

2024-05-27

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

Subject: **Request for Proposal (RFP) # 2024-05**

This document represents an invitation to Bidders to submit their proposals to the Standards Council of Canada (SCC) for SCC is seeking a Supplier **to develop a guide, in the form of a Publicly Available Specification, to aid communities across Canada in conducting coastal project options appraisals.**

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

Proposals must be received by SCC no later than **16:00 hours, (4 p.m.) EDT on Tuesday, June 25th, 2023**. It is the Bidder's responsibility to deliver their proposal prior to **the time/date of bid closing**. Proposals received after 16:00 hours will not be accepted.

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

- **ATTACHMENT 1 – Technical Proposal**

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

- **ATTACHMENT 2 – Financial Proposal**

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

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

Questions with respect to the meaning or intent of this process, or requests for correction to any apparent ambiguity, inconsistency or error in the document must be submitted in writing to contracts@scc.ca and must be received by 12:00 hours (noon) EDT on **Thursday, June 13th, 2024**. All answers will be communicated to all potential bidders via the CanadaBuys website.

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APPENDIX A – REQUEST FOR PROPOSAL – ACCEPTANCE FORM

Proposal Submitted by

(Name of Company)

(Complete Address)

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

Telephone Number: _____

Fax Number: _____

Contact Person: _____

Contact Email Address: _____

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

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

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

4. Financial Proposal

The Bidder hereby proposes to perform and complete the work as per the financials outlined in Appendix D: Financial Proposal of SCC RFP #2024-05, which represents the total financial proposal.

5. Optional Modifications

In the event that SCC requests the successful Bidder to proceed with any optional modifications or additional changes to the process, payment for this additional work will be based on the per diem rates quoted (see Appendix D of SCC RFP #2024-05).

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

6. Optional Years

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

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

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

8. Payment Schedule

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

9. Appropriate Law

Any contract awarded by SCC as a result of SCC RFP #2024-05 shall be governed by and construed in accordance with the laws in force in the Province of Ontario, Canada.

10. Tender Validity

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

Signatures

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

SIGNED this _____ day of _____ 2024.

Per _____
NAME OF COMPANY

Per _____
(Signing Officer and Position)

APPENDIX B – STATEMENT OF WORK

APPENDIX A: STATEMENT OF WORK

Project	To develop a guide, in the form of a Publicly Available Specification, to aid communities across Canada in conducting coastal project options appraisals.
Background	<p>All regions of Canada are experiencing environmental, social, and economic impacts that can be attributed to climate change. Adapting standards and technical guidance to ensure built and natural infrastructure systems are climate resilient is critical for Canada and its citizens. Standards can specify performance and material requirements that can be used as the integration point for climate-related risks into infrastructure planning and development processes.</p> <p>Through funding announced in Budget 2021, SCC renewed its Standards to Support Resilience in Infrastructure Program (SSRIP). Phase II of SSRIP builds upon and extends the activities of phase I (2016-2021), enabling SCC to continue working with Canada’s national standardization network to develop and implement standardization solutions that boost infrastructure resilience and create stronger communities for Canadians. As in phase I, this will result in resources and standardized guidance related to climate change and climate resilience to support both standards users and developers in Canada.</p> <p>In 2016, nearly 4.8 million Canadians, representing 13.5% of the population, lived within ten kilometres of Canada’s coastline.¹ As climate change contributes to sea level rise and an increase in the frequency and intensity of storms, flooding and coastal erosion have become a direct threat to the health and safety of this population. Population growth in coastal areas has also increased exposure to these hazards, driving up the financial and social costs of climate impacts.</p> <p>In response to these concerns, in 2021 SCC partnered with the National Research Council (NRC) of Canada and the Intact Centre on Climate Adaptation (ICCA) to gather research and best practices on coastal resilience in Canada. This foundational document, entitled <i><u>Rising Seas and Shifting Sands: Combining Natural and Grey Infrastructure to Protect Canada’s Eastern and Western Coastal Communities</u></i>, catalogues traditional grey infrastructure measures, nature-based solutions, and hybrid approaches to coastal challenges. The report finds that, despite their multiple benefits, nature-based solutions (NbS) are still underutilized in Canada. One barrier to wider implementation of NbS is the routine undervaluation of their benefits during options appraisal.</p> <p>Options appraisal is the comparison of different options against set criteria to help decision makers select an approach that delivers the most desirable overall outcome. In the context of coastal management, options appraisal typically compares a suite of options against the “do nothing” option, which acts as a baseline for comparison.</p>

¹ Eyquem, J. 2021. *Rising Seas and Shifting Sands: Combining Natural and Grey Infrastructure to Protect Canada’s Eastern and Western Coastal Communities*. Intact Centre on Climate Adaptation, University of Waterloo.

