP3-7.0	High GHG emissions	1.2° to 1.8°C	1.7° to 2.6°C	2.8° to 4.6°C
SSP5-8.5	Very high GHG emissions	1.3° to 1.9°C	1.9° to 3.0°C	3.3° to 5.7°C

Source: IPCC, 2021. Climate Change 2021: The Physical Science Basis Summary for Policy Makers. Working Group I contribution to the Sixth Assessment Report of the Intergovernmental Panel on Climate Change.

AAFC expects these three SSPs and time frames be used in the project. These pathways will be used for analysis in combination with the crop model in Phase 3 so crop yield levels and volatility projections can be generated for future time frames.

### Phase 3: Analyses.

The consultant will integrate their crop yield volatility model with climate change scenarios to develop the final modeling tool to conduct analyses. Experiments will be run by the consultant to generate a series of

possible future crop yield and volatility changes for the one province and the 10 crops and perils listed in Phase 1. The experiments will be based on the time frames identified in the scenarios listed in Phase 2. The consultant will use the experiments' outputs to prepare an analysis for AAFC which will include graphical products (e.g., maps, graphs) of climate change risks to crops and a written report identifying potential impacts to future program costs. The longer term goal of the project is to have analysis to inform AAFC whether its current premium pricing methodologies are robust enough to properly price climate change risks or if changes are needed to better account for climate change and to maintain actuarial soundness.

Optional Future Work:

After completion of this contract, AAFC may exercise the option to continue with more analyses. This could involve the contractor receiving AgriInsurance data for additional province(s) and crops to update the modelling tool to run more experiments.

AAFC may pursue a second contract to support future model expansion, maintenance and/or licensing costs associated with the technology.

Deliverables:

In phase 2 and 3, presentations and demonstrations of the progress of the modelling, outputs and analysis will be presented for AAFC review. Phase 1 and 2 status reports are considered draft or preliminary results. In Phase 3, the first deliverable will consist of initial analytical findings from example outputs generated by the modelling experiments to show crop yield changes and volatilities under different climate change scenarios. The last deliverable in Phase 3 is final reporting of analytical results on the potential impacts of climate change on peril risk and crop insurance costs in the near-term and longer-term based on the modeled outputs of yields and volatility.

**6. TASKS**

Task Reference	Description of the Task
6.1	<p><u>Phase 1, Task 1: Initial Research and Development.</u> Task 1 involves research and development of a crop yield level and volatility model for crop insurance that uses historic provincial data provided by AAFC from one province and for 10 crops to generate yield information. A statistical or process-based model that satisfactorily replicates growth and yields is first needed before the next phases proceed – to estimate future growth and yield volatilities and conduct analyses of cost impacts. The model should include a function to account for technological change in agricultural production.</p> <p>This task includes compiling up-to-date data sets for Canada. Key data sets to use in modeling crop yields and insurance losses include but are not limited to:</p> <ul style="list-style-type: none"> <li>▪ Historic meteorological data (e.g., temperature, precipitation, hail events);</li> <li>▪ Geographic data (e.g., soil types, elevations);</li> <li>▪ Historic crop planting dates for at the 10 crops identified in Phase 1 – spring and winter wheat, canola, corn, barley, potatoes, oats, flax, peas, lentils and soybeans;</li> <li>▪ Historic farm-level crop yield data for 10 crops (subject to an NDA) provided by AAFC – collected from one province (e.g., aggregated to municipal/county, township, crop insurance risk area scales).</li> </ul>
6.2	<p><u>Phase 1, Task 2: Research and Development.</u> Since data will be available at different temporal intervals and spatial scales, this task, concurrent with 6.1.1, involves consultations with AAFC to decide on the most practicable temporal and spatial</p>

