**2023-08-22**

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

*Subject:* **Request for Proposal (RFP) # 2023-15**

This document represents an invitation to Bidders to submit their proposals to the Standards Council of Canada (SCC) for SCC is seeking a Supplier to develop a Technical Specification (TS) for the priority area: **selection and deployment of emergency flood barriers for Canadian municipalities, and a short public-facing graphical guide for selecting and deploying emergency flood barrier that outlines the key messages of the TS.**

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

Proposals must be received by SCC no later than **16:00 hours, (4 p.m.) EDT on Thursday, September 21st, 2023.** It is the Bidder's responsibility to deliver their proposal prior to **the time/date of bid closing**. Proposals received after 16:00 hours will not be accepted.

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

- **ATTACHMENT 1 – Technical Proposal**

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

- **ATTACHMENT 2 – Financial Proposal**

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

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

Questions with respect to the meaning or intent of this process, or requests for correction to any apparent ambiguity, inconsistency or error in the document must be submitted in writing to contracts@scc.ca and must be received by 12:00 hours (noon) EDT on **Friday, September 8th, 2023.** All answers will be communicated to all potential bidders via the CanadaBuys website.

**Request for Proposal # 2023-15**

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## APPENDIX A: REQUEST FOR PROPOSAL – ACCEPTANCE FORM

**Proposal Submitted by**

_____
**(Name of Company)**
_____
_____
_____
_____
**(Complete Address)**

**GST/HST Number _____BIN Number _____**

Telephone Number: _____
Fax Number: _____
Contact Person: _____
Contact Email Address: _____

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

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

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

4. **Financial Proposal**

The Bidder hereby proposes to perform and complete the work as per the financials outlined in Appendix D: Financial Proposal of SCC RFP #2023-15, which represents the total financial proposal.

5. **Optional Modifications**

In the event that SCC requests the successful Bidder to proceed with any optional modifications or additional changes to the process, payment for this additional work will be based on the per diem rates quoted (see Appendix D of SCC RFP #2023-15).

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

6. **Optional Years**

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

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

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

**8. Payment Schedule**

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

**9. Appropriate Law**

Any contract awarded by SCC as a result of SCC RFP #2023-15 shall be governed by and construed in accordance with the laws in force in the Province of Ontario, Canada.

**10. Tender Validity**

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

**Signatures**

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

SIGNED this_____day of _____ 2023.

Per _____

NAME OF COMPANY

Per _____

(Signing Officer and Position)

## APPENDIX B – STATEMENT OF WORK

| APPENDIX B: STATEMENT OF WORK | |
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| **Project** | SCC will issue (1) contract to the successful Bidder that demonstrates their qualifications to establish and manage a technical committee, and develop the following:<br><br>• A National Technical Specification (TS) on selection and deployment of emergency flood barriers for Canadian municipalities.<br>• A short public-facing graphical guide for selecting and deploying emergency flood barrier that outlines the key messages of the TS<br><br>Qualified organizations or individuals are encouraged to submit a proposal presenting their experience, qualifications, and capacity to develop the above-mentioned deliverables. |
| **Background** | All regions of Canada are experiencing environmental, social, and economic impacts that can be attributed to climate change. Adapting standards to ensure infrastructure is climate resilient is critical for Canada and its citizens. Standards can specify performance and material requirements that can be used as the integration point for climate-related risks into infrastructure planning and development processes.<br><br>The Standard Council of Canada's (SCC) Standards to Support Resilience in Infrastructure Program (SSRIP) works with Canada's national standardization network to develop and implement standardization solutions that boost infrastructure resilience and create stronger communities for Canadians. The overall objective of the SSRIP is to advance standardization strategies that help Canadian households, businesses, and communities adapt to the impacts of climate change. This supports a vision for a climate-resilient, sustainable built environment in Canada. The program is in its second phase (2021-2026) and has led more than 41 standardization initiatives since it began.<br><br>**Impact of flooding on Canadian communities**<br><br>Flooding has become a recurring issue in many Canadian communities, and the risk has been increasing in recent years. In many regions, the frequency and severity of coastal and riverine flooding events are projected to increase in the future as the impacts of climate change on temperatures, weather patterns, precipitation extremes, spring runoff and sea levels are realized. Given this, communities are looking for ways to adapt and plan for these events. For example, the successive major spring floodings in 2017 and 2019 have led many municipalities in Quebec and Ontario to update their flood maps delineating flood-prone zones. As a result, thousands of |

buildings, roads and other infrastructures have been assessed as vulnerable to frequent flooding[1].

Flooding has become Canada's most common and costly type of disaster. In recent years, flooding has caused damage estimated at $1.5 Billion per year to households, property and infrastructure in Canada[2]. Less than 50% of these damage costs were insured[2]. This number is expected to double by 2050 if no adaptation measures are implemented[3]. The risk level varies greatly across the country, a 2022 report by Canada's task force on flood insurance and relocation have revealed that the total residential flood risk is Canada is estimated at $2.9 Billion annually and 89% is concentrated in the top 10% highest risk homes[1]. In 2019, the federal, provincial and territorial governments agreed to a common Canadian strategy to flood risk management through the "Emergency Management Strategy for Canada: Toward a Resilient 2030".

