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**Request for Proposal (RFP)****Demande de proposition (DDP)****Proposal To: Natural Resources 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 therefor.*

**Proposition à: Ressources Naturelles 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-annexée, au(x) prix indiqué(s).*

**Comments – Commentaires****Issuing Office – Bureau de distribution**

Natural Resources Canada /  
Ressources naturelles Canada  
Finance and Procurement Management Branch  
580 rue Booth Street  
Ottawa, Ontario  
K1A 0E4

<b>Title – Sujet</b>	
Technical science editing, translation and formatting	
<b>Solicitation No. – No de l’invitation</b>	<b>Date</b>
NRCan-5000073384	June 19, 2024
<b>Requisition Reference No. - N° de la demande</b>	
177840	
<b>Solicitation Closes – L’invitation prend fin</b>	
at – à 2 p.m. EST on – le July 19, 2024	
<b>Address Enquiries to: - Adresse toutes questions à:</b>	
<a href="mailto:andrea.berthelet@nrcan-rncan.gc.ca">andrea.berthelet@nrcan-rncan.gc.ca</a>	
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343-543-7092	
<b>Destination – of Goods and Services:</b>	
<b>Destination – des biens et services:</b> PO Box 2319, 1106 Inuksugait Plaza, Iqaluit, NU X0A 0H0 Canada	
<b>Security – Sécurité</b>	
There are no security requirements associated with this requirement.	
<b>Vendor/Firm Name and Address</b>	
<b>Raison sociale et adresse du fournisseur/de l’entrepreneur</b>	
<b>Telephone No.:- No. de téléphone:</b>	
<b>Email – Courriel :</b>	
<b>Name and Title of person authorized to sign on behalf of Vendor/Firm (type or print)</b>	
<b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur (taper ou écrire en caractères d’imprimerie)</b>	
_____	
<b>Signature</b>	<b>Date</b>

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The Articles contained in this document are mandatory in their entirety, unless otherwise indicated. Acceptance of these Articles, in their entirety, as they appear in this document, is a Mandatory requirement of this RFP.

**Suppliers submitting a proposal containing statements implying that their proposal is conditional on modification of these clauses or containing terms and conditions that purport to supersede these clauses or derogate from them will be considered non-responsive.**

Bidders with concerns regarding the provisions of the Bid Solicitation document (including the Resulting Contract Clauses) should raise such concerns in accordance with the Enquiries provision of this RFP.

By signing its bid, the bidder confirms that they have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and certifies that:

1. The Bidder considers itself and its proposed resources able to meet all the mandatory requirements described in the bid solicitation;
2. This bid is valid for the period requested in the bid solicitation;
3. All the information provided in the bid is complete, true and accurate; and
4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.



## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, Inuit Benefits Plan (IBP), Inuit Benefits Plan Evaluation and the Inuit Benefit Plan Progress Report (IPR).

### 1.2 Summary

By means of the RFP, Natural Resources Canada (NRCan) is seeking proposals from bidders for technical science editing, translation and formatting of the Canada-Nunavut Geoscience Office (CNGO) Summary of Activities volume (SoA).

NRCan requires specialized services of a contractor who is experience in all aspects of geology focused geoscience publishing, including geoscience knowledge, technical scientific editing, technical scientific English/French translation and formatting papers based on established CNGO Summary of Activities design and layout standards.

1.2.1 The Canada-Nunavut Geoscience Office (CNGO) Summary of Activities (SoA) is an annual peer reviewed scientific publication that disseminates field observations, project syntheses and new geoscience discoveries and research in an expedient manner. Established in 2012, each volume is a collection of individual science papers primarily covering geoscience topics such as bedrock geology, surficial geology (including marine), geophysics, geochemistry, geochronology, sedimentology, permafrost and carving stone.

As the only annual geoscience volume of its kind pertaining to Nunavut, it provides valuable and current CNGO supported geoscientific information to industry, scientists and local decision makers.

As of 2021, the Summary of Activities is now available in both French and English.

CNGO requires Technical science editing, translation and formatting of the Canada-Nunavut Geoscience Office (CNGO) Summary of Activities volume (SoA).

CNGO may also require the occasional editing and/or translation of non-SoA geoscience papers (and accompanying tables and figures), maps and other materials for the duration of the contract.



1.2.2 This procurement is subject to the following Comprehensive Land Claims Agreement(s):  
- Nunavut Land Claims Agreement

1.2.3 Nunavut Directive

This procurement is subject to the Directive on Government Contracts, Including Real Property Leases, in the Nunavut Settlement Area (the [Nunavut Directive](#)).

The Nunavut Directive has the following objectives:

- a. Increased participation by Inuit firms in business opportunities in the Nunavut Settlement Area economy;
- b. Improved capacity of Inuit firms to compete for government contracts and real property leases in the Nunavut Settlement Area; and
- c. Employment of Inuit at a representative level in the Nunavut Settlement Area workforce.

Bids will also be evaluated according to weighted-and-rated Inuit Benefits Criteria and Nunavut Benefits Criteria. Bidder submissions for both of these criteria are to be combined in an Inuit Benefits Plan (IBP), as described in Annex "C" (Inuit Benefits Plan), in which Bidders should detail how they will integrate the following elements in carrying out work under this requirement:

1. Inuit employment (either directly or through subcontractors);
2. Inuit ownership (Contractor and subcontractors); and
3. Location in the Nunavut Settlement Area.

The commitments contained in an IBP will form part of the resulting contract.

Implementation of the Contractor's IBP will be ensured through close monitoring and requiring, at a minimum, that each invoice be accompanied by an IBP Progress Report (See Annex "E" (IBP Progress Report)) which demonstrates that contractual obligations were fulfilled.

- a. Canada expects that the Contractor will, through the life of the contract, maintain and compile records as to the delivery of Inuit and Nunavut Benefits, including but not limited to the following elements:
  1. Total hours and total dollars spent on Inuit Employment
  2. Total dollars spent on sub-contracting to firms on the Inuit Firm Registry
  3. Location of Contractor and sub-contractors/suppliers in the Nunavut Settlement Area
- b. As part of the obligation under the General Conditions to keep proper accounts and records, the Contractor must maintain all records related to the delivery of Inuit and Nunavut Benefits and make them available for audit purposes.
- c. Canada will expect that every invoice be accompanied by an IBP Progress Report, in accordance with Annex "E" (IBP Progress Report) of the Contract.
- d. If, for any reason, a bid does not include an Inuit Benefits Plan (IBP), Canada will still expect that records documenting any unanticipated Inuit and Nunavut Benefits realized under the contract be provided with each invoice in accordance with paragraph c.

1.2.4 Considering accessibility criteria and features is mandatory with this requirement. For additional information consult the [Contracting Policy Notice 2019-01: Changes to](#)



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Contracting Limits and Approval of Contracts with Former Public Servants, and New Requirements for Accessibility which has recently been amended to specify:

4.2.26. Where appropriate, departments must:

4.2.26.1 include accessibility criteria when specifying requirements for goods and services

4.2.26.2 ensure that deliverables incorporate accessibility features.

4.2.27. Consistent with trade agreements and comprehensive land claims agreements, if the department determines that it is not appropriate to include accessibility criteria as part of commodity specifications, or if it is unable to obtain goods or services that comply, the client or technical authority must ensure that clear justification is on file. “

### **1.3 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within fifteen (15) working days from receipt of the results of the bid solicitation process. The debriefing will be done in writing, by email.



## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

- **In the complete text content (except Section 1 and 3)**  
**Delete:** Public Works and Government Services Canada” and “PWGSC”  
**Insert:** “Natural Resources Canada.” and “NRCan”
- **At Article 02 Procurement Business Number:**  
**Delete:** “Suppliers are required to”  
**Insert:** “It is suggested that suppliers”
- **At Article 08 Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service, article 1:**  
**Delete:** in its entirety
- **At Article 08 Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service, article 2a:**  
  
**Delete:** in its entirety
- **At Article 20, Further information, article 2b:**  
**Delete:** in its entirety

Subsection 5.4 of [2003](#), (2003-06-08) Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 180 days

### 2.2 Submission of Bids

Bidders must submit all proposals electronically. Given the current constraints on NRCan’s networks, the electronic mail system has a limit of 15MB. Bidders are asked to contact the Contracting Authority to confirm receipt of their bid. NRCan encourages bidders to submit all bids earlier than the closing time in order to ensure sufficient time to be received in NRCan’s server.