	<p>Many different tools are used to appraise coastal management options in Canada. There is currently no standardized approach and no strategic planning framework. Particularly with respect to nature-based solutions, the benefits, commonly referred to as “ecosystem goods and services,” are not routinely considered. When ecosystem goods and services are considered, a range of qualitative and semi-quantitative tools and methods are used, with no standardized protocols.</p> <p>As such, SCC is seeking a Supplier to develop a guide, in the form of a Publicly Available Specification (PAS), to aid communities across Canada in conducting coastal project options appraisals. The intent of this guide will be to be a first step in addressing the lack of standardization by drawing together considerations, methodologies, and guidance with respect to options appraisal of grey, nature-based, and hybrid approaches to coastal resilience.</p>
<p>Scope</p>	<p>While SCC recognizes the scope of the proposed guide may be adjusted based on input from key stakeholders and analysis of existing literature, the following reflects advice from research and expert consultation to date on what the guide should aim to cover:</p> <p>Purpose</p> <p>The purpose of the guide is to provide guidance and to outline protocol(s) regarding the appraisal of grey, nature-based, and hybrid approaches to coastal resilience in Canada. The guide will be a step toward standardization of methodologies and tools used to include ecological goods and services in options appraisal, to ultimately support the routine inclusion of ecological goods and services in options appraisal for all Canadian infrastructure projects.</p> <p>Guiding Principles / Criteria</p> <ul style="list-style-type: none"> • <u>Flexible</u>: While the guide is expected to outline national-level protocol(s), it should also reflect important regional differences across Canada (e.g., permafrost zones in northern Canada). The guide may, for example, set minimum requirements at the national level, with more specific criteria and considerations for a particular provincial, territorial, or regional context. It should also consider varying levels of capacity among intended users and be implementable by smaller communities and those with limited financial capacity. • <u>Informed by context</u>: Every coastal community has a unique set of values and flooding and erosion challenges. The selection of appropriate coastal management approaches requires an understanding of the often varied viewpoints of interested parties, existing and future land use, condition of or anticipated lifespan of existing infrastructure, existing and future coastal processes, coastal ecosystems, community values, and risks. These elements inform identification of potential options and the process of options appraisal. As such, the guide should specify what information should be gathered and key steps taken prior to performing options appraisal.

- **At the right scale:** Options appraisal must consider natural processes along the coast. Reduction of flooding and erosion at one site, if not carefully designed, can cause instability further along the coast and degradation of coastal ecosystems on which communities depend. As such, guidance and protocol(s) should be provided in consideration of the entire littoral cell.
- **At the right stage:** Options appraisal ideally takes place after the development of a Shoreline Management Plan, and before most of the planning and design considerations have been set.²
- **Outcomes-focused:** Options appraisal may identify that protection of existing built coastal infrastructure is not the preferred strategy for some sections of coast. Alternative strategies that work with natural processes to accommodate, retreat from, or avoid flood or erosion risks, as identified in the Protect, Accommodate, Retreat or Avoid (PARA) framework (see below literature list), may provide more desirable outcomes, or be combined with coastal infrastructure protection measures. Options appraisal may also identify that a combination of complementary measures is appropriate to protect coastal communities. Grey infrastructure and nature-based solutions are not exclusive alternatives and may be used together within the same community or even project.
- **Timeframe:** Options appraisal should be considered over a strategic timeframe (e.g. 100 years, full life-cycle), though staged options over shorter timeframes could be part of different options. Appropriate methods to account for cost and benefits of options over time will need to be considered, addressing the fact that nature-based options may increase in value over time.

Topics Within Scope

The following summarizes which topics stakeholders generally believe fall within the scope of a potential guide:

Types of Coastal Management Strategies / Measures

- Protect, Accommodate, Retreat, Avoid
- Restore, Host, Acknowledge³
- Grey Infrastructure
- Green infrastructure (i.e., nature-based solutions)
- Hybrid infrastructure

Type of Community / Geographical Application

- West coast

²Note: SCC is supporting the development of a guide on shoreline management planning, due to be published in September. While shoreline management planning is out of scope for the coastal projects options appraisal guide, this expected publication may be referenced in the guide if doing so is determined to be helpful to the target audience.

³ City of Vancouver. 2022. Sea2City Design Challenge: Project Story. <https://vancouver.ca/files/cov/sea2city-project-story.pdf> (p.9)

- East coast
- Great Lakes coasts
- North of the 60 parallel
- South of the 60 parallel
- Rural communities
- Remote communities
- Urban and suburban communities
- Working waterfronts (wharfs, ports, small craft harbours, ferry terminals etc.)

SCC and interested stakeholders have not yet identified which topics should be out of scope of the guide. This may be determined by the Supplier during the project, during research and in consultation with other stakeholders.

