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**RETOURNER LES SOUMISSIONS À:**

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**REQUEST FOR STANDING OFFER  
DEMANDE D'OFFRE À  
COMMANDES**

**Proposal To:** Indigenous Services Canada

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

**Proposition aux:** Services aux Autochtones Canada

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

**Instructions : See Herein**

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<b>Title – Sujet</b> Strategic and Technical Advisory Services related to Climate Change, Adaptation, Clean Energy, Natural Resources and the Environment in Indigenous (First Nation, Inuit, Metis) and Northern Communities – Standing Offer Agreement	
<b>Solicitation No. – N° de l'invitation</b> 1000252726	<b>Date</b> January 30 <sup>th</sup> , 2024
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<b>F.O.B. - F.A.B.</b> <b>Plant-Usine: D Destination: D Other-Autre: D</b>	
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<b>Signature</b>	<b>Date</b>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus appendices and annexes, as follows:

- Part 1            General Information: provides a general description of the requirement;
- Part 2            Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3            Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4            Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, 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 Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7            7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, Basis of Payment, Federal Contractors Program for Employment Equity, Security Requirements Checklist, Certification and any other annexes.

### **1.2 Summary**

Strategic and Technical Advisory Services related to Climate Change, Adaptation, Clean Energy, Natural Resources and the Environment in Indigenous (First Nation, Inuit, Metis) and Northern Communities – Standing Offer Agreement

Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) is one of 34 federal government departments responsible for meeting the Government of Canada's obligations and commitments to First Nations, Inuit and Métis, and for fulfilling the federal government's constitutional responsibilities in the North. CIRNAC's responsibilities are largely determined by numerous statutes, negotiated agreements and relevant legal decisions. Most of CIRNAC's programs and spending are delivered through partnerships with Indigenous communities and federal-provincial or federal-territorial agreements. CIRNAC also works with urban Indigenous peoples, Métis and Non-Status Indians (many of whom live in rural areas).

Work under CIRNAC's Natural Resources and Environment Branch (NREB) focuses on areas such as climate change adaptation, clean energy, conservation, land use planning, mining and Critical Minerals in the North, oil and gas activities, and related legislative and/or regulatory activities.

- 1.2.2 The Standing Offer Agreements (SOAs) resulting from this RFSO process will be from SOA award date to March 31, 2027 with two (2) additional one (1) year option periods.

### **1.3 Security Requirements**

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

### **1.4 Debriefings**

Offerors may request a debriefing on the results of the RFSO process. Offerors should make the request to the Standing Offer Authority within fifteen (15) working days of receipt of the results of the RFSO process. The debriefing may be in writing, by telephone or in person.

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2022-12-01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 180 days

### 2.2 Submission of Offers

Offers (and any amendments thereto) must be submitted **electronically only, in PDF format**, to Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) by the date, time and to the e-mail address indicated on page 1 of the Request for Standing Offers. Transmission of Offers (and any amendments thereto) submitted by any other means to CIRNAC will not be accepted.

### 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

If so, the Offeror 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES ( ) NO ( )**

If so, the Offeror 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 - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

## **2.5 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Quebec.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.



## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1 Offer Preparation Instructions**

Canada requests that the Offerors submit their offer by email in separate attachments as follows:

Section I: Technical Offer in PDF format.  
Section II: Financial Offer in PDF format.  
Section III: Certifications in PDF format.

The total size of the email, including all attachments, must not exceed 10 megabytes (MB). It is solely the Offeror's responsibility to ensure that the total size of the email does not exceed this limit.

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

Canada requests that Offerors follow the format instructions described below in the preparation of their offer:

- 1) use a numbering system that corresponds to the bid solicitation.

#### **Section I: Technical Offer**

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

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

#### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

#### **Electronic Payment of Invoices - Offer**

The method of invoice payment by Crown-Indigenous Relations and Northern Affairs Canada is by direct deposit to the Contractor's financial institution of choice.

### **3.2 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

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

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

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

**3.3 Offeror's Proposed Sites or Premises Requiring Safeguarding Measures**

**3.3.1** As indicated in Part 6 under Security Requirements, the Offeror must provide the full addresses of the Offeror's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

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

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

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

4.1.1 Each Proposal will be evaluated in the following manner:

**4.1.1.1 Evaluation against the Mandatory Criteria.** Technical Proposals that fail to meet any one (1) of the Mandatory Criteria, will be deemed non-compliant and no further consideration will be given.

**4.1.1.2 Evaluation against the Point-Rated Criteria.** Technical Proposals that meet all of the Mandatory Criteria will be point-rated against further criteria below.

**4.1.1.3 Evaluation of Financial Offers.** meeting all the Mandatory Criteria will be evaluated using the methodology set out in the Financial Evaluation of these Selection and Evaluation Criteria. The score as calculated in this stage will constitute the Offeror's Financial Score.

4.1.2 The Offeror must ensure that its Proposal provides sufficient evidence for the Evaluation Committee to assess the compliance of the Proposal with the criteria listed in this RFSO. It is the sole responsibility of the Offeror to provide the applicable information within its Proposal to enable the Evaluation Committee to complete its evaluation.

4.1.3 An evaluation team composed of representatives of the Department of Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) will evaluate the proposals.

4.1.4 The Offeror must include, in its proposal, any reference material it wishes to be considered for evaluation. Any material or documents outside the Proposal will not be considered (for example, should the Offeror wish to provide screen shots of its website or product, etc. for evaluation, copies or printouts of website or product material must be included within the Proposal). URL links to the Offeror's website will not be considered by the Evaluation Committee. The Evaluation Committee will not take into account any prior knowledge of experience with the Offeror.

4.1.5 A weighting has been established by CIRNAC wherein the Offeror's **Technical Score** as derived from the Point-Rated Criteria will be valued at **80%** of the Offeror's Total Score, and the Offeror's **Financial Score** will be valued at **20%** of the total score.

### 4.1.6 Definitions

The following definitions apply to the Criteria, below:

**“Must”** refers to a requirement. Failure on the part of the Offeror to provide the information or demonstrate it meets a requirement expressed by **“must”** within its Proposal will result in the Proposal being deemed non-compliant and no further consideration given.

**“Should”** refers to a desired element. Failure on the part of the Offeror to provide the information requested by **“should”** within its Proposal or to demonstrate that it meets the element expressed by **“should”** may result in the Offeror receiving less than full points on any Point-Rated Criteria. Offerors are encouraged to address all elements expressed by **“should”**.

**4.2 Technical Evaluation**

**4.2.1 Mandatory Technical Criteria/ Point Rated Criteria**

**MANDATORY REQUIREMENTS**

**Work Stream 1 - STRATEGIC PROGRAM AND POLICY ADVISORY SERVICES**

Offerors' Offers must meet all Mandatory Requirements for the Offer to be considered for further evaluation. Failure on the part of the Offeror to meet any one (1) of these requirements will result in their Offer being deemed non-compliant, with the Offer being given no further consideration.

Mandatory Requirement	COMPLIANT (YES/NO)	Page #
<p><b>M1. Corporate Profile</b></p> <p>1.1 The Offeror <b>MUST</b> provide a company profile and corporate resume demonstrating the Offeror's knowledge and experience in the provision of services relevant and similar to this Work Stream as defined in the Statement of Work (SOW). At a minimum, the Offeror <b>MUST</b> include within the profile:</p> <ul style="list-style-type: none"> <li>a) The full legal name of the firm submitting the Offer (including, as applicable, all joint venture, partners or subcontractors);</li> <li>b) A written description of approximately 1000 words indicating the Offeror's capabilities as a firm, including the Offeror's resource availability and access to back-up resources, and the extent of the Offeror's experience in the provision of Strategic Program and Policy Advisory Services similar to those described in the Work Stream. This <b>MUST</b> include a description demonstrating the Offeror's experience and capability as a firm to provide services in: <ul style="list-style-type: none"> <li>1. Climate Change Adaptation;</li> <li>2. Indigenous Community-based Climate Monitoring;</li> <li>3. Indigenous Climate Leadership;</li> <li>4. Clean Energy;</li> <li>OR</li> <li>5. Critical Minerals or related natural resource management, environmental, and legislative and/or regulatory activities</li> </ul> </li> </ul> <p>in, and as related to Indigenous and/or Northern Communities.</p>		
<p><b>M2. Project Summaries</b></p> <p>2.1 The Offeror <b>MUST</b> provide three (3) written project summaries describing in detail the Offeror's experience in successfully providing Strategic Program or Policy Advisory Services related to at least one (1) of the Areas of Interest:</p> <ul style="list-style-type: none"> <li>a) Climate Change Adaptation;</li> </ul>		

Mandatory Requirement	COMPLIANT (YES/NO)	Page #
<p>b) Indigenous Community-based Climate Monitoring;</p> <p>c) Indigenous Climate Leadership;</p> <p>d) Clean Energy;</p> <p>OR</p> <p>e) Critical Minerals or related natural resource management, environmental, and legislative and/or regulatory activities.</p> <p>Projects <b>MUST</b> be relevant and similar to this Work Stream as defined in the SOW.</p> <p>Projects <b>MUST</b> have taken place during the past five (5) years.</p> <p><i>* If more than three (3) projects are included within the Offeror's Offer, the Evaluation Committee will only consider the specified number of projects (no more than 3), in the order in which they are first presented in the Offeror's Offer.</i></p> <p>2.2 The following factors <b>MUST</b> be met by at least one (1) project summary. Any single project may demonstrate more than one (1) of the following factors.:</p> <p>a) At least one (1) project summary <b>MUST</b> demonstrate direct, applied experience within one (1) of the five Areas of Interest directly relating to Indigenous Communities and/or Indigenous Organizations.</p> <p>b) At least one (1) project summary <b>MUST</b> demonstrate direct, applied experience within one (1) of the five Areas of Interest directly relating to Northern Communities.</p> <p>c) At least one (1) project summary <b>MUST</b> demonstrate direct, applied experience within one (1) of the five Areas of Interest directly relating to Public Sector, or Federally regulated projects.</p> <p>d) At least one (1) project summary <b>MUST</b> demonstrate direct, applied experience working with Indigenous and/or Northern Communities This may include, but is not necessarily limited to, projects in which Indigenous or Northern peoples were directly consulted, projects completed for and working with Indigenous or Northern Organizations or governments, or projects that involved direct service delivery within Indigenous or Northern Communities to Community leaders/members.</p> <p>2.3 The Offeror <b>MUST</b> provide the name and relevant contact information of the Client Project Authority to whom the Offeror reported.</p> <p>a) The Offeror <b>MUST</b> include Project Reference Forms (see Appendix A) completed and signed by the named Client Project Authority for each cited project. The Offeror <b>MUST</b> forward the Project Summary information to each refereeing Client Project Authority, for completion of the Project Reference. The completed forms, duly signed by the referee must be submitted as part of the Offeror's Offer. The Offeror <b>MUST NOT</b> sign reference forms on behalf of the referee.</p>		

Mandatory Requirement	COMPLIANT (YES/NO)	Page #
<p><i>CIRNAC reserves the right to contact the named Client Project Authority to verify the information contained within the submitted project summaries.</i></p> <p><i>In the event that any one (1) cited client reference provides a negative response in regard to the veracity and/or accuracy of the information contained within the Offeror's submitted project summary, CIRNAC reserves the right to deem the Offeror's Offer non-compliant, whereupon no further consideration will be given.</i></p>		
<p><b>M3. Proposed Resources</b></p> <p>3.1 The Offeror <b>MUST</b> propose a Resource Team to perform the work described within the Work Stream, composed of the following numbers and categories of resources:</p> <ul style="list-style-type: none"> <li>• Two (2) Project Managers;</li> <li>• Two (2) Senior Analysts;</li> <li>• Two (2) Analysts;</li> </ul> <p>The Offeror must include a detailed CV for each resource proposed.</p> <p><i>Named resources cannot be proposed in more than one (1) Resource Category. Only two (2) resources will be evaluated per Category.</i></p> <p>If more than two (2) resources are proposed in a Category, the Evaluation Committee will only consider two (2) resources in the order in which they are first presented in the Offeror's Offer.</p> <p>3.2 Proposed resources <b>MUST</b> meet <b>all</b> of CIRNAC's minimum qualification requirements for the Resource Category in which they are proposed, as described in section SW7.2 'Resource Categories and Qualifications' of the SOW.</p> <p>3.3 <b>At least one (1)</b> resource of the Offeror's team in the Project Manager or Senior Analyst categories <b>MUST</b> be able to provide service in both Official Languages. The Offeror <b>MUST</b> identify within its Offer which of its resources are capable of providing the services in both Official Languages.</p>		

**POINT-RATED CRITERIA**

**Work Stream 1 - STRATEGIC PROGRAM AND POLICY ADVISORY SERVICES**

Only those Offers meeting ALL of the above Mandatory Requirements (**M1-M3**) for the Work Stream will be deemed compliant and will be evaluated by CIRNAC Evaluation Committee on the basis of the Point-Rated Criteria.

Offerors **MUST** achieve a minimum percentage score of 70% overall on Point-Rated Criteria **R1-R6** in order to be evaluated on R7 and on the basis of their Financial Offer for the Work Stream.

Offerors failing to meet the minimum required score on the Point-Rated Criteria will be deemed non-compliant and given no further consideration.

STREAM 1 RATED CRITERIA	WEIGHT
<p><b>R1. Project Summaries</b></p> <p>Each of the three (3) project summaries submitted in response to Mandatory Requirement <b>M2</b> will be evaluated on the basis of the cited project's relevance and similarity to the Work Stream's services, as defined in the SOW.</p> <p><b>1.1 Two (2) points per project</b> related to Strategic Program and Policy Advisory Services that was completed for a Public Sector, or Federally regulated projects (in excess of the one (1) project required in response to M2).</p> <p><b>1.2 Up to five (5) points per project</b> (in excess of the one (1) project required in response to M2) that includes applied experience working with Indigenous and/or Northern Communities. In this factor, experience must go beyond conducting indirect consultations. Experience may include, but is not necessarily limited to, conducting work with persons within Indigenous and/or Northern Communities, in-person meetings with local leaders, or providing strategic advice to Community members on developing measures relating to one of the five Areas of Interest.</p> <p>Points will be awarded as follows:</p> <p>Five (5) points/project = The experience of the Offeror working with more than one (1) Indigenous and/or Northern Community OR experience working with one (1) Indigenous or Northern Community in two (2) of the five Areas of Interest, is clearly demonstrated and well described.</p> <p>Three (3) points/project = The experience of the Offeror working with one (1) Indigenous and/or Northern Community in one (1) aspect related to an Area of Interest, is clearly demonstrated and well described.</p> <p>One (1) point/project = The experience of the Offeror is identified, but lacking in details.</p> <p>0 points/project = Experience not identified</p> <p><b>1.3 Up to a maximum of six (6) points per project</b> that involved the tasks below; up to one (1) point per task will be awarded (to a maximum of six (6) tasks).</p> <ul style="list-style-type: none"> <li>a) Providing strategic and policy advice in relation to one of the five Areas of Interest.</li> <li>b) Developing initiative-specific strategic planning and risk management frameworks.</li> <li>c) Developing initiative and business/operational plans, service delivery and monitoring frameworks, business cases, policies and strategic initiative directions.</li> <li>d) Developing training materials related to an initiative or specific projects.</li> </ul>	<p><b>44 points in total</b></p>

STREAM 1 RATED CRITERIA	WEIGHT
<p>e) Assisting stakeholders in formulating adaptation priorities and objectives, and in developing strategic actions necessary to address those priorities.</p> <p>f) Supporting community engagement and partnerships as related to an initiative or specific projects, such as but not limited to facilitation and support to co-development activities related to Areas of interest.</p> <p>g) Delivering briefings and presentations to governments, Indigenous and/or Northern stakeholders on initiative-related innovation, strategic directions, financing issues, and trends as they relate to one of the five Areas of Interest to facilitate understanding and cooperation.</p> <p>h) Conducting evaluations of programs and initiatives</p> <p>1.4 <b>Up to four (4) points per project</b> for the Offeror’s named resources in compliance with M3, above, being engaged in the cited project in an equivalent capacity to the category in which they are proposed. Within the four (4) points, two (2) points will be awarded for a named Project Manager, and one (1) point will be awarded for other Resources engaged in the project, up to four (4) Resources in total.</p>	
<p><b>R2. Experience Relating to Areas of Interest</b></p> <p>Offerors should submit a minimum of five (5) and a maximum of ten (10) project summaries that demonstrate the Offeror’s experience across the Areas of Interest. One (1) to two (2) project summaries may be submitted for each of the factors (2.1-2.5) below. The Offeror may use the projects submitted in response to Mandatory Requirement M2 to demonstrate part of this criterion. The project summaries will be evaluated on the basis of the cited projects’ relevance and similarity to the Work Stream’s services, as defined in the SOW.</p> <p>2.1 <b>Up to ten (10) points for</b> clearly demonstrated i. applied expertise in Climate Change and Climate Change Adaptation issues OR ii. experience advising on the development and implementation of Climate Change Adaptation initiatives, or directly developing and implementing Climate Change Adaptation initiatives.</p> <p>Points will be awarded as follows:</p> <p>Ten (10) points = Offeror demonstrated applied expertise in more than one (1) relevant Climate Change and Climate Change Adaptation issue through delivery of Strategic Initiative and Policy Advisory Services OR Offeror demonstrated experience in development <u>and</u> implementation of Climate Change Adaptation initiatives. Experience is clearly demonstrated and well described.</p> <p>Five (5) points = Offeror demonstrated applied expertise in one (1) relevant Climate Change and Climate Change Adaptation issue through delivery of Strategic Initiative and Policy Advisory Services OR Offeror demonstrated experience in one (1) of development <u>or</u> implementation of Climate Change</p>	<p><i>10 points per factor</i></p> <p><b>50 points in total</b></p>



STREAM 1 RATED CRITERIA	WEIGHT
<p>Adaptation initiatives. Experience is clearly demonstrated and well described.</p> <p>One (1) point = The experience of the Offeror is identified, but lacking in details.</p> <p>0 points = Expertise/experience not clearly identified.</p> <p><b>2.2 Up to ten (10) points for</b> experience that involved i. advising on the development and implementation of Indigenous Community-based Climate Monitoring OR ii. directly developing and implementing Indigenous Community-based Climate Monitoring programs or initiatives.</p> <p>Points will be awarded as follows:</p> <p>Ten (10) points = Offeror demonstrated experience that is relevant to CIRNAC's requirements as described in the SOW. Experience in development <u>and</u> implementation of Indigenous Community-based Climate Monitoring initiatives or programs is clearly demonstrated and well described.</p> <p>Five (5) points = Offeror demonstrated experience that is relevant to CIRNAC's requirements as described in the SOW. Experience in one (1) of development <u>or</u> implementation of Indigenous Community-based Climate Monitoring initiatives or programs is clearly demonstrated and well described.</p> <p>One (1) point = The experience of the Offeror is identified, but lacking in details.</p> <p>0 points = Experience not identified.</p> <p><b>2.3 Up to ten (10) points for</b> experience that involved advising on initiatives that are consistent in purpose or intent with federal commitments to an Indigenous Climate Leadership Agenda.</p> <p>Points will be awarded as follows:</p> <p>Ten (10) points = Offeror demonstrated experience that is relevant to CIRNAC's requirements as described in the SOW. Experience in advising on more than one (1) initiative consistent in purpose or intent with federal commitments to an Indigenous Climate Leadership Agenda is clearly demonstrated and well described.</p> <p>Five (5) points = Offeror demonstrated experience that is relevant to CIRNAC's requirements as described in the SOW. Experience in one (1) initiative consistent in purpose or intent with federal commitments to an Indigenous Climate Leadership Agenda is clearly demonstrated and well described.</p> <p>One (1) point = The experience of the Offeror is identified, but lacking in</p>	

STREAM 1 RATED CRITERIA	WEIGHT
<p>details.</p> <p>0 points = Experience not identified.</p> <p><b>2.4 Up to ten (10) points for</b> experience that involved i. advising on the development and implementation of Clean Energy initiatives, OR ii. directly developing and implementing Clean Energy initiatives.</p> <p>Points will be awarded as follows:</p> <p>Ten (10) points = Offeror demonstrated experience that is relevant to CIRNAC's requirements as described in the SOW. Experience in development <u>and</u> implementation of Clean Energy initiatives is clearly demonstrated and well described.</p> <p>Five (5) points = Offeror demonstrated experience that is relevant to CIRNAC's requirements as described in the SOW. Experience in one (1) of development <u>or</u> implementation of Clean Energy initiatives is clearly demonstrated and well described.</p> <p>One (1) point = The experience of the Offeror is identified, but lacking in details.</p> <p>0 points = Experience not identified.</p> <p><b>2.5 Up to ten (10) points for</b> experience that involved i. advising on the development and implementation of initiatives related to Critical Minerals or related natural resource management, environmental, and legislative and/or regulatory activities, OR ii. directly developing and implementing initiatives related to Critical Minerals or related natural resource management, environmental, and legislative and/or regulatory activities.</p> <p>Points will be awarded as follows:</p> <p>Ten (10) points = Offeror demonstrated experience that is relevant to CIRNAC's requirements as described in the SOW. Experience in development <u>and</u> implementation of initiatives related to Critical Minerals or related natural resource management, environmental, and legislative and/or regulatory activities is clearly demonstrated and well described.</p> <p>Five (5) points = Offeror demonstrated experience that is relevant to CIRNAC's requirements as described in the SOW. Experience in one (1) of development <u>or</u> implementation of initiatives related to Critical Minerals or related natural resource management, environmental, and legislative and/or regulatory activities is clearly demonstrated and well described.</p> <p>One (1) point = The experience of the Offeror is identified, but lacking in details.</p> <p>0 points = Experience not identified.</p>	