It is the Bidders responsibility to ensure that proposals are sent to the following e-mail address, by the time and date indicated on page 1 of this RFP document.

- Send proposals to this email address: [andrea.berthelet@nrcan-rncan.gc.ca](mailto:andrea.berthelet@nrcan-rncan.gc.ca)





The email address above is reserved for the submission of your proposal.

- Contact the Contracting Authority **Andrea Berthelet** at **343-543-7092** by either telephone call or text message for receipt of bid confirmation.

### **IMPORTANT**

It is requested that you write the following information in "Subject" of the e-mail:

#### **NRCan-5000073384 – Technical Science Editing, Translation and Formatting**

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

**NRCan will not assume responsibility for proposals directed to any other location.**

The onus is on the Bidder to ensure that the proposal is submitted correctly to the above address. Not complying with the above instructions may result in NRCan's inability to ascertain reception date and/or to consider the bid prior to contract award. Therefore, NRCan reserves the right to reject any proposal not complying with these instructions.

### **2.3 Former Public Servant**

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

#### Definitions

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

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

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

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

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

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

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

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

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

**Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

**2.4 Enquiries - Bid Solicitation**

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

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

**2.5 Applicable Laws**

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

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



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## 2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least five (5) calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## 2.7 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.



## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

The Bidder must submit its bid electronically. Canada requests that the Bidder submits its bid in separately saved documents as follows:

- Section I: Technical Bid
- Section II: Inuit Benefits Plan
- Section III: Financial Bid
- Section IV: Certifications

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) Include all environmental certification(s) relevant to your organization (e.g., ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g., Forest Stewardship Council (FSC), ENERGYSTAR, etc.)

#### Section I: Technical Bid

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

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

#### Section II: Inuit Benefits Plan (IBP)

As part of their IBP, Bidders should explain and demonstrate how they propose to incorporate Inuit Benefits and Nunavut Benefits in carrying out the Work.

#### Section III: Financial Bid

- 3.1.1 Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheet in Appendix "2



### 3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06) Exchange Rate Fluctuation

#### **Section IV: Certifications**

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



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Appendix "1" – Evaluation Criteria.

#### 4.1.2 Inuit Benefits Plan Evaluation

The IBP evaluation criteria are included in Annex "D" (Inuit Benefits Plan Evaluation).

### 4.2 Basis of Selection

#### 4.2.1 W0027T2, Basis of Selection – Highest Combined Rating of Technical Merit and Price-not limited to Inuit Firm Registry

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation;
  - b. meet all mandatory criteria;
  - c. obtain the required minimum of 17 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 29 points.
2. Bids not meeting the requirements specified in Section 1 will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of total Inuit Benefits Plan (IBP) merit, technical merit and price. The ratio will be 35% for the total IBP merit, 40% for technical merit and 25% for price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available, multiplied by the ratio of 40%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 25% as follows: lowest evaluated price / bid price, multiplied by the ratio of 25%.
6. The IBP merit score for each criterion will be determined as follows: The total number of points obtained for that criterion / maximum number of points available for that criterion, multiplied by the percentage ratio applicable for that criterion.
7. The total IBP merit score is the combined sum total of all individual IBP merit scores.
  - i. Inuit Employment = 15%
  - ii. Inuit Ownership (Contractor and subcontractors) = 15%
  - iii. Location in the Nunavut Settlement Area (NSA) = 5%
8. For each responsive bid, the total IBP merit score for each criterion, the technical merit score and the pricing score will be added to determine its combined rating.



9. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of total IBP merit score, technical merit score and pricing score will be recommended for award of a contract. In the case of a tie, the bid with the lower price will be selected.
10. The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 35/40/25 ratio of total IBP merit score, technical merit score, and pricing score, respectively. In the example below, Inuit employment is weighted at 10%, Inuit Training and Skills Development is weighted at 10%, Inuit Ownership (Contractor and subcontractors) is weighted at 10%, and Location in the Nunavut Settlement Area (NSA) is 5%. Note that this is for illustrative purposes only and the values for the present solicitation may differ.

<b>Table 1: Example: Basis of Selection - Highest Combined Rating of Total IBP Merit (35%), Technical Merit (40%), and Price (25%).</b>				
		<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>		90/100	85/100	95/100
<b>Bid Evaluated Price</b>		\$16,000	\$17,000	\$20,000
<b>Inuit Benefits Plan</b>	<b>Inuit Employment Score</b>	31.75/40	32.75/40	33.75/40
	<b>Inuit Training Score</b>	5/15	10/15	15/15
	<b>Inuit Ownership Score</b>	15/40	35/40	25/40
	<b>Location in NSA Score</b>	10/10	10/10	10/10
<b>Calculations: Technical Merit &amp; Price</b>	<b>Technical Merit Score</b>	$90/100 \times 40 = 36$	$85/100 \times 40 = 34$	$95/100 \times 40 = 38$
	<b>Pricing Score</b>	$16/16 \times 25 = 25$	$16/17 \times 25 = 23.53$	$16/20 \times 25 = 20$
<b>Calculations: Total IBP Merit Score</b>	<b>Inuit Employment Merit Score</b>	$31.75/40 \times 10 = 7.94$	$32.75/40 \times 10 = 8.19$	$33.75/40 \times 10 = 8.44$
	<b>Inuit Training Merit Score</b>	$5/15 \times 10 = 3.33$	$10/15 \times 10 = 6.67$	$15/15 \times 10 = 10$
	<b>Inuit Ownership Merit Score</b>	$15/40 \times 10 = 3.75$	$35/40 \times 10 = 8.75$	$25/40 \times 10 = 6.25$
	<b>Location in NSA Merit Score</b>	$10/10 \times 5 = 5$	$10/10 \times 5 = 5$	$10/10 \times 5 = 5$
<b>Combined Rating</b>		81.02	86.14	87.69
<b>Overall Rating</b>		3rd	2nd	1st



## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

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

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

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

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

#### 5.2.1 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 Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

- Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder or, in the case of a private company, the owners of the company.
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).
- Bidders bidding as partnerships do not need to provide lists of names.

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

OR

Name of each member of the joint venture:





Member 1: \_\_\_\_\_  
 Member 2: \_\_\_\_\_  
 Member 3: \_\_\_\_\_  
 Member 4: \_\_\_\_\_

Identification of the administrators/owners/Board of Directors:

SURNAME	NAME	TITLE

**5.2.2 Additional Certifications Precedent to Contract Award**

**5.2.2.1 Status and Availability of Resources**

SACC Manual clause [A3005T](#) (2010-08-16) Status and Availability of Resources

**5.2.2.2 Education and Experience**

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

**5.2.2.3 Former Public servant**

<p><b>Former Public Servants</b>                  See the Article in Part 2 of the bid solicitation entitled Former Public Servant for a definition of "Former Public Servant".</p>	<p>Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation?                  Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"</p>
	<p>Is the Bidder a FPS who received a lump sum payment under the terms of the Work Force Adjustment Directive?                  Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"</p>



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**SIGNATURE for CERTIFICATION**

The Contractor certifies having read and understood the information included in the present document and acknowledges receipt.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Representative



## **PART 6 – SECURITY REQUIREMENTS**

### **6.1 Security Requirements**

There are no security requirements associated with this procurement.



## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_ and in the manner committed to in the Contractor's IBP at Annex "C" (Inuit Benefits Plan). (*to be completed at contract award*)

### 7.2 Standard Clauses and Conditions

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

#### 7.2.1 General Conditions

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

- If applicable, replace references to Public Works and Government Services Canada (PWGSC) with Natural Resources Canada (NRCan)

#### 7.2.2 Disclosure of Information

1. The Contractor agrees that Canada may at any time disclose the Inuit Benefits Plan (IBP) and the IBP Progress Reports to third parties, including to Indigenous treaty rights-holders or their designated representatives, Parliamentary Committees, and to any independent professional contracted to determine whether the Contractor has met its contractual obligations related to the IBP. As the IBP and the IBP Progress Report could contain information regarding subcontractors and suppliers, the Contractor warrants that it has secured from its subcontractors and suppliers consents to such disclosure by Canada and will continue to obtain consent from additional subcontractors and suppliers throughout the period of the contract. The Contractor further agrees that it will have no right to claim against Canada, its employees, agents or servants, in relation to such disclosures of information.
2. The Contractor undertakes not to include in the IBP or in the IBP Progress Reports any information that cannot be shared publicly or that could constitute private information under the [Privacy Act](#) (R.S.C., 1985, c. P-21) (e.g., name, home address, personal email, telephone number, social security number, driver license number, etc.). However, the Contractor, its subcontractors and its suppliers, must maintain such records for audit purposes in accordance with the General Conditions.

#### 7.2.3 Implementation of the Inuit Benefits Plan

W0209C Nunavut Directive: Inuit Benefits Plan Progress Report

- a. The Contractor must compile records through the life of the contract as to its level of achievement in fulfilling the commitments made under the Inuit Benefits Plan (IBP), including but not limited to the following elements:
  1. Total hours and total dollars spent on Inuit Employment;
  2. Total dollars spent on sub-contracting to firms on the Inuit Firm Registry;
  3. Location of Contractor and sub-contractors / suppliers in the Nunavut Settlement Area.



- b. As part of the obligation under the General Conditions to keep proper accounts and records, the Contractor must maintain all records related to the delivery of IBP commitments and make them available for audit purposes.
- c. The Contractor must accompany each invoice with an IBP Progress Report drafted in accordance with Annex "E" (IBP Progress Report) of the contract.
- d. If, for any reason, the contract does not include an Inuit Benefits Plan (IBP), Canada will still expect that records documenting the occurrence of any unanticipated Inuit and Nunavut benefits realized under the contract be provided with each invoice in accordance with paragraph c.

W0211C – Nunavut Directive: Third Party Independent Professional:

1. If requested by Canada, the Contractor must engage a third party independent professional to confirm whether the Contractor has met its contractual obligations regarding the Inuit Benefits Plan (IBP) under the Contract. The third party independent professional must be approved in advance by the Contracting Authority.
2. If the Contractor has proposed two different third party independent professionals for this purpose, but the Contracting Authority has not approved either, or if the Contractor has not proposed a third party independent professional within 30 days of Canada's original request to engage a third party independent professional, the Contracting Authority will propose up to three third party independent professionals from which the Contractor must choose.
3. The Contractor must submit the third party independent professional's written report to the Contracting Authority and the Contracting Authority may contact the third party independent professional directly regarding the report.
4. If the independent professional confirms that the Contractor has met the requirements regarding activities specified in the IBP, Canada agrees to reimburse the Contractor the cost of the third party independent professional, including any applicable taxes, upon receiving a copy of the invoice paid by the Contractor.
5. If the independent professional confirms that the Contractor **has not** met the requirements regarding activities specified in the IBP:
  - a. Canada will not reimburse the Contractor any cost of the third party independent professional;
  - b. the Contractor must, at the discretion of Canada, repay Canada in the amount found to have been paid in excess by Canada to the Contractor related to IBP activities not performed in accordance with the IBP; and
  - c. Canada may retain any amount found to have been paid in excess by Canada, including for activities not performed in accordance with the IBP, by way of deduction from any payment that may be due or payable to the Contractor.
6. Nothing in this section limits any other remedy or action available to Canada under this contract.

W0212C - Nunavut Directive: Inuit Benefit Plan deviations

1. If at any time it becomes apparent to the Contractor that it may be unable to fulfill any of its Inuit Benefits Plan (IBP) obligations, the Contractor must inform the Contracting Authority without waiting for the submission of an IBP Progress Report to be required.
2. If requested by the Contracting Authority, the Contractor must provide a detailed explanation, within the timeframe specified by the Contracting Authority, regarding any actual or anticipated inability to fulfill any of its IBP obligations.
3. If requested by the Contracting Authority, the Contractor must propose, within the timeframe specified by the Contracting Authority, a written Corrective Action Plan to address the



deviation(s). The Corrective Action Plan may involve an amendment to the IBP to provide alternative forms of benefits agreed upon by the Parties.

4. Any amendment to the IBP must be documented through a formal contract amendment, which will only be issued if the Parties agree to modify the IBP. Canada may, in its discretion, refuse to accept modifications to the IBP if, in Canada's opinion, the proposed amendments do not offer the same value of benefits.
5. Any reduction in benefits may be considered by Canada as any other failure to meet a contractual obligation.

### 7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

### 7.4 Term of Contract

#### 7.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2025 inclusive.

#### 7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional optional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### 7.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Contract is subject to the following Comprehensive Land Claims Agreement(s):

- Nunavut Land Claim Agreement

### 7.5 Authorities

#### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: **Andrea Berthelet**  
 Title: Senior Procurement Specialist,  
 Natural Resources Canada,  
 Address: 580 Booth Street, Ottawa, Ontario K1A 0E4  
 Telephone: 343-543-7092  
 E-mail address: [andrea.berthelet@nrcan-rncan.gc.ca](mailto:andrea.berthelet@nrcan-rncan.gc.ca)

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



## 7.5.2 Project or Technical Authority

The Project Authority for the Contract is:

Name: \_\_\_\_\_ (to be filled out at contract award)  
Title: \_\_\_\_\_  
Organization: Natural Resources Canada  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

## 7.5.3 Contractor's Representative

Name: \_\_\_\_\_ (to be filled out at contract award)  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 7.7 Basis of Payment

### 7.7.1 Basis of Payment - Limitation of Expenditure

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of Payment in Annex "B", to a limitation of expenditure of \$\_\_\_\_\_ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

### 7.7.2 Limitation of Expenditure

- A. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. (will be completed at contract award) Customs duties are included and Applicable Taxes are extra.
- B. 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% committed, or
  - b. four 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.
- C. 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.

### 7.7.3 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.

#### 7.7.3.1 IBP Holdback

The Contractor agrees to the application of an Inuit Benefits Plan Holdback (IBP Holdback) when IBP obligations are not being achieved.

1. If Canada deems that IBP obligation(s) are not being delivered by the Contractor or not progressing in a way which will lead to the successful implementation of the IBP, Canada may apply an IBP Holdback.
2. An "IBP Holdback" is any amount retained or retainable, due to the failure to meet IBP obligations, from any payment(s) that would have otherwise been paid or payable to the Contractor.
3. In determining whether to apply an IBP Holdback, Canada may consider, among other things:
  - a. The delivery status of original IBP obligations, or those agreed to by Canada in a Corrective Action Plan;
  - b. evidence provided by the Contractor demonstrating that the failure to meet the IBP obligations was due to circumstances out of the Contractor's control; and
  - c. the sufficiency of the evidence provided by the Contractor in demonstrating the circumstances out of the Contractor's control.
4. In determining the value of an IBP Holdback, Canada may consider various elements, including:
  - a. the value of the Contractor's IBP obligations;
  - b. the weight of the IBP in the bid evaluation; or
  - c. the past and ongoing performance of the Contractor in delivering IBP obligations.
5. The total value of the IBP Holdback shall not exceed 5% of the total contract value.





6. Canada may release all or a portion of the IBP Holdback and proceed to payment(s) when Canada deems it appropriate. This includes when Canada is satisfied:
  - a. with new evidences submitted by the Contractor which demonstrate that the failure to meet the Contractor's obligations in the IBP was due to circumstances out of the Contractor's control;
  - b. that the Contractor has since delivered all or at least a portion of the IBP obligations;
7. Nothing in this section will be interpreted as limiting the rights or remedies which Canada may otherwise have under this contract.

#### 7.7.4 Time Verification

SACC Manual clause [C0711C](#) (2008-05-12), Time verification

#### 7.8 Invoicing Instructions

Invoices shall be submitted using **the following method:**

E-mail:

[Invoicing-Facturation@nrcan-rncan.gc.ca](mailto:Invoicing-Facturation@nrcan-rncan.gc.ca)

**Note:** Attach "PDF" file. No other formats will be accepted

Invoices and all documents relating to a contract must be submitted on the Contractor's own form and shall bear the Contract number: \_\_\_\_\_ (to be completed at contract award)

#### Invoicing Instructions to suppliers:

- <http://www.nrcan.gc.ca/procurement/3485>; and
- include a copy of a completed and up-to-date Inuit Benefits Plan (IBP) Progress Report as described in Annex "E" (IBP Progress Reporting) of the Contract.