Intended Users and Audience

The guide should be aimed at, but not restricted to, the following intended users:

- Consulting companies
- Engineers
- Planners
- Landscape architects
- Geomorphologists
- Provincial and territorial governments
- Regional authorities / Conservation Authorities / watershed organizations
- Policy makers
- Non-experts intending to hire personnel / engage contractors for coastal resilience projects
- Indigenous communities, organizations, and governments

The PAS could also be instructive for a broader audience, including the following stakeholders:

- Municipalities
- Coastal infrastructure owners / managers (e.g. port authorities, harbour authorities)
- Landowners and managers
- Regulatory bodies

It is expected that the Supplier will, through stakeholder consultation, research, and/or committee deliberation, decide whether any stakeholders should be added or removed from the list of intended users.

Given the wide range of potential users, the guide should include a high-level, plain-language section as well as a detailed, technical section; and/or specify which sections might be most applicable to which audiences. It may also describe typical roles and responsibilities relating to coastal project decision-making, and provide use cases to illustrate how different audiences might use the guide in different types of scenarios.

Methodologies to Address

The guide should address commonly used approaches, comparing and contrasting their strengths and weaknesses. These include but are not limited to:

- Multi-criteria analysis (qualitative assessment)
- Evaluation against performance objectives
- Cost-Benefit Analysis (quantitative assessment of tangible and intangible benefits/costs)
- Environmental Impact Assessment (consideration of alternatives)
- Ecosystem-based approaches to planning

Generic approaches are typically tailored by users to their specific project, often delivered by local governments. Structured decision-making is an additional identified approach that may be useful in integrating benefits of nature-based solutions. This method involves identifying locally relevant values, defining objectives and measures (which could include ecosystem goods and service levels), and comparing alternatives against these measures. The approach can also be used to evaluate trade-offs between options in a transparent manner, and in identifying a suite of complementary options to achieve the defined objectives.

Relation to Existing Literature, Guidance and Documentation

The guide should be aligned with and complementary to relevant existing building codes, regulatory requirements, by-laws, best practices, and relevant guidelines.

An appropriate scan of current literature, guidance and existing documentation, undertaken as part of the development process, could include but is not limited to the following references:

Canadian Society of Landscape Architects. 2018. "Adaptation Primers."
<https://www.csla-aapc.ca/mission-areas/primers>

City of Vancouver. 2022. *Sea2City Design Challenge: Project Story*.
<https://vancouver.ca/files/cov/sea2city-project-story.pdf>

CLIMAtlantic. 2023. *Coastal Adaptation Toolkit: Adapting to Climate Change in Coastal Communities of Atlantic Canada. Part 1 Guidance for Selecting Adaptation Options*.
<https://climatlantic.ca/wp/wp-content/uploads/2023/03/Part-1-Guidance-for-Selecting-Adaptation-Options.pdf>

CLIMAtlantic. 2023. *Coastal Adaptation Toolkit: Adapting to Climate Change in Coastal Communities of Atlantic Canada. Part 2 Land Use Planning Tools Adaptation Options*.
<https://climatlantic.ca/wp/wp-content/uploads/2023/03/Part-2-Land-Use-Planning-Tools-Adaptation-Options.pdf>

CLIMAtlantic. 2023. *Coastal Adaptation Toolkit: Adapting to Climate Change in Coastal Communities of Atlantic Canada. Part 3 Coastal Intervention Options and Engineering Considerations*. <https://climatlantic.ca/wp/wp-content/uploads/2023/03/Part-3-Engineering-Tools-Adaptation-Options.pdf>

Council of Canadian Academies. 2019. *Canada's Top Climate Change Risks*. The Expert Panel on Climate Change Risks and Adaptation Potential. <https://cca-reports.ca/wp-content/uploads/2019/07/Report-Canada-top-climate-change-risks.pdf>

CSA W218:23, *Specifications for natural asset inventories*.
<https://www.csagroup.org/store/product/2430709/>

Department for Environment, Food & Rural Affairs. 2021. *Flood and Coastal Erosion Risk Management appraisal guidance manual*. UK Government.
<https://www.gov.uk/guidance/flood-and-coastal-erosion-risk-management-appraisal-guidance>

Doberstein, B., et al. "Protect, accommodate, retreat or avoid (PARA): Canadian community options for flood disaster risk reduction and flood resilience." *Natural Hazards*, vol, 98, 2019, pp. 31–50. DOI: <https://doi.org/10.1007/s11069-018-3529-z>

Environment Agency. 2022. *Flood and coastal risk management appraisal: Technical guidance*. UK Government. <https://www.gov.uk/government/publications/fcerm-appraisal-technical-guidance>

Eyquem, J. 2021. *Rising Seas and Shifting Sands: Combining Natural and Grey Infrastructure to Protect Canada's Eastern and Western Coastal Communities*. Intact Centre on Climate Adaptation, University of Waterloo.
<https://www.intactcentreclimateadaptation.ca/rising-seas-and-shifting-sands-combining-natural-and-grey-infrastructure-to-protect-canadas-eastern-and-western-coastal-communities/>