STREAM 1 RATED CRITERIA	WEIGHT
<p><b>3 Proposed Resource Team</b></p> <p>The CVs of the Offeror's proposed Resource Team, as submitted in response to Mandatory Requirement <b>M3</b>, will be collectively evaluated on the extent and depth of relevant experience in the provision of services similar to CIRNAC's requirement as described within the Work Stream.</p> <p>3.1 The Resource Team should demonstrate having applied experience with the five Areas of Interest within the past ten (10) years.</p> <p>One (1) point will be awarded for each project a Resource has completed involving the provision of advice or delivery of services within each of the five Areas of Interest within the past ten (10) years. Up to a maximum of five (5) points will be awarded per Resource, one (1) point per Area of Interest, <b>up to twenty (20) points in total.</b></p> <p>3.2 The Resource Team should demonstrate having applied experience with one or more of the following tasks within the past ten (10) years. One (1) point will be awarded for each task a Resource has completed within the past ten (10) years. Up to a maximum of three (3) points will be awarded per Resource, up to <b>twenty-four (24) points in total.</b></p> <p>A) Providing strategic and policy advice in relation to one of the five Areas of Interest.</p> <p>B) Developing initiative-specific strategic planning and risk management frameworks.</p> <p>C) Developing initiative and business/operational plans, service delivery and monitoring frameworks, business cases, policies and strategic initiative directions.</p> <p>D) Developing training materials related to an initiative or specific projects.</p> <p>E) Assisting stakeholders in formulating adaptation priorities and objectives, and in developing strategic actions necessary to address those priorities.</p> <p>F) Supporting community engagement and partnerships as related to an initiative or specific projects, such as but not limited to facilitation and support to co-development activities related to Areas of interest.</p> <p>G) Delivering briefings and presentations to governments, Indigenous and/or Northern stakeholders on initiative-related innovation, strategic directions, financing issues, and trends as they relate to one of the five Areas of Interest to facilitate understanding and cooperation.</p> <p>H) Conducting evaluations of programs and initiatives.</p>	<p><b>85 points in total</b></p> <p><i>Points awarded on a Team basis.</i></p>

STREAM 1 RATED CRITERIA	WEIGHT
<p>3.3 The Resource Team should demonstrate direct, applied experience within one (1) of the five Areas of Interest and directly relating to Indigenous Communities and/or Indigenous Organizations, within the past ten (10) years.</p> <p>One (1) point will be awarded for each project a Resource has completed within the past ten (10) years. Up to a maximum of two (2) points will be awarded per Resource, <b>up to eight (8) points in total.</b></p> <p>3.4 The Resource Team demonstrates direct, applied experience within the one (1) of the five Areas of Interest and directly relating to Northern Communities and/or Northern Organizations, within the past ten (10) years.</p> <p>One (1) point will be awarded for each project a Resource has completed within the past ten (10) years. Up to a maximum of two (2) points will be awarded per Resource, <b>up to eight (8) points in total.</b></p> <p>3.5 The Resource Team demonstrates direct, applied experience within one (1) of the five Areas of Interest and directly relating to Public Sector, or Federally regulated projects, within the past ten (10) years.</p> <p>One (1) point will be awarded for each project a Resource has completed within the past ten (10) years. Up to a maximum of two (2) points will be awarded per Resource, <b>up to eight (8) points in total.</b></p> <p>3.6 The Resource Team demonstrates direct, applied experience working with Indigenous Communities This may include, but is not necessarily limited to, projects in which Indigenous peoples were directly consulted, projects completed for Indigenous Organizations or governments, or projects that involved direct service delivery within Indigenous Communities to Community leaders/members.</p> <p>One (1) point will be awarded for each project a Resource has completed within the past ten (10) years. Up to a maximum of two (2) points will be awarded per Resource, <b>up to eight (8) points in total.</b></p> <p>3.7 The Resource Team demonstrates direct, applied experience working on projects related to Remote Communities. Up to one (1) point will be awarded for each project a Resource has completed that involved direct experience related to Remote Communities. Up to a maximum of three (3) points will be awarded per Resource, <b>up to nine (9) points in total.</b></p>	

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<p><b>R3.</b></p>	
<p><b>R4. Approach and Methodology</b></p> <p>The Offeror's proposed Approach and Methodology will be rated against the evaluation factors below. The proposed Approach and Methodology should be complete, feasible, responsive and consistent with CIRNAC's requirements as described in the SOW.</p> <p><b>4.1 Up to twelve (12) points</b>, with up to three (3) points per factor (a-d) will be awarded for proposed project delivery and management approaches that clearly demonstrate the following, how they have been successfully applied in past projects, and how they will be successfully applied to CIRNAC's requirements:</p> <ul style="list-style-type: none"> <li>a) A project delivery approach that will be applied to each CIRNAC Call-up;</li> <li>b) Structure and management of the Offeror's proposed Resource Team to support continuity of resourcing, and how it is proposed to align with CIRNAC personnel (e.g., Project Authority, subject matter experts, senior management, Standing Offer Authority, etc.);</li> <li>c) Measures to be implemented to maintain project schedules, scope, and cost;</li> <li>d) A method for the management of knowledge transfer to CIRNAC.</li> </ul> <p>For each factor (a) through (d), points will be awarded as follows:</p> <p>Three (3) points/factor = The Offeror's approach is thoroughly described, demonstrated to have been used successfully in past projects for clients and the Offeror has clearly explained how it will result in positive outcomes for CIRNAC.</p> <p>Two (2) points/factor = The Offeror's approach and its impacts are identified. The Offeror identifies where the approach has been used for a client at least once in the past.</p> <p>One (1) point/factor = The description of the approach and its impacts is lacking in details.</p> <p>0 points/factor = Not addressed or not clearly demonstrated.</p> <p><b>4.2 Up to ten (10) points</b> will be awarded for proposed quality assurance methodology that clearly demonstrate examples of the excellence of the methodology, how it is applied, and the positive outcomes that will result.</p> <p>Points will be awarded as follows:</p> <p>Ten (10) points = The Offeror's quality assurance methodology is</p>	<p><b>31 points in total</b></p>

<p>thoroughly described, including demonstration of strategies and tools. The methodology may be externally recognized (e.g. ISO, awards, etc.). The methodology is demonstrated to have been used successfully in past projects and the Offeror has clearly explained how it will be applied and how it will result in positive outcomes for CIRNAC.</p> <p>Seven (7) points = The Offeror's quality assurance methodology is described. The methodology is demonstrated to have been used successfully in past projects and the Offeror has explained how it will be applied and how it will result in positive outcomes for CIRNAC.</p> <p>Four (4) points = The Offeror's quality assurance methodology and its impacts are identified. The Offeror identifies where the methodology has been used at least once in the past.</p> <p>One (1) point = The description of the methodology and its impacts is lacking in details.</p> <p>0 points = Not addressed or not clearly demonstrated.</p> <p>4.3 Up to <b>nine (9) points</b> will be awarded, with up to three (3) points per factor (a-c) will be awarded for a communications and reporting process that clearly demonstrate the following, how it has been successfully applied in past projects, and how it will be successfully applied to CIRNAC's requirements:</p> <ul style="list-style-type: none"> <li>a) Effective and appropriate project and administrative communications, including invoice reconciliation;</li> <li>b) Schedule and method of communications establishes timely and regular contact with CIRNAC;</li> <li>c) How the approach ensures CIRNAC is kept informed of progress, challenges and issues which may arise in the course of the work and their resolution.</li> </ul> <p>For each factor (a) through (c), points will be awarded as follows:</p> <p>Three (3) points/factor = The Offeror's approach is thoroughly described, demonstrated to have been used successfully in past projects for clients and the Offeror has clearly explained how it will result in positive outcomes for CIRNAC.</p> <p>Two (2) points/factor = The Offeror's approach and its impacts are identified. The Offeror identifies where the approach has been used for a client at least once in the past.</p> <p>One (1) point/factor = The description of the approach and its impacts is lacking in details.</p>	
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<p>0 points/factor = Not addressed or not clearly demonstrated.</p>	
<p><b>R5. Understanding of the Requirement</b></p> <p>The Offeror should provide a written description demonstrating its understanding of CIRNAC’s requirement for Strategic Program and Policy Advisory Services. It should clearly demonstrate the Offeror’s understanding of the scope, objectives, and context of CIRNAC’s requirements.</p> <p>The Offeror should include a description of potential issues, risks, and challenges that could arise during the course of work under any resultant Call-up(s), along with demonstrated solutions successfully applied by the Offeror in past projects.</p> <p>The Offeror should demonstrate an informed and knowledgeable understanding of CIRNAC’s requirements based on the information set out in this RFSO. Any information that is a simple repetition of information found in this RFSO may result in no points being awarded for that information.</p> <p>The Offeror should clearly demonstrate a comprehensive understanding of the following:</p> <p>5.1 Climate Change Adaptation in Canada as it relates to Indigenous and/or Northern Communities, <b>up to seven (7) points</b>.</p> <p>Points will be awarded as follows:</p> <p>Seven (7) points = The Offeror demonstrates a comprehensive understanding of the topic, including multiple relevant and specific examples of Climate Change Adaptation in Canada for both Indigenous <b>and</b> Northern Communities. The Offer references the Offeror’s experience and expertise in the field. The Offeror describes, qualifies/quantifies risks/challenges that are likely to arise and demonstrates the application of solutions used by the Offeror in past projects for similar risks/challenges.</p> <p>Five (5) points = The Offeror demonstrates a good understanding of the topic, including at least one (1) relevant and specific example of Climate Change Adaptation in Canada for Indigenous or Northern Communities. The Offer identifies, at a high level, the Offeror’s experience and expertise in the field. The Offeror identifies a risk/challenge that is likely to arise and describes how it was addressed by the Offeror in past experience.</p> <p>Three (3) points = The Offeror demonstrates a basic understanding of the topic of Climate Change Adaptation in Canada for Indigenous or Northern Communities. The Offer may reference the Offeror’s previous experience. A risk and solution may be identified, but the response is lacking in detail.</p> <p>0 points = Not addressed or not clearly demonstrated.</p> <p>5.2 Indigenous Community-based Climate Monitoring as it relates to Indigenous Communities and/or Northern Indigenous Communities, <b>up to seven (7) points</b>.</p>	<p><b>Up to 59 points</b></p>



<p>Points will be awarded as follows:</p> <p>Seven (7) points = The Offeror demonstrates a comprehensive understanding of the topic, including multiple relevant and specific examples of Indigenous Community-based Climate Monitoring both in Indigenous Communities <b>and</b> Northern Indigenous Communities. The Offer references the Offeror's experience and expertise in the field. The Offeror describes, qualifies/quantifies risks/challenges that are likely to arise and demonstrates the application of solutions used by the Offeror in past projects for similar risks/challenges.</p> <p>Five (5) points = The Offeror demonstrates a good understanding of the topic, including at least one (1) relevant and specific example of Indigenous Community-based Climate Monitoring in Indigenous or Northern Indigenous Communities. The Offer identifies, at a high level, the Offeror's experience and expertise in the field. The Offeror identifies a risk/challenge that is likely to arise and describes how it was addressed by the Offeror in past experience.</p> <p>Three (3) points = The Offeror demonstrates a basic understanding of the topic of Indigenous Community-based Climate Monitoring in Indigenous or Northern Indigenous Communities. The Offer may reference the Offeror's previous experience. A risk and solution may be identified, but the response is lacking in detail.</p> <p>0 points = Not addressed or not clearly demonstrated.</p> <p><b>5.3 Indigenous Climate Leadership as it relates to Indigenous Communities, up to seven (7) points.</b></p> <p>Points will be awarded as follows:</p> <p>Seven (7) points = The Offeror demonstrates a comprehensive understanding of the topic, including multiple relevant and specific examples of Indigenous Climate Leadership in Indigenous Communities . The Offer references the Offeror's experience and expertise in the field. The Offeror describes, qualifies/quantifies risks/challenges that are likely to arise and demonstrates the application of solutions used by the Offeror in past projects for similar risks/challenges.</p> <p>Five (5) points = The Offeror demonstrates a good understanding of the topic, including at least one (1) relevant and specific example of Indigenous Climate Leadership in Indigenous Communities. The Offer identifies, at a high level, the Offeror's experience and expertise in the field. The Offeror identifies a risk/challenge that is likely to arise and describes how it was addressed by the Offeror in past experience.</p> <p>Three (3) points = The Offeror demonstrates a basic understanding of the topic of Indigenous Climate Leadership in Indigenous Communities. The Offer may reference the Offeror's previous experience. A risk and solution may be</p>	
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<p>identified, but the response is lacking in detail.</p> <p>0 points = Not addressed or not clearly demonstrated.</p> <p>5.4 Clean Energy initiatives as it relates to Indigenous and/or Northern Communities, <b>up to seven (7) points.</b></p> <p>Points will be awarded as follows:</p> <p>Seven (7) points = The Offeror demonstrates a comprehensive understanding of the topic, including multiple relevant and specific examples of Clean Energy initiatives for Indigenous Communities <b>and</b> Northern Communities. The Offer references the Offeror's experience and expertise in the field. The Offeror describes, qualifies/quantifies risks/challenges that are likely to arise and demonstrates the application of solutions used by the Offeror in past projects for similar risks/challenges.</p> <p>Five (5) points = The Offeror demonstrates a good understanding of the topic, including at least one (1) relevant and specific example of Clean Energy initiatives for Indigenous and/or Northern Communities. The Offer identifies, at a high level, the Offeror's experience and expertise in the field. The Offeror identifies a risk/challenge that is likely to arise and describes how it was addressed by the Offeror in past experience.</p> <p>Three (3) points = The Offeror demonstrates a basic understanding of the topic of Clean Energy initiatives for Indigenous and/or Northern Communities. The Offer may reference the Offeror's previous experience. A risk and solution may be identified, but the response is lacking in detail.</p> <p>0 points = Not addressed or not clearly demonstrated.</p> <p>5.5 Critical Minerals or related natural resource management, environmental, and legislative and/or regulatory activities as it relates to Indigenous Communities and/or Northern Communities, <b>up to seven (7) points.</b></p> <p>Points will be awarded as follows:</p> <p>Seven (7) points = The Offeror demonstrates a comprehensive understanding of the topic, including multiple relevant and specific examples of Critical Minerals or related natural resource management, environmental, and legislative and/or regulatory activities for Indigenous Communities <b>and</b> Northern Communities. The Offer references the Offeror's experience and expertise in the field. The Offeror describes, qualifies/quantifies risks/challenges that are likely to arise and demonstrates the application of solutions used by the Offeror in past projects for similar risks/challenges.</p> <p>Five (5) points = The Offeror demonstrates a good understanding of the topic, including at least one (1) relevant and specific example of Critical Minerals or related natural resource management, environmental, and legislative and/or regulatory activities initiatives for Indigenous and/or Northern Communities. The Offer identifies, at a high level, the Offeror's</p>	
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<p>experience and expertise in the field. The Offeror identifies a risk/challenge that is likely to arise and describes how it was addressed by the Offeror in past experience.</p> <p>Three (3) points = The Offeror demonstrates a basic understanding of the topic of Critical Minerals or related natural resource management, environmental, and legislative and/or regulatory activities initiatives for Indigenous and/or Northern Communities. The Offer may reference the Offeror's previous experience. A risk and solution may be identified, but the response is lacking in detail.</p> <p>0 points = Not addressed or not clearly demonstrated.</p> <p>5.6 Methodology, collection and use of data and tools such as surveys to inform and refine program/policy design and outcome tracking, and how it applies to strategic programs and policies, <b>up to eight (8) points</b>.</p> <p>Points will be awarded as follows:</p> <p>Eight (8) points = The Offeror demonstrates a comprehensive understanding of the topics, including multiple relevant and specific examples, and how they apply to strategic program and policy development or implementation. The Offer references the Offeror's experience and expertise in the field. The Offeror describes, qualifies/quantifies risks/challenges that are likely to arise and demonstrates the application of solutions used by the Offeror in past projects for similar risks/challenges.</p> <p>Six (6) points = The Offeror demonstrates a good understanding of the topics, including at least one (1) relevant and specific example, and how it applies to strategic program and policy development or implementation. The Offer identifies, at a high level, the Offeror's experience and expertise in the field. The Offeror identifies a risk/challenge that is likely to arise and describes how it was addressed by the Offeror in past experience.</p> <p>Three (3) points = The Offeror demonstrates a basic understanding of the topic. Its application to strategic programs and policy may be unclear. The Offer may reference the Offeror's previous experience. A risk and solution may be identified, but the response is lacking in details.</p> <p>0 points = Not addressed or not clearly demonstrated.</p> <p>5.7 Developing training material for a variety of audiences, including training documentation, work instructions, workshop delivery, and knowledge transfer, specifically including Indigenous and/or Northern Communities, <b>up to eight (8) points</b>.</p> <p>Points will be awarded as follows:</p> <p>Eight (8) points = The Offeror demonstrates a comprehensive understanding of the topic, including multiple relevant and specific examples of developing training material for a variety of audiences, specifically including audiences in</p>	
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<p>Indigenous Communities <b>and</b> Northern Communities. The Offer references the Offeror’s experience and expertise in the field. The Offeror describes, qualifies/quantifies risks/challenges that are likely to arise and demonstrates the application of solutions used by the Offeror in past projects for similar risks/challenges.</p> <p>Six (6) points = The Offeror demonstrates a good understanding of the topic, including at least one (1) relevant and specific example of developing training material for Indigenous and/or Northern Communities. The Offer identifies, at a high level, the Offeror’s experience and expertise in the field. The Offeror identifies a risk/challenge that is likely to arise and describes how it was addressed by the Offeror in past experience.</p> <p>Three (3) points = The Offeror demonstrates a basic understanding of the topic of developing training material for a variety of audiences. The Offer may reference the Offeror’s previous experience. A risk and solution may be identified, but the response is lacking in details.</p> <p>0 points = Not addressed or not clearly demonstrated.</p> <p>5.8 The provision of services in Remote Communities and any unique considerations that could impact service provision, <b>up to eight (8) points.</b></p> <p>Points will be awarded as follows:</p> <p>Eight (8) points = The Offeror demonstrates a comprehensive understanding of the topic, including multiple relevant and specific examples of providing services in Remote Communities. The Offer references the Offeror’s experience and expertise in the field. The Offeror describes, qualifies/quantifies risks/challenges that are likely to arise and demonstrates the application of solutions used by the Offeror in past projects for similar risks/challenges.</p> <p>Six (6) points = The Offeror demonstrates a good understanding of the topic, including at least one (1) relevant and specific example of providing services in Remote Communities. The Offer identifies, at a high level, the Offeror’s experience and expertise in the field. The Offeror identifies a risk/challenge that is likely to arise and describes how it was addressed by the Offeror in past experience.</p> <p>Three (3) points = The Offeror demonstrates a basic understanding of the topic of providing services in Remote Communities. The Offer may reference the Offeror’s previous experience. A risk and solution may be identified, but the response is lacking in details.</p> <p>0 points = Not addressed or not clearly demonstrated.</p>	
<p><b>R6. Comprehensive Land Claims Agreements</b></p> <p>6.1 The Offeror should identify and describe those areas of the work where it is proposed there is the potential to incorporate Indigenous Opportunity</p>	<p><b>Up to 20 points</b></p>

<p>Considerations (IOCs) (e.g., employment, subcontracting, supply, services, or training/capacity building, etc.) as part of, or support to, the delivery of the Offeror’s Services to CIRNAC.</p> <p>The Offeror should describe its approach to identifying specific IOCs and how they would be implemented under any Call-ups where there is work performed within or Service delivery to a location within a Comprehensive Land Claims Agreement (CLCA) area.</p> <p>Points will be awarded for proposing an achievable and realistic approach that enables the maximization of employment, subcontracting, use of suppliers or services, or training/capacity building with Land Claims Beneficiaries and Participants, whether directly related or ancillary to the Services to be provided under a Call-up, together with demonstration that elements of the approach have been used successfully on past projects or have a demonstrable likelihood of being achieved and identifying the positive outcomes the approach will have in the CLCA area.</p> <p>Up to 20 Points will be awarded, as follows:</p> <ul style="list-style-type: none"> <li>a) The Offeror proposes realistic methods to identify and engage with Land Claims Beneficiaries /Participants to facilitate the opportunities (e.g., communications, recruitment/retention, etc.) (up to 8 points);</li> <li>b) The Offeror identifies potential opportunities for direct employment, sub-contracting, ancillary services, supplies, training or capacity building that are relevant to the Services (up to 12 points).</li> </ul> <p>For each of a) and b), points will be awarded as follows:</p> <p>12/12 points OR 8/8 points (as applicable) = The Offeror provides a detailed approach to the factor that is clearly related to the required Services. The Offeror demonstrates that the same or similar approaches have been used in the past and resulted in measurable participation of Indigenous peoples in the work, including description of best practices or lessons learned.</p> <p>8/12 points OR 6/8 points (as applicable) = The Offeror provides a detailed approach to the factor that is clearly related to the required Services. The Offeror demonstrates how the approach will be implemented to achieve positive outcomes.</p> <p>6/12 points OR 4/8 points (as applicable) = The Offeror provides a detailed approach to the factor that is clearly related to the required Services.</p> <p>4/12 points OR 2/8 points (as applicable) = The Offeror provides an approach to the factor. Relation to required Services may be limited in detail.</p> <p>0 points = Not addressed or not clearly demonstrated.</p>	
<p><b>R7. Offer Quality</b></p> <p><b>7.1 Up to sixteen (16) points</b> will be awarded for presenting Offers in a clear and logical fashion and in a manner which facilitates a clear and straightforward evaluation, based on the information requested in the RFSO as evidenced by the following:</p> <ul style="list-style-type: none"> <li>a) <b>Up to six (6) points</b> for writing the narrative portions of the Offer in a clear, concise, and logical fashion and limiting Offer content to information requested.</li> </ul>	<p><b>16 points in total</b></p>

<p>Points will be awarded as follows:</p> <p>Six (6) points = Offer content is clear and well written (e.g. grammar, syntax, spelling, etc.), with professional presentation. The Offer responds logically to the requirements and does not contain marketing material.</p> <p>Four (4) points = Offer content is mostly clear and well written. The Offer responds to the requirements and contains limited marketing material.</p> <p>Two (2) points = Offer content is not clearly written. Content is included that does not clearly address the requirements.</p> <p>0 points = The Offer is not clear and is difficult to understand.</p> <p>b) <b>Up to six (6) points</b> for the logical ordering and structuring of the information presented in the Offer that facilitates the assessment of the criteria.</p> <p>Six (6) points = The Offer is well structured, grouping related information together. Responses to each aspect of the criteria are readily located.</p> <p>Three (3) points = The Offer has some logical structure, however information related to a criterion may be located in multiple sections.</p> <p>0 points = The order and structure of the information presented in the Offer makes it difficult to determine whether aspects of the criteria are addressed.</p> <p>c) <b>Up to four (4) points</b> for highlighted information in project summaries, CVs, or elsewhere in the Offer that is specifically relevant to an evaluation factor or minimum qualifications and ensuring any cross-references within the Offer for highlighted information are easily identified and clearly found. For example, where the Offeror includes a table saying “evidence of R2 factor 2.1) is on page 23,” the information is found on page number 23, and is highlighted in a way that brings the evaluators’ attention to the information (such as with a heading).</p> <p>Points will be awarded as follows:</p> <p>Four (4) points = The Offer contains highlighting, summary tables or cross-references to minimize duplication of content and facilitate review. References indicated in the Offer are correct.</p> <p>Two (2) points = The Offer contains highlighting, summary tables or cross-references. References indicated in the Offer include some errors.</p> <p>0 points = The Offer does not include any highlighting or cross-referencing and it is difficult to locate information that addresses the requirements.</p>	
<p><b>TOTAL POSSIBLE SCORE</b></p>	<p><b>305</b></p>

<p><b>REQUIRED PASS MARK:</b></p> <p>In order to continue to Financial Evaluation for the Work Stream, the Offeror must receive a pass mark of 70% on Point-Rated Criteria <b>R1 to R6</b> inclusive. Offers failing to meet this overall pass mark will be deemed non-compliant, with no further consideration being given.</p>	<p><i>202/289</i></p>
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**MANDATORY REQUIREMENTS**

**Work Stream 2 - TECHNICAL ADVISORY SERVICES**

Offerors' Offers must meet all Mandatory Requirements for the Offer to be considered for further evaluation. Failure on the part of the Offeror to meet any one (1) of these requirements will result in their Offer being deemed non-compliant, with the Offer being given no further consideration.