#### 7.9 Certifications and Additional Information

##### 7.9.1 Compliance

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

##### 7.10 Applicable Laws

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



### 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2010B](#) (2022-12-01) - Medium Complexity – Professional Services;
- (c) Annex “A”, Statement of Work;
- (d) Annex “B”, Basis of Payment;
- (e) Annex “C”, Inuit Benefits Plan;
- (f) Annex “D”, Inuit Benefits Plan Evaluation
- (g) Annex “E”, Inuit Benefits Plan Progress Report
- (h) the Contractor's bid dated \_\_\_\_\_, including its Inuit Benefits Plan.

### 7.12 Foreign Nationals (Canadian Contractor OR Foreign Contractor)

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

**OR**

SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

### 7.13 Insurance - No Specific Requirement

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

### 7.14 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".



## ANNEX “A” – STATEMENT OF WORK

### SW.1.0 TITLE

Technical science editing, translation and formatting of the Canada-Nunavut Geoscience Office (CNGO) Summary of Activities volume (SoA).

### SW.2.0 BACKGROUND

The [Canada-Nunavut Geoscience Office \(CNGO\)](#) Summary of Activities (SoA) is an annual peer reviewed scientific publication that disseminates field observations, project syntheses and new geoscience discoveries and research in an expedient manner. Established in 2012, each volume is a collection of individual science papers primarily covering geoscience topics such as bedrock geology, surficial geology (including marine), geophysics, geochemistry, geochronology, sedimentology, permafrost and carving stone. As the only annual geoscience volume of its kind pertaining to Nunavut, it provides valuable and current CNGO supported geoscientific information to industry, scientists and local decision makers. As of 2021, the Summary of Activities is now available in both French and English.

### SW.3.0 OBJECTIVES

- Edit, translate and format the Canada-Nunavut Geoscience Office Summary of Activities scientific volume (up to approximately 10 papers per year, averaging 12 formatted pages per paper (English); plus preliminary pages) in both English and French.
- Edit and translate (English/French) abstract sized plain language summaries of each paper.
- Update the CNGO's SoA Style Guide (English), on an annual basis for the length of the contract.
- Occasional editing and/or translation of non-SoA geoscience papers (and accompanying tables and figures), maps and other materials may also be required throughout the duration of the contract.

The production of such a volume requires the specialized services of a contractor who is experienced in all aspects of geology focused geoscience publishing, including geoscience knowledge, technical scientific editing, technical scientific English/French translation and formatting papers based on established CNGO Summary of Activities design and layout standards.

### SW.4.0 PROJECT REQUIREMENTS

#### SW.4.1 Tasks

1. Provide technical science editing of geoscience papers, including accompanying tables and figures, submitted by the CNGO to the Contractor for the SoA volume on an annual basis for the duration of the contract;
2. Provide technical science English/French translation of geoscience papers, including accompanying tables and figures submitted by the CNGO to the Contractor for the SoA volume on an annual basis for the duration of the contract;
3. Provide technical science editing of translated geoscience papers, and accompanying tables and figures;
4. Follow the CNGO Style Guide; which will be provided to the contractor;
5. Verify all stated geographical names using the Canadian Geographical Names Data Base ([https://geonames.nrcan.gc.ca/search-place-names/search?\\_gl=1\\*14oxhd9\\*\\_ga\\*MjA3MDkzMzc0LjE2ODM4OTczMTg.\\*\\_ga\\_C2N57Y7DX5\\*MTY4Mzg5Nz MxNy4xLjAuMTY4Mzg5Nz MxNy4wLjAuMA..](https://geonames.nrcan.gc.ca/search-place-names/search?_gl=1*14oxhd9*_ga*MjA3MDkzMzc0LjE2ODM4OTczMTg.*_ga_C2N57Y7DX5*MTY4Mzg5Nz MxNy4xLjAuMTY4Mzg5Nz MxNy4wLjAuMA..)) and, for names not addressed therein, Canada-Nunavut Geoscience Office's (CNGO's) knowledge;



6. Interact directly via email with authors during the editing process;
7. Provide editing of Foreword text;
8. Provide English/French translation of Foreword text and preliminary pages;
9. Provide editing of abstract sized plain language summaries of each geoscience paper;
10. Provide English/French translation of the plain language summaries;
11. Provide publication layout and formatting of geoscientific papers into the established SoA format for both English and French volumes;
12. Maintain and update the English language *CNGO Style Guide* during the length of the contract.
13. Contractor may be asked to provide technical science editing and/or translation of miscellaneous non-SoA related papers (and accompanying tables and figures), maps and other materials throughout the duration of the contract.

#### SW.4.2 Deliverables and Schedule

Item	Deliverables	Estimated Timeline/Schedule
1	Technical science editing and/or translation of individual non-SoA scientific papers, including accompanying tables and figures, maps and other material, as required.	Timeline specific to each requirement. Contractor and Project Authority to determine reasonable due date.
2	Technical science editing of individual scientific papers, including accompanying tables and figures	The first working day in January
3	Interaction with authors via email	The first working day in January
4	Translation and technical editing of individual, scientific papers, including accompanying tables and figures	The first working day in January
5	Editing and translation of abstract sized plain language summaries and Foreword material	The first working day in January
6	Publication layout and formatting into SoA-English final format (final pdf products due)	March 31, 2025
7	Publication layout and formatting into SoA-French final format (final pdf products due)	March 31, 2025
8	CNGO Style Guide maintenance and update (final pdf products due)	March 31, 2025
9	Translated plain language summaries (final pdf products due)	March 31, 2025

#### SW.4.3 Method and Source of Acceptance

All deliverables and services rendered under the contract are subject to inspection by the Project Authority. The Project Authority shall have the right to reject any deliverables that are not considered satisfactory, or require their correction before payment will be authorized.

- Two sets of PDF's of the completed SoA-English volume (a set is comprised of individual PDFs of all papers plus a PDF containing the preliminary pages:
  - One copy suitable for four-colour printing;



- The other copy must be optimized for web distribution;
- Two sets of PDF's of the completed SoA-French volume (a set is comprised of individual PDFs of all papers plus a PDF containing the preliminary pages):
  - One copy suitable for four-colour printing;
  - The other copy must be optimized for web distribution;
- MS Word document containing the plain language summaries of all papers in both English and French;
- MS Word document of the updated CNGO Style Guide;
- For non-SoA related editing and/or translation, the deliverables will be the return of an edited and/or translated manuscript and its accompanying tables and figures, maps and/or other material.
- Deliverables to be provided electronically.

#### **SW.4.4 Technical, Operational and Organizational Environment**

This work is expected to be completed at the Contractor's place of business.

The Contractor will:

- use Windows OS computers with licensed versions of MS Word; MS Excel; and/ or Adobe Acrobat; email, graphics-editing software; image-editing software; desktop publishing software.

#### **SW.5.0 OTHER TERMS AND CONDITIONS OF THE SOW**

##### **SW.5.1 Contractor's Obligations**

In addition to the obligations outlined in Section 4 of this Statement of Work, the Contractor shall:

- Ensure ongoing communication via email and telephone with the CNGO coordinator as required (the language of communication is English);
- Ensure only the actual time worked on the project is billed;
- Ensure consistency and completeness of each paper's content (includes text, tables, figures and references), as well as proper grammar, spelling, and use of geologic terms.

In satisfying the requirements of this agreement, the Recipient is encouraged to comply with the provisions and intent of the NRCan Scientific Integrity Policy (SIP) and to discharge its contractual obligations in support of research, science, or related activities in a manner consistent with all relevant NRCan SIP provisions. For more information on the Scientific Integrity Policy, please visit the NRCan website at: <https://www.nrcan.gc.ca/scientific-integrity/21665#a20>

Natural Resources Canada is committed to making our Department more inclusive for everyone and fostering an equitable workplace culture that values diversity and creates an environment that is welcoming and rewarding for all. We encourage the businesses that work with us to reflect these values. More information can be found at: <https://www.canada.ca/en/government/publicservice/wellness-inclusion-diversity-public-service/diversity-inclusion-public-service2.html>

##### **SW.5.2 NRCan's Obligations**

The CNGO accepts responsibility for delays in the completion of the project caused by authors.