Infrastructure Canada. "Disaster Mitigation and Adaptation Fund: Application guide." <https://www.infrastructure.gc.ca/dmaf-faac/applicant-guide-demandeur-eng.html>

Infrastructure Canada. "Investing in Canada Infrastructure Program Climate Lens—General Guidance." <https://www.infrastructure.gc.ca/pub/other-autre/cl-occ-eng.html>

ISO. 2022. *Gender Responsive Standards: Guidance for ISO and IEC technical committees*.
<https://www.iso.org/files/live/sites/isoorg/files/standards/docs/en/Guidance%20on%20Gender%20Responsive%20Standards.pdf>

Legally required Environment Impact Assessment procedures (vary by province and territory)

Ouranos. 2018. "PANACÉES : Platform for Cost-Benefit Analysis of Erosion and Submersion." <https://www.ouranos.ca/en/projets-publications/panacees>

Standards Council of Canada. 2021. *Guide for Integrating Adaptation Considerations into Canadian Standards*. <https://www.scc.ca/en/about-scc/publications/general/guide-for-integrating-climate-change-adaptation-considerations-into-canadian-standards>

United Nations Economic Commission for Europe. 2022. *Guidelines on Developing Gender-Responsive Standards*. https://unece.org/sites/default/files/2022-12/ECE_TRADE_472E.pdf

University of Prince Edward Island coastal policy jurisdictional scan. Available upon request.

U.S. Army Corps of Engineers. 2024. "Engineering With Nature." <https://ewn.erdcdren.mil/>

Zanuttigh, B. 2024. "Decision Support Systems for coastal risk assessment and management." http://www.coastalwiki.org/wiki/Decision_Support_Systems_for_coastal_risk_assessment_and_management

Distribution and Outreach Plan

The SUPPLIER will support SCC in outreach and capacity building for the PAS. Capacity building activities align with, and will support the goals of, SSRIP and should be delivered as a stage separate to Stages 1 to 8.

The SUPPLIER is encouraged to provide a range of capacity building options for consideration as part of their proposal. While capacity building activities will take place following Stage 8 of the development process, planning for these activities should be considered throughout the course of the PAS's development. **Please note that the cost of the proposed capacity building activities will be assessed separately from the cost of developing the PAS, and will be excluded from the evaluation of the financial bid** (see Appendix D: Financial Terms and Conditions).

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

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

All capacity building activities must be made available in both English and French and provided at no-fee to participants or recipients for the first iteration of the activity (e.g., an online training module would require it to be provided at no-fee unless later updated by the SUPPLIER). Promotion of the capacity building activity should be completed in conjunction with SCC at launch. Exceptions to the language requirement would only be made for instances where translation is not applicable (e.g., a presentation at a unilingual conference).

<p>Mandatory Requirements</p>	<p>The SUPPLIER:</p> <ul style="list-style-type: none"> • Shall comply to SCC Requirements and Guidance for Publicly Available Specification; and • Acknowledges and accepts this statement of work (SOW) and all of the requirements pertaining to deliverables detailed within. <p><u>Reporting Requirements</u></p> <p>The Supplier will also be required to prepare written reports summarizing the progress against specific SCC-required phases in the development of the PAS.</p> <ul style="list-style-type: none"> • At stage 8 a concise report shall be generated explaining how the Technical experts considered gender responsiveness when drafting the requirements of the PAS.
<p>Tasks/ Technical Specifications</p>	<p>This appendix contains detailed requirements about the work that is to be delivered by the SUPPLIER throughout the required Stages 1 through 8.</p> <p>End-project deliverable(s) shall constitute the publication of a Publicly Available Specification (PAS), simultaneously published in English and French.</p> <p>The SUPPLIER will:</p> <ul style="list-style-type: none"> • Submit all Contract-related deliverables directly to SCC, by email or an agreed upon electronic workspace, according to the authorized work plan and schedule; • Ensure SCC is informed as per the reporting schedule outlined in the Contract; • Manage the Publicly Available Specification development process and provide support as outlined in the PAS Guidelines; • Inform and obtain SCC’s final approval on all joint press release communications; • Provide sufficient notice to SCC to review and approve any public, non-mandated announcements regarding work undertaken in relation to this project; specifically, the SUPPLIER to provide the following minimum notice to SCC: <ul style="list-style-type: none"> ○ Public Review Strategy (if applicable) – minimum five (5) business days ○ SUPPLIER or Joint SUPPLIER-SCC Publication Content – minimum fifteen (15) business days; note that that the timeline is for SCC to approve the SUPPLIER content – with respect to Joint Publications, the publication issuance shall be at SCC’s final determination

	<ul style="list-style-type: none"> ○ For clarity, public announcements do not include the mandatory announcement required under Stage 5; • Provide acknowledgement of the contribution of SCC and associated funders, to contribution of the development of the Publicly Available Specification (including in publication and related announcements); • Inform and seek authorization from SCC of scope, work plan, budget and/or schedule changes; • Enable accessibility to the Publicly Available Specification; • PAS distribution reporting: For the identified lifecycle following publication of the PAS, the Supplier is required to supply SCC annual reporting including number of visits (to view the PAS) and number of times the PAS is accessed (by download or online use) summarized by language of publication.
Deliverables	See deliverables table below.