**Flood response practice in Canada**

With the increasing frequency and cost of major flood events, many Canadian municipalities have adopted regulations restricting infrastructure development in floodplain zones. Those regulations, while reducing future exposure, mainly address new construction and major retrofit projects. Further, our understanding of the number of existing buildings and critical infrastructure systems in flood-prone zones has increased as a result of the revised flood maps in many regions of the country.

Most municipalities with flood-vulnerable communities have established flood emergency response plans. Those plans establish procedures to reduce the risk with early warning communication and to increase the efficiency of the response during the flood event and the post-disaster recovery. Typically, municipalities and asset owners are responsible for the immediate response in case of a flood event. Provincial and federal's intervention is mostly financial in the recovery phase, except for major events, where all three levels of government intervene in the early response operations.

**Emergency flood protection**

For existing infrastructure prone to frequent flooding, flood protection measures (mostly permanent flood barriers) are the main mechanism municipalities use to reduce risk. When permanent barriers are not feasible, temporary emergency barriers are installed and deployed when a flood

[1] Ministère de l'Environnement, de la Lutte contre les changements climatiques, de la Faune et des Pars, Quebec, https://www.cehq.gouv.qc.ca/zones-inond/index.htm

[2] Public Safetey Canada - Adapting to Rising Flood risk – An Analysis of Insurance Solutions for Canada – Aug 2022, https://www.publicsafety.gc.ca/cnt/rsrcs/pblctns/dptng-rsng-fld-rsk-2022/dptng-rsng-fld-rsk-2022-en.pdf

[3] GHD, Aquanomics Report on Disaster costs in Canada, https://aquanomics.ghd.com/

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| | event is imminent. In Canada, municipalities are generally responsible for the timely deployment of emergency flood barriers to protect communities from major flood events.<br><br>The selection of an effective emergency flood barrier depends on various factors like the site, the type of flood (pluvial, coastal or riverine), the cost and the speed of deployment. Various temporary flood barriers are currently on the market with different levels of performance (traditional sandbags, inflatable flood control tubes, box-wall barriers, etc.). The National Research Council Canada (NRC) is currently working on developing a standardized procedure for testing the performance of emergency flood barriers on the Canadian market.<br><br>There is currently a lack of guidance for Canadian municipalities on the selection and deployment of temporary emergency barriers. There is also a limited number of international standards or guidelines on emergency flood barrier technologies, none of which were developed in Canada or suited to the unique conditions of our climate and environment. Two of the most commonly cited and specified testing standards for emergency and/or temporary flood barriers include the British Standards Institute (BSI standard BS851188.2)[4] and the ANSI/FM Global standard (ANSI/FM 2510)[5]. The British Environment Agency's publication "Temporary and Demontable Flood protection Guide"[6] provides some guidance on the selection of temporary flood barrier but may not cover the specifics of the Canadian coastal and riverine context. This project is aimed at filling that gap by providing an evidence-based, systematic approach for selecting, timely deploying and maintaining emergency flood barriers for Canadian municipalities. |
| **Scope** | In collaboration with the National Research Council Canada (NRC), SCC is seeking proposals from qualified organizations to develop a National Technical Specification Document (TS) on selection and deployment of emergency flood barriers.<br><br>While SCC recognizes the scope of the proposed TS may be adjusted based on input from the relevant Committee, the following provides guidance on what the technical experts advise should be the intended scope for the National Technical Specifications (TS):<br><br><u>Purpose and objective</u><br><br>The purpose of the TS is to provide Canadian flood emergency response actors with a comprehensive approach to selecting, deploying and maintaining the appropriate type of emergency flood barrier. The primary |

[4] https://knowledge.bsigroup.com/products/flood-resistance-products-building-products-specification-1/standard
[5] https://www.floods.org/whats-new/ansi-adopts-national-standards-for-testing-flood-barriers/
[6] https://assets.publishing.service.gov.uk/media/603376bce90e0766021bf14f/_flood_protection_guide.pdf