##### **SW.5.3 Location of Work, Work Site and Delivery Point**

All work to be completed at the Contractor's place of business.

**Final Delivery point: 1106 Ikaluktuutiak Drive, Iqaluit, NU X0A 3H0**

**SW.5.4 Language of Work**

Communication is to be in English. Deliverables are to be received in both English and French, or as otherwise stipulated for miscellaneous documents.

**SW.6.0 APPLICABLE DOCUMENTS****SW.6.1 Applicable Documents**

Previous CNGO Summary of Activities volumes can be found at <https://cngo.ca/summary-of-activities/>



**ANNEX "B" BASIS OF PAYMENT**

**(Will be completed at contract award)**



## ANNEX “C” INUIT BENEFITS PLAN

Canada requests that Bidders maximize the participation of Inuit people and businesses, as well as businesses located in the Nunavut Settlement Area (NSA), in the performance of this procurement. The Bidder’s Inuit Benefits Plan (IBP) will be the document containing the Bidders’ commitments related to these objectives. In its IBP, the Bidder should detail and support the achievability of its commitments related to Nunavut Benefits and Inuit Benefits, for each of the IBP criteria, as described in Annex D – Inuit Benefits Plan Evaluation.

Canada reserves the right, but is not obligated, to verify any information provided in the IBP. Any untrue statements made by the Bidder in its IBP may result in the bid being declared non-responsive or in the Contractor being in default to the terms of the contract.

The Bidder acknowledges that the IBP evaluation criteria represents Canada’s solemn efforts to uphold Canada’s constitutional obligations to the Inuit of Nunavut, and that the true value of IBP commitments may not be entirely pecuniary and, as such, cannot be fully represented by a dollar value alone.

The Bidder also acknowledges that, if selected to be the Contractor, the commitments in its IBP will become contractual obligations, and that in future solicitations processes, Canada will retain per the Standard Instructions the right to review past performances and records of delivering IBP obligations to determine a Bidder’s ability to do so in future projects.

For follow-up purposes, the leaders of the modern treaty rights holders impacted by this procurement may receive copies of the Contractor’s IBP, IBP Progress Reports and periodically receive performance monitoring results.

If there is insufficient space in the tables below, add additional lines as need be.

### **Key Terms**

1. Eligible Inuit Employee (EIE) is:

- a) An individual who is working toward the performance of the Contract either as a permanent, part-time or casual employee of the Contractor or as an employee of a subcontractor, and
- b) a beneficiary of the Nunavut Agreement ( <https://nlca.tunnngavik.com/> ) at the time such work is performed, and
- c) is not an Eligible Inuit Trainee.

To confirm whether an employee is a beneficiary of the Nunavut Agreement, the Bidder may contact the Inuit Enrolment List Administrator with such employee’s beneficiary number, Toll Free: 1-888-236-5400.

Additional information on the Inuit Enrolment List is available at:

[https://www.tunnngavik.com/initiative\\_pages/enrolment-program/enrol-in-the-nunavut-agreement/](https://www.tunnngavik.com/initiative_pages/enrolment-program/enrol-in-the-nunavut-agreement/)

2. Inuit Firm Registry (IFR) Firm (contractor/supplier/subcontractor) is:

- a) A firm, the name of which appears on the most current list of Inuit firms of the Inuit Firm Registry(IFR). (<https://inuitfirm.tunnngavik.com/> ) A registry maintained by the modern treaty rights holders in accordance with the Nunavut Agreement.





## 1. INUIT EMPLOYMENT

### Commitment Table 1 – EIE Commitment

Dollar value must be the gross dollar value that will be paid (in CAD) to the EIEs for work performed under the contract. Add as many lines as need be in the below table.

Commitments below identify EIEs and EIE hours **regardless of whether they are performed by the Contractor or subcontractor staff.**

Eligible Inuit Employment commitments **must not include** any commitments already included under the Inuit Ownership commitments.

#### 1-A Total EIE

Period: Contract Award to March 31, 2025

ITEM	Position	EIE Staff(S)	Dollar Value
EIE -1			\$
EIE -2			\$
EIE -3			\$
<b>1-A - Total for this Period</b>			\$

#### 1-B Total EIE

Period: April 1, 2025 to March 31, 2026

ITEM	Position	EIE Staff(S)	Dollar Value
EIE -1			\$
EIE -2			\$
EIE -3			\$
<b>1-B - Total for this Period</b>			\$

#### 1-C Total EIE

Period: April 1, 2026 to March 31, 2027

ITEM	Position	EIE Staff(S)	Dollar Value
EIE -1			\$
EIE -2			\$
EIE -3			\$
<b>1-C - Total for this Period</b>			\$

<b>Total for all Periods (= 1-A + 1-B + 1-C)</b>	<b>Total EIE Staff (Contractor and subcontractor)</b>	<b>Total Dollar Value (Contractor and subcontractor)</b>
	<b>(S1)</b>	<b>\$ (A2)</b>



### IBP Commitment Implementation

Bidders must provide a written plan of engagements, measures, and proposed procedures they will implement to deliver their EIE commitment, as described in section 1.3, EIE – IBP Commitment Implementation in Annex “E” - Inuit Benefits Plan Evaluation.

**Bidders must clearly indicate where in their proposal this information has been provided.**

## 2. INUIT OWNERSHIP

Bidders must provide their IFR identification number to be awarded points toward Inuit ownership.

Bidder's IFR Identification Number: \_\_\_\_\_

## 3. LOCATION IN THE NUNAVUT SETTLEMENT AREA

### Commitment Table 3 – NSA Location Commitment

3-A Period: Contract Award to March 31, 2025		
Company Name (Contractor)	Address in the NSA	Nature of Presence and Office Type in the NSA
Company Name (subcontractor)	Address in the NSA	Nature of Presence and Office Type in the NSA

3-B Period: April 1, 2025 to March 31, 2026		
Company Name (Contractor)	Address in the NSA	Nature of Presence and Office Type in the NSA
Company Name (subcontractor)	Address in the NSA	Nature of Presence and Office Type in the NSA



<b>3-C Period: April 1, 2026 to march 31, 2027</b>		
<b>Company Name (Contractor)</b>	<b>Address in the NSA</b>	<b>Nature of Presence and Office Type in the NSA</b>
<b>Company Name (subcontractor)</b>	<b>Address in the NSA</b>	<b>Nature of Presence and Office Type in the NSA</b>



## ANNEX “D” INUIT BENEFITS PLAN EVALUATION

### Commitment Tables

Bidders should fill out the commitment tables for each criteria at Annex “C” INUIT BENEFITS PLAN (IBP) to be awarded points, adding lines to such tables as need be.

### Evaluation of IBP Commitments

Bidders will be evaluated on their IBP Commitments, for each criterion in accordance with the solicitation clause entitled “Basis of selection”.

### Evaluation of IBP Commitment Implementation

Bidders will be evaluated on their written plan, both for integrating IBP commitments and for detailing their strategy as to how they will deliver such IBP commitments. The examples provided in the “IBP Commitment Implementation” section of each criterion are what a bidder should provide, at a minimum, to support the achievability of the IBP. It is not an exhaustive list. Bidders should provide sufficient proof to support the plan outlined and the commitments made.

### Score Calculations for IBP Commitment Implementation

Each criterion indicates what information the Bidder should provide to support their demonstration of how they intend to fulfill the corresponding commitments. To receive points for the IBP Commitment Implementation for applicable criterion, the information must be submitted with the bid prior to bid closing. Scores will be attributed as described below in the IBP – Commitment Implementation section of each criterion.