Stages	Requirement	Deliverable
Stage 1: Preliminary (Guidance clause 4.2)	<ul style="list-style-type: none"> a) A proposal for a PAS can come from any source, generally from a prospective sponsor. Once a market need has been ascertained, a detailed formal project proposal shall be prepared by the developer for approval by the sponsor, setting out a draft scope for the PAS and identifying the range of services and options that are appropriate, the proposed author of the first draft, and the fee and payment schedule for undertaking the work. b) The proposal shall include appropriate language measures ensuring language legislation is covered. The proposal shall include consideration of the obligation to make an “active offer” regarding the use of both official language measures ensuring compliance with the Official Languages Act. c) Generate project work plan with clear deliverables and matching timelines for completion for approval by SCC ensuring “active offer” languages services are included. 	Confirmation from Project Manager: <ul style="list-style-type: none"> a) that the detailed formal project proposal has been completed b) the project sponsor has approved the project proposal and that the language capacity is in place to ensure that an active offer regarding the use of either of Canada’s official languages is made and that participants can use their official language of choice. c) Obtain SCC approval of project work plan that also includes “active offer” languages services.

Stages	Requirement	Deliverable
<p>Stage 2: Initiation</p> <p>(Guidance clause 4.3)</p>	<p>As a minimum, the developer shall undertake reasonable research to identify:</p> <ol style="list-style-type: none"> I. national and international standardization documents and projects that may relate to the proposed scope of the PAS project; and II. stakeholders who may have an interest in it. The SUPPLIER shall ensure an “active offer” regarding the use of both official languages is made. 	
<p>Stage 3: Coordination</p> <p>(Guidance clause 4.5)</p>	<ol style="list-style-type: none"> a) The developer shall organize a coordination meeting (typically including the developer’s project manager, the representative of the sponsor and the technical author) at which the PAS process and the duties and roles of both the sponsor and the developer within it shall be clearly explained and a draft schedule proposed. The SUPPLIER shall ensure an “active offer” regarding the use of both official languages is made. b) The draft scope of the PAS as developed during the inception of the project shall be further discussed and refined at the initial meeting and consideration shall be given to the composition of the steering group and review panel. Depending on the language preferences of participants voiced when the active offer was made, this may need to be done in both official languages. 	<p>Confirmation from Project Manager that:</p> <ol style="list-style-type: none"> a) the meeting was held and that the language requirements were met. b) The draft scope of the PAS as developed during the inception of the project shall be further discussed and refined at the initial meeting and consideration shall be given to the composition of the steering group and review panel. Depending on the language preferences of participants voiced when the active offer was made, this may need to be done in both official languages.

Stages	Requirement	Deliverable
<p>Stage 4: Notice (Guidance clause 4.6.1)</p>	<p>a) A public announcement, in both Official Languages, shall be made of the commencement of the project and further details shall be sent directly to all stakeholders identified by the domain research as having a potential interest in the subject matter. The announcement shall include basic details of the project and shall invite stakeholders to engage with the PAS process by taking part in the public consultation and consider nominating appropriate experts as members of the review panel.</p> <p>b) The draft scope of the PAS as developed during the inception of the project shall be further discussed and refined at the initial meeting and consideration shall be given to the composition of the steering group and review panel. Depending on the language preferences of participants voiced when the active offer was made, this may need to be done in both official languages.</p>	<p>Confirmation from Project Manager that:</p> <p>a) the announcement was made in both official languages at the commencement of the project</p> <p>b) The draft scope of the PAS as developed during the inception of the project shall be further discussed and refined at the initial meeting and consideration shall be given to the composition of the steering group and review panel. Depending on the language preferences of participants voiced when the active offer was made, this may need to be done in both official languages.</p>
<p>Stage 5: Committee (Guidance clause 4.6.2)</p>	<p>a) A steering group shall be created. Typically a steering group has between 8 and 12 members, including the sponsor, the technical author and representatives of organizations identified as being important stakeholders in the project. These may include:</p> <ul style="list-style-type: none"> • industry; • central and local government departments, agencies and other regulatory bodies; • trade associations; • professional bodies; • consumer interests; • testing, certification and accreditation bodies; • academia. <p>The sponsor is asked at the initial meeting to identify important</p>	<p>a) Confirmation from Project Manager that the steering group has been formed appropriately to the subject of the PAS</p>