	resolutions for modelling based on review of the available data sets. This task also includes the contractor configuring the farm-level crop data collected by the AgrilInsurance program. Development will begin of the yield volatility model.
6.3	<u>Phase 2, Task 3: Development, Calibration and Evaluation.</u> Development of a crop yield volatility model will be completed, calibrated with AAFC data and performance evaluated. Adjustments will occur, including AgrilInsurance historical losses back testing to make sure modeled yields based on historic inputs reasonably replicate actual, reported yields.
6.4	<u>Phase 2, Task 4: Climate Change Scenarios.</u> IPCC climate change scenarios will be acquired – SSP1-2.6, SSP3-7.0 and SSP5-8.5.
6.5	<u>Phase 3, Task 5: Model integration.</u> This task involves integrating the crop yield volatility model with climate change scenarios to construct the final modeling tool to conduct analyses for the AgrilInsurance Program.
6.6	<u>Phase 3, Task 6: Experiments and preliminary analysis.</u> This task includes the consultant running experiments for the each of the province's 10 crops (identified in Task 6.1.1) with each of the climate change scenarios (Task 6.1.4) to generate outputs of possible future yield and volatility changes. A demonstration of the model (virtually) and delivery of sample outputs will occur. Expected sample outputs include, but are not limited to: <ul style="list-style-type: none"> <li>▪ Generating annual crop yield levels and volatility time series (e.g., graphs or maps) for the near-term to longer-term for one province and the crops listed in Task 6.1.1 (spring and winter wheat, canola, corn, barley, potatoes, oats, flax, peas, lentils and soybeans) in graphics, charts, or table formats.</li> </ul>
6.7	<u>Phase 3, Task 7: Final Analysis and Results – Draft and Final Reports.</u> Outputs and analysis of all the crops for the different combinations of crop scenario futures that shows AAFC potential impacts to future AgrilInsurance Program costs. Delivery of an analytical report, including graphical outputs (e.g., maps, graphs) to support the analysis.

## 7. DELIVERABLES

Number	Task Reference	Description of the Deliverables	Acceptance Criteria (Quantity and Format)
7.1	6.2	Status Report on progress	Meeting with AAFC to report verbally on status
7.2	6.3	Status Report on progress - Presentation and/or demonstration to AAFC showing draft crop yield and volatility model functionality.	One (1) PowerPoint presentation and/or demonstration
7.3	6.6	Two (2) Status Reports on progress - Presentation and/or demonstration to AAFC showing preliminary	Two (2) PowerPoint presentations and/or demonstrations,

		outputs from crop and climate change modelling experiments.	including sample outputs in graphical form (e.g., maps, graphs, etc.)
7.4	6.7	Analytical Report – Draft and Final Reports, including visual depictions of (e.g., maps, graphs) of crop and climate change modelling experiments and analysis of impacts to the costs of the AgrilInsurance Program.	One (1) Draft Report; and, One (1) Final Report

**8. DATE OF DELIVERY**

Assumption: Contract award on or before February 12, 2024

Deliverable	Delivery date
7.1	Within 2 weeks after contract award [February 26, 2024]
7.2	On or before March 31, 2024
7.3	On or before October 31, 2024 and on or before January 31, 2025
7.4	On or before March 31, 2025

**9. LANGUAGE OF WORK**

English

**10 LOCATION OF WORK**

The work will be performed on Contractor site.

The final product will be delivered to:  
1341 Baseline Road  
Ottawa, Ontario  
K1A 0C5

**1. TRAVEL**

The Contractor is not required to travel under this Contract.

**12 MEETINGS**

One meeting prior to starting Phase 1 between the project authorities and successful contractor to review work expectations and answer specific questions.

Bi-weekly meetings (as required) to update project authority on the project development.

**13 CONSTRAINTS**

- Project timelines
- Data availability and timely access
- AAFC staff resources
- Processes and reviews of contractor work and deliverables
- Technology issues
- Information technology policies

**ANNEX "B"**

**BASIS OF PAYMENT**

The contract has a limitation of expenditure of **\$900,000.00 plus HST.**

For evaluation purposes, AAFC is estimating the following amounts. However, this is for evaluation purposes only and will not necessarily reflect actual amounts spent by fiscal year.

Funds will be re-profiled as required.

<b>Period of the Contract</b>	<b>Dates</b>	<b>Limitation of Expenditure</b>
Initial Period	Contract award to March 31, 2025	\$500,000.00
Option 1	April 1, 2025 to March 31, 2026	\$200,000.00
Option 2	April 1, 2026 to March 31, 2027	\$200,000.00
	<b>subtotal  </b>	<b>\$900,000.00</b>
	HST calculated on the TOTAL	\$117,000.00

**1.0 General**

Payment shall be in accordance with **article 7.7.2 of Part 7, Method of Payment and 7.8 Invoicing Instructions.**

**2.0 Pricing Basis**

The Contractor shall be paid in accordance with the following for work performed under the Contract.