### 1. INUIT EMPLOYMENT

**This section is worth 15% of the bid evaluation points available for the IBP.**

<b>1-A - EIE Staffing Commitment</b>		
IMPORTANT: To achieve points, Bidders <b>should</b> detail commitments in Table 1 at <b>Annex C INUIT BENEFITS PLAN</b>		
<b>EIE – Staffing Commitment</b>		
Bidders will be evaluated on their commitment to employ EIEs, in carrying out the work. The commitments below relate specifically to EIEs regardless of whether employed by the Contractor or subcontractor.		
Total Number of Inuit Employees in the firm: _____ employees (a)		
Total Number of Non-Inuit Employees in the firm: _____ employees (b)		
Total Employee (Inuit and non-Inuit) in the firm: _____ employees (c)		
Points awarded based on the percentage of EIE, as follows:		
91% to 100% = 5 points		
76% to 90% = 4 Points		
51% to 75% = 3 points		
26% to 50% = 2 points		
1% to 25% = 1 point		
0% = 0 points		
<b>Number of EIE (A)</b>	<b>Number of non-Inuit Employees (B)</b>	<b>Total Employees (C=A+B)</b>
<b>Percentage of EIE Employment: (A) / (C) = % Commitment</b>		<b>%</b>
<b>1-A - Total Points Available for EIE Staffing Commitment:</b>		<b>/5</b>



<b>1-B - EIE – IBP Commitment Implementation</b>	
<b>IMPORTANT: To achieve points, Bidders must provide a written plan of engagements, measures, and proposed procedures they will implement to deliver their EIE commitments.</b>	
Bidders must provide a written plan of engagements, measures, and proposed procedures they will implement to deliver their EIE commitments	
Provide information for the following topics, to demonstrate Inuit labour commitment:	
<ol style="list-style-type: none"> <li>1. the sustainability of the jobs;</li> <li>2. human resource strategies for Inuit recruitment;</li> <li>3. human resource strategy for retention, succession planning and staff management</li> <li>4. List of specific positions/categories to be staffed;</li> <li>5. Identification of potential risks/barriers and details for risk mitigation strategies with respect to the IBP</li> </ol>	
Points will be awarded as follows:	
Bid addresses all 5 topics = 5 points	
Bid addresses 4 of 5 topics = 4 points	
Bid addresses 3 of 5 topics = 3 points	
Bid addresses 2 of 5 topics = 2 points	
Bid addresses 1 of 5 topics = 1 point	
Bid addresses 0 of 5 topics = 0 points	
<b>1-B - Total Points Available for EIE - IBP Commitment Implementation:</b>	<b>/5</b>

<b>1-C ELIGIBLE INUIT EMPLOYMENT – Total points</b>		
<b>Table</b>	<b>Description</b>	<b>Total Points</b>
1-A	EIE Staffing Commitment	/5
1-B	EIE – IBP Commitment Implementation	/5
<b>1-C - Eligible Inuit Employment – Total Points :</b>		<b>/10</b>

## 2. INUIT OWNERSHIP

<b>2-A - This criterion is worth 15% of the bid evaluation points available for IBP.</b>		
<b>2.</b>	<p><b>Inuit Ownership – Commitment</b> Registered on the Inuit Firm Registry (IFR).</p> <p>Bidders will be evaluated on whether or not they are registered on the IFR. Bidders registered on the IFR will be awarded full points for this criteria.</p> <p>The Contractor must be registered on the Inuit Firm Registry (IFR) for the duration of the contract. Failure to do so may result in Canada terminating the contract for default.</p> <p>Bidder is registered on the IFR: YES = 5 points or NO = 0 points _____</p>	<b>/5</b>
<b>Total Points Available for Inuit Ownership</b>		<b>/5</b>



### 3. LOCATION IN THE NUNAVUT SETTLEMENT AREA

This criterion is worth 5% of the bid evaluation points available for IBP

LOCATION OF BUSINESS IN THE NUNAVUT SETTLEMENT AREA (NSA)	
IMPORTANT: To achieve points, Bidders <b>should</b> detail commitments in Table 3 at Annex "C" INUIT BENEFITS PLAN.	
3.	<p><b>NSA Location – Commitment</b></p> <p>Bidders will be evaluated on their new or existing location of business in the NSA in performing work under the government contract.</p> <p>Contractor/subcontractor may have head offices, administrative offices, or other staffed facilities.</p> <p>A maximum of 10 points will be assigned for this criterion. 5 for the Contractor and 5 for the sub-contractors. <b>If the Contractor is not utilizing any subcontractors and/or suppliers, the Contractor points are worth double, up to a maximum of 10 points.</b></p> <p>Points will be assigned as follows:</p> <p><b>Contractor</b> 5 points:</p> <ol style="list-style-type: none"> <li>1. Head Offices (2 points)</li> <li>2. Administrative Offices (2 points)</li> <li>3. Other Staffed Facilities (1 points)</li> </ol> <p><b>Subcontractors</b> (5 points):</p> <ol style="list-style-type: none"> <li>1. Head Offices (2 points)</li> <li>2. Administrative Offices (2 points)</li> <li>3. Other Staffed Facilities (1 points)</li> </ol> <p>Bidders must provide supporting documentation regarding the locations submitted. Information to include:</p> <ul style="list-style-type: none"> <li>• a description of the locations, including addresses;</li> <li>• describe the nature of the firm's presence in the NSA; and</li> <li>• number of years the firm has been in the identified locations in the NSA.</li> </ul>
<b>Total Points Available for Inuit Location</b> /10	



## ANNEX “E” - INUIT BENEFITS PLAN PROGRESS REPORT

The IBP Progress Report is comprised of three (3) tables which the Contractor must fill in, as indicated in this Annex, and submit with every invoice.

The tables will demonstrate the Contractor’s compliance with its IBP, providing information, including the cost breakdown, on all IBP achievements in each period of the Contract as well as the cumulative total of IBP obligations delivered since the beginning of the Contract.

If so requested by Canada, the Contractor must be able to provide a full description of all of the Work that has been completed in accordance with the IBP, and to present before Canada the supporting documentation (i.e. employees coordinates, time sheets, invoices, receipts, vouchers etc). The Contractor must also maintain such records for audit purposes in accordance with the General Conditions.

The Contractor is required to certify the information contained in every IBP Progress Report submitted. If Contractor Certification is not provided, the IBP Progress Report will be deemed incomplete and will not be accepted.

### Disclosure of Information

1. The Contractor agrees to the disclosure of the IBP and the IBP Progress Reports by Canada, including to Indigenous treaty rights-holders or their designated representatives, Parliamentary Committees and to any independent professional contracted to determine whether the Contractor has met its contractual obligations related to the IBP. The Contractor warrants to have secured from its subcontractors and suppliers similar consents to disclosure by Canada as the IBP and the IBP Progress Report could contain information regarding such subcontractors and suppliers. The Contractor further agrees that it will have no right to claim against Canada, its employees, agents or servants, in relation to such disclosures of information.
2. The Contractor undertakes **not to include** in the IBP or in the IBP Progress Reports **any information that cannot be shared publicly** or that could constitute **private information** under the *Privacy Act* (R.S.C., 1985, c. P-21) (e.g.name, home address, personal email, telephone number, social security number, driver license number, etc.). However, the Contractor, its subcontractors and its suppliers, must maintain such records for audit purposes in accordance with the General Conditions.

### Deviations

If the delivery of IBP obligations is below the IBP commitment, the Contractor must include a detailed explanation. In circumstances where the Contractor can clearly demonstrate that reasonable efforts were made to meet the IBP obligations but could not be met due to circumstances out of the Contractor’s control, the Contractor will nevertheless be expected to have maximized IBP obligations to the level that was possible. See the Contract terms for further details regarding such situations.

The Contractor must **inform the Contracting and Canada’s IBP Authority immediately** without waiting for the submission of an IBP Progress Report if a deviation from the expected outcome may occur.

### Key Terms

1. Eligible Inuit Employee (EIE) is:
  - a) An individual who is working toward the performance of the Contract either as a permanent, part-time or casual employee of the Contractor or as an employee of a subcontractor; and
  - b) a beneficiary of the Nunavut Agreement ( <https://nlca.tunngavik.com/> ) at the time such work is performed; and



- c) is not an Eligible Inuit Trainee.

To confirm whether an employee is a beneficiary of the Nunavut Agreement, the Bidder may contact the Inuit Enrolment List Administrator with such employee's beneficiary number, Toll Free: 1-888-236-5400.