Stages	Requirement	Deliverable
	<p>stakeholders and provide named contact details if available. The developer domain research and PAS announcement to stakeholders are also designed to identify organizations or candidates. To ensure a fair and transparent representation of relevant interests, the ultimate responsibility for the composition of the steering group shall reside with the developer. Steering group meetings are chaired by the project manager.</p> <p>b) The SUPPLIER shall ensure an “active offer” regarding the use of both official languages is made. Following initial offer, the “active offer” language service shall be offered to any new members that join.</p>	<p>b) Confirmation that the language requirements were met.</p>
<p>5.1 (Guidance clause 4.6.3)</p>	<p>a) A review panel shall be created. The review panel comprises a wider representation of interested parties that are likely to benefit from or be affected by the implementation of the PAS. A panel comprising between 20 and 150 representatives is usual. Members should be drawn from those stakeholders identified by the steering group, informed by the domain research and other types of market engagement.</p> <p>b) The SUPPLIER shall ensure an “active offer” regarding the use of both official languages is made. Following initial offer, the “active offer” language service shall be offered to any new members that join.</p>	<p>a) Confirmation from the Project Manager that the review panel has been created appropriately to the subject of the PAS.</p> <p>b) Confirmation that the language requirements were met.</p>
<p>Stage 6: Drafting (Guidance clause 4.6.4)</p>	<p>a) The first draft (the “base document”) is usually supplied either by the sponsor or by the technical author. It is usually subject to a gap analysis by the project manager to reveal any areas defined by the draft scope that may be missing. After editing and any further necessary reworking, the document shall be submitted to the steering group for consultation.</p>	<p>a) Confirmation from the Project Manager that:</p> <ul style="list-style-type: none"> • that the GAP analysis has been conducted • the draft has been provided to the steering group for consultation • a scope statement has been drafted

Stages	Requirement	Deliverable
	<p>Depending on the language preferences of participants voiced when the active offer was made, this may need to be done in both official languages.</p> <p>b) A review of the comments received leads to the development of a draft that is sufficiently mature to be issued for a wider public consultation.</p>	<ul style="list-style-type: none"> • the required structure has been followed • that the language requirements were met. <p>b) Confirmation from the Project Manager that a mature draft has been developed and will be issued for a wider public consultation.</p>
<p>Stage 7: Public Inquiry (Guidance clause 4.6.5)</p>	<p>a) The consultation stage shall last for at least four weeks and is undertaken through an online forum open to the public.</p> <p>b) The stakeholders identified at the public announcement stage shall be notified of the consultation, as well as the members of the review panel. The consultation is a vital stage in validating the draft and therefore a major factor in establishing the authority and credibility of the published PAS.</p> <p>c) The public inquiry shall be conducted simultaneously in both official languages.</p>	<p>Confirmation from the Project Manager that:</p> <p>a) consultation has been conducted</p> <p>b) the identified members of the review panel have been notified</p> <p>c) that the public inquiry was made available simultaneously in both official languages.</p>
<p>Stage 8: Approval & Publication (Guidance clause 4.6.6)</p>	<p>a) Comments arising from the public consultation shall be discussed by the steering group, with the aim of achieving a document underpinned by consensus. Depending on the language preferences of participants voiced when the active offer was made, this may need to be done in both official languages.</p> <p>b) Prior to publication, the sponsor shall endorse the final draft and provide permission to being publicly associated with the PAS as outlined in the contract. Approval of the PAS shall be based on a simple majority of the steering group. The developer shall publish the PAS, in both official</p>	<p>a) Confirmation from Project Manager that:</p> <ul style="list-style-type: none"> • the comments of the consultation have been addressed by the steering group • endorsement from the sponsor • approval by the steering group • that the language requirements were met. <p>b) Confirmation from Project Manager that</p> <ul style="list-style-type: none"> • simultaneous publication in both official languages • a copy of the published PAS shall

Stages	Requirement	Deliverable
	<p>languages simultaneously, promptly and makes it available under reasonable terms and conditions.</p> <p>c) The PAS is to be available online at no-fee for the identified lifecycle in downloadable PDF format. The cost displayed for the PAS shall be displayed as "\$0.00" or "at no fee" for Canadian IP addresses.</p> <p>d) A concise report explaining how the Technical Experts considered gender responsiveness when drafting the requirements of the PAS, and the outcome.</p>	<p>be provided to SCC for its records.</p> <p>c) Confirmation that the PAS is available online at no fee.</p> <p>d) Copy of Gender report provided to SCC</p>

APPENDIX C – TECHNICAL EVALUATION

Bid Evaluation Process

The bid evaluation process for the Publicly Available Specification (PAS) will consist of a technical evaluation and a financial evaluation.

The **technical evaluation** will consist of:

1. A determination of compliance with the mandatory requirements in Part A, below. Bidders must satisfy all mandatory requirements to be further considered.
2. An evaluation against the point-rated technical selection criteria in Part B, below. Bidders must achieve a minimum score of 70% (62 points of a possible 88 points) to be further considered.