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ \_\_\_\_\_ (*insert amount at contract award*). Customs duties are included and the Applicable Taxes are extra.

Payment shall be made based on the deliverables described in the Statement of Work and the acceptance and satisfaction of the deliverables by the Project Authority.

## **ANNEX C, SECURITY REQUIREMENTS CHECK LIST**

**See attached**

## ANNEX "D"

### EVALUATION PROCEDURES & CRITERIA TECHNICAL PROPOSAL

It is essential that the elements contained in the Proposal be stated in a clear manner and in sufficient depth to allow for evaluation by the evaluation team.

#### 1.0 METHOD OF SELECTION – HIGHEST COMBINED SCORE OF DESIGN, TECHNICAL MERIT AND PRICE

- 1.1 The evaluation process is designed to identify the most qualified Contractor to provide services as stipulated in the Statement of Work (Annex A).
- 1.2 This section comprises the detailed Proposal requirements that will be used to evaluate Proposers' responses to the Request for Proposal (RFP).
- 1.3 The mandatory requirements under section 2.0 will be evaluated on a compliant/non-compliant basis. The Proposals must include the necessary documentation to demonstrate this compliance.
- 1.4 The selection of the responsive Proposal will be made on the basis of the **HIGHEST COMBINED SCORE** for design, technical and financial proposals. Highest combined score will be determined by adding the design, technical and financial points obtained.

The Bidders' Technical and Financial proposals will be scored separately. An Overall Proposal Score will be determined by combining a Bidder's Technical Proposal Score and Financial Proposal Score in accordance with the following weights:

*Technical Proposal = 80%*

*Financial Proposal = 20%*

*Overall Proposal = 100%*

- 1.5 To be considered Responsive, a Proposal must:

- 1- Meet all the mandatory requirements specified in section 2.0 below;
- 2- Achieve the **minimum passing score identified overall in rated criteria.**

Proposals which do not meet these mandatory or minimum point requirements shall not be given further consideration.

The responsive Proposal which receives the highest score of the combined points for the **Technical Proposal** rated requirements (**80%**) and the **Financial Proposal** rated requirements (**20%**) will be selected as the successful Proposal.

$$\frac{\text{Technical Score} \times \text{Ratio (80)}}{\text{Max Points}} + \frac{\text{Lowest Price} \times \text{Ratio (20)}}{\text{Bidder's Price}} = \text{Combined Score}$$



- 1.6 The cost of the Proposal will be evaluated in CANADIAN DOLLARS, Goods and Services Tax (GST)/Harmonized Sales Tax (HST) excluded, FOB destination for goods/services, Customs Duties and Excise Taxes included.
- 1.7 Failure of a Proposal to provide information in sufficient detail and depth to permit evaluation against the identified criteria may render a Proposal non-responsive. **All Proponents are advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will not be considered to be “demonstrated” for the purpose of the evaluation. All professional experience must be fully demonstrated in the Proposal (i.e., dates, number of years and months of experience).**
- 1.8 The Bidders acknowledge and agree that Canada is not responsible to search for, and therefore evaluate, information that is not properly referenced or is not otherwise provided in accordance with the Proposal Preparation Instructions in Part 2, Article 3.0.
- 1.9 Bidders shall not place any conditions or make any assumptions that attempt to limit or otherwise modify the scope of Work pursuant to the Statement of Work (Annex “A”).
- 1.10 In the event two or more responsive proposals achieve the identical COMBINED SCORE, the proposal with the **highest technical score** will be considered the successful proposal.

**2.0 MANDATORY REQUIREMENTS**

Failure to comply with any of the mandatory requirements will render the Proposal non-compliant and the Proposal will receive no further consideration. The Proposer must include the necessary documentation to demonstrate this compliance.