Additional information on the Inuit Enrolment List is available at:

[https://www.tunnngavik.com/initiative\\_pages/enrolment-program/enrol-in-the-nunavut-agreement/](https://www.tunnngavik.com/initiative_pages/enrolment-program/enrol-in-the-nunavut-agreement/)

2. Inuit Firm Registry (IFR) Firm (contractor/supplier/subcontractor) is:

- a) A firm, the name of which appears on the most current list of Inuit firms of the Inuit Firm Registry(IFR). (<https://inuitfirm.tunnngavik.com/>) A registry maintained by the modern treaty rights holders in accordance with the Nunavut Agreement.

## 1. INUIT EMPLOYMENT

### Table 1 – EIE Progress Report.

Add as many lines as need be in the below table. Positions and type of work must also correspond with those committed to in the Contractor's IBP.

Period: \_\_\_\_\_

#### 1-A Total EIE

ITEM	Hourly Rate	EIE Hours in this Progress Report (Contractor and subcontractor)		Dollar Value paid to EIE in this Progress Report (Contractor and subcontractor)	
		Committed	Achieved	Committed	Achieved
EIE - 1	\$			\$	\$
EIE - 2	\$			\$	\$
EIE - X	\$			\$	\$
<b>Total for this Progress Report</b>				\$	\$

#### 1-B EIE Cumulative

<b>Total EIE Hours committed in the IBP (A1)</b>		<b>Total Dollar Value committed for EIE Hours in the IBP (A2)</b>	\$
<b>Total EIE Hours achieved for all Periods up to now and including this one</b>		<b>Total Dollar Value paid toward EIE Hours for all Periods up to now and including this one</b>	\$
<b>Total EIE Hours remaining to meet commitment</b>		<b>Total Dollar Value remaining to meet commitment</b>	\$
<b>% of EIE Hours achieved toward EIE hours committed</b>		<b>% Dollar Value paid toward EIE Hours committed</b>	





**On track (Yes or No) ?** If no, the sections below **MUST** be completed prior to submission of this report

**IBP Deviation Explanations** (Use additional pages if necessary)

--

**Proposed Adjustments and/or Alternative commitments** (Use additional pages if necessary)

--

**Comments** (Use additional pages if necessary)

--

## 2. INUIT OWNERSHIP

### Table 2 – Inuit Ownership Progress Report

#### 2-A Total Inuit Contractor/Sub-Contracting

Period: \_\_\_\_\_

ITEM	Company Name (contractor)	Description of the Work/Goods Supplied	Inuit Firm ID	Total Dollar Value in this Progress Report	
				Committed	Achieved
IFR-1				\$	\$
	Company Name (subcontractor)	Description of the Work/Goods Supplied	Inuit Firm ID	Total Dollar Value in this Progress Report for Subcontract	
				Committed	Achieved
IFR-2				\$	\$
IFR-3				\$	\$
<b>Total Dollar Value for Inuit Contractor/Subcontracting in this Progress Report</b>				\$	\$

**2-B Cumulative**

<b>Total Dollar Value</b> for Inuit Contractor/Subcontracting in all Periods, including this one.	\$
<b>Total Dollar Value</b> for Inuit Contractor/Subcontracting committed in the IBP (F)	\$
<b>Total Dollar Value remaining</b>	\$

**On track (Yes or No) ?** If no, the sections below **MUST** be completed prior to submission of this report.

**IBP Deviation Explanations** (Use additional pages if necessary)

--

**Proposed Adjustments and/or Alternative commitments** (Use additional pages if necessary)

--

**Comments** (Use additional pages if necessary)

--

**3. LOCATION IN THE NUNAVUT SETTLEMENT AREA****Table 3– NSA Location Commitment Progress Report****3-A Location of Business in the NSA**

Period: \_\_\_\_\_

<b>Company Name</b> (contractor)	<b>Address in the NSA</b>	<b>Nature of Presence and Office Type in the NSA</b>
<b>Company Name</b> (subcontractor/supplier)	<b>Address in the NSA</b>	<b>Nature of Presence and Office Type in the NSA</b>



**On track (Yes or No)?** If no, the sections below **MUST** be completed prior to submission of this report

**IBP Deviation Explanations** (Use additional pages if necessary)

**Proposed Adjustments and/or Alternative commitments** (Use additional pages if necessary)

**Comments** (Use additional pages if necessary)

**Contractor Certification**

**IBP PROGRESS CERTIFICATION:**

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

CONTRACT NUMBER: \_\_\_\_\_

The Contractor certifies the information contained in the IBP Progress Report is accurate and complete.

The Contractor further certifies, and is prepared to provide support to demonstrate, that:

1. Where work has been attributed to Inuit workers or Inuit trainees , that the workers and / or trainees were all registered on the Inuit Enrolment List during the reporting period; and
2. Where work has been attributed to Inuit Firms, that those firms were all registered on the Inuit Firm Registry during the reporting period.



## APPENDIX “1” - EVALUATION CRITERIA

Bidders are advised to address these criteria in the following order and in sufficient depth in their proposals to enable a thorough assessment. NRCan’s assessment will be based solely on the information contained within the proposal. NRCan may confirm information or seek clarification from bidders.

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the criteria will not be considered demonstrated for the purpose of this evaluation.

The Bidder should provide complete details as to where, when (month and year) and how (through which activities/ responsibilities) the stated qualifications/experience were obtained. Experience gained during formal education shall not be considered work experience. All criteria for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

Bidders are also advised that the month(s) of experience listed for a project whose time frame overlaps that of another referenced project will only be counted once. For example: project one time frame is July 2001 to December 2001; project two time frame is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

### 1. Technical Criteria

#### 1.1 Mandatory Evaluation Criteria

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Proposals which fail to meet the mandatory criteria will be deemed non-responsive.

Criterion ID	Mandatory Criteria	Proposal Page #	Pass/Fail
M1	<p><b>The bidder must demonstrate that they have at least five (5) years of experience editing and publishing similar Canadian geoscience volumes that specialize in the following desired topics such as:</b></p> <ul style="list-style-type: none"> <li>• <b>bedrock geology, and/or</b></li> <li>• <b>surficial geology, and/or</b></li> <li>• <b>geophysics, and/or</b></li> <li>• <b>geochemistry, and/or</b></li> <li>• <b>geochronology, and/or</b></li> <li>• <b>sedimentology, and/or</b></li> <li>• <b>permafrost.</b></li> </ul> <p>To demonstrate the required five (5) years of experience, bidders must provide project summaries. Project summaries should include the follow:</p> <ul style="list-style-type: none"> <li>• Name of Project</li> <li>• Name of Client</li> <li>• Start and End Dates</li> <li>• A brief summary of the project</li> </ul>		<input type="checkbox"/> Pass <input type="checkbox"/> Fail



Criterion ID	Mandatory Criteria	Proposal Page #	Pass/Fail
M2	<p>Bidders must provide three (3) detailed project examples editing and publishing similar Canadian geoscience volumes. ALL projects must be completed in a 'Canadian context'*.  <i>*Canadian Context is defined as geoscience in Canada and referencing Canadian geoscience terminology.</i>            Note: Please see R1 for details on how these projects will be evaluated.</p>		<input type="checkbox"/> Pass <input type="checkbox"/> Fail
M3	<p>The proposed editors must have a B.Sc. in geoscience, <u>or</u> a Masters in geoscience, <u>or</u> a PhD in geoscience            A copy of the proposed editor's degrees must be provided as proof of education.</p>		<input type="checkbox"/> Pass <input type="checkbox"/> Fail
M4	<p>The bidder must propose resources with at least five (5) years of combined experience in editing similar Canadian geoscience volumes that specializes in:</p> <ul style="list-style-type: none"> <li>• bedrock geology, and/or;</li> <li>• surficial geology, and/or;</li> <li>• geophysics, and/or;</li> <li>• geochemistry, and/or;</li> <li>• geochronology, and/or;</li> <li>• sedimentology, and/or</li> <li>• permafrost.</li> </ul> <p>This experience is to be demonstrated by providing résumés of each proposed resources.</p>		<input type="checkbox"/> Pass <input type="checkbox"/> Fail
M5	<p>The bidders must possess a resource with at least two (2) years of experience in translating technical geoscience (English/French) abstracts and/or papers that specializes in:</p> <ul style="list-style-type: none"> <li>• bedrock geology, and/or;</li> <li>• surficial geology, and/or;</li> <li>• geophysics, and/or;</li> <li>• geochemistry, and/or;</li> <li>• geochronology, and/or;</li> <li>• sedimentology, and/or</li> <li>• permafrost.</li> </ul> <p>This experience is to be demonstrated by providing résumés of each proposed resource.</p>		<input type="checkbox"/> Pass <input type="checkbox"/> Fail

## 1.2 Evaluation of rated criteria

The criteria contained herein will be used by NRCan to evaluate each proposal that has met all of the mandatory criteria.