Stream 2 Mandatory Requirement	COMPLIANT (YES/NO)	Page #
<p><b>M1. Corporate Profile</b></p> <p>1.1 The Offeror <b>MUST</b> provide a company profile and corporate resume demonstrating the Offeror's knowledge and experience in the provision of services relevant and similar to this Work Stream as defined in the Statement of Work (SOW). At a minimum, the Offeror <b>MUST</b> include within the profile:</p> <ul style="list-style-type: none"> <li>a) The full legal name of the firm submitting the Offer (including, as applicable, all joint venture, partners or subcontractors);</li> <li>b) A written description of approximately 1000 words indicating the Offeror's capabilities as a firm, including the Offeror's resource availability and access to back-up resources, and the extent of the Offeror's experience in the provision of Technical Advisory Services similar to those described in the Work Stream. This <b>MUST</b> include a description demonstrating the Offeror's experience and capability as a firm to provide services in: <ul style="list-style-type: none"> <li>1. Climate Change Adaptation,</li> <li>2. Indigenous Community-based Climate Monitoring;</li> <li>3. Indigenous Climate Leadership;</li> <li>4. Clean Energy.</li> </ul> </li> </ul> <p>in, and as related to Indigenous and/or Northern Communities.</p>		
<p><b>M2. Project Summaries</b></p> <p>2.1 The Offeror <b>MUST</b> provide three (3) written project summaries describing in detail the Offeror's experience in successfully providing Technical Advisory Services related to at least one (1) of the Areas of Interest:</p> <ul style="list-style-type: none"> <li>a) Climate Change Adaptation;</li> <li>b) Indigenous Community-based Climate Monitoring;</li> <li>c) Indigenous Climate Leadership; OR</li> <li>d) Clean Energy.</li> </ul> <p>Projects <b>MUST</b> be relevant and similar to this Work Stream as defined in the SOW.</p> <p>Projects <b>MUST</b> have taken place during the past five (5) years.</p> <p><i>* If more than three (3) projects are included within the Offeror's Offer, the Evaluation Committee will only consider the specified number of projects (no more than 3), in the order in which they are first presented in the Offeror's Offer.</i></p> <p>2.2 The following factors <b>MUST</b> be met by at least one (1) project summary. Any</p>		



Stream 2 Mandatory Requirement	COMPLIANT (YES/NO)	Page #
<p>single project may demonstrate more than one (1) of the following factors.:</p> <ul style="list-style-type: none"> <li>a) At least one (1) project summary cited <b>MUST</b> demonstrate direct, applied experience within one (1) of the four Areas of Interest and directly relating to Indigenous Communities and/or Indigenous Organizations.</li> <li>b) At least one (1) project summary cited <b>MUST</b> demonstrate direct, applied experience within one (1) of the four Areas of Interest and directly relating to Northern Communities.</li> <li>c) At least one (1) project summary cited <b>MUST</b> demonstrate direct, applied experience within one (1) of the four Areas of Interest and directly relating to Public Sector, or Federally regulated projects.</li> <li>d) At least one (1) project summary cited <b>MUST</b> demonstrate direct, applied experience working with Indigenous and/or Northern Communities This may include, but is not necessarily limited to, projects in which Indigenous or Northern peoples were directly consulted, projects completed for Indigenous or Northern Organizations or governments, or projects that involved direct service delivery within Indigenous or Northern Communities to Community leaders/members.</li> </ul> <p>2.3 The Offeror <b>MUST</b> provide the name and relevant contact information of the Client Project Authority to whom the Offeror reported.</p> <ul style="list-style-type: none"> <li>a) The Offeror <b>MUST</b> include Project Reference Forms (see Appendix A) completed and signed by the named Client Project Authority for each cited project. The Offeror <b>MUST</b> forwards the Project Summary information to each refereeing Client Project Authority, for completion of the Project Reference. The completed forms, duly signed by the referee must be submitted as part of the Offeror's Offer. The Offeror <b>MUST NOT</b> sign reference forms on behalf of the referee.</li> </ul> <p><i>CIRNAC reserves the right to contact the named Client Project Authority to verify the information contained within the submitted project summaries.</i></p> <p><i>In the event that any one (1) cited client reference provides a negative response in regard to the veracity and/or accuracy of the information contained within the Offeror's submitted project summary, CIRNAC reserves the right to will deem the Offeror's Offer non-compliant, whereupon no further consideration will be given.</i></p>		
<p><b>M3. Proposed Resources</b></p> <p>3.1 The Offeror <b>MUST</b> propose a Resource Team to perform the work described within the Work Stream, composed of the following numbers and categories of resources:</p> <ul style="list-style-type: none"> <li>• Two (2) Project Managers;</li> <li>• Two (2) Senior Technical Specialists; and</li> <li>• Two (2) Technical Specialists.</li> </ul> <p>The Offeror must include a detailed CV for each resource proposed.</p>		

Stream 2 Mandatory Requirement	COMPLIANT (YES/NO)	Page #
<p><i>Named resources cannot be proposed in more than one (1) Resource Category. Only two (2) resources will be evaluated in each Category.</i></p> <p>If more than two (2) resources are proposed, the Evaluation Committee will only consider two (2) resources in the order in which they are first presented in the Offeror's Offer.</p> <p>3.2 Proposed resources <b>MUST</b> meet <b>all</b> of CIRNAC's minimum qualification requirements for the Resource Category in which they are proposed, as described in section SW7.2 'Resource Categories and Qualifications' of the SOW.</p> <p>3.3 <b>At least one (1)</b> resource of the Offeror's team in the Project Manager or Senior Analyst categories <b>MUST</b> be able to provide service in both Official Languages. The Offeror <b>MUST</b> identify within its Offer which of its resources are capable of providing the services in both Official Languages.</p>		

**POINT-RATED CRITERIA**

**Work Stream 2 – TECHNICAL ADVISORY SERVICES**

Only those Offers meeting ALL of the above Mandatory Requirements (**M1-M3**) for the Work Stream will be deemed compliant and will be evaluated by CIRNAC Evaluation Committee on the basis of the Point-Rated Criteria.

Offerors **MUST** achieve a minimum percentage score of 70% overall on Point-Rated Criteria **R1-R6** in order to be evaluated on R7 and on the basis of their Financial Offer for the Work Stream.

Offerors failing to meet the minimum required score on the Point-Rated Criteria will be deemed non-compliant and given no further consideration.

STREAM 2 RATED CRITERIA	WEIGHT
<p><b>R1. Project Summaries</b></p> <p>Each of the three (3) project summaries submitted in response to Mandatory Requirement <b>M2</b> will be evaluated on the basis of the cited project's relevance and similarity to the Work Stream's services, as defined in the SOW.</p> <p>1.1 <b>Two (2) points per project</b> related to Technical Advisory Services that was completed for a Public Sector, or Federally regulated project (in excess of the minimum of the one project required in response to M2).</p> <p>1.2 <b>Up to five (5) points per project</b> (in excess of the minimum of the one project required in response to M2) that includes applied experience working with Indigenous and/or Northern Communities. In this factor, experience must go beyond conducting indirect consultations. Experience may include, but is not necessarily limited to, conducting work within Indigenous and/or Northern Communities, in-person meetings with local leaders, or providing technical advice to Community members on</p>	<p><b>44 points in total</b></p>

STREAM 2 RATED CRITERIA	WEIGHT
<p>developing measures relating to one of the four Areas of Interest.</p> <p>Points will be awarded as follows:</p> <p>Five (5) points/project = The experience of the Offeror working with more than one (1) Indigenous and/or Northern Community OR experience working with one (1) Indigenous or Northern Community in two (2) of the four Areas of Interest, is clearly demonstrated and well described.</p> <p>Three (3) points/project = The experience of the Offeror working with one Indigenous and/or Northern Community in one (1) aspect related to an Area of Interest, is clearly demonstrated and well described.</p> <p>One (1) point/project = The experience of the Offeror is identified, but lacking in details.</p> <p>0 points/project = Expertise not identified.</p> <p><b>1.3 Up to a maximum of six (6) points per project</b> that involved the tasks below; up to one (1) point per task will be awarded (to a maximum of six (6) tasks).</p> <ul style="list-style-type: none"> <li>a) Providing expertise in and conduct research on effective and appropriate adaptation options, including but not limited to infrastructure.</li> <li>b) Providing expertise on tools, including reporting on or analysing how existing tools may be modified or adapted for communities, and how an individual tool is relevant to the specific situation.</li> <li>c) Researching, compiling, analysing and/or developing new tools and approaches related to climate adaptation and climate monitoring such as vulnerability and risk assessments, adaptation plans, hazard maps, cost-benefit analyses, monitoring plans, data management systems, or guidance documents.</li> <li>d) Methodological design, gathering and analysis of environmental, energy, and climate data.</li> <li>e) Providing technical advice on strategies for projects and issues, such as assessing and reviewing the technical aspects of deliverables, project proposals and/or sites, and providing technical input.</li> <li>f) Providing technical advice to support Communities/Organizations by working with local decision makers to develop construction designs adapted to local conditions.</li> <li>g) Assisting communities through knowledge transfer regarding new activities, tools and processes.</li> <li>h) Providing expertise on specific technologies, practices, costs, modelling, including evaluating how specific technologies could be integrated.</li> </ul> <p><b>1.4 Up to four (4) points per project</b> for the Offeror's named resources in compliance with M3, above, being engaged in the cited project in the category in which it is proposed. Within the four (4) points, two (2) points will be awarded for a named Project Manager, and one (1) point will be awarded for other Resources engaged in the project, up to four (4) Resources in total.</p>	

STREAM 2 RATED CRITERIA	WEIGHT
<p><b>R2. Experience Relating to Areas of Interest</b></p> <p>Offerors must submit a minimum of four (4) and a maximum of eight (8) project summaries, in addition to, those submitted in response to Mandatory Requirement <b>M2</b>. One (1) to two (2) project summaries may be submitted for each of the factors (2.1-2.4) below. The Offeror may use the projects submitted in response to Mandatory Requirement M2 to demonstrate part of this criterion. The project summaries will be evaluated on the basis of the cited project’s relevance and similarity to the Work Stream’s services, as defined in the SOW.</p> <p><b>2.1 Up to ten (10) points for</b> clearly demonstrated i. applied expertise in Climate Change and Climate Change Adaptation issues OR ii. expert application of Climate Change tools and assessments, OR iii. advising on the development and implementation of Climate Change Adaptation initiatives, or directly developing and implementing Climate Change Adaptation initiatives.</p> <p>Points will be awarded as follows:</p> <p>Ten (10) points = Offeror demonstrated applied expertise in more than one (1) relevant Climate Change and Climate Change Adaptation issue through delivery of Technical Advisory Services OR Offeror demonstrated expert application of more than one (1) Climate Change tool and assessment OR Offeror demonstrated experience in development <u>and</u> implementation of Climate Change Adaptation initiatives. Experience is clearly demonstrated and well described.</p> <p>Five (5) points = Offeror demonstrated applied expertise in one (relevant Climate Change and Climate Change Adaptation issue through delivery of Technical Advisory Services OR Offeror demonstrated expert application of one (1) Climate Change tool and assessment OR Offeror demonstrated experience in development <u>or</u> implementation of Climate Change Adaptation initiatives. Experience is clearly demonstrated and well described. Experience is clearly demonstrated and well described.</p> <p>One (1) point = The experience of the Offeror is identified, but lacking in details.</p> <p>0 points = Expertise/experience not clearly identified.</p> <p><b>2.2 Up to ten (10) points for</b> experience that involved i. advising on the development and implementation of Indigenous Community-based Climate Monitoring OR ii. directly developing and implementing Indigenous Community-based Climate Monitoring programs or initiatives.</p> <p>Points will be awarded as follows:</p> <p>Ten (10) points = Offeror demonstrated experience that is relevant to CIRNAC’s requirements as described in the SOW. Experience in development <u>and</u> implementation of Indigenous Community-based Climate Monitoring initiatives or programs is clearly demonstrated and well described.</p> <p>Five (5) points = Offeror demonstrated experience that is relevant to CIRNAC’s requirements as described in the SOW. Experience in one (1) of development <u>or</u> implementation of Indigenous Community-based Climate Monitoring initiatives or</p>	<p><i>10 points per factor</i></p> <p><b>40 points in total</b></p>

STREAM 2 RATED CRITERIA	WEIGHT
<p>programs is clearly demonstrated and well described.</p> <p>One (1) point = The experience of the Offeror is identified, but lacking in details.</p> <p>0 points = Experience not identified.</p> <p><b>2.3 Up to ten (10) points for</b> experience that involved advising on initiatives that are consistent in purpose or intent with federal commitments to an Indigenous Climate Leadership Agenda.</p> <p>Points will be awarded as follows:</p> <p>Ten (10) points = Offeror demonstrated experience that is relevant to CIRNAC’s requirements as described in the SOW. Experience in advising on more than one (1) initiative consistent in purpose or intent with federal commitments to an Indigenous Climate Leadership Agenda is clearly demonstrated and well described.</p> <p>Five (5) points = Offeror demonstrated experience that is relevant to CIRNAC’s requirements as described in the SOW. Experience in one (1) initiative consistent in purpose or intent with federal commitments to an Indigenous Climate Leadership Agenda is clearly demonstrated and well described.</p> <p>One (1) point = The experience of the Offeror is identified, but lacking in details.</p> <p>0 points = Experience not identified.</p> <p><b>2.4 Up to ten (10) points for</b> experience that involved i. advising on the development and implementation of Clean Energy initiatives, OR ii. directly developing and implementing Clean Energy initiatives.</p> <p>Points will be awarded as follows:</p> <p>Ten (10) points = Offeror demonstrated experience that is relevant to CIRNAC’s requirements as described in the SOW. Experience in development <u>and</u> implementation of Clean Energy initiatives is clearly demonstrated and well described.</p> <p>Five (5) points = Offeror demonstrated experience that is relevant to CIRNAC’s requirements as described in the SOW. Experience in one (1) of development <u>or</u> implementation of Clean Energy initiatives is clearly demonstrated and well described.</p> <p>One (1) point = The experience of the Offeror is identified, but lacking in details.</p> <p>0 points = Experience not identified.</p>	

STREAM 2 RATED CRITERIA	WEIGHT
<p><b>R3. Proposed Resource Team</b></p> <p>The CVs of the Offeror's proposed Resource Team, as submitted in response to Mandatory Requirement <b>M3</b>, will be collectively evaluated on the extent and depth of relevant experience in the provision of services similar to CIRNAC's requirement as described within the Work Stream.</p> <p>3.1 The Resource Team should have experience providing scientific and technical advice in the following areas of expertise, as related to any of the four (4) Areas of Interest within the past ten (10) years. Each factor (a-k) is valued at one (1) point. Points will be awarded up to two (2) times per factor. Where two (2) or more Resources demonstrate a single factor, a maximum of two (2) points will be awarded. <b>Up to a maximum of ten (10) points</b> will be awarded in total.</p> <ul style="list-style-type: none"> <li>a) Civil engineering designs, plans and specifications;</li> <li>b) Community and land use planning and infrastructure designs;</li> <li>c) Geosciences;</li> <li>d) Permafrost engineering or sciences;</li> <li>e) Water quality and quantity improvement and management;</li> <li>f) Natural resources management;</li> <li>g) Flood management, mapping and mitigation;</li> <li>h) Food security</li> <li>i) Climate change science;</li> <li>j) Coastal and riverine erosion; and</li> <li>k) Environmental monitoring.</li> </ul> <p>3.2 The Resource Team should demonstrate having applied experience with the four Areas of Interest within the past ten (10) years.</p> <p>One (1) point will be awarded for each project a Resource has completed involving the provision of advice or delivery of services within each of the four Areas of Interest within the past ten (10) years. Up to a maximum of four (4) points will be awarded per Resource, one per Area of Interest, <b>up to twenty (20) points in total</b>.</p> <p>3.3 The Resource Team should demonstrate having applied experience with one or more</p>	<p><b>95 points in total</b></p> <p><i>Points awarded on a Team basis.</i></p>

STREAM 2 RATED CRITERIA	WEIGHT
<p>of the following tasks within the past ten (10) years. One (1) point will be awarded for each task a Resource has completed within the past ten (10) years. Up to a maximum of three (3) points will be awarded per Resource, up to <b>twenty-four (24)</b> points in total.</p> <ul style="list-style-type: none"> <li>a) Providing expertise in and conduct research on effective and appropriate adaptation options, including but not limited to infrastructure.</li> <li>b) Providing expertise on Climate Change Adaptation, Community-based Climate Monitoring, or Clean Energy tools, including reporting on or analysing how existing tools may be modified or adapted for Communities, and how an individual tool is relevant to the specific situation.</li> <li>c) Researching, compiling, analysing and/or developing new Climate Change Adaptation, Community-based Climate Monitoring, or Clean Energy tools and approaches such as vulnerability and risk assessments, adaptation plans, hazard maps, monitoring plans, cost-benefit analyses, and guidance documents.</li> <li>d) Providing expertise, support and/or advice in methodological design, gathering and analysis of environmental, energy, and climate data.</li> <li>e) Providing technical advice on strategies for projects and issues, such as assessing and reviewing the technical aspects of deliverables, project proposals and/or sites, and providing technical input.</li> <li>f) Providing technical advice related to the exploration of Climate Change Adaptation, Community-based Climate Monitoring, or Clean Energy activities, technologies and practices.</li> <li>g) Assist Communities and Organizations to adapt to a changing climate through knowledge transfer regarding new activities, tools and processes;</li> <li>h) Assist Communities and Organizations to adapt to a changing climate through development/refinement of standards, tools, products, procedures and management systems to manage, monitor and report on strategies;</li> <li>i) Assist Communities and Organizations to adapt to a changing climate through development/refinement of technical tools and guidance for Communities and Organizations, to undertake climate adaptation, mitigation, monitoring and leadership initiatives.</li> <li>j) Providing technical advice by working with local decision makers to develop construction designs adapted to local conditions, such as, but not necessarily</li> </ul>	

STREAM 2 RATED CRITERIA	WEIGHT
<p>limited to, methods of reducing heat transfer and utilization of proper building orientation, and climate-appropriate building material.</p> <p>k) Providing expertise on specific Clean Energy technologies, practices, costs, modelling, including evaluating how specific energy technologies could be integrated in a Community.</p> <p>3.4 The Resource Team should demonstrate direct, applied experience within one (1) of the four Areas of Interest and directly relating to Indigenous Communities and/or Indigenous Organizations within the past ten (10) years.</p> <p>One (1) point will be awarded for each project a Resource has completed within the past ten (10) years. Up to a maximum of two (2) points will be awarded per Resource, <b>up to eight (8) points in total.</b></p> <p>3.5 The Resource Team should demonstrate direct, applied experience within one (1) of the four Areas of Interest and directly relating to Northern Communities and/or Northern Organizations within the past ten (10) years.</p> <p>One (1) point will be awarded for each project a Resource has completed within the past ten (10) years. Up to a maximum of two (2) points will be awarded per Resource, <b>up to eight (8) points in total.</b></p> <p>3.6 The Resource Team demonstrates demonstrate direct, applied experience within the four Areas of Interest and directly relating to Public Sector, or Federally regulated projects, within the past ten (10) years.</p> <p>One (1) point will be awarded for each project a Resource has completed within the past ten (10) years. Up to a maximum of two (2) points will be awarded per Resource, <b>up to eight (8) points in total.</b></p> <p>3.7 The Resource Team demonstrates direct, applied experience working with Indigenous Communities This may include, but is not necessarily limited to, projects in which Indigenous peoples were directly consulted, projects completed for Indigenous Organizations or governments, or projects that involved direct service delivery within Indigenous Communities to Community leaders/members.</p> <p>One (1) point will be awarded for each project a Resource has completed within the past ten (10) years. Up to a maximum of two (2) points will be awarded per Resource,</p>	