The **financial evaluation** will consist of:

The calculation of a score F out of 30, using the following formula:

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

Where

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

P = Bid Price

Y = Internal Budget

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

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

The highest-ranked respondent will be determined using the highest combined rating of technical merit (80 percent) and cost (20 percent) against the stipulated budget and recommended for a contract.

An Evaluation Committee, consisting of at least three (3) SCC or SCC-appointed representatives, will be formed to assess all bids received in response to **SCC RFP# 2024-05**. The committee will be dissolved after the successful completion of their duties in selecting the Bidder with whom SCC will contract for the delivery of the PAS.

Technical Evaluation Requirements

PART A: Mandatory Requirements

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

- The Proposal Format
- The Bidder, and

- The Project Team.

The Proposal Format

The proposal should not exceed 15 pages, using 11-point font and excluding appendices.

The Bidder

Each Bidder submitting a response to **RFP # 2024-05** must demonstrate to the satisfaction of the Evaluation Committee that the Bidder has the competency to develop technical guidance solutions, similar to those outlined in the [Flexible Standards-Based Strategies and Solutions](#), and the ability to comply to SCC's [Publicly Available Specification guidelines](#)*, **by submitting two (2) examples of previously published technical guidance documents of a similar nature**. These examples should reflect the Project Team's experience in developing technical guidance documents and as well as experience in the type of work being proposed.

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

***Bidders are strongly encouraged to read the [PAS guidelines](#) and understand the PAS development process and its guiding principles prior to developing their proposal.**

The Project Team

Each Bidder must propose a minimum of two Team Members (resources) for the Project Team, plus at least one qualified resource as backup if one of the original Team Members is unavailable. For each proposed resource, the Bidder must provide evidence of the following:

- At least three (3) years of experience in writing guidance or best practice documents;
- At least two (2) years of experience collecting and analysing stakeholder input via large consultations, interviews and/or focus groups;
- Experience working on, and/or subject matter knowledge of, coastal infrastructure resilience, nature-based solutions, and/or appraisal of infrastructure projects for adaptation purposes; and
- Relationships and the ability to engage and drive consultations with organizations, individuals, and groups that have expertise in implementing policies, procedures, programs, or projects, etc. with a focus on First Nations, Inuit, and/or Métis Peoples.

As part of the proposal, the Bidder must include the following information for each proposed Team Member and backup resource. This information should be presented in a CV for each proposed team member, in an Appendix:

- a) Name of the resource and the role for which they are proposed (e.g., Technical Lead, Project Lead);
- b) A list of qualifications directly related to the requirements;
- c) Chronological work experience; and
- d) A detailed list of relevant academic and professional attainments.

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

PART B: Point-Rated Technical Selection Criteria

The Evaluation Committee will also assess each proposal against point-rated requirements in the following five (5) categories:

Category		Max. Points
I.	Project Team experience/competence in developing standards or similar deliverables	24
II.	Project team experience in/knowledge of the subject area	26
III.	Distribution, outreach, and capacity building activities	18
IV.	Project schedule	10
V.	Quality of the proposal	10
Total Possible Points		88

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

62 of the possible 88 points must be achieved (70%) for the financial elements of the bid to be evaluated.

I. Project Team experience/competence in developing standards or similar deliverables

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

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

Criterion	Basis for Scoring	Possible Points
I.A The Bidder is asked to provide two (2) recent examples that demonstrate that the Project Team has successfully managed expert committees in developing standards or similar deliverables (e.g., guidance documents).	<p>For each example, points will be awarded as follows:</p> <ul style="list-style-type: none"> - up to four (4) points if the example demonstrates successful management of an expert committee in developing a standard or similar deliverable; - up to seven (7) points if the example demonstrates successful management of an expert committee in developing a standard or similar deliverable, and explains how challenges relating to consensus, transparency, and/or confidentiality were addressed. <p>Note: If the Bidder provides more than two (2) examples, only the first two (2) examples will be scored in the order they appear.</p>	14

Criterion	Basis for Scoring	Possible Points
<p>I. B The Bidder is asked to provide two (2) recent examples that demonstrate that the Project Team has experience with the successful oversight of logistics for the development of standards solution projects and/or like projects.</p>	<p>For each example, points will be awarded as follows:</p> <ul style="list-style-type: none"> - up to three (3) points if the example demonstrates experience in successfully handling two (2) of the logistical activities listed below; - up to five (5) points if the example demonstrates experience in successfully handling all of the logistical activities listed below. <p>Note: Logistics include financial administration of the project, meeting organization, stakeholder engagement, and facilitation of consultations.</p>	10