Proposals must achieve the stated minimum points required overall for the rated criteria to be assessed as



responsive under the point rated technical criteria section; proposals not meeting the minimum required points will be deemed non-responsive.

Proposals will be evaluated based on the following criteria:

Criterion ID	Requirement	Points breakdowns	Maximum Points	Proposal Page #
R1	<p><b>Depth and Breadth of Geoscience Experience</b></p> <p>Project examples provided in M1 will be evaluated as follows:</p> <p>2 points for each topic covered in each the project.</p> <p>Topics include the following:            bedrock geology, and/or            surficial geology, and/or            geophysics, and/or            geochemistry, and/or            geochronology, and/or            sedimentology, and/or            permafrost.</p>	<p><b>Each project = Max 14 pts</b>            -----  <b>2 points</b> for each topics covered in the project.</p> <p>For example: a project that has covered/addressed only 3 topics (Bedrock geology, surficial geology and geochemistry) will get 6 points.</p>	<b>42</b>	
R2	Bidder's resource experience in translation (M5)	<b>2 points</b> per year over the minimum two (2).	<b>18</b>	
<b>Total Point Rated Points Available</b>			<b>60</b>	



## APPENDIX "2" - FINANCIAL BID PRESENTATION SHEET

### A. Technical Science Editing & Formatting Services

The all-inclusive firm hourly rate for the completion of this project is in Canadian funds and does not include applicable taxes.

<b>Table A1 - Technical Science Editing &amp; Formatting Services</b>				
<b>Initial Contract Period – Contract Award to March 31, 2025</b>				
<b>Item</b>	<b>Professional Editing &amp; Formatting Services</b>	<b>Level of Effort* (Hours)</b>	<b>Firm Hourly Rate</b>	<b>(\$ Total Amount**</b>
1.	For all professional services required for technical science editing and formatting of geoscience papers, including accompanying tables and figures as described under SW.4.1 and SW.4.2.	1200 Hours	\$	\$
<b>A-1 - Total Estimated Price for Evaluation: (Applicable Taxes Excluded)</b>				\$

<b>Table A2 - Technical Science Editing &amp; Formatting Services</b>				
<b>Option Period #1 – April 1, 2025 to March 31, 2026</b>				
<b>Item</b>	<b>Professional Editing &amp; Formatting Services</b>	<b>Level of Effort* (Hours)</b>	<b>Firm Hourly Rate</b>	<b>(\$ Total Amount**</b>
1.	For all professional services required for technical science editing and formatting of geoscience papers, including accompanying tables and figures as described under SW.4.1 and SW.4.2.	1200 Hours	\$	\$
<b>A-2 - Total Estimated Price for Evaluation: (Applicable Taxes Excluded)</b>				\$

<b>Table A3 - Technical Science Editing &amp; Formatting Services</b>				
<b>Option Period #2 – April 1, 2026 to March 31, 2027</b>				
<b>Item</b>	<b>Professional Editing &amp; Formatting Services</b>	<b>Level of Effort* (Hours)</b>	<b>Firm Hourly Rate</b>	<b>(\$ Total Amount**</b>
1.	For all professional services required for technical science editing and formatting of geoscience papers, including accompanying tables and figures as described under SW.4.1 and SW.4.2.	1200 Hours	\$	\$
<b>A-3 - Total Estimated Price for Evaluation: (Applicable Taxes Excluded)</b>				\$

**\* LEVEL OF EFFORT PRESENTED HEREIN IS USED FOR EVALUATION PURPOSES ONLY AND IT IS NOT A COMMITMENT BY CANADA.**

**\*\* FOR ANY ERRORS IN THE CALCULATION, THE HOURLY RATE SCHEDULE WILL BE UPHELD.**

Any estimated level of effort specified in the Pricing Details detailed above is provided for financial proposal evaluation purposes only. It is only an approximation of the requirements and is not to be considered as a contract guarantee nor as a commitment by NRCan to respect those estimated in any resulting contract.

<b>Table A4</b> <b>Total Tendered Price for the Evaluation of Technical Science Editing &amp; Formatting Services</b> <b>(A4 = A1 + A2 + A3)</b>	\$
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## B. Technical Translation Services

The all-inclusive firm unit rate for the completion of this project is in Canadian funds and does not include applicable taxes.

<b>Table B1 - Technical Translation Services</b>				
<b>Initial Contract Period – Contract Award to March 31, 2025</b>				
<b>Item</b>	<b>Technical Translation Services</b>	<b>Level of Effort* (Words)</b>	<b>Unit Rate per Word</b>	<b>(\$) Total Amount**</b>
1.	Translation of technical geoscience papers English to French or French to English	64,000		\$
2.	Translated plain language summaries English to French or French to English	2,500		\$
<b>B1 - Total Estimated Price for Evaluation: (Applicable Taxes Excluded)</b>				<b>\$</b>

<b>Table B2 - Technical Translation Services</b>				
<b>Option Period #1 – April 1, 2025 to March 31, 2026</b>				
<b>Item</b>	<b>Technical Translation Services</b>	<b>Level of Effort* (Words)</b>	<b>Unit Rate per Word</b>	<b>(\$) Total Amount**</b>
1.	Translation of technical geoscience papers English to French or French to English	64,000		\$
2.	Translated plain language summaries English to French or French to English	2,500		\$
<b>B2 - Total Estimated Price for Evaluation: (Applicable Taxes Excluded)</b>				<b>\$</b>

<b>Table B3 - Technical Translation Services</b>				
<b>Option Period #2 – April 1, 2026 to March 31, 2027</b>				
<b>Item</b>	<b>Technical Translation Services</b>	<b>Level of Effort* (Words)</b>	<b>Unit Rate per Word</b>	<b>(\$) Total Amount**</b>
1.	Translation of technical geoscience papers English to French or French to English	64,000		\$
2.	Translated plain language summaries English to French or French to English	2,500		\$
<b>B3 - Total Estimated Price for Evaluation: (Applicable Taxes Excluded)</b>				<b>\$</b>

**\* LEVEL OF EFFORT PRESENTED HEREIN IS USED FOR EVALUATION PURPOSES ONLY AND IT IS NOT A COMMITMENT BY CANADA.**

**\*\* FOR ANY ERRORS IN THE CALCULATION, THE FIRM UNIT RATE SCHEDULE WILL BE UPHELD.**

Any estimated level of effort specified in the Pricing Details detailed above is provided for financial proposal evaluation purposes only. It is only an approximation of the requirements and is not to be considered as a contract guarantee nor as a commitment by NRCan to respect those estimated in any resulting contract.

<b>Table B4</b>	
<b>Total Tendered Price for Technical Translation Services for Evaluation: (B4 = B1 + B2 + B3)</b>	<b>\$</b>




**C. Price of the Bid – Subject to a Limitation of Expenditure**

<b>Table C - Total Tendered Price for Financial Proposal Evaluation</b>	
Table A4 - Technical Science Editing & Formatting Services	\$
Table B4 - Technical Translation Services	\$
<b>Table C Total Tendered Price for Financial Proposal Evaluation:</b> <b>(Table C = A4 + B4)</b> <b>Taxes Extra</b>	

Any estimated level of effort specified in the Pricing Details detailed above is provided for financial proposal evaluation purposes only. It is only an approximation of the requirements and is not to be considered as a contract guarantee nor as a commitment by NRCan to respect those estimated in any resulting contract.