STREAM 2 RATED CRITERIA	WEIGHT
<p><b>up to eight (8) points in total.</b></p> <p>3.8 The Resource Team demonstrates having experience working with Remote Communities. Up to one (1) point will be awarded for each project a Resource has completed that involved direct experience related to Remote Communities. Up to a maximum of three (3) points will be awarded per Resource, <b>up to nine (9) points in total.</b></p>	
<p><b>R4. Approach and Methodology</b></p> <p>The Offeror's proposed Approach and Methodology will be rated against the evaluation factors below. The proposed Approach and Methodology should be complete, feasible, responsive and consistent with CIRNAC's requirements as described in the SOW.</p> <p><b>4.1 Up to twelve (12) points</b>, with up to three (3) points per factor (a-d) will be awarded for proposed project delivery and management approaches that clearly demonstrate the following, how they have been successfully applied in past projects, and how they will be successfully applied to CIRNAC's requirements:</p> <ul style="list-style-type: none"> <li>a) A project delivery approach that will be applied to each CIRNAC Call-up;</li> <li>b) Structure and management of the Offeror's proposed Resource Team to support continuity of resourcing, and how it is proposed to align with CIRNAC personnel (e.g., Project Authority, subject matter experts, senior management, Standing Offer Authority, etc.);</li> <li>c) Measures to be implemented to maintain project schedules, scope, and cost;</li> <li>d) A method for the management of knowledge transfer to CIRNAC.</li> </ul> <p>For each factor (a) through (d), points will be awarded as follows:</p> <p>Three (3) points/factor = The Offeror's approach is thoroughly described, demonstrated to have been used successfully in past projects for clients and the Offeror has clearly explained how it will result in positive outcomes for CIRNAC.</p> <p>Two (2) points/factor = The Offeror's approach and its impacts are identified. The Offeror identifies where the approach has been used for a client at least once in the past.</p> <p>One (1) point/factor = The description of the approach and its impacts is lacking in details.</p> <p>0 points/factor = Not addressed or not clearly demonstrated.</p> <p><b>4.2 Up to ten (10) points</b> will be awarded for proposed quality assurance methodology that clearly demonstrate examples of the excellence of the methodology, how it is applied, and the positive outcomes that will result.</p> <p>Points will be awarded as follows:</p>	<p><b>31 points in total</b></p>

STREAM 2 RATED CRITERIA	WEIGHT
<p>Ten (10) points = The Offeror’s quality assurance methodology is thoroughly described, including demonstration of strategies and tools. The methodology may be externally recognized (e.g. ISO, awards, etc.). The methodology is demonstrated to have been used successfully in past projects and the Offeror has clearly explained how it will be applied and how it will result in positive outcomes for CIRNAC.</p> <p>Seven (7) points = The Offeror’s quality assurance methodology is described. The methodology is demonstrated to have been used successfully in past projects and the Offeror has explained how it will be applied and how it will result in positive outcomes for CIRNAC.</p> <p>Four (4) points = The Offeror’s quality assurance methodology and its impacts are identified. The Offeror identifies where the methodology has been used at least once in the past.</p> <p>One (1) point = The description of the methodology and its impacts is lacking in details.</p> <p>0 points = Not addressed or not clearly demonstrated.</p> <p>4.3 Up to <b>nine (9) points</b> will be awarded, with up to three (3) points per factor (a-c) will be awarded for a communications and reporting process that clearly demonstrate the following, how it has been successfully applied in past projects, and how it will be successfully applied to CIRNAC’s requirements:</p> <ul style="list-style-type: none"> <li>a) Effective and appropriate project and administrative communications, including invoice reconciliation;</li> <li>b) Schedule and method of communications establishes timely and regular contact with CIRNAC;</li> <li>c) How the approach ensures CIRNAC is kept informed of progress, challenges and issues which may arise in the course of the work and their resolution.</li> </ul> <p>For each factor (a) through (c), points will be awarded as follows:</p> <p>Three (3) points/factor = The Offeror’s approach is thoroughly described, demonstrated to have been used successfully in past projects for clients and the Offeror has clearly explained how it will result in positive outcomes for CIRNAC.</p> <p>Two (2) points/factor = The Offeror’s approach and its impacts are identified. The Offeror identifies where the approach has been used for a client at least once in the past.</p> <p>One (1) point/factor = The description of the approach and its impacts is lacking in details.</p> <p>0 points/factor = Not addressed or not clearly demonstrated.</p>	

STREAM 2 RATED CRITERIA	WEIGHT
<p><b>R5. Understanding of the Requirement</b></p> <p>The Offeror should provide a written description demonstrating its understanding of CIRNAC’s requirement for Technical Advisory Services. It should clearly demonstrate the Offeror understands of the scope, objectives, and context of CIRNAC’s requirements.</p> <p>The Offeror should include a description of potential issues, risks, and challenges that could arise during the course of work under any resultant Call-up(s), along with demonstrated solutions successfully applied by the Offeror in past projects.</p> <p>The Offeror should demonstrate an informed and knowledgeable understanding of CIRNAC’s requirements based on the information set out in this RFSO. Any information that is a simple repetition of information found in this RFSO may result in no points being awarded for that information.</p> <p>The Offeror should clearly demonstrate a comprehensive understanding of the following:</p> <p>5.1 Climate Change Adaptation in Canada as it relates to Indigenous and/or Northern Communities, <b>up to seven (7) points</b>.</p> <p>Points will be awarded as follows:</p> <p>Seven (7) points = The Offeror demonstrates a comprehensive understanding of the topic, including multiple relevant and specific examples of Climate Change Adaptation in Canada for both Indigenous <b>and</b> Northern Communities. The Offer references the Offeror’s experience and expertise in the field. The Offeror describes, qualifies/quantifies risks/challenges that are likely to arise and demonstrates the application of solutions used by the Offeror in past projects for similar risks/challenges.</p> <p>Five (5) points = The Offeror demonstrates a good understanding of the topic, including at least one (1) relevant and specific example of Climate Change Adaptation in Canada for Indigenous or Northern Communities. The Offer identifies, at a high level, the Offeror’s experience and expertise in the field. The Offeror identifies a risk/challenge that is likely to arise and describes how it was addressed by the Offeror in past experience.</p> <p>Three (3) points = The Offeror demonstrates a basic understanding of the topic of one of Climate Change Adaptation in Canada for Indigenous or Northern Communities. The Offer may reference the Offeror’s previous experience. A risk and solution may be identified, but the response is lacking in detail.</p> <p>0 points = Not addressed or not clearly demonstrated.</p> <p>5.2 Indigenous Community-based Climate Monitoring as it relates to Indigenous Communities and/or Northern Indigenous Communities, <b>up to seven (7) points</b>.</p> <p>Points will be awarded as follows:</p> <p>Seven (7) points = The Offeror demonstrates a comprehensive understanding of the topic, including multiple relevant and specific examples of both Indigenous</p>	<p><b>Up to 52 points</b></p>

STREAM 2 RATED CRITERIA	WEIGHT
<p>Community-based Climate Monitoring in Indigenous Communities <b>and</b> Northern Indigenous Communities. The Offer references the Offeror’s experience and expertise in the field. The Offeror describes, qualifies/quantifies risks/challenges that are likely to arise and demonstrates the application of solutions used by the Offeror in past projects for similar risks/challenges.</p> <p>Five (5) points = The Offeror demonstrates a good understanding of the topic, including at least one (1) relevant and specific example of Indigenous Community-based Climate Monitoring in Indigenous Communities or Northern Indigenous Communities. The Offer identifies, at a high level, the Offeror’s experience and expertise in the field. The Offeror identifies a risk/challenge that is likely to arise and describes how it was addressed by the Offeror in past experience.</p> <p>Three (3) points = The Offeror demonstrates a basic understanding of the topic of Indigenous Community-based Climate Monitoring in Indigenous or Northern Indigenous Communities. The Offer may reference the Offeror’s previous experience. A risk and solution may be identified, but the response is lacking in detail.</p> <p>0 points = Not addressed or not clearly demonstrated.</p> <p><b>5.3 Indigenous Climate Leadership as it relates to Indigenous Communities, up to seven (7) points.</b></p> <p>Points will be awarded as follows:</p> <p>Seven (7) points = The Offeror demonstrates a comprehensive understanding of the topic, including multiple relevant and specific examples of Indigenous Climate Leadership in Indigenous Communities. The Offer references the Offeror’s experience and expertise in the field. The Offeror describes, qualifies/quantifies risks/challenges that are likely to arise and demonstrates the application of solutions used by the Offeror in past projects for similar risks/challenges.</p> <p>Five (5) points = The Offeror demonstrates a good understanding of the topic, including at least one (1) relevant and specific example of Indigenous Climate Leadership in Indigenous Communities. The Offer identifies, at a high level, the Offeror’s experience and expertise in the field. The Offeror identifies a risk/challenge that is likely to arise and describes how it was addressed by the Offeror in past experience.</p> <p>Three (3) points = The Offeror demonstrates a basic understanding of the topic of Indigenous Climate Leadership in Indigenous Communities. The Offer may reference the Offeror’s previous experience. A risk and solution may be identified, but the response is lacking in detail.</p> <p>0 points = Not addressed or not clearly demonstrated.</p> <p><b>5.4 Clean Energy initiatives as it relates to Indigenous and/or Northern Communities, up to seven (7) points.</b></p> <p>Points will be awarded as follows:</p>	

STREAM 2 RATED CRITERIA	WEIGHT
<p>Seven (7) points = The Offeror demonstrates a comprehensive understanding of the topic, including multiple relevant and specific examples of Clean Energy initiatives for Indigenous Communities <b>and</b> Northern Communities. The Offer references the Offeror’s experience and expertise in the field. The Offeror describes, qualifies/quantifies risks/challenges that are likely to arise and demonstrates the application of solutions used by the Offeror in past projects for similar risks/challenges.</p> <p>Five (5) points = The Offeror demonstrates a good understanding of the topic, including at least one (1) relevant and specific example of Clean Energy initiatives for Indigenous and/or Northern Communities. The Offer identifies, at a high level, the Offeror’s experience and expertise in the field. The Offeror identifies a risk/challenge that is likely to arise and describes how it was addressed by the Offeror in past experience.</p> <p>Three (3) points = The Offeror demonstrates a basic understanding of the topic of Clean Energy initiatives for Indigenous and/or Northern Communities. The Offer may reference the Offeror’s previous experience. A risk and solution may be identified, but the response is lacking in detail.</p> <p>0 points = Not addressed or not clearly demonstrated.</p> <p>5.5 Methodological design, gathering and analysis of environmental, energy, and climate data, and how it informs initiative/policy development/refinement and outcomes, <b>up to eight (8) points.</b></p> <p>Points will be awarded as follows:</p> <p>Eight (8) points = The Offeror demonstrates a comprehensive understanding of the topics, including multiple relevant and specific examples and how it informs initiative/policy development/refinement and outcomes. The Offer references the Offeror’s experience and expertise in the field. The Offeror describes, qualifies/quantifies risks/challenges that are likely to arise and demonstrates the application of solutions used by the Offeror in past projects for similar risks/challenges.</p> <p>Six (6) points = The Offeror demonstrates a good understanding of the topic, including at least one (1) relevant and specific example and how it informs initiative/policy development/refinement and outcomes. The Offer identifies, at a high level, the Offeror’s experience and expertise in the field. The Offeror identifies a risk/challenge that is likely to arise and describes how it was addressed by the Offeror in past experience.</p> <p>Three (3) points = The Offeror demonstrates a basic understanding of the topic and how it informs initiative/policy development/refinement and outcomes. However, its application to initiatives or policy may be unclear. The Offer may reference the Offeror’s previous experience. A risk and solution may be identified, but the response is lacking in details.</p>	

STREAM 2 RATED CRITERIA	WEIGHT
<p>0 points = Not addressed or not clearly demonstrated.</p> <p>5.6 Developing training material for a variety of audiences, including training documentation, work instructions, workshop delivery, and knowledge transfer, specifically including Indigenous and/or Northern Communities, <b>up to eight (8) points</b>.</p> <p>Points will be awarded as follows:</p> <p>Eight (8) points = The Offeror demonstrates a comprehensive understanding of the topic, including multiple relevant and specific examples of developing training material for a variety of audiences, specifically including Indigenous Communities <b>and</b> Northern Communities. The Offer references the Offeror’s experience and expertise in the field. The Offeror describes, qualifies/quantifies risks/challenges that are likely to arise and demonstrates the application of solutions used by the Offeror in past projects for similar risks/challenges.</p> <p>Six (6) points = The Offeror demonstrates a good understanding of the topic, including at least one (1) relevant and specific example of developing training material for Indigenous and/or Northern Communities. The Offer identifies, at a high level, the Offeror’s experience and expertise in the field. The Offeror identifies a risk/challenge that is likely to arise and describes how it was addressed by the Offeror in past experience.</p> <p>Three (3) points = The Offeror demonstrates a basic understanding of the topic of developing training material for a variety of audiences. The Offer may reference the Offeror’s previous experience. A risk and solution may be identified, but the response is lacking in details.</p> <p>0 points = Not addressed or not clearly demonstrated.</p> <p>5.7 The provision of services in Remote Communities and any unique considerations that could impact service provision, <b>up to eight (8) points</b>.</p> <p>Points will be awarded as follows:</p> <p>Eight (8) points = The Offeror demonstrates a comprehensive understanding of the topic, including multiple relevant and specific examples of providing services in Remote Communities. The Offer references the Offeror’s experience and expertise in the field. The Offeror describes, qualifies/quantifies risks/challenges that are likely to arise and demonstrates the application of solutions used by the Offeror in past projects for similar risks/challenges.</p> <p>Six (6) points = The Offeror demonstrates a good understanding of the topic, including at least one (1) relevant and specific example of providing services in Remote Communities. The Offer identifies, at a high level, the Offeror’s experience and expertise in the field. The Offeror identifies a risk/challenge that is likely to arise and describes how it was addressed by the Offeror in past experience.</p> <p>Three (3) points = The Offeror demonstrates a basic understanding of the topic of providing services in Remote Communities. The Offer may reference the Offeror’s</p>	

STREAM 2 RATED CRITERIA	WEIGHT
<p>previous experience. A risk and solution may be identified, but the response is lacking in details.</p> <p>0 points = Not addressed or not clearly demonstrated.</p>	
<p><b>R6. Comprehensive Land Claims Agreements</b></p> <p>6.1 The Offeror should identify and describe those areas of the work where it is proposed there is the potential to incorporate Indigenous Opportunity Considerations (IOCs) (e.g., employment, subcontracting, supply, services, or training/capacity building, etc.) as part of, or support to, the delivery of the Offeror’s Services to CIRNAC.</p> <p>The Offeror should describe its approach to identifying specific IOCs and how they would be implemented under any Call-ups where there is work performed within or Service delivery to a location within a Comprehensive Land Claims Agreement (CLCA) area.</p> <p>Points will be awarded for proposing an achievable and realistic approach that enables the maximization of employment, subcontracting, use of suppliers or services, or training/capacity building with Land Claims Beneficiaries and Participants, whether directly or ancillary to the Services to be provided under a Call-up, together with demonstration that elements of the approach have been used successfully on past projects or have a demonstrable likelihood of being achieved and identifying the positive outcomes the approach will have in the CLCA area.</p> <p>Up to 20 Points will be awarded, as follows:</p> <ul style="list-style-type: none"> <li>c) The Offeror proposes realistic methods to identify and engage with Land Claims Beneficiaries /Participants to facilitate the opportunities (e.g., communications, recruitment/retention, etc.) (up to 8 points);</li> <li>d) The Offeror identifies potential opportunities for direct employment, subcontracting, ancillary services, supplies, training or capacity building that are relevant to the Services (up to 12 points).</li> </ul> <p>For each of a) and b), points will be awarded as follows:</p> <p>12/12 points OR 8/8 points (as applicable) = The Offeror provides a detailed approach to the factor that is clearly related to the required Services. The Offeror demonstrates that the same or similar approaches have been used in the past and resulted in measurable participation of Indigenous peoples in the work, including description of best practices or lessons learned.</p> <p>8/12 points OR 6/8 points (as applicable) = The Offeror provides a detailed approach to the factor that is clearly related to the required Services. The Offeror demonstrates how the approach will be implemented to achieve positive outcomes.</p> <p>6/12 points OR 4/8 points (as applicable) = The Offeror provides a detailed approach to the factor that is clearly related to the required Services.</p> <p>4/12 points OR 2/8 points (as applicable) = The Offeror provides an approach to the factor. Relation to required Services may be limited in detail.</p> <p>0 points = Not addressed or not clearly demonstrated.</p>	<p><b>Up to 20 points</b></p>
<p><b>R7. Offer Quality</b></p> <p><b>7.1 Up to sixteen (16) points</b> will be awarded for presenting Offers in a clear and logical fashion and in a manner which facilitates a clear and straightforward evaluation, based on the information requested in the RFSO as evidenced by the following:</p>	<p><b>16 points in total</b></p>

STREAM 2 RATED CRITERIA	WEIGHT
<p>a) <b>Up to six (6) points</b> for writing the narrative portions of the Offer in a clear, concise, and logical fashion and limiting Offer content to information requested.</p> <p>Points will be awarded as follows:</p> <p>Six (6) points = Offer content is clear and well written (e.g. grammar, syntax, spelling, etc.), with professional presentation. The Offer responds logically to the requirements and does not contain marketing material.</p> <p>Four (4) points = Offer content is mostly clear and well written. The Offer responds to the requirements and contains limited marketing material.</p> <p>Two (2) points = Offer content is not clearly written. Content is included that does not clearly address the requirements.</p> <p>0 points = The Offer is not clear and is difficult to understand.</p> <p>b) <b>Up to six (6) points</b> for the logical ordering and structuring of the information presented in the Offer that facilitates the assessment of the criteria.</p> <p>Six (6) points = The Offer is well structured, grouping related information together. Responses to each aspect of the criteria are readily located.</p> <p>Three (3) points = The Offer has some logical structure, however information related to a criterion may be located in multiple sections.</p> <p>0 points = The order and structure of the information presented in the Offer makes it difficult to determine whether aspects of the criteria are addressed.</p> <p>c) <b>Up to four (4) points</b> for highlighted information in project summaries, CVs, or elsewhere in the Offer that is specifically relevant to an evaluation factor or minimum qualifications and ensuring any cross-references within the Offer for highlighted information are easily identified and clearly found. For example, where the Offeror includes a table saying “evidence of R2 factor 2.1) is on page 23,” the information is found on page number 23, and is highlighted in a way that brings the evaluators’ attention to the information (such as with a heading).</p> <p>Points will be awarded as follows:</p> <p>Four (4) points = The Offer contains highlighting, summary tables or cross-references to minimize duplication of content and facilitate review. References indicated in the Offer are correct.</p> <p>Two (2) points = The Offer contains highlighting, summary tables or cross-references. References indicated in the Offer include some errors.</p> <p>0 points = The Offer does not include any highlighting or cross-referencing and it is difficult to locate information that addresses the requirements.</p>	
<b>TOTAL POSSIBLE SCORE</b>	<b>298</b>
<b>REQUIRED PASS MARK:</b> In order to continue to Financial Evaluation for the Work Stream, the Offeror must receive a	197/282



STREAM 2 RATED CRITERIA	WEIGHT
pass mark of 70% on Point-Rated Criteria <b>R1 to R6</b> inclusive. Offers failing to meet this overall pass mark will be deemed non-compliant, with no further consideration being given.	

### 4.3 Financial Evaluation

**4.3.1** The Financial Evaluation will be carried out by the Contracting Authority independent of the CIRNAC Evaluation Committee responsible for rating the Technical Proposal. Financial Proposals will be evaluated based on the methodology detailed below.

**4.3.2** All of the information required in this section **MUST** appear in the Offeror's Financial Proposal ONLY. The Offeror's Financial Proposal **MUST** be submitted separate from the Offeror's Technical Proposal. The Offeror's failure to comply with this condition will result in the Offeror's Proposal being declared non-compliant and being given no further consideration.

**4.3.3** Failure on the part of the Offeror to provide the information required within the Financial Proposal Table below will result in CIRNAC deeming the Offeror's Proposal to be non-compliant, with the Proposal being given no further consideration by CIRNAC.

**4.3.4** For evaluation purposes, the rates as indicated in section **4.3.6** will be used to derive the Offeror's price score.

The Offerors fixed, all-inclusive *per diem* rates **MUST** be inclusive of all payroll, overhead costs and profits required to complete the work. Note: Fixed rates are not to be quoted as ranges.

Rates should not include such things as travel and administrative expenses or GST/HST.

**4.3.5** Offerors **MUST** indicate the applicable fixed, all-inclusive per diem rate (CAD) for an **7.5** hour day, per Resource/Service Category during the initial period of the SOA.

Only one fixed all-inclusive rate may be provided for each category, failure to comply with this condition will result in the Offeror's Offer being declared non-compliant and being given no further consideration.

### 4.3.6 Financial Offer Table

#### WORK STREAM 1

Service Category	Fixed, All-Inclusive Per Diem Rates (\$ CAD)			For Evaluation purpose ONLY/for use by the Contracting Authority
	<u>Initial Period</u>	<u>Option Year 1</u>	<u>Option Year 2</u>	Service Category Assessment Value  <b>(= A+B+C)/3</b>
	SOA Award date to March 31, 2027  <b>A</b>	April 1, 2027 to March 31, 2028  <b>B</b>	April 1, 2028 to March 31, 2029  <b>C</b>	
Project Manager	\$	\$	\$	
Senior Analyst	\$	\$	\$	

Analyst	\$	\$	\$	
Offeror's Evaluation Assessment Value (sum total of averaged per diem rates)				

**WORK STREAM 2**

Service Category	Fixed, All-Inclusive Per Diem Rates (\$ CAD)			For Evaluation purpose ONLY/for use by the Contracting Authority
	Initial Period SOA Award date to March 31, 2027 A	Option Year 1 April 1, 2027 to March 31, 2028 B	Option Year 2 April 1, 2028 to March 31, 2029 C	Service Category Assessment Value  (= A+B+C)/3
Project Manager	\$	\$	\$	
Senior Technical Specialist	\$	\$	\$	
Technical Specialist	\$	\$	\$	
Offeror's Evaluation Assessment Value (sum total of averaged per diem rates)				

**4.4. Basis of Selection****4.4.1 SACC Manual Clause (2012-07-16) A0027T - Highest Combined Rating of Technical Merit (80%) and Price (20%)**

4.4.2 Only Proposals that meet the all Mandatory Criteria will be considered. All Proposals will be rated on technical acceptability before price is considered.

4.4.3 Standing Offers will be awarded based on a determination of **Best Value** taking into account both the technical merit of the Proposals and the Financial Evaluation. Best Value is defined as the **Highest Total Score**.