**Proponents should indicate the location (e.g. page, paragraph number, etc.) of the information provided in the Technical Proposal to support the mandatory requirements.**

Criteria	Mandatory Evaluation Criteria	Page No.	Pass/Fail
<b>M.1</b>	<p><b>Team Composition and Experience</b></p> <p>The proposal must identify all project team members and provide curriculum vitae (CV) highlighting education and work-related experience in the last five years.</p>		

**3.0 POINT RATED REQUIREMENTS**

- 3.1 The Bidder must address the rated requirements in sufficient detail so that an in-depth evaluation is possible. These criteria will be used by Agriculture and Agri-Food Canada to evaluate each Proposal. The assessment by AAFC will be based solely on the information contained in the Proposal. An item not addressed will be given zero (0) points under the point rated system. AAFC may, but is not obligated to, ask the Bidder for clarifications.

- 3.2 Cutting and pasting wording from the RFP into the proposal does not constitute demonstrating the requirement. Experience **must** be demonstrated by citing specific examples of work performed that relates to the specific evaluation criteria. If the Bidder's response does not fully and clearly demonstrate that the requirement is met by the information cited, then information provided will not be considered.
- 3.3 General statements should be avoided. These do not provide details which can be compared to the description of the requirement and therefore evaluated as to their relevancy in fulfilling the requirement, as detailed in the SOW.

Criteria	RATED REQUIREMENTS	Page No.	Points	Notes
R.1	<p><b>Familiarity with the Agriculture Sector</b> (maximum 5 points)</p> <p>The Bidder should demonstrate knowledge of:</p> <ul style="list-style-type: none"> <li>▪ Agricultural crop insurance, tools and policies in Canada and/or the United States, including familiarity with the grains and oil seeds sectors.</li> <li>▪ Yield modelling based on climate scenarios, including familiarity with the Intergovernmental Panel on Climate Change Greenhouse Gas Scenarios.</li> </ul> <p><b><u>RATING SCALE:</u></b>  5 - Excellent – <u>Strongly</u> demonstrated knowledge and understanding  4 - Very Good – <u>Clearly</u> demonstrated knowledge and understanding  3 - Good – <u>Fair</u> demonstrated knowledge and understanding  2 - Moderate – Demonstrated <u>some</u> knowledge and understanding  1 - Weak – <u>Weakly</u> demonstrated knowledge and understanding  0 - Poor – No knowledge nor understanding</p> <p><b>Total Points – Familiarity with the Sector</b></p>		<b>Maximum 5 Points</b>	
R.2	<p><b>Relevant Work Experience in Crop Insurance</b></p> <p>The criterion will be evaluated based on <u>two work projects</u> completed within the past five years. Each project should demonstrate that the bidder/project team has the capability, qualifications and experience in the following area:</p> <p>Collecting and synthesizing technical data to assess risks in agricultural insurance. (maximum 10 points per project)</p> <p>For each project, Bidders should provide:</p> <ul style="list-style-type: none"> <li>▪ The context of the project (Project Name, Timeline) (maximum 1 point)</li> <li>▪ The type of client (industry, government, not-for-profit, etc.) (maximum 1 point)</li> <li>▪ Project objectives (maximum 5 points);</li> </ul>		<b>Maximum 20 Points</b> (10 points per example)	

Criteria	RATED REQUIREMENTS	Page No.	Points	Notes
	<ul style="list-style-type: none"> <li>▪ Project deliverables (maximum 1 point)</li> <li>▪ The project lead and relevant team members' reporting relationships and tasks completed. (maximum 2 points)</li> <li>▪ The current client contact information (may be used to validate that the work occurred)</li> </ul> <p><b>Scoring:</b> The Bidder will receive up to 10 points for each project. Full points will be awarded if all the requested information is provided. Point reductions are based on the amount of requested information that is not provided.</p> <p><b><u>RATING SCALE:</u></b>            9-10 - Excellent – <u>Strongly</u> demonstrated experience in crop insurance            7-8 - Very Good – <u>Clearly</u> demonstrated experience in crop insurance            6 - Good – <u>Fair</u> demonstrated experience in crop insurance            5 - Moderate – Demonstrated <u>some</u> experience in crop insurance            1-4 - Weak – <u>Weakly</u> demonstrated experience in crop insurance            0 - Poor – No experience demonstrated in crop insurance</p> <p><b>Total Points – Relevant Work Experience in Crop Insurance</b></p>			
R.3	<p><b>Relevant Work Experience in Crop Yield Modelling</b></p> <p>This criterion will be evaluated based on the Bidder providing <u>three projects</u> conducted within the last five (5) years preceding the bid closing demonstrating:</p> <ul style="list-style-type: none"> <li>Project 1) Experience in crop yield modelling for the crop insurance industry (maximum 10 points)</li> <li>Project 2) Experience in crop yield volatility modelling for the crop insurance industry (maximum 10 points)</li> <li>Project 3) Experience in applying commonly used climate change scenarios to analyze future changes in weather variables and consequently in crop yield distributions and yield volatilities (maximum 10 points)</li> </ul> <p>For each project, the Bidder should provide:</p>		<p><b>Maximum 30 Points</b> (10 points per example)</p>	