II. Project team experience in/knowledge of the subject area

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

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

Criterion	Basis for Scoring	Possible Points
<p>II.A The Bidder is asked to provide two (2) examples of past work that demonstrate the Project Team’s technical knowledge of coastal infrastructure resilience, valuation of nature-based solutions, and/or appraisal of infrastructure projects for the purposes of adaptation.</p>	<p>For each example, points will be awarded as follows:</p> <ul style="list-style-type: none"> - up to four (4) points if the example relates to one (1) of the listed topic areas and includes a basic explanation of how it demonstrates the Project Team’s technical expertise; - up to eight (8) points if the example relates to two (2) or more of the listed topic areas and includes a thorough explanation of how it demonstrates the Project Team’s technical expertise. 	16
<p>II.B The Bidder is asked to provide two (2) recent examples demonstrating they have active relationships with organizations, individuals, and groups that have the knowledge, expertise, and/or authority to</p>	<p>For each example, points will be awarded as follows:</p> <ul style="list-style-type: none"> - up to three (3) points if the example convincingly demonstrates meaningful communication with the organizations; - up to five (5) points if the example convincingly demonstrates a relationship 	10

Criterion	Basis for Scoring	Possible Points
implement policies, procedures, programs, projects, etc. relating to coastal infrastructure resilience in Canada.	that involves active collaboration with the organizations. Note: The Bidder should demonstrate that the combination of their own expertise and that of their network ensures access to expertise.	

III. Distribution, outreach, and capacity-building activities

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

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

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

Distribution and outreach

Component	Criterion	Basis for Scoring	Possible Points
III.A Target audience for PAS (see “Intended Users and Audience” in Appendix B – Statement of Work)	The Bidder is asked to demonstrate an understanding of and connections with the target audience.	Points will be awarded as follows: <ul style="list-style-type: none"> - up to two (2) points for a breakdown of the target audience into relevant organizational categories, including specific organization names for at least five (5) of the categories; - up to four (4) points for a breakdown of the target audience into relevant organizational categories, including specific organization names for at least six (6) of the categories, 	6

Component	Criterion	Basis for Scoring	Possible Points
		<p>with at least three from the following regions: North, Pacific, Central, and Atlantic**;</p> <ul style="list-style-type: none"> - up to six (6) points for a detailed breakdown of the target audience into relevant organizational categories, including specific organization names for at least six (6) of the categories, with at least three from the abovementioned Canadian regions, and listing up to two (2) active contacts in each organizational category with whom the Bidder has an active relationship (including the contact's name, title, and organization). <p>**In this RFP "North" means Yukon, the Northwest Territories, Nunavut, and Nunavik; "Pacific" means British Columbia; "Central" means Ontario and Quebec; and "Atlantic" means Prince Edward Island, New Brunswick, Nova Scotia, and Newfoundland and Labrador.</p>	
<p>III.B Outreach Plan</p>	<p>The Bidder is asked to identify short-term activities for promotion and outreach to facilitate awareness, distribution, and understanding of the PAS by the target audience including:</p> <ul style="list-style-type: none"> • Distribution (promotional) efforts that will increase awareness of the guide • Proposed opportunities to collaborate with the 	<p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> - up to two (2) points for an outreach plan with minimal detail or insight; - up to four (4) points for a detailed outreach plan that demonstrates an understanding of the particular needs and characteristics of the target audience. 	<p>4</p>

Component	Criterion	Basis for Scoring	Possible Points
	Steering Group and/or other relevant contacts within the target audience		

Potential Capacity Building Activities

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

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

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

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

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

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

Criterion	Basis for Scoring	Possible Points
	<p>explanation of how the proposed activities would support uptake, how the activities would be developed (e.g., level of effort involved, timeline for development, how the Bidder would work with SCC to develop the activities), and how they would be shared and promoted with end-users (including how the Bidder would involve SCC in dissemination).</p>	

IV. Project plan and schedule

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

- The PAS should be developed within twelve (12) months of the project starting date (i.e., date of the project kickoff meeting between the Supplier and SCC).
- The project plan must meet the process outlined in the deliverables table (see Appendix B) and must clearly outline how the Bidder will engage with key organizations, individuals, and groups to inform the development of the PAS.

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

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

Criterion	Basis for Scoring	Possible Points
A narrative should accompany the schedule, with explanation of how the timelines were determined, including key underlying assumptions.		

V. Quality of the proposal

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

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

APPENDIX D – FINANCIAL PROPOSAL

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

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

PROJECT PHASE	STAGE	COST	FY1	FY2
Project Initiation	Stage 1: Preliminary			
	Stage 2: Initiation			
PAS Development	Stage 3: Coordination			
	Stage 4: Notice			
	Stage 5: Committee			
	Stage 6: Drafting			
	Stage 7: Public Inquiry			
PAS Delivery	Stage 8: Approval & Publication			
TOTAL:				

To be evaluated separately from the financial bid:

ACTIVITY	TASKS	COST
Distribution, outreach, and capacity building	[Add proposed tasks]	
	[Add proposed tasks]	

Notes

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

APPENDIX E – UPTAKE TEMPLATES

APPENDIX E: UPTAKE TEMPLATES

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

PAS uptake template

Downloads and website views from Canadian IP addresses

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

Downloads and website views from non-Canadian IP addresses

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