4.4.4 The Offeror's Weighted **Technical Score** (/80) will be added to the Offeror's **Financial Score** (/20) to arrive at the Offeror's **Total Score** (/100)

4.4.5 The Offeror's Weighted Technical Score will be calculated as follows:

$$\frac{\text{Offeror's Technical Score}}{\text{Total Overall Possible Score}} \times 80 = \text{Offeror's Weighted Technical Score (80)}$$

4.4.6 Offerors will be ranked in order from highest to lowest Total Score. The Offerors within each Work Stream with the highest five (5) Total Scores will be recommended for award of SOAs, based on the following value allocation rules:

Highest Ranked Work Stream 1 Offeror: \$2,500,000 (100%)

Second Highest Ranked Work Stream 1 Offeror: \$2,000,000 (80%)

Third Highest Ranked Work Stream 1 Offeror:	\$1,500,000 (60%)
Fourth Highest Ranked Work Stream 1 Offeror:	\$1,250,000 (50%)
Fifth Highest Ranked Work Stream 1 Offeror:	\$750,000 (30%)
Highest Ranked Work Stream 2 Offeror:	\$2,500,000 (100%)
Second Highest Ranked Work Stream 2 Offeror:	\$2,000,000 (80%)
Third Highest Ranked Work Stream 2 Offeror:	\$1,500,000 (60%)
Fourth Highest Ranked Work Stream 2 Offeror:	\$1,250,000 (50%)
Fifth Highest Ranked Work Stream 2 Offeror:	\$750,000 (30%)

**4.4.7** In the event of more than one (1) Offeror has the same Total Score, the Offeror with the **Highest Technical Score** will be ranked higher.

**4.4.8** CIRNAC reserves the right to refuse any and all Proposals received in response to this RFSO, without incurring any obligation to any Offeror having responded. CIRNAC reserves the right to award a Standing Offer to the compliant Offeror that best meets the requirements, as described above, without incurring any obligation to any other Offerors having responded to this RFSO.

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

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### **5.1 Certifications Required with the Offer**

Offerors must submit the following duly completed certifications as part of their offer.

### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **if applicable**, the 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.

### 5.1.2 Additional Certification Required with the Offer

- a. Security Agreement attached as Annex D.
- b. Certificate of Independent Bid Determination attached hereto as Annex E.
- c. Language Certification attached as Annex F.
- d. Federal Contractors Program for Employment Equity – Certification attached as Annex G.

## 5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 provided will render the offer non-responsive.

### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

### 5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

### 5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

#### 5.2.3.1 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be

considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

#### **5.2.3.2 Education and Experience**

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual offered by the Offeror for the requirement is capable of performing the Work resulting from a call-up against the Standing Offer.

## PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

### 6.1 Security Requirements

#### **SECURITY CLAUSES: 1000252726**

1. Pursuant to the Policy on Government Security, the nature of the services to be provided under this contract requires a valid Government of Canada (GoC) personnel Security Screening at the level of **Reliability Status** for the Contractor, authorized resources and any sub-contractors to be assigned to conduct the work.
2. Prior to the commencement of the work, the Contractor and each authorized resources involved in the performance of the work under this contract must each hold a valid Security Screening at the level of **Reliability Status** during the lifetime of the contract.
3. The Contractor and its personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid Security Screening at the level of **Reliability Status**.
4. The Contractor MUST NOT possess or safeguard **PROTECTED** information/assets at their organization's premises until written permission from the security in contracting team of Indigenous Services Canada (ISC). After permission has been granted, these tasks may be performed up to the level of **Protected B**.
5. The Contractor MUST NOT remove any **Sensitive** information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restrictions.
6. The Contractor MUST NOT utilize its Information Technology (IT) systems to electronically process, produce or store any sensitive information until written permission from the security in contracting team of ISC. After permission has been granted, these tasks may be performed up to the level of **Protected B including an I.T. link up to the level of protected B**.
7. Subcontracts are not to be awarded without the prior written permission from the security in contracting team of ISC.
8. Any substitute or alternate resource proposed for this contract:
  - a) must be approved by the Security and Emergency Services Divisions of Indigenous Services Canada; and,
  - b) must hold a valid GoC Security Screening at the level of **Reliability Status**, before gaining access to designated information or assets.
9. Under this contract, if a Contractor submits a resource who is subsequently found to not meet the Security requirements, the Department may immediately terminate the contract with no obligation to replace the resource with a resource from the same Contractor or to pay any invoice for work undertaken by this resource.
10. This contract only has force or effect for as long as the Security Screening at the level of **Reliability Status** is valid. During the lifetime of this contract, if the Security Screening issued prior to the commencement of the work, be suspended or revoked the contract shall be terminated immediately and the Contractor shall have no claim against Her Majesty or the Minister as a result of the termination. The Contractor shall be paid for satisfactory work performed up to the time of termination pursuant to the terms of the Contract.
11. The Contractor must comply with the provisions of the:
  - a) Security Requirements Agreement, attached as Annex D; and
  - b) Policy on Government Security <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=16578>

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

7.1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

#### 7.2 Security Requirements

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

### **SECURITY CLAUSES: 1000252726**

12. Pursuant to the Policy on Government Security, the nature of the services to be provided under this contract requires a valid Government of Canada (GoC) personnel Security Screening at the level of **Reliability Status** for the Contractor, authorized resources and any sub-contractors to be assigned to conduct the work.
13. Prior to the commencement of the work, the Contractor and each authorized resources involved in the performance of the work under this contract must each hold a valid Security Screening at the level of **Reliability Status** during the lifetime of the contract.
14. The Contractor and its personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid Security Screening at the level of **Reliability Status**.
15. The Contractor MUST NOT possess or safeguard **PROTECTED** information/assets at their organization's premises until written permission from the security in contracting team of Indigenous Services Canada (ISC). After permission has been granted, these tasks may be performed up to the level of **Protected B**.
16. The Contractor MUST NOT remove any **Sensitive** information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restrictions.
17. The Contractor MUST NOT utilize its Information Technology (IT) systems to electronically process, produce or store any sensitive information until written permission from the security in contracting team of ISC. After permission has been granted, these tasks may be performed up to the level of **Protected B including an I.T. link up to the level of protected B**.
18. Subcontracts are not to be awarded without the prior written permission from the security in contracting team of ISC.
19. Any substitute or alternate resource proposed for this contract:
  - a) must be approved by the Security and Emergency Services Divisions of Indigenous Services Canada; and,
  - b) must hold a valid GoC Security Screening at the level of **Reliability Status**, before gaining access to designated information or assets.
20. Under this contract, if a Contractor submits a resource who is subsequently found to not meet the Security requirements, the Department may immediately terminate the contract with no obligation to replace the resource with a resource from the same Contractor or to pay any invoice for work undertaken by this resource.
21. This contract only has force or effect for as long as the Security Screening at the level of **Reliability Status** is valid. During the lifetime of this contract, if the Security Screening issued prior to the commencement of

the work, be suspended or revoked the contract shall be terminated immediately and the Contractor shall have no claim against Her Majesty or the Minister as a result of the termination. The Contractor shall be paid for satisfactory work performed up to the time of termination pursuant to the terms of the Contract.

22. The Contractor must comply with the provisions of the:

- a) Security Requirements Agreement, attached as Annex D; and
- b) Policy on Government Security <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=16578>

## **7.2.2 Offeror's Sites or Premises Requiring Safeguarding (TO BE IDENTIFIED AT SOA AWARD)**

**7.2.2.1** Where safeguarding measures are required in the performance of the Work, the Offeror must diligently maintain up-to-date the information related to the Offeror'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

**7.2.2.2** The Company Security Officer must ensure through the [Contract Security Program](#) that the Offeror and individual(s) hold a valid security clearance at the required level.

## **7.3 Standard Clauses and Conditions**

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

### **7.3.1 General Conditions**

[2005](#) (2022-12-01) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

## **7.4 Term of Standing Offer**

### **7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from date of award to March 31, 2027 inclusive.

### **7.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) one (1) year period under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority fifteen (15) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

## **7.5 Authorities**

### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:



**Request for Standing Offer No.: 1000252726**

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Name: Alex Cormier Howie  
Title: Senior Procurement Officer  
Department: Indigenous Services Canada on behalf of Crown-Indigenous Relations and Northern Affairs Canada  
Telephone: 873-354-0959  
E-mail address: [alexander.cormierhowie@sac-isc.gc.ca](mailto:alexander.cormierhowie@sac-isc.gc.ca)

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, they are responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

**7.5.2 Project Authority**

The Project Authority for the Standing Offer is: **(TO BE IDENTIFIED AT SOA AWARD)**

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

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

**7.5.3 Offeror's Representative (TO BE IDENTIFIED AT SOA AWARD)**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
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: 2012-2](#) of the Treasury Board Secretariat of Canada.

**7.7 Identified Users**

The Identified User authorized to make call-ups against the Standing Offer are employees of Crown-Indigenous Relations Northern Affairs Canada.

**7.8 Number of Standing Offers**

CIRNAC intends to award up to a total of five (5) Standing Offer Agreements (SOAs) to qualified firms.

**7.9 Call-up Allocation**

**7.9.1** Call-ups against the Standing Offer will be issued on a proportional basis such that the highest-ranked Offeror receives the largest predetermined portion of the work; the second highest-ranked Offeror receives the second largest predetermined portion of the work, etc. as follows:

Highest Ranked Work Stream 1 Offeror:	\$2,500,000 (100%)
Second Highest Ranked Work Stream 1 Offeror:	\$2,000,000 (80%)
Third Highest Ranked Work Stream 1 Offeror:	\$1,500,000 (60%)
Fourth Highest Ranked Work Stream 1 Offeror:	\$1,250,000 (50%)
Fifth Highest Ranked Work Stream 1 Offeror:	\$750,000 (30%)
Highest Ranked Work Stream 2 Offeror:	\$2,500,000 (100%)
Second Highest Ranked Work Stream 2 Offeror:	\$2,000,000 (80%)
Third Highest Ranked Work Stream 2 Offeror:	\$1,500,000 (60%)
Fourth Highest Ranked Work Stream 2 Offeror:	\$1,250,000 (50%)
Fifth Highest Ranked Work Stream 2 Offeror:	\$750,000 (30%)

**7.9.2** If the number of compliant offers is less than indicated above, the allocation percentages will be adjusted accordingly. Call-up selection will be determined on a best suited basis, considering factors such as, but not necessarily limited to, specific subject matter expertise, location of the Contractor in relation to important archival repositories, language requirements, and other considerations important for the completion of work.

**7.9.3** The Contracting Authority will monitor call-up activities to ensure work is allocated in accordance with the predetermined work distribution.

**7.10 Call-up Procedures**

**7.10.1** Contractors will be contacted directly as indicated above at 7.9.1.

**7.10.2** The Project Authority will provide the Contractor with details of the Work activities to be performed within the scope of this Standing Offer including a description of the deliverables/reports to be submitted.

**7.10.3** The Project Authority will determine whether a firm price, ceiling price, or limitation of expenditure will apply to the Call-up and will require the Contractor to accordingly submit either a firm price, ceiling price, or limitation of expenditure.

**Firm price definition:** The total amount payable is a fixed sum. Both parties agree prior to the award of the call-up as to the price payable thereunder.

**Ceiling price definition:** The maximum amount of monies that may be paid to a Contractor for costs reasonably and properly incurred in the performance of the Work described in the call-up. If the costs, as charged, reach or exceed the ceiling, the Contractor must complete the Work and will receive no monies beyond this ceiling.

**Limitation of expenditure definition:** The maximum amount of monies that may be paid to a Contractor for the costs reasonably and properly incurred in the performance of the Work described in the call-up. If the Contractor discovers that there are insufficient funds to complete the Work, the Contractor must inform the Project Authority. The Project Authority then has the option of providing additional funding or requesting the Contractor complete the Work to the extent that the current funding permits.

- 7.10.4** The Contractor will either submit a firm price, or a ceiling price, or a limitation of expenditure as required by the Project Authority, a schedule indicating completion dates for major Work activities and submission dates for deliverables/reports with supporting details to the Project Authority. The proposal must be submitted to the Project Authority within three (3) business days of receiving the request.
- 7.10.5** The firm price, ceiling price or limitation of expenditure will be established by utilizing the applicable rates as shows in the Basis of Payment, Annex "B".
- 7.10.6** Failure by the Contractor to submit a proposal in accordance with the time frame specified in 7.10.4 above will be interpreted as the Contractor being unable to perform the services and will result in the setting aside of the Offer. The Contractor will then be by-passed and the Project Authority will send the request to the next best-suited Contractor. This process will continue until the requirement can be fully addressed by a Contractor. Should no Contractor be able to provide the services requested, Canada reserves the right to procure the specified services by other contracting methods.
- 7.10.7** The Project Authority reserves the right to request references from the available Contractor to conduct a reference check to verify the accuracy of similar work previously performed. Should the reference(s) provide negative feedback in relation to the information provided, the Project Authority reserves the right to go to the next Contractor.
- 7.10.8** Upon agreement of the firm price, ceiling price or limitation of expenditure for the services, the Contractor will be authorized by the Contracting Authority to proceed with the Work through the issuance of a duly completed and signed Call-up against a Standing Offer.
- 7.10.9** The Contractor shall not commence Work until the Call-up against a Standing Offer has been signed by the Contracting Authority. The Contractor acknowledges that any and all Work performed in the absence of a Call-up Against a Standing Offer Agreement signed by the Contracting Authority will be undertaken at the Contractor's own risk, and Canada shall not be liable for payment therefor.

#### **7.11 Call-up Instrument**

The Work will be authorized or confirmed using form 942, Call-up against a Standing Offer.

#### **7.12 Limitation of Call-ups - Removed**

#### **7.13 Financial Limitation - Removed**

#### **7.14 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2022-12-01), General Conditions - Standing Offers - Goods or Services;

- d) the supplemental general conditions [4007](#) (2022-12-01), Canada to Own Intellectual Property Rights in Foreground Information;
- e) the general conditions [2010B](#) (2022-12-01), General Conditions: Professional Services (Medium Complexity);
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) Annex C, Security Requirements Check List;
- i) Annex D, Independent Bid Determination Certification;
- j) Annex E, Language Certification; and
- k) the Offeror's offer dated (**TO BE IDENTIFIED AT SOA AWARD**).

## **7.15 Certifications and Additional Information**

### **7.15.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

## **7.16 SACC Manual Clauses**

[M3020C](#) (2016-01-28) Status of Availability of Resources - Standing Offer

## **7.17 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the (**TO BE IDENTIFIED AT SOA AWARD**).

## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **7.1 Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

### **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 issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Website:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>.

#### **7.2.1 General Conditions**

2010B (2022-12-01), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

#### **7.2.2 Supplemental General Conditions**

4007 (2022-12-01), Supplemental General Conditions, Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

The Work must be completed in accordance with the call-up against the Standing Offer.

### **7.4 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.

### **7.5 Payment**

The following Basis of Payment will form part of the resulting Call-up

#### **7.5.1 Basis of Payment**

The Contractor will be paid in accordance with the Basis of Payment at Annex "B".

#### **7.5.2 Limitation of Expenditure - Professional Fees**

For the work described in the Statement of Work in Annex A, 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 \$ \_\_\_\_\_ (**TO BE IDENTIFIED AT SOA AWARD**)  
Applicable taxes are extra.

### 7.5.3 Limitation of Expenditure - Travel and Living Expenses

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle expenses provided in Appendices B, C and D of the National Joint Council Travel Directive and with the other provisions of the directive referring to "travelers", rather than those referring to "employees" to a limitation of expenditure of \$ \_\_\_\_\_ (TO BE IDENTIFIED AT SOA AWARD). Applicable taxes included.

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

Estimated Cost: \$ \_\_\_\_\_ (TO BE IDENTIFIED AT SOA AWARD).

### 7.5.4 Travel Time

Rates are inclusive of any time spent traveling from the Contractor's work location to a specific pre-authorized work assignment that is 100 kilometers or less.

Time spent by a Contractor traveling to and from specific pre-authorized work assignments where the distance is more than 100 kilometers from the Contractor's work location may be billed at 50% of the Contractor's per diem or hourly rate.

Where the time traveled is more or less than a day, per diem rates will be converted to hourly rates based on a 7.5 day when calculating reimbursement costs.

### 7.5.5 Limitation of Expenditure - Other Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

Estimated Cost \$ \_\_\_\_\_ (TO BE IDENTIFIED AT SOA AWARD). Applicable taxes included.

### 7.5.6 Canada's Total Liability - Professional Fees, Travel and Living Expenses and Direct Expenses

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ (TO BE IDENTIFIED AT SOA AWARD). Applicable taxes are extra on professional fees only.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

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

#### **7.5.7 Method of Payment - Monthly Payment**

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.

#### **7.5.8 Electronic Payment of Invoices**

Method of invoice payment by Crown-Indigenous Related and Northern Affairs Canada is by direct deposit to the Contractor's financial institution of choice.

If not registered for direct deposit payments, to enable payment, the Contractor must complete the Electronic Payment Request Form ([https://www.aadnc-aandc.gc.ca/DAM/DAM-INTER-HQ/STAGING/texte-text/20-545\\_1362495227097\\_eng.pdf](https://www.aadnc-aandc.gc.ca/DAM/DAM-INTER-HQ/STAGING/texte-text/20-545_1362495227097_eng.pdf)) and submit the form to the address provided.

#### **7.5.9 T1204 - Direct Request by Department**

Pursuant to paragraph 221 (1)(d) of the *Income Tax Act*, R.S. 1985, c. 1 (5<sup>th</sup> Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.

To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

#### **7.6 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
2. Invoices must be distributed as follows:
    - a. The original must be forwarded to the address shown on page 1 of the Contract for certification and payment.

**7.7 Insurance Requirements**

SACC Manual Clause G1005C (2016-01-28), Insurance - No Specific Requirement

**7.8 Federal Contractors Program for Employment Equity - Default by the Contractor - removed**

**7.9 Joint Venture**

The contractor confirms that the name of the joint venture is \_\_\_\_\_ and that it is comprised of the following members: (list all the joint venture members named in the contractor's bid).

With respect to the relationship among the members of the joint venture contractor, each member agree, represents and warrants (as applicable) that:

1. \_\_\_\_\_ has been appointed as the "representative member" of the joint venture contractor and has full authority to act as agent for each member regarding all matters relating to the contract
2. By giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor
3. All payments made by Canada to the representative member will act as a release by all the members

All the members agree that Canada may terminate the contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the work in any way.

All the members are jointly and severally or solidarily liable for the performance of the entire contract.

The contractor acknowledges that any change in the membership of the joint venture (i.e. a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject of the assignment provisions of the general conditions.



## ANNEX "A"

### STATEMENT OF WORK

#### SW1 TITLE

Strategic and Technical Advisory Services related to Climate Change, Adaptation, Clean Energy, Natural Resources and the Environment in Indigenous (First Nation, Inuit, Metis) and Northern Communities – Standing Offer Agreement

#### SW2 BACKGROUND

Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) is one of 34 federal government departments responsible for meeting the Government of Canada's obligations and commitments to First Nations, Inuit and Métis, and for fulfilling the federal government's constitutional responsibilities in the North. CIRNAC's responsibilities are largely determined by numerous statutes, negotiated agreements and relevant legal decisions. Most of CIRNAC's programs and spending are delivered through partnerships with Indigenous communities and federal-provincial or federal-territorial agreements. CIRNAC also works with urban Indigenous peoples, Métis and Non-Status Indians (many of whom live in rural areas).

Work under CIRNAC's Natural Resources and Environment Branch (NREB) focuses on areas such as climate change adaptation, clean energy, conservation, land use planning, mining and Critical Minerals in the North, oil and gas activities, and related legislative and/or regulatory activities.

#### **Climate Change Adaptation and Clean Energy**

Since 2001, CIRNAC has worked with Indigenous and Northern communities through climate change programs to address both short-term and long-term Climate Change Adaptation and Clean Energy-related issues. From 2008-2016, CIRNAC worked with communities to understand and address climate change impacts and adaptation under the Climate Adaptation and Resilience Program. This program provided funding support to Indigenous and Northern communities, as well as territorial governments, to enable the assessment of climate change impacts and planning for adaptation.

Indigenous and Northern communities face many challenges including managing the impacts of a changing climate, addressing the high and often fluctuating costs of energy, and promoting sustainable development that balances consideration of environmental, social and economic well-being. Indigenous and Northern communities in Canada are particularly vulnerable due to factors such as remoteness and inaccessibility, cold climate, aging and inefficient infrastructure, and reliance on diesel for electricity generation and space heating.

Many Indigenous and Northern communities are monitoring and addressing the effects of climate change. They are increasing their resilience and adaptive capacities to the changing climate and are developing and implementing renewable energy and energy efficiency projects to reduce their reliance on diesel.

Budgets 2016 and 2017 announced funding for Climate Change Adaptation programs, which included:

- **Climate Change Preparedness in the North Program**: The program works with Indigenous and Northern communities, territorial and regional governments and other right holders or stakeholders to identify priorities for Climate Change Adaptation in the North (supporting projects in the three territories, Nunavik, Eeyou Istchee and Labrador). The program provides support to Indigenous and northern communities and organizations to help them adapt to climate change impacts by funding projects that assess vulnerabilities and risks to climate change impacts; develop hazard maps and adaptation plans; and develop and implement adaptation measures;
- **First Nation Adapt Program**: The program provides support to First Nation communities and organizations located south of the 60<sup>th</sup> parallel to assess and respond to the impacts of climate change, and increase climate resilience, in support of self-determined priorities. The program works with First Nations to identify context-specific priorities for climate change adaptation projects. Priority areas include sea level rise, flooding, wildfires, drought, winter road failures, risks to archeological and cultural sites, forestry and fishery management, water source vulnerabilities and other emerging priorities. The program funds the following types of projects:
  - Risk assessments of climate change impacts

- Identification and assessment of adaptation options
- Small-scale implementation of adaptation actions (maximum \$250,000)
- Development of tools to support climate change adaptation planning
- **Indigenous Community-Based Climate Monitoring Program**: The program supports Indigenous community-led projects across Canada to monitor climate and the environmental effects of climate change on communities and traditional territories using Indigenous Knowledge Systems and western science. The program also supports networking, tools, and coordination related to community-based climate monitoring.
- **Northern REACHE**: The Northern Responsible Energy Approach for Community Heat and Electricity (REACHE) program funds renewable energy and energy efficiency projects, and related capacity building and planning in the North (supporting projects in Yukon, Northwest Territories, Nunavut, Nunavik and Nunatsiavut). The program objective is to reduce Northern communities' reliance on diesel for heating and electricity by increasing the use of local renewable energy sources and energy efficiency.
- **Engaging Indigenous People in Climate Policy Program**: The program provides capacity funding to support National Indigenous organizations, their regional affiliates, and other regional organizations to engage in climate policy discussions.