Criteria	RATED REQUIREMENTS	Page No.	Points	Notes
	<ul style="list-style-type: none"> <li>▪ The context of the project (Project Name, Timeline) (maximum 1 points)</li> <li>▪ The type of client (industry, government, not-for-profit, etc.) (maximum 1 point)</li> <li>▪ Project objectives (maximum 5 points)</li> <li>▪ Project deliverables (maximum 1 point)</li> <li>▪ The project lead and relevant team members reporting relationships and tasks completed (maximum 2 point)</li> <li>▪ The current client contact information (may be used to validate that the work occurred)</li> </ul> <p><b>Scoring:</b> Up to 10 points for each project. Full points will be awarded if all the requested information is provided. Point reductions are based on the amount of requested information that is not provided.</p> <p><b><u>RATING SCALE (for 10 points):</u></b>  9-10 - Excellent – <u>Strongly</u> demonstrated experience in Crop Yield Modelling  8 - Very Good – <u>Clearly</u> demonstrated experience in Crop Yield Modelling  6-7 - Good – <u>Fair</u> demonstrated experience in Crop Yield Modelling  5 - Moderate – Demonstrated <u>some</u> experience in Crop Yield Modelling  1-4 Weak – <u>Weakly</u> demonstrated experience in Crop Yield Modelling  0 - Poor – No experience demonstrated in Crop Yield Modelling</p> <p><b><u>RATING SCALE (for 1 point):</u></b>  1 – Information provided  0 – No information provided</p> <p><b><u>RATING SCALE (for 2 points):</u></b>  2 – Identifying the project lead and a relevant team member involved  1 – Identifying either a project lead or a relevant team member involved  0 – No team members identified</p> <p><b>Total Points – Relevant Work Experience in Crop Yield Modelling</b></p>			

Criteria	RATED REQUIREMENTS	Page No.	Points	Notes
R.4	<p><b>Crops modelled</b>  The Bidder should demonstrate which crops they can model:</p> <ol style="list-style-type: none"> <li>1) Wheat (spring and winter) (maximum .5 point)</li> <li>2) Canola (maximum .5 point)</li> <li>3) Corn (maximum .5 point)</li> <li>4) Barley (maximum .5 point)</li> <li>5) Potatoes (maximum .5 point)</li> <li>6) Oats (maximum .5 point)</li> <li>7) Flax (maximum .5 point)</li> <li>8) Peas (maximum .5 point)</li> <li>9) Lentils (maximum .5 point)</li> <li>10) Soybeans (maximum .5 point)</li> </ol> <p><b><u>RATING SCALE:</u></b>  .5 point for each crop that can be modelled.</p> <p><b>Total Points – Crops Modelled</b></p>		<p><b>Maximum 5 Points</b>  (.5 points per crop)</p>	
R.5	<p><b>Perils modelled</b>  The Bidder should confirm which perils they can model:</p> <ul style="list-style-type: none"> <li>▪ Drought (maximum .5 point)</li> <li>▪ Flood / excess moisture (maximum .5 point)</li> <li>▪ Heat (maximum .5 point)</li> <li>▪ Frost / freeze (maximum .5 point)</li> <li>▪ Grasshopper damage (maximum .5 point)</li> <li>▪ Hail (maximum .5 point)</li> </ul> <p><b><u>RATING SCALE:</u></b>  .5 point for each peril that can be modelled.</p> <p><b>Total Points – Perils Modelled</b></p>		<p><b>Maximum 3 Points</b>  (.5 points per peril)</p>	
R.6	<p><b>Work Plan</b>  Referring to the Tasks 6.1.1 to 6.1.7 under the Scope of Work in the</p>		<p><b>Maximum 35 Points</b></p>	