Enhanced funding for the Climate Change Preparedness in the North, First Nation Adapt and Indigenous Community-Based Climate Monitoring program was announced through an off-cycle budget decision in the fall of 2022.

Canada's strengthened climate plan, *A Healthy Environment and a Health Economy*, as well as Budget 2021, committed additional funding to support clean, reliable energy in remote and Indigenous communities:

- **Northern REACHE**: The program is delivering \$60 million of the \$300 million (2021-2027) identified in Canada's strengthened climate plan to support clean, reliable energy in remote and Indigenous communities. The program is also delivering \$40.4 million over three years (2021-2024) to support the feasibility and planning of hydroelectricity and grid interconnection projects in the North to help communities transition to clean energy and reduce their reliance on diesel.

Further funding for Indigenous Climate Leadership was announced in Budget 2022 & Canada's Emissions Reduction Plan.

**Indigenous Climate Leadership:**

This initiative supports the co-development of an Indigenous Climate Leadership Agenda that will set the direction and plan to support self-determined action in addressing Indigenous Peoples' climate priorities, including Indigenous Peoples' strengthened and meaningful participation in climate governance and policy, transition to Indigenous-delivered climate programming, and phased implementation of distinctions-based climate strategies. These programs will continue to build on the interest and momentum of the previous programs, but the ultimate goal is to build community resilience to climate change impacts and to reduce community reliance on fossil fuels. CIRNAC will take a collaborative approach, working with provincial, territorial and Indigenous governments, and Indigenous and Northern communities and organizations to identify climate change impacts and provide support in the development and implementation of adaptation and Clean Energy programs and projects.

**The Canadian Critical Minerals Strategy in the North**

Since June 2022, CIRNAC has been leading the Northern component of the [Canadian Critical Minerals Strategy](#) (CMS) in Yukon, the Northwest Territories and Nunavut. The CMS is funding initiatives which aim to boost the supply of Critical Minerals and grow domestic and global value chains for the green and digital economy. As part of the CMS, CIRNAC and other departments are working with Indigenous communities and Northern partners to

address challenges related to resource development, and to ensure that Indigenous peoples are active partners throughout the entire value chain of responsible critical mineral development in Canada.

- **Northern Regulatory Initiative:** The program, led by CIRNAC, represents a Northern and Indigenous participation-focused piece of the CMS. It is designed to advance the objectives of the CMS by working with Northern governments, partners, rights holders, and stakeholders to identify and discuss ways to increase the efficiency, efficacy, inclusivity, and sustainability of Northern regulatory regimes in a way that respects and integrates unique Northern contexts. The program supports dialogue and action among Indigenous partners, territorial governments, industry representatives, and Northern co-management regulatory boards on common regulatory objectives; development of regional studies across territories to better inform future development projects; facilitates the finalization of land use plans across the North; support for all stages of impact assessment to ensure fulsome and meaningful participation and accommodation; and a Crown consultation review/assessment to ensure a coordinated approach with territorial governments at the outset of project proposals.

**SW3 OBJECTIVE**

- 3.1 To ensure that CIRNAC has the timely and specialized expertise required to support its climate change, adaptation, clean energy, natural resources and environmental work in Indigenous and Northern communities.
- 3.2 The overall objective of an Offeror’s work will be to support NREB’s program implementation and policy development including Climate Change Adaptation, Indigenous Community-Based Climate Monitoring, Clean Energy, Critical Minerals, Indigenous Climate Leadership and/or natural resources and environment activities, in Indigenous and Northern communities via the provision of services under two separate but interrelated streams:
  - **Work Stream 1:** Strategic program and policy advisory services; and
  - **Work Stream 2:** Technical advisory services.

**SW4 DEFINITIONS**

- 4.1 The following list of definitions and acronyms is not exhaustive, but rather is intended to ensure clarity of understanding of critical terms used within the Statement of Work (SOW).

<b>TERM/ACRONYM</b>	<b>DEFINITION</b>
<b>Areas of interest</b>	These are areas where the Offeror will provide expertise and services relating to the mandate of NREB, which may include, but is not necessarily limited to, Climate Change Adaptation, Indigenous Community-based Climate Monitoring, Indigenous Climate Leadership, Clean Energy, and/or Critical Minerals and related natural resource management, environmental and legislative and/or regulatory activities.
<b>Call-Up (Contract)</b>	Under a valid SOA, a document prepared by CIRNAC and issued by the Standing Offer Authority or the Project Authority (as applicable) to the Offeror, through which CIRNAC will acquire the required services. It will contain requirements for the provision of said services, which will be consistent with the Statement of Work, and may consist of any combination of the required services listed herein. Upon acceptance of the Call-up by the Offeror, the Call-up forms a binding contractual commitment.
<b>CCCED</b>	Climate Change and Clean Energy Directorate
<b>CIRNAC</b>	Crown-Indigenous Relations and Northern Affairs Canada

TERM/ACRONYM	DEFINITION
<b>CLCA</b>	Comprehensive Land Claims Agreement (CLCA). CLCAs are modern treaties between Indigenous groups and the Crown. While each CLCA is unique, these agreements usually include elements such as land ownership and management, capital transfer, harvesting rights, participation in land, resource, water, wildlife and environmental management, and measures to support economic development and governance.
<b>Climate Change Adaptation</b>	Climate change adaptation refers to any activity or adjustment in natural or human systems to cope with or reduce the negative impacts of climate change and/or position communities to take advantage of new opportunities that may be presented. The goals of adaptation may include 1) alleviating current impacts; 2) reducing sensitivity and exposure to climate-related hazards; and 3) increasing resiliency to climatic and non-climatic stressors. Successful adaptation does not mean that negative impacts will not occur, only that they will be less severe than would be experienced had no adaptation occurred.
<b>Climate Change Studies</b>	Applied research and assessment to better understand a community's vulnerability to climate change, assessment of adaptation options, and the costs and benefits of taking action or not. Studies may consider the nature, extent and anticipated future impact of climate change. Studies may include "desktop" study (e.g., document review) or field work (e.g., data collection), analysis and recommendations. Studies include reference and citations from authoritative sources.
<b>Clean Energy</b>	Clean energy refers to the planning, development and implementation of renewable energy technologies (i.e., solar, wind, hydro, biomass, energy storage, etc.) and energy efficiency measures (i.e., retrofits, efficient lighting, energy audits), as well as related capacity building initiatives. The goal of clean energy projects is to reduce reliance on diesel in Indigenous, remote, and Northern communities.
<b>Critical Minerals</b>	Critical minerals refer to the list of 31 minerals which Canada currently considers to be "critical." To be deemed "critical" in Canada, a mineral must be essential to Canada's economic security and its supply is threatened; or required for its national transition to a low-carbon economy; or, a sustainable source of highly strategic critical minerals for its partners and allies.
<b>Indigenous Climate Leadership</b>	A process to build regional and national capacity and progressively vest authorities and resources for climate action in the hands of First Nations, Inuit, and Métis and representative organizations on a distinction basis.
<b>Indigenous Community</b>	For the purpose of this SOA, Indigenous communities refer to: <ul style="list-style-type: none"> <li>• First Nations communities and organizations, including self-governing and modern treaty nations</li> <li>• Inuit communities and organizations in Inuit Nunangat</li> <li>• Métis Nation communities and organizations; Other recognized Métis Settlements and representative organizations</li> <li>• urban and off-reserve Indigenous communities and organizations</li> <li>• Recognized rights holders pursuant to <a href="#">Section 35 of the Constitution Act, 1982</a></li> </ul>

<b>TERM/ACRONYM</b>	<b>DEFINITION</b>
<b>Indigenous Community-based Climate Monitoring</b>	Indigenous community-based climate monitoring refers to tracking changes in climate and climate impacts using Indigenous Knowledge Systems and science led by Indigenous peoples for the benefit and use of Indigenous peoples and communities. The information gathered through monitoring will inform how communities can adapt to climate change impacts.
<b>Indigenous Opportunities Considerations</b>	Indigenous opportunities considerations include measures implemented by the Offeror to enhance the capacity of land claims beneficiaries and participants, including businesses, to participate in government contract opportunities. IOCs may include: capacity development, on-the-job training, employment or contracting (supplies or services) related to the Call-up work. Where work under any resulting Call-up will involve the performance of work within or the delivery of services to a location within a Comprehensive Land Claims Agreement (CLCA) area, the Offeror will be required to identify for CIRNAC's approval, and implement IOCs appropriate to the scope of the Call-up work.
<b>Indigenous Organization/ partner</b>	For the purpose of this SOA, refers to an Indigenous-led organization such as a Band Council, Tribal Council, Treaty organization, self-governing and modern treaty nations, or other community-based or regional association or network.
<b>National Indigenous Organization</b>	Refers to any one or more of the Assembly of First Nations, the Inuit Tapiriit Kanatami and the Métis National Council, National Association of Friendship Centres, Native Women's Association of Canada, Pauktuutit Inuit Women of Canada, Women of the Métis Nation, as the context dictates.
<b>NCR</b>	National Capital Region.
<b>North / Northern</b>	For the purpose of this SOA, "North" or "Northern" refers to any community located North of the 60 <sup>th</sup> parallel and Indigenous Communities located in Nunavik in Northern Québec and Nunatsiavut in Labrador. This may include, but is not limited to, communities within the boundaries of a Comprehensive Land Claims Agreement area.
<b>NREB</b>	Natural Resources and Environment Branch
<b>Offeror</b>	The qualified supplier selected pursuant to the competitive selection process, eligible to be considered for any resulting Call-ups.
<b>Project Authority</b>	A person, occupying a specific position within CIRNAC or fulfilling a specific organizational function, who is responsible for administration and management of any Call-ups and monitoring the supplier's execution of the work under the SOA, as well as acting as a single point of contact on behalf of CIRNAC.
<b>Remote Community</b>	Refers to a community not currently connected to the North American electrical grid or the piped natural gas network and is a permanent or long-term (5 years or more) settlement with at least 10 dwellings.
<b>Services</b>	Based on the work stream(s) in which the Offeror is qualified, refers to Strategic and/or Technical Advisory Services, related to Climate Change, Adaptation, Clean Energy, Natural Resources and the Environment in Indigenous (First Nation, Inuit, Metis) and Northern Communities.
<b>Standing Offer Agreement (SOA)</b>	An overarching agreement between CIRNAC and a qualified supplier to provide services on an as-and-when-required basis. An SOA does not constitute a Contract. Individual service requirements will be initiated via a Call-up document duly authorized by the CIRNAC Project Authority.

TERM/ACRONYM	DEFINITION
<b>Standing Offer Authority</b>	The Standing Offer Authority will be the sole authority on behalf of Canada for the administration of the SOA. Any changes to the SOA must be authorized in writing by the Standing Offer Authority. The Offeror is not to perform work in excess of or outside the scope of the SOA based on written requests from any government personnel other than the Standing Offer Authority. The Standing Offer Authority for this requirement will be identified upon Award.

**SW5 DESCRIPTION AND SCOPE OF WORK**

- 5.1 Offerors qualified under the Standing Offer Agreement (SOA) shall support the Natural Resources and Environment Branch with the provision of services in relation to one (1) or both of the streams of work below.
- 5.2 **Work Stream 1 - STRATEGIC PROGRAM AND POLICY ADVISORY SERVICES**
  - 5.2.1 The Offeror shall hold and maintain expertise in, experience with, and/or knowledge of, Indigenous and Northern communities across Canada within its qualified resources.
  - 5.2.2 The Offeror shall provide expertise and services in NREB's "Areas of interest", which may include, but are not necessarily limited to, Climate Change Adaptation, Indigenous Community-based Climate Monitoring, Indigenous Climate Leadership, Clean Energy, and/or Critical Minerals and related natural resource management, environmental and legislative and/or regulatory activities.
  - 5.2.3 As described in any resultant Call-up(s) issued by CIRNAC, the Offeror shall:
    - a) Provide strategic advice on the management of NREB's programs, and on specific projects/initiatives.
    - b) Provide strategic advice in relation to Areas of interest in Indigenous and/or Northern Communities.
    - c) Support strategic priority identification and guidance.
    - d) Coordinate strategic program activities with Indigenous and/or Northern Communities and Indigenous Organizations.
    - e) Provide strategic program and policy expertise, support and advice and associated data collection and analysis in relation to one (1) or more Area(s) of interest.
    - f) Provide subject matter expertise on issues and/or solution options related to the Areas of interest.
    - g) Develop/refine program-specific strategic planning and/or risk management frameworks.
    - h) Develop/refine program and/or business/operational plans, service delivery and/or monitoring frameworks, business cases, policies and/or strategic program directions.
    - i) Advise on the preparation and implementation of major strategies to support ministerial, departmental, sector and program priorities and initiatives.
    - j) Contribute to the development and implementation of strategic policies, advice, tools, and services related to Areas of interest in Indigenous and/or Northern Communities.
    - k) Draft briefings, and/or provide input to position papers, and recommendations for CIRNAC senior management.
    - l) Develop/refine training materials related to the program or specific projects/initiatives.
    - m) Deliver program and/or project workshops.
    - n) Advise on adaptation and monitoring in Areas of interest; and deliver presentations and briefings on alternative strategies and innovative approaches.
    - o) Assist stakeholders in formulating priorities and objectives, and in developing strategic actions necessary to address those priorities.

- p) Support community engagement and community and organizational partnerships, including but not limited to facilitation and support to Indigenous-led and co-development activities related to Areas of interest.
- q) Support program and/or project evaluation and assessment activities.
- r) Develop/refine program quality frameworks and program and/or project quality assessment practices and tools, including support in development and refinement of methodologies, indicators and conduct of associated analyses for continuous improvement.
- s) Provide briefings and presentations on program-related innovation, strategic directions, financing issues, and trends related to Areas of interest to build or enhance collaboration with Indigenous and/or Northern Community and Indigenous Organization partners.
- t) Assess program risk and provide advice to stakeholders on business improvement options and strategies to improve access to programming.
- u) Provide other strategic program and policy advisory services in NREB's Areas of interest, and assess their impact on Indigenous and/or Northern Communities, as required.

### 5.3 **Work Stream 2 - TECHNICAL ADVISORY SERVICES**

- 5.3.1 The Offeror shall hold and maintain expertise in and technical understanding of data gathering and analyses, and associated subject-specific tools and assessments, including how they are applied in general, how they may be applied to Indigenous and/or Northern Communities specifically, and why a specific tool may be relevant to a particular situation.
- 5.3.2 The Offeror shall provide expertise and services in NREB's "Areas of interest", which may include, but are not necessarily limited to, Climate Change Adaptation, Indigenous Community-based Climate Monitoring, and/or Clean Energy.
- 5.3.3 "Tools" below may include, but are not necessarily limited to, engineering, modelling, and climate/energy/environmental tools and other methodologies as related to NREB's Areas of interest.
- 5.3.4 As described in any resultant Call-up(s) issued by CIRNAC, the Offeror shall:
  - a) Provide expertise in and conduct research on effective and appropriate adaptation options, including but not limited to infrastructure, for Indigenous and Northern Communities.
  - b) Provide expertise on Climate Change Adaptation, Indigenous Community-based Climate Monitoring, and Clean Energy tools, including reporting on or analysing how existing tools may be modified or adapted for Indigenous and Northern Communities, and how an individual tool is relevant to the specific situation.
  - c) Research, compile, analyse and/or develop new Climate Change Adaptation and Indigenous Community-based Climate Monitoring, tools and approaches such as vulnerability and risk assessments, adaptation plans, hazard maps, cost-benefit analyses, and guidance documents.
  - d) Provide expertise, support and/or advice in methodological design, gathering and analysis of environmental, energy, and climate data.
  - e) Provide technical advice on strategies for projects and issues, such as assessing and reviewing the technical aspects of deliverables, project proposals and/or sites, and providing technical input.
  - f) Provide technical advice to Indigenous and/or Northern Communities and Indigenous Organizations related to the exploration of Climate Change Adaptation, Indigenous Community-based Climate Monitoring, and Clean Energy activities, technologies and practices.
  - g) Assist Indigenous and/or Northern Communities and Indigenous Organizations to adapt to a changing climate through:
    - knowledge transfer regarding new activities, tools and processes;

- development/refinement of standards, tools, products, procedures and management systems to manage, monitor and report on Climate Change Adaptation, Indigenous Community-based Climate Monitoring, and Clean Energy strategies; and/or
  - develop/refinement of technical tools and guidance for Indigenous and Northern Communities and Indigenous Organizations, to undertake climate adaptation, mitigation, monitoring and leadership initiatives.
- h) Provide technical advice to support Indigenous and/or Northern Communities and Indigenous Organizations by working with local decision makers to develop construction designs adapted to local conditions, such as, but not necessarily limited to, methods of reducing heat transfer and utilization of proper building orientation, and climate-appropriate building material.
- i) Provide scientific technical advice related to Climate Change Adaptation or Indigenous Community-based Climate Monitoring and Clean Energy activities and issues involving, but not limited to:
- Civil engineering designs, plans and specifications;
  - Community and land use planning and infrastructure designs;
  - Geosciences;
  - Permafrost engineering and sciences;
  - Water quantity and quality improvement and management;
  - Natural resources management;
  - Flood management, mapping and mitigation;
  - Food security;
  - Climate change science;
  - Coastal and riverine erosion; and
  - Environmental monitoring
- j) Provide expertise on specific Clean Energy technologies, practices, costs, modelling, including evaluating how specific energy technologies could be integrated in a Northern and/or Remote Community;
- k) Provide other Technical Advisory Services related to NREB's Areas of Interest and assess their impact on Indigenous and/or Northern communities, as required.

## **SW6 DELIVERABLES**

- 6.1 Deliverables will be specified within each Call-up issued under the terms and conditions of the SOA. However, the Offeror may expect to submit to the Project Authority any combination of the work described herein. The scope of work attached to each Call-up shall identify the particular deliverable(s), tasks, and other relevant areas of consideration that are required to be implemented by the Offeror in the provision of services.
- 6.2 Specific deliverables and service requirements may include, but are not limited to, any combination of the following:
- 6.2.1 **Work Stream 1 - STRATEGIC PROGRAM AND POLICY ADVISORY SERVICES**
- a) Written strategic advice, analysis and recommendations;
  - b) Knowledge transfer and workshops, which may include document development, or facilitation or delivery of workshops and co-development activities;
  - c) Reports, briefings and presentations;



- d) Scans and analyses;
- e) Implementation support;
- f) Management support on key issues;
- g) Program development;
- h) Work plans/action plans;
- i) Risk management strategies and tools;
- j) Quality management/assessment strategies, methods and tools;
- k) Communication strategies and tools, which may include providing these tools at the Community or Indigenous Organization level;
- l) Methodologies, tools, standards and protocols;
- m) Evaluations;
- n) Develop and provide educational material, tools, approaches and training;
- o) Other related deliverables.

**6.2.2 Work Stream 2 - TECHNICAL ADVISORY SERVICES**

- a) Written technical advice, analysis and recommendations;
- b) Knowledge transfer and workshops, which may include document development, or facilitation or delivery of workshops and co-development activities;
- c) Reports, briefings and presentations;
- d) Project proposal/site assessments;
- e) Implementation support;
- f) Management support on key issues;
- g) Risk management strategies and tools;
- h) Climate change tool assessments;
- i) Clean Energy financial and technical assessments;
- j) Climate, energy, and/or environmental data, including data collection methodologies, plans and analyses;
- k) Vulnerability/risk assessments and associated plans;
- l) Tools, standards and protocols;
- m) Develop and provide educational material, tools, approaches and training;
- n) Other related deliverables.

6.3 The Offeror shall ensure that all reports and document-based deliverables under a Call-up are provided in a format compatible with CIRNAC's standard desktop processing software, currently, Microsoft Office Suite (Word, Excel, and PowerPoint), and that final drafts of all deliverables be provided in MS Word compatible format and PDF format, at a minimum, unless otherwise specified in the Call-up.

6.4 All digital files delivered shall be in accessible document format in accordance with the Government of Canada's guidelines on [Making Documents More Accessible](#) and [Guidelines on Making Communications Products and Activities Accessible](#).

**SW7 OFFEROR RESOURCE REQUIREMENTS**

7.1 Deployed resources shall meet or exceed the stated minimum qualifications and required experience, as defined herein, for the resource category in which they are to perform the work, as identified in the

Call-up and as accepted by the CIRNAC Project Authority, in order to deliver service to CIRNAC in accordance with the SOA.

## 7.2 Resource Categories and Qualifications

The following tables define the minimum qualifications relevant to each resource category identified as necessary by CIRNAC under each work stream for the provision of the Services:

<b>Work Stream 1 - STRATEGIC PROGRAM AND POLICY ADVISORY SERVICES</b>	
<b>At least one (1) member of the Offeror's team at a Project Manager OR Senior Analyst level must be capable of providing Services in both Official Languages (English and French).</b>	
<b>Resource Category</b>	<b>Minimum Resource Qualifications</b>
<b>Project Manager</b>	<ol style="list-style-type: none"> <li>1. Five (5) years of formal work experience in the past ten (10) years managing projects relating to policy review/analysis and development in i) Climate Change Adaptation, Clean Energy, Climate Monitoring or environment; OR ii) Critical Minerals or other Natural Resources.</li> <li>2. Undergraduate degree in OR two (2) years of additional formal work experience in the past ten (10) years in, an applicable field such as: <ul style="list-style-type: none"> <li>• Engineering</li> <li>• Public Policy and Administration</li> <li>• Environmental Science or Studies</li> <li>• Community and Land Use Planning</li> <li>• Geosciences or Geography</li> <li>• Social Sciences (e.g., Sociology, Indigenous studies, etc.)</li> <li>• Economics, Accounting or Statistics</li> <li>• Natural Resource Management</li> </ul> </li> </ol>
<b>Senior Analyst</b>	<ol style="list-style-type: none"> <li>1. Five (5) years of formal work experience in the past ten (10) years providing strategic analysis and advisory services on projects relating to i) Climate Change Adaptation, Clean Energy, Climate Monitoring or environment; OR ii) Critical Minerals or other Natural Resource management, environmental and related legislative and/or regulatory activities.</li> <li>2. Five (5) years of formal work experience in the past ten (10) years providing advisory services related to Indigenous or Northern Communities.</li> <li>3. Undergraduate degree in OR two (2) years of additional formal work experience in the past ten (10) years in, an applicable field such as: <ul style="list-style-type: none"> <li>• Engineering</li> <li>• Environmental Science or Studies</li> <li>• Community and Land Use Planning</li> <li>• Geosciences or Geography</li> <li>• Social Sciences (e.g., Sociology, Indigenous studies, Geography, etc.)</li> <li>• Economics, Accounting or Statistics</li> <li>• Natural Resource Management</li> </ul> </li> </ol>
<b>Analyst</b>	<ol style="list-style-type: none"> <li>1. Two (2) years of formal work experience in the past five (5) years providing</li> </ol>

<b>Work Stream 1 - STRATEGIC PROGRAM AND POLICY ADVISORY SERVICES</b>	
<b>At least one (1) member of the Offeror's team at a Project Manager OR Senior Analyst level must be capable of providing Services in both Official Languages (English and French).</b>	
<b>Resource Category</b>	<b>Minimum Resource Qualifications</b>
	<p>strategic analysis and advisory services on projects relating to i) Climate Change Adaptation, Clean Energy, Climate Monitoring or environment; OR ii) Critical Minerals or other Natural Resource management, environmental and related legislative and/or regulatory activities.</p> <p>2. Two (2) years of formal work experience providing advisory services related to Indigenous, Northern or southern communities in the past five (5) years.</p> <p>3. Undergraduate degree in OR two (2) years of additional formal work experience in the past ten (10) years in, an applicable field such as:</p> <ul style="list-style-type: none"> <li>• Engineering</li> <li>• Environmental Science or Studies</li> <li>• Community and Land Use Planning</li> <li>• Geosciences or Geography</li> <li>• Social Sciences (e.g., Sociology, Indigenous studies, Geography, etc.)</li> <li>• Economics, Accounting or Statistics</li> <li>• Natural Resource Management</li> </ul>

<b>Work Stream 2 – TECHNICAL ADVISORY SERVICES</b>	
<b>At least one (1) member of the Offeror's team at a Project Manager OR Senior Analyst level must be capable of providing Services in both Official Languages (English and French).</b>	
<b>Resource Category</b>	<b>Minimum Resource Qualifications</b>
<b>Project Manager</b>	<p>1. Five (5) years of formal work experience in the past ten (10) years managing projects relating to Climate Change Adaptation, Clean Energy, or Climate Monitoring.</p> <p>2. Undergraduate degree in, OR two (2) years of additional formal work experience in the past ten (10) years in, an applicable field such as:</p> <ul style="list-style-type: none"> <li>• Engineering</li> <li>• Environmental Science or Studies</li> <li>• Community and Land Use Planning</li> <li>• Geosciences or Geography</li> <li>• Social Sciences (e.g., Sociology, economics, Indigenous studies, Geography, etc.)</li> <li>• Natural Resource Management</li> </ul>
<b>Senior Technical Specialist</b>	<p>1. Five (5) years of formal work experience in the past ten (10) years providing technical analysis and advisory services on projects relating to Climate Change Adaptation, Clean Energy, or Climate Monitoring.</p> <p>2. Undergraduate degree in, or Environmental Technology diploma OR two (2) years</p>

<b>Work Stream 2 – TECHNICAL ADVISORY SERVICES</b>	
<b>At least one (1) member of the Offeror’s team at a Project Manager OR Senior Analyst level must be capable of providing Services in both Official Languages (English and French).</b>	
<b>Resource Category</b>	<b>Minimum Resource Qualifications</b>
	<p>of additional formal work experience in the past ten (10) years in an applicable field such as:</p> <ul style="list-style-type: none"> <li>• Engineering</li> <li>• Environmental Science or Studies</li> <li>• Community and Land Use Planning</li> <li>• Geosciences or Geography</li> <li>• Social Sciences (e.g., Sociology, economics, Indigenous studies, Geography, etc.)</li> <li>• Natural Resource Management</li> </ul>
<b>Technical Specialist</b>	<ol style="list-style-type: none"> <li>1. Two (2) years of formal work experience in the past five (5) years providing technical analysis and advisory services on projects relating to Climate Change Adaptation, Clean Energy, or Climate Monitoring.</li> <li>2. Undergraduate degree in, or Environmental Technology diploma OR two (2) years of additional formal work experience in the past ten (10) years in, an applicable field such as: <ul style="list-style-type: none"> <li>• Engineering</li> <li>• Environmental Science or Studies</li> <li>• Community and Land Use Planning</li> <li>• Geosciences or Geography</li> <li>• Social Sciences (e.g., Sociology, economics, Indigenous studies, Geography, etc.)</li> <li>• Natural Resource Management</li> </ul> </li> </ol>

7.3 In addition to the above, the Offeror shall provide a qualified Account Manager / Representative that shall be the Offeror’s primary point of contact for SOA/Call-up/contract management purposes.

**7.4 Resource Replacement**

7.4.1 The Offeror shall provide the services of the resources named in its Offer and Call-up proposal to perform the work, unless the Offeror is unable to do so for reasons beyond their control.

7.4.2 Resource replacement may be undertaken by the Offeror on a case-by-case basis for extenuating circumstances only, and only with prior written approval from the CIRNAC Project Authority.

7.4.3 Any cost associated with the replacement of a resource shall be entirely at the Offeror’s expense.

7.4.4 The Offeror shall be responsible for providing a replacement resource at the same cost, who shall be of similar or greater ability or attainment, and whom shall be acceptable to the CIRNAC Project Authority.

7.4.5 The Offeror shall notify the CIRNAC Project Authority, in writing, of the reason for the unavailability of the named resource. The Offeror shall then provide to the Project Authority the name and detailed curriculum vitae (CV) of the qualifications and experience of the proposed replacement resource.

- a) The proposed replacement resource shall meet the stated minimum qualifications and required experience, as defined herein, for the resource category in which they are to perform the work.

- b) The proposed replacement resource shall meet or exceed the professional experience and/or academic attainments of the resource they are proposed to replace.
- c) Should the proposed replacement resource not meet the above conditions ('a' and 'b'), CIRNAC reserves the right to refuse the proposed replacement resource.

7.4.6 Under no circumstances shall the Offeror allow performance of the services by a replacement resource that has not been duly authorized by the CIRNAC Project Authority.

#### **7.5 Resource Addition**

7.5.1 Offerors may, as required and as approved by CIRNAC, add qualified resources to its SOA, as necessary.

7.5.2 At CIRNAC's request, Offerors wishing to add resources should submit the names and CVs of resources capable of providing service to CIRNAC.

7.5.3 CIRNAC will evaluate the CVs of each of the resources named by the Offeror on the basis of the minimum qualifications and resource requirements outlined in the SOW.

7.5.4 The Offeror's existing rates for given resource categories will be applied to any additional resources approved to be added to the Offeror's SOA.

### **SW8 PERFORMANCE STANDARDS**

8.1 In providing Services to CIRNAC, the Offeror shall, at a minimum, conform to the following performance standards and quality assurance requirements:

#### **8.1.1 Time Management**

At the issuance of each Call-up, CIRNAC will establish with the Offeror a schedule of milestones and reporting for the work to be completed on the basis of its congruence with the conditions of the Call-up. The Offeror shall deliver the services by the deadlines established by the CIRNAC Project Authority, as specified within the Call-up. Every effort will be made by CIRNAC to provide the Offeror with reasonable deadlines.

#### **8.1.2 Quality Assurance**

The Offeror shall apply a rigorous quality assurance methodology to ensure the quality and completeness of all deliverables submitted and the accuracy and relevancy of all services provided in respect of the scope of the project.

#### **8.1.3 Resource Readiness**

The Offeror shall ensure that all of its resources are available, properly qualified and equipped to perform the work and complete the services defined under any Call-up awarded to the Offeror.

#### **8.1.4 Service Delivery**

The management by the Offeror of service delivery to CIRNAC in relation to any Call-up shall be undertaken in accordance with all applicable Acts, Codes, Departmental and/or federal government regulations, policies and procedures.

#### **8.1.5 Offeror Conduct**

The Offeror shall, at all times, conduct itself and ensure the performance of its personnel in accordance with the terms and conditions of the SOA and any resulting Call-up, and in accordance with the [Code of Conduct for Procurement](#).

### **8.2 Verification**

CIRNAC reserves the right to verify the accuracy and completeness of all deliverables, documentation and services rendered by the Offeror. Should any deliverable or service provided not be to the satisfaction of the CIRNAC Project Authority, as submitted, the Project Authority will have the right to reject it or to require correction by the Offeror before any payment to the Offeror will be authorized by CIRNAC.

### 8.3 Non-Compliance

- 8.3.1 In the event that the Offeror or any of the Offeror's deployed resources fails to comply with the standards identified herein and the conditions of the Call-up, as identified in the Project Authority's review of the Offeror's work, CIRNAC reserves the right to terminate the Call-up and award a Call-up to another Offeror in order to complete the work.
- 8.3.2 In the event that services rendered or deliverables submitted by the Offeror are consistently not in compliance with the requirements of a Call-up and the terms and conditions of the SOA, the CIRNAC Project Authority will document any such non-compliance by the Offeror and provide a copy of any such documentation to the Offeror for review and signature, prior to the filing of this documented Non-Compliance Notice by CIRNAC against the Offeror's SOA. More than two (2) Non-Compliance Notices against a Offeror's SOA may result in the non-extension of the Offeror's SOA under any exercised option year and/or the refusing of future Call-up awards to the Offeror, at no penalty to CIRNAC.

### SW9 REPORTING REQUIREMENTS

- 9.1 Reporting requirements, including timing and format, will be specified within the Call-up, and may include, but are not limited to, any of the following:
- a) Time-sheet for each resource;
  - b) Standard invoices in accordance with Departmental procedures and content requirements prescribed by CIRNAC;
  - c) Financial/costing reports;
  - d) Written progress and/or status reports relating to the delivery of specific services and completion of assigned tasks;
  - e) Reporting on the achievement of IOC's; and
  - f) Other related reporting.
- 9.2 The Offeror shall provide other ad hoc written or oral status updates upon request from the CIRNAC Project Authority in relation to any and all Call-up(s) issued to the Offeror.
- 9.3 It is the responsibility of the Offeror to facilitate and maintain regular communication with the CIRNAC Project Authority. In addition, the Offeror shall immediately notify the Project Authority of any issues, problems, or areas of concern in relation to any work completed under the Call-up as they arise.

### SW10 RISKS AND CONSTRAINTS

- 10.1 Work conducted under the SOA may require the Offeror and deployed resources to work on site at construction sites. It is therefore the responsibility of the Offeror to consider any and all risks to health, safety, and welfare. The Offeror shall ensure its resources possess and use required Personal Protective Equipment (PPE) appropriate to the site conditions, and shall ensure its resources comply with any health and safety requirements of such a site's Constructor. CIRNAC is not responsible to recompense for personal or property injury to the Offeror and deployed resources, while acting in an official capacity, throughout the duration of the SOA.
- 10.2 Work under the SOA may involve travel and work in Remote locations. As outlined in the [Isolated Posts and Government Housing Directive](#), work in these areas may result in changes in climate, cost of living, service provision and accessibility, and other unforeseen changes in condition from the Offeror's and deployed resources' initial location of work and residence.
- 10.3 To support the attainment of a comprehensive understanding of the issues associated with NREB's activities and plans, the work to be undertaken may require the Offeror to access proprietary information. The Offeror shall therefore maintain the confidentiality of all information, documents, and material, whether in oral, written, or machine-readable form furnished by CIRNAC and any program participants (e.g., Communities, Indigenous Organizations, etc.) and shall not communicate such information, documents or materials to any third party without the prior consent of CIRNAC.
- 10.4 Due to any perceived or real conflict of interest, any Offeror having any association with consultants or Offerors involved in other aspects of work for a particular Indigenous or Northern Community may not

be eligible to review that work under any future Call-up related to that Community. CIRNAC has determined that any such decision will be made on a case-by-case basis.

- 10.5 It is the Offeror's responsibility to notify the CIRNAC Project Authority immediately in the event that the Offeror believes it is in a position of real or apparent conflict of interest prior to work commencement, and should any interest so arise over the course of a Call-up.

#### **SW11 OFFEROR RESPONSIBILITIES**

- 11.1 In fulfilling the terms and conditions of the resulting SOA and any resultant Call-up, the Offeror shall:
- 11.1.1 Provide an Account Manager to act as a single point of contact between the Department and the Offeror for contract management and administration, as well as concerns and issues.
  - 11.1.2 Ensure the Offeror's Project Manager and/or a senior level resource attends an initial planning meeting with the CIRNAC Project Authority to confirm Offeror and program expectations.
  - 11.1.3 Provide a project charter, including roles of both the Offeror and the Department, a work plan, schedule and confirmation of any previously provided estimates of all costs/prices, prior to the commencement of work on any Call-up.
  - 11.1.4 Be available for meetings and inquiries relating to the administration of the SOA and for progress and status updates within regular working hours (i.e., Monday to Friday, 08:00 to 17:00 Eastern Time), at a minimum.
  - 11.1.5 Be in possession of all the required software and tools required to complete the work.
  - 11.1.6 Be capable of commencing work within seven (7) calendar days following receipt of a Call-up and be available for the completion of the entire Call-up.
  - 11.1.7 Confirm with the CIRNAC Project Authority, in writing, the receipt and successful completion of all Call-up requests.
  - 11.1.8 Work in conjunction and close contact with CIRNAC personnel to ensure that CIRNAC personnel acquire all appropriate expertise and knowledge transfer from the Offeror.
  - 11.1.9 Complete assigned work according to pre-defined schedules and standards.
  - 11.1.10 As required, liaise with the CIRNAC Project Authority and any stakeholders identified by the Project Authority for meetings, project reviews and other related project management activities.

#### **SW12 GOVERNMENT SUPPORT**

- 12.1 As required for the Offeror's completion of work, CIRNAC will provide:
- 12.1.1 The Call-up(s) via e-mail, which will contain the instructions for the services required.
  - 12.1.2 Access to CIRNAC's facilities and/or the Project Authority and/or CIRNAC personnel for meetings, consultations, and information.
  - 12.1.3 Access to relevant documentation and reference materials to which the Offeror would not otherwise have access.
  - 12.1.4 Review of submissions and the provision of comments/suggested revisions, in a timely manner.
  - 12.1.5 Other assistance and support as deemed appropriate by CIRNAC.

#### **SW13 LOCATION OF WORK AND TRAVEL**

- 13.1 Unless on-site work and/or meetings at CIRNAC premises is required by the specific demands of a Call-up, the Offeror shall conduct work at its own premises, and provide its own equipment, software, and tools necessary for the performance of the tasks outlined in the SOW and any resultant Call-ups.
- 13.2 The primary area of service delivery will be to CIRNAC Headquarters, located in the National Capital Region (NCR). CIRNAC is not responsible for the Offeror's travel and associated costs between the Offeror's regular business facility and CIRNAC's facilities in the NCR.
- 13.3 All travel outside of the NCR requested by CIRNAC related to work under a Call-up must be authorized in advance by the CIRNAC Project Authority and will be reimbursed as per the current [Travel Directive](#).

## 13.4 Comprehensive Land Claims Agreements

13.4.1 Some of the locations in which the Offeror may be required to perform work or deliver services are within areas covered by Comprehensive Land Claims Agreements (CLCAs). These include, but are not necessarily limited to:

Location	Related CLCA(s)
Labrador	Labrador Inuit Land Claims Agreement
Québec	James Bay and Northern Québec Agreement Northeastern Québec Agreement Nunavik Inuit Land Claims Agreement Eeyou Marine Region Land Claims Agreement Cree Nation Governance Agreement
Northwest Territories	Gwich'in Final Agreement Inuvialuit Final Agreement Sahtu Dene and Metis Comprehensive Land Claim Agreement T'licho Agreement Deline Self-Government Agreement
Nunavut	Nunavut Land Claims Agreement
Yukon	<i>Several agreements pursuant to the <b>Yukon Umbrella Final Agreement</b>; these include <b>but are not limited to</b>:</i> Carcross/Tagish First Nation Final Agreement; Champagne and Aishihik First Nation Final Agreement; Kluane First Nation Final Agreement; Kwanlin Dun First Nation Final Agreement; Little Salmon / Carmacks First Nation Final Agreement; First Nation of Nacho Nyak Dun Final Agreement; Selkirk First Nation Final Agreement; Ta'an Kwach'an Council Final Agreement; Teslin Tlingit Council Final Agreement; Tr'ondëk Hwëch'in final Agreement; or Vuntut Gwitchin First Nation Final Agreement. <i>As specified in any resulting Call-up.</i>
British Columbia	Nisga' Final Agreement Tla'amin Nation Final Agreement Maa-nulth First Nations Final Agreement Tsawwassen First Nation Final Agreement Sechelt Indian Band Self-Government Act Westbank First Nation Self-Government Agreement
Manitoba	Sioux Valley Dakota Nation Self-Government Agreement

13.4.2 As required, where the services may be delivered within a CLCA area, the Offeror shall implement Indigenous Opportunity Considerations (IOCs) relevant to the Call-up work. Any specific CLCA(s) applicable to any resultant Call-up(s), and any requirements with regard to the Offeror's work related to applicable CLCA(s), will be identified in the applicable Call-up(s).

**SW14 LANGUAGE OF WORK**

14.1 As a department of the federal government, CIRNAC is required under the Official Languages Act to provide its services in either official language of Canada. The Offeror shall be capable of providing services in English or French or both.

14.2 Language requirements will be dictated by the work requirements of individual Call-ups. The Offeror shall ensure that participants in meetings and engagements, including Community and Indigenous Organization partners are engaged in their Official Language of preference.

**SW15 GREEN PROCUREMENT AND SERVICES**

15.1 The Offeror shall ensure, where possible, that all materials employed and work methods utilized by both the Offeror and its deployed personnel shall accommodate CIRNAC's commitment to the Government of Canada's [Policy on Green Procurement](#).



**SW16 SOA DURATION**

- 16.1 The SOA will commence with the signing of the Articles of Agreement and be valid for three (3) years. CIRNAC reserves the right to extend the term of the SOA, at its discretion by up to two (2) additional one (1) year period.

## ANNEX "B"

## BASIS OF PAYMENT

1. All of the information required in this section **MUST** appear in the Offeror's Financial Offer ONLY. The Offeror's Financial Offer **MUST** be submitted separately from the Offeror's Technical Offer. The Offeror's failure to comply with this condition will result in the Offeror's Offer being declared non-compliant and being given no further consideration.
2. Failure on the part of the Offeror to provide the information required within the Financial Offer Table will result in CIRNAC deeming the Offeror's Offer to be non-compliant, with the Offer being given no further consideration by CIRNAC.
3. All fixed, all-inclusive per diem rates and prices must include all payroll, overhead costs and profits to complete the work. The Contractor will be reimbursed in accordance with the quoted per diem rate for all work conducted, and will not be paid an overtime rate for any work under any resultant call-up(s). Rates should not include such things as travel and administrative expenses or GST/HST.
4. Only fixed all-inclusive rate may be provided for each category, failure to comply with this condition will result in the Offeror's Offer being declared non-compliant and being given no further consideration.

## WORK STREAM 1

Service Category	Fixed, All-Inclusive Per Diem Rates (\$ CAD)			For Evaluation purpose ONLY/for use by the Contracting Authority
	<u>Initial Period</u> SOA Award date to March 31, 2027 A	<u>Option Year 1</u> April 1, 2027 to March 31, 2028 B	<u>Option Year 2</u> April 1, 2028 to March 31, 2029 C	Service Category Assessment Value <b>(= A+B+C)/3</b>
Project Manager	\$	\$	\$	
Senior Analyst	\$	\$	\$	
Analyst	\$	\$	\$	
Offeror's Evaluation Assessment Value (sum total of averaged per diem rates)				

## WORK STREAM 2

Service Category	Fixed, All-Inclusive Per Diem Rates (\$ CAD)			For Evaluation purpose ONLY/for use by the Contracting Authority
	<u>Initial Period</u> SOA Award date to March 31, 2027 A	<u>Option Year 1</u> April 1, 2027 to March 31, 2028 B	<u>Option Year 2</u> April 1, 2028 to March 31, 2029 C	Service Category Assessment Value <b>(= A+B+C)/3</b>

<b>Project Manager</b>	\$	\$	\$	
<b>Senior Technical Specialist</b>	\$	\$	\$	
<b>Technical Specialist</b>	\$	\$	\$	
<b>Offeror's Evaluation Assessment Value (sum total of averaged per diem rates)</b>				

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST (SRCL)



Contract Number / Numéro du contrat  
1000252726/  
Security Classification / Classification de sécurité  
**Unclassified**

SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A – CONTRACT INFORMATION / PARTIE A – INFORMATION CONTRACTUELLE							
1. Branch / Sector / Directorate / Region / Direction générale / Secteur / Direction / Région <b>NAO/NRE/</b>	2. Contract type / Type de contrat Non-Competitive / Non-compétitif <input type="checkbox"/> Competitive / Compétitif <input checked="" type="checkbox"/> Type: <b>Open</b>						
3. Brief Description of Work / Brève description du travail In order to ensure that CIRNAC has the timely and specialized expertise required to support the development of adaptations to address the impacts of Climate Change in First Nation, Indigenous and northern/southern communities, including, for the purposes of this SOA, communities in Northern Québec, Labrador, and communities located North and South of the 60 <sup>th</sup> parallel, the Climate Change and Clean Energy Directorate (CCCED) requires the services of Offerors capable of providing CIRNAC with Strategic, Advisory and Technical Services.							
4. Contract Amount / Montant du contrat <b>8 million \$</b>	6. Company Name and Address (for non-competitive contract only) / Nom et adresse de la compagnie (pour les contrats non-compétitifs seulement):						
5. Contract Start and End date / Date de début et de fin du contrat <b>At contract award to / au 31/03/29</b>							
7. Will the supplier require / Le fournisseur aura-t-il : 7.1 access to PROTECTED and/or CLASSIFIED information or assets? / accès à des renseignements ou à des biens désignés PROTÉGÉS et/ou CLASSIFIÉS? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui 7.2 an access card to AANDC premises? / besoin d'une carte d'accès aux bureaux d'AANDC? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui 7.3 access to the departmental computer network? / accès au réseau informatique du Ministère? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui <b>(If the answer is No to all three questions, go to Part D / Si la réponse est Non aux trois questions, allez à la Partie D)</b>							
PART B – SAFEGUARDS OFF-SITE (COMPANY) / PARTIE B – MESURES DE PROTECTION À L'EXTÉRIEUR (COMPAGNIE)							
PHYSICAL INFORMATION / ASSETS / RENSEIGNEMENTS MATÉRIELS / BIENS 8. Will the supplier be required to receive/store PROTECTED and/or CLASSIFIED information/assets on its site or premises? / Le fournisseur sera-t-il tenu de recevoir /entrepoter sur place des renseignements/biens PROTÉGÉS et/ou CLASSIFIÉS? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui							
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI) 9.1 Will the supplier be required to use its computers, portable media, or IT systems to electronically process/store sensitive information? / Le fournisseur sera-t-il tenu d'utiliser ses propres ordinateurs, médias portatifs ou systèmes TI pour traiter/stocker électroniquement des renseignements sensibles? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui 9.2 Will the supplier be required to electronically transmit sensitive information to/from the Department or with other parties? / Le fournisseur sera-t-il requis de transmettre électroniquement de l'information sensible au/à partir du Ministère ou avec d'autres parties? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui If yes, specify: / Si oui, spécifiez : a) Email transmission / Transmission par courrier électronique : <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui b) Other transmission (Secure FTP, Collaboration, etc) / Autre transmission (FTP sécurisé, collaboration, etc) : <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui c) Remote access required to AANDC network (VPN, Citrix) / Besoin de connexion à distance au réseau d'AANDC (VPN, Citrix) : <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui 9.3 Will the supplier be required to safeguard COMSEC* information or assets? / Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC* ? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui <small>* Handling equipment and measures for secure transmission and emission (cryptographic, secure fax/phone) Manipulation de l'équipement et des mesures sécuritaires pour fin de transmission et émissions (cryptographie, téléphone/télécopieur sécuritaire)</small>							
10. SUMMARY CHART / TABLEAU RÉCAPITULATIF							
Category / Catégorie	Please refer to question / Veuillez vous référer à la question :	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ		
		A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
Information / Assets / Renseignements/Biens	7.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information / Assets (off site) / Renseignements/Biens (extérieur)	8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Information / Assets (off site) / Renseignements/Biens TI (extérieur)	9.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Transmission – e-mail / Transmission TI - courriel	9.2 a)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
IT Transmission – other / Transmission TI - autre	9.2 b)	<input type="checkbox"/>	<input type="checkbox"/>				
Remote Access to Network / Connexion à distance au réseau	9.2 c)	<input type="checkbox"/>	<input type="checkbox"/>				
COMSEC	9.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PART C – PERSONNEL / PARTIE C – PERSONNEL							

11.1 Personnel Security Screening Level Required: Niveau d'enquête de la sécurité du personnel requis :	<input type="checkbox"/> N/A / Non requis	<input checked="" type="checkbox"/> Reliability/ Fiabilité	<input type="checkbox"/> Confidential/ Confidentiel	<input type="checkbox"/> Secret	<input type="checkbox"/> Top Secret/ Très secret
11.2 May unscreened personnel be used for portions of work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui	<input type="checkbox"/> N/A / Non requis		
12. Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui			

**Request for Standing Offer No.: 1000252726**



Contract Number / Numéro du contrat  
1000252726/  
Security Classification / Classification de sécurité  
**Unclassified**

PART D – AUTHORIZATION / PARTIE D – AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) – Nom (en lettres moulées) Marlene Doyle	Title - Titre Manager, Indigenous Community-Based Climate Monitoring	Signature Doyle, Marlene	Digitally signed by Doyle, Marlene Date: 2023.12.11 09:40:16 -05'00'
Telephone No. – N° de téléphone 819-775-6983	Facsimile No. - N° de télécopieur	E-mail address – Adresse courriel Marlene.doyle2@rcaanc-cirnac.gc.ca	Date June 15, 2023
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) – Nom (en lettres moulées) Jasmin Gauthier	Title - Titre Security in Contracting Officer	Signature Gauthier, Jasmin O	Digitally signed by Gauthier, Jasmin O DN: c=CA, o=GC, ou=ISC-SAC, cn=Gauthier, Jasmin O Reason: I am the author of this document Location: Ottawa, Canada Date: 2024.01.11 14:41:46-05'00' Foxit PDF Editor Version: 12.1.2
Telephone No. – N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address – Adresse courriel jasmin.gauthier2@sac-isc.gc.ca	Date 2024-01-11
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) – Nom (en lettres moulées) Alex Cormier Howie	Title - Titre Senior Procurement Officer	Signature Cormierhowie, alex	Digitally signed by cormierhowie, alex DN: c=CA, o=GC, ou=ISC-SAC, cn=cormierhowie, alex Reason: I am the author of this document Location: Ottawa, Canada Date: 2023.12.15 13:39:34-05'00' Foxit PDF Editor Version: 12.1.2
Telephone No. – N° de téléphone 873-354-0959	Facsimile No. - N° de télécopieur N/A	E-mail address – Adresse courriel alexander.cormierhowie@sac-isc.gc.ca	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) – Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. – N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address – Adresse courriel	Date

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
**Unclassified**



NCR#9984516 - v1  
GCDOCS # 50061907  
GCDOCS # 107097908  
GCDOCS # 108147456

**Annex “D” Security Requirements Agreement**

Company name: \_\_\_\_\_  
Request for standing offer: 1000252726  
Standing offer: \_\_\_\_\_

**1. Physical Security Transportation and Safeguard Requirements**

It is important to properly safeguard sensitive information. This will assist in reducing the risk of unauthorized access, disclosure or compromise of **Sensitive** information.

**1.1 Physical Safeguards:**

The Protected documents must be safeguarded in a locked security container with access restricted to the contractor only.

	<b>Protected A</b>	<b>Protected B</b>
<b>Container</b>	Key locked container	Dial lock container
<b>Facility</b>	Restricted access room within office/home	Restricted access room within office/home

**Definitions:**

**Protected information:** Information for which unauthorized disclosure, destruction, interruption, removal or modification could reasonably be expected to cause injury to an individual, organization or government which lies outside the national interest.

**Protected A:** Could cause injury. A few examples: Personal data such as names, birth dates, home address and telephone number, linguistic profiles, salary figures, Social Insurance Numbers.

**Protected B:** Could cause serious injury. A few examples: Several Protected A information compiled, business or client information such as: commercial financial, scientific, or technical information, loss of competitive advantage, legal opinion, medical record.

**1.2 Transportation**

**1.2.1 Transportation of Paper Records:**

- **Protected** documents must be securely packaged in folders carried in an approved locked briefcase.
- Sensitive information must be kept under the constant control of the contractor, including during meals and during travel.
- While on contractor premises, portable media devices containing sensitive information are equivalent to paper records and are to be physically stored within an appropriate security container such as those listed above.

**1.2.2 Prevention Tips While in Transit:**

- Prior to travel: Make an inventory of information.
- Public Areas: Sensitive information must never be read, displayed, discussed or used in public areas.
- Overnight Stopovers: Information is not to be left unattended.
- Travelling by Car: Locked in trunk while travelling. Never to be left unattended in vehicle.
- Travelling by Air: Bring with you as a carry-on.
- Hotels/Conference Centers: Be careful about sensitive conversations in hotel conference rooms.
- Never use hotel reception staff or devices to fax, receive or copy sensitive information. Ensure all participants have the proper security clearance and the need-to-know.
- In the event a device or a document is lost or stolen, it must be reported immediately to the Department.

### 1.2.3 Discussion:

- Sensitive information must never be read, displayed, discussed or used in public areas.
- Be careful about sensitive conversations in hotel conference rooms. Ensure everyone in the conference room has the proper security screening level, the need-to-know and that the door is closed.
- Do not use a wireless device to discuss sensitive matters. Use a wired telephone to discuss **Sensitive** matters.

## 2. IT Security Requirements

Production and storage of **Protected** data outside of the departmental premises must be done as per the following to ensure that the data remains secure at all times.

### 2.1 Electronic Storage

- Store **Protected** electronic documents on encrypted removable media (USB key) that use approved Government of Canada standards (FIPS 140-2 or above (ex: FIPS 140-3) certified removable media device, encrypted with AES 128, 192 or 256 bit algorithm and not be copied to a device which does not meet these requirements. <http://csrc.nist.gov/groups/STM/cmvp/documents/140-1/1401vend.htm>
- Select strong passwords for your encrypted USB keys. The level of protection provided by such devices is directly related to the strength of the password chosen.

### 2.2 Electronic Possession, Transportation and Processing

When there is a requirement for the contractor to transport, process or electronically store departmental information, the contractor must ensure that the data remains secure at all



times no matter what level of confidentiality the information is by adhering to the following requirements:

- Computing devices used to process data are equipped with up to date anti-virus software which is configured to automatically receive and install product updates;
- Computing devices used to process data must be equipped with up to date software and Operating System versions, and configured to automatically receive and install updates;
- Computing devices are protected by a firewall which can be a network perimeter firewall appliance or host based firewall application installed on the computer (note: a standard router only device is not considered a substitute to a firewall);
- The contractor has the means to securely dispose of electronic data in accordance with CSEC standards (refer to <https://cyber.gc.ca/en/guidance/it-media-sanitization-itsp40006> Departmental data must be stored on a FIPS 140-2 or above certified removable media device that is encrypted with AES 128 bit algorithm or higher (refer to <http://csrc.nist.gov/groups/STM/cmvp/documents/140-1/1401vend.htm> for a list of certified devices); and
- Portable storage devices must be labeled to indicate the highest classification or designation level of information stored on the device.

### 2.3 Electronic Transmission of Departmental Data

Electronic transmission of Protected data between the Contractor and the Department of Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) and Indigenous Services Canada (ISC) must be done as per the following approved method based on the level of sensitivity of the information. The contractor may use a combination of these transmission methods in order to share information with CIRNAC/ISC’s personnel. The use of electronic transmission methods other than those listed below is prohibited.

Classification Level	CIRNAC/ISC Approved Transmission Methods	Requirements
<b>Protected A</b>	Email	The Contractor can transmit Protected A Data to CIRNAC/ISC personnel via email as long as the following requirements are met: <ul style="list-style-type: none"> <li>• The e-mail account is not a publically accessible web-mail based service (ex: hotmail, yahoo mail, gmail etc);</li> <li>• Each user has their own corporate e-mail account</li> </ul>

		<p>which is protected with a username and password; and</p> <ul style="list-style-type: none"> <li>• Email server communication is protected with TLS encryption.</li> </ul>
	<p>Fax</p>	<p>The Contractor can transmit Protected A Data to CIRNAC/ISC via fax as long as the following requirements are met:</p> <ul style="list-style-type: none"> <li>• The sending fax machine is located on the contractor’s premises;</li> <li>• The sender contacts the recipient to confirm fax number and advise recipient of incoming fax;</li> <li>• Recipient is present at the fax machine ready to receive fax; and</li> <li>• Sender obtains confirmation from sender of receipt.</li> </ul>
	<p>Wireless Communications</p>	<p>If a wireless access point is installed on the contractor’s premises, and devices processing CIRNAC/ISC data will be connected to this network, the wireless infrastructure must at a minimum include the following safeguards:</p> <ul style="list-style-type: none"> <li>▪ The administrator user name and password must be changed from their default values;</li> <li>▪ The network name (SSID) has been changed from its default value; and</li> <li>▪ WPA2 encryption with an AES algorithm enabled and the passphrase meets the following complexity requirements: <ul style="list-style-type: none"> <li>• Must be 8 characters or longer;</li> <li>• Have at least one upper case character;</li> <li>• Have at least one lower case character;</li> <li>• Have at least one numeric character; and</li> <li>• Have at least one allowed special character</li> </ul> </li> </ul>
<p><b>Protected B</b></p>	<p>Encrypted and Digitally Signed eMail</p>	<p>The Contractor can transmit Protected B Data to CIRNAC/ISC personnel via email as long as the messages and/or attachments are encrypted and the following requirements are met:</p> <ul style="list-style-type: none"> <li>• The e-mail account is not a publically accessible web-mail based service (ex: hotmail, yahoo mail,</li> </ul>

		<p>gmail etc);</p> <ul style="list-style-type: none"> <li>• Each user has their own corporate e-mail account which is protected with a username and password;</li> <li>• The contractor has an approved Public Key Infrastructure (PKI) certificate that is compatible with the Government of Canada (GoC) PKI services; and</li> <li>• Entrust software is installed on the contractor’s PC/laptop and utilized to encrypt the email using the following settings:             <ul style="list-style-type: none"> <li>• One of the following encryption algorithms is used:                 <ul style="list-style-type: none"> <li>▪ 3DES-168 Bit or higher</li> <li>▪ AES-128 Bit or higher</li> </ul> </li> <li>• Digitally signed with one of the following algorithms:                 <ul style="list-style-type: none"> <li>▪ RSA (Rivest, Shamir, Adleman)</li> <li>▪ DSA (Digital Signature Algorithm)</li> <li>▪ ECDSA (Elliptic Curve Digital Signature Algorithm)</li> </ul> </li> <li>• One of the following Hash functions is used in the generation of digital signatures:                 <ul style="list-style-type: none"> <li>• SHA-224</li> <li>• SHA-256</li> <li>• SHA-384</li> <li>• SHA-512</li> </ul> </li> </ul> </li> </ul>
	<p>Wireless Communications</p>	<p>If a wireless access point is installed on the contractor’s premises, and devices processing CIRNAC/ISC data will be connected to this network, the wireless infrastructure must at a minimum include the following safeguards:</p> <ul style="list-style-type: none"> <li>▪ The administrator user name and password must be changed from their default values;</li> <li>▪ The network name (SSID) has been changed from its default value; and</li> <li>▪ WPA2 encryption with an AES algorithm enabled</li> </ul>

		<p>WPA2 encryption with an AES algorithm enabled and the passphrase meets the following complexity requirements:</p> <ul style="list-style-type: none"> <li>• Must be 12 characters or longer;</li> <li>• Have at least one upper case character;</li> <li>• Have at least one lower case character;</li> <li>• Have at least one numeric character; and</li> <li>• Have at least one allowed special character</li> </ul>
	CIRNAC/ISC Secure File Exchange Service	<p>The Contractor can transmit Protected B Data via CIRNAC/ISC's Secure File Exchange service as long as following requirements are met:</p> <ul style="list-style-type: none"> <li>• A personally identifiable unique username and password is assigned to the user by CIRNAC/ISC; and</li> <li>• The contractor has read and agrees to abide to the Secure File Exchange Acceptable Use Policy <b>(See annex 1 of security requirement agreement)</b></li> </ul>
	CIRNAC/ISC Collaboration Service	<p>The Contractor can transmit Protected B Data via CIRNAC/ISC's Collaboration service as long as following requirements are met:</p> <ul style="list-style-type: none"> <li>• A personally identifiable unique username and password is assigned to each user by CIRNAC/ISC.</li> </ul>
	Fax	<p>The Contractor can transmit Protected B Data to CIRNAC/ISC via fax as long as the following requirements are met:</p> <ul style="list-style-type: none"> <li>• The sending fax machines is located on the contractor's premises;</li> <li>• The sender contacts the recipient to confirm fax number and advises recipient of incoming fax;</li> <li>• Recipient is present at the fax machine ready to receive fax; and</li> <li>• Sender obtains confirmation from sender of receipt.</li> </ul>

3. Inspection

An authorized representative of the Government shall have the right to inspect, at reasonable intervals, the Contractor's methods and facilities for compliance with the Policy on Government Security requirements and this Agreement. The Contractor shall cooperate with the authorized representative and provide such information as the authorized representative may require in regard to any such inspections. Should the Government determine that the Contractor is not in compliance, it shall submit a written report to the Contractor advising of the deficiencies and follow-up on the deficiencies until they are rectified to the satisfaction of the department.

4. Security Costs

The Department shall not be liable for any costs or claims of the Contractor arising out of this Agreement or instructions issued hereunder.

## Annex 1

# Crown-Indigenous Relations and Northern Affairs Canada / Indigenous Services Canada (CIRNAC / ISC) Secure File Exchange Service

## Acceptable Use Policy

You have been granted access to the Crown-Indigenous Relations and Northern Affairs Canada/ Indigenous Services Canada (CIRNAC/ISC) Secure File Exchange Service. The purpose of this system is to facilitate sharing of information between CIRNAC/ISC and its business partners.

By using this system you acknowledge and agree to abide by the following terms and conditions:

- The service will **accommodate sensitive information up to, and including, Protected B**. Protected B information is defined as any information for which unauthorized release could cause serious injury to an individual, organization or government; prejudicial treatment; or loss of reputation or competitive edge.
- The system **will not** be used to share any information rated Protected C, Confidential, Secret or Top Secret.
- The CIRNAC/ISC Secure File Exchange Service is for authorized business use only.
- The service may be accessed by authorized participants only.
- Participants will protect and not share their credentials (user ID, password, etc.) with others or allow records of their credentials to be viewed by unauthorized individuals.
- Participants will protect and manage information obtained from the CIRNAC/ISC Secure File Exchange service to prevent disclosure to unauthorized individuals.
- Participants will access the service from personal or organizational workstations that are not intended for public use. This is intended to reduce the likelihood that user credentials or other sensitive information could be cached on the workstation and accessed by unauthorized individuals.
- Files shared via this service will remain available for a period of 48 hours only at which point the files will automatically be removed from the system.

### SECURITY AGREEMENT

I, \_\_\_\_\_ (Contractor) and authorized resources will fulfill the duties as contractor working under standing offer \_\_\_\_\_ and upcoming call-ups against this standing offer, as set out below, to the best of our abilities.

1. Will abide by all of Indigenous Services Canada (ISC) security clauses and requirements included in this contract. Acknowledge receipt and understand these existing clauses and requirements, and promise to familiarize with any amendments to them, forthwith after receipt of such amendments.
2. Understand and agree that information received in the process of performing our duties in relation to this contract is subject to the Policy on Government Security and may be also subject to the Privacy Act, and will remain the property of CIRNAC/ISC. Without the prior written authorization of CIRNAC/ISC or of the person to whom the information relates, this information can only be viewed by myself and authorized resources and may only be used for the purposes of this contract on behalf of CIRNAC/ISC.
3. Agree to notify ISC authorities of any unauthorized access, disclosure or misuse of the sensitive information of which we become aware and will provide full details of the incident immediately noting the corrective action taken to prevent a recurrence of the incident.
4. Understand and agree that any additional resources authorized to perform work under this contract will also abide by all of ISC security clauses and requirements included in this contract.

**ANNEX "E"**

**INDEPENDENT BID DETERMINATION CERTIFICATION**

**(MUST BE SUBMITTED WITH THE PROPOSAL)**

I, the undersigned, in submitting the accompanying bid or tender (hereinafter "bid") to:

\_\_\_\_\_  
(Corporate Name of Recipient of this Submission)

for: \_\_\_\_\_

(Name and Number of Bid and Project)

in response to the call or request (hereinafter "call") for bids made by:

\_\_\_\_\_  
(Name of Tendering Authority)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: that:

\_\_\_\_\_  
(Corporate Name of Offeror or Tenderer [hereinafter "Offeror"])

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Offeror to sign this Certificate, and to submit the accompanying bid, on behalf of the Offeror;
4. each person whose signature appears on the accompanying bid has been authorized by the Offeror to determine the terms of, and to sign, the bid, on behalf of the Offeror;
5. for the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the Offeror, whether or not affiliated with the Offeror, who:
  - a. has been requested to submit a bid in response to this call for bids;
  - b. could potentially submit a bid in response to this call for bids, based on their qualifications, abilities or experience;



6. the Offeror discloses that (check one of the following, as applicable):
  - a. the Offeror has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
  - b. the Offeror has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Offeror discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
7. in particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - a. prices;
  - b. methods, factors or formulas used to calculate prices;
  - c. the intention or decision to submit, or not to submit, a bid; or
  - d. the submission of a bid which does not meet the specifications of the call for bids; except as specifically disclosed pursuant to paragraph (6)(b) above;
8. in addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;
9. the terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Offeror, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

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(Printed Name and Signature of Authorized Agent of Offeror)

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(Position Title)

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(Date)

**ANNEX "F"**

**LANGUAGE CERTIFICATION**

Language levels are not assessed, however the Offeror must sign and submit with their bid or prior to SOA award, the Language Certification.

- 1) Resources must be capable of providing Services in English or bilingually (English and French).
- 2) The Offeror certifies that, should it be authorized to provide services under any Standing Offer Agreement for Work, a minimum of one resource in either resource category Research Analysis (Principal) or Research Analysis must be capable of providing bilingual services at the advanced level for Comprehension and Written Communication and intermediate level for Oral Communication.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

- 3) The Offeror certifies that, should it be authorized to provide services under any Standing Offer Agreement for Work, all remaining resources qualified and located in the NCR must be capable of providing English services at the advanced level for Oral Communication, Comprehension and Written Communication.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## LANGUAGE PROFICIENCY GRID

Level	Oral Communication	Comprehension	Written Communication
<b>Basic knowledge</b>	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> <li>• ask and answer simple questions;</li> <li>• give simple instructions;</li> <li>• give uncomplicated directions relating to common work situations.</li> </ul>	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> <li>• fully understand very simple texts;</li> <li>• grasp the main idea of texts about familiar topics;</li> <li>• read and understand basic information, such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks.</li> </ul>	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> <li>• write isolated words, phrases, simple statements or questions on very familiar topics using words indicating the time, place or person.</li> </ul>
<b>Intermediate knowledge</b>	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> <li>• hold a conversation on concrete topics; report on actions taken;</li> <li>• give straightforward instructions to employees;</li> <li>• provide factual descriptions and explanations.</li> </ul>	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> <li>• grasp the main idea of most work-related texts;</li> <li>• identify specific details;</li> <li>• distinguish main from secondary ideas.</li> </ul>	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> <li>• deal with explicit information on work-related topics with a sufficient mastery of grammar and vocabulary.</li> </ul>
<b>Advanced knowledge</b>	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> <li>• support opinions; and understand and express hypothetical and conditional ideas.</li> </ul>	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> <li>• understand most complex details, inferences and nuances in meaning;</li> <li>• have a good understanding of specialized or less familiar material.</li> </ul>	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> <li>• write texts where ideas are developed and presented in a coherent manner.</li> </ul>

**ANNEX "G"**

**CERTIFICATION - FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY**

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's](#) website.

Date: \_\_\_\_\_(YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
  - A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

**OR**

- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

- B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)