Criteria	RATED REQUIREMENTS	Page No.	Points	Notes
	<p>Statement of Work, the Bidder should provide a work plan that describes how the project will be undertaken as well as strategies to perform the project (including the specific steps, who will be responsible for completing specific steps, and timeframes proposed to achieve the project objectives).</p> <p>Task 6.1.1: Initial Research and Development – Compiling up-to-date data sets for one province and 10 crops. (maximum 5 points)</p> <p>Task 6.1.2: Research and Development – Configuring data, confirming most practicable temporal intervals and spatial scales. (maximum 5 points)</p> <p>6.1.3: Development, calibration and evaluation of a crop yield and volatility model. (maximum 5 points)</p> <p>6.1.4: Acquiring IPCC climate change scenarios. (maximum 5 points)</p> <p>6.1.5: Integrating the crop model and climate change scenarios. (maximum 5 points)</p> <p>6.1.6: Running model experiments, demonstrating model outputs, presenting preliminary analysis. (maximum 5 points)</p> <p>6.1.7: Draft and final analytical reports delivery. (maximum 5 points)</p> <p><b><u>RATING SCALE:</u></b>  5 - Excellent – <u>Strongly</u> demonstrated  4 - Very Good – <u>Clearly</u> demonstrated  3 - Good – <u>Fairly</u> demonstrated  2 - Moderate – Demonstrated <u>some</u> experience  1 - Weak – <u>Weakly</u> demonstrated  0 - Poor – No experience demonstrated</p> <p><b>Scoring:</b> The Bidder will receive up to 35 points. Full points will be awarded if all the requested information is provided. Point reductions are based on the amount of requested information that is not provided.</p> <p><b>Total Points – Work Plan</b></p>			

Criteria	RATED REQUIREMENTS	Page No.	Points	Notes
R.7	<p><b>Challenges and Constraints</b></p> <p>The Bidder should identify any potential challenges and/or constraints in carrying out the Statement of Work activities and propose recommended solutions. (maximum 5 points)</p> <p><b><u>RATING SCALE:</u></b>            5 - Excellent – <u>Strongly</u> demonstrated            4 - Very Good – <u>Clearly</u> demonstrated            3 - Good – <u>Fairly</u> demonstrated            2 - Moderate – Demonstrated <u>some</u> experience            1 - Weak – <u>Weakly</u> demonstrated            0 - Poor – No experience demonstrated</p> <p><b>Scoring:</b> The Bidder will receive up to 5 points. Full points will be awarded if all the requested information is provided. Point reductions are based on the amount of requested information that is not provided.</p> <p><b>Total Points – Challenges and Constraints</b></p>		Maximum 5 Points	
R.8	<p><b>Data Management and Security Practices</b></p> <p>The Bidder should demonstrate data management and security protocols are in place to prevent data leakages.</p> <p><b>Scoring:</b> The Bidder will receive up to 5 points. This will be assessed by reviewing the documentation provided on data management and security protocols. Full points will be awarded if all the requested information is provided. Point reductions are based on the amount of requested information that is not provided.</p> <p><b><u>RATING SCALE:</u></b>            5 - Excellent – <u>Strongly</u> demonstrated            4 - Very Good – <u>Clearly</u> demonstrated</p>		Maximum 5 Points	



Criteria	RATED REQUIREMENTS	Page No.	Points	Notes
	3 - Good – <u>Fairly</u> demonstrated 2 - Moderate – Demonstrated <u>some</u> experience 1 - Weak – <u>Weakly</u> demonstrated 0 - Poor – No experience demonstrated			
	<b>TOTAL AVAILABLE POINTS – RATED REQUIREMENTS = 108</b> <b>Minimum Points Required to Pass – 81/108 (75%)</b>			