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| | objective of the project is to enhance the efficiency of flood emergency response in communities located on flood-prone regions across Canada. The secondary objectives of the project are:<br><br>• Reviewing the Canadian current practice in flood emergency response,<br>• Identifying the major challenges for Canadian municipalities in emergency flood response planning, execution and recovery,<br>• Gathering expertise across Canada on emergency flood response through the establishment of a committee of subject matter experts, and,<br>• Promoting uptake of the TS.<br><br><u>Intended Users and Audience</u><br><br>Municipalities and Federal/Provincial authorities involved in emergency preparedness and response to floods are the intended users of the TS. The public-facing guide should be intended to municipalities, contractors and the general public involved in residential emergency flood response.<br><br><u>Guiding Principles</u><br><br>The Supplier should consider the following as guiding principles in the development of the TS:<br><br>• The TS should, wherever possible include graphics, diagrams, checklists, recommendations, and other elements to assist with the implementation.<br>• The language and presentation of the content should be tailored to the intended users and audience noted above,<br>• The TS should provide, as much as possible, practical recommendations taking into account the Canadian context on the topic (cost, maintenance, availability on the Canadian market, etc.)<br>• The development of the TS should be guided by the fairness in the interest of the keys actors (homeowners, business owners, municipalities, industry actors)<br>• The public-facing guide should be presented with infographics and plain language. The supplier can refer to the PreparedBC Flood Preparedness Guide (available at www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/preparedbc/preparedbc-guides/preparedbc_flood_preparedness_guide_fillable.pdf ) for the recommended format. |

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| | Content of the TS<br><br>While SCC recognizes the content of the TS may be adjusted based on input from those involved, the following presents the minimum expected content:<br><br>• **Current state on standardization and guidance on emergency flood protection.** The Supplier will conduct a review of the current literature on emergency flood protection and systems. Emphasis should be placed on standards, policies and official guidance literature aimed at reducing the impact of flash flood damage on properties and infrastructure.<br><br>• **Emergency response practice in Canada.** The Supplier will conduct a review of the current practice on emergency flood response in the Canadian context. The objective of the review is to identify the general approach for Canadian municipalities in planning, preparing and responding to emergency flood events. The review shall cover pluvial, riverine and coastal flooding. Roles and responsibilities between the different level of governments should be investigated.<br><br>• **Current technologies on the Canadian market.** The Supplier will conduct an extensive review of the current emergency flood-barrier technologies available on the Canadian market. For each technology identified, the user of the TS should be presented with the following information, as a minimum:<br>o Description of the system and its use<br>o Accessibility (including cost) of the product to Canadian households and business owners<br>o Complexity of deployment and maintenance<br>o Any other performance indicator that can lead to a better decision while selecting a flood-barrier technology.<br><br>The review will also aim to identify the main challenges encountered by the key actors in the implementation of emergency flood protection solutions.<br><br>• **Performance evaluation for flood barriers.** The TS will present the various factors influencing the performance of emergency flood barriers (site characteristics, type of flood, flood depth, etc.). The impact of each factor should be discussed and recommendations should be formulated on how to qualitatively evaluate the performance of a flood-barrier product. |

- **Framework for selection and deployment of emergency flood-barriers.** The TS shall present a comprehensive framework for selecting, deploying, and maintaining emergency flood barriers. The framework shall have a graphical representation of the workflow identifying the steps and their associated actions.

- **Recommendations for integration to existing emergency plans.** The TS shall provide guidance on integration of the proposed framework into existing municipal emergency response plans. Wherever possible, the TS should provide links and integration with other flood protection techniques (early warning systems, permanent protection solutions. Etc.)

Content of the public-facing guide

The public-facing guide should be based on the content of the TS. As a minimum, the following content is recommended:

- Description of the different types of flooding and how the user can determine the type of flooding his property may experience
- Description and graphic representation of some of the most efficient types of flood barriers for residential application
- Graphic, procedural approach to deploying and maintaining emergency flood barriers (as minimum, examples should be provided for two of the identified types of emergency flood barrier)
- Any information deemed necessary (by the technical committee) to help the general public prepare and respond to emergency floods.

Relation to Existing Literature, Guidance and Documentation

The SUPPLIER is encouraged to review the following literature:

- Guide for Integrating Adaptation Considerations into Canadian Standards, published by SCC and available at: https://www.scc.ca/en/about-scc/publications/general/guide-for-integrating-climate-change-adaptation-considerations-into-canadian-standards
- Temporary Flood Barriers: Available Technologies and a Summary of Testing Guidelines and Certification Standards, developed by NRC, the successful bidder will be provided with a copy of the publication
- Ogunyoye Fola & al., Temporary and Demountable Flood Protection Guide, British Environment Agency, Aug. 2011, IBSN: 978184911-225-3
- Public Safety Canada, Adapting to Rinsing Flood Risk, Canada's Task Force on Flood Insurance and Relocation, Aug 2022,

https://www.publicsafety.gc.ca/cnt/rsrcs/pblctns/dptng-rsng-fld-rsk-2022/dptng-rsng-fld-rsk-2022-en.pdf

- BS 851188-1:2019 - Flood resistance products - Building products. Specification
- Public Safety Canada, Federal Flood Mapping Guidelines Series available at:

  https://www.publicsafety.gc.ca/cnt/mrgnc-mngmnt/dsstr-prvntn-mtgtn/ndmp/fldpln-mppng-en.aspx
- BS 851188-2:2019 - Flood resistance products - Perimeter barrier systems. Specification
- ANSI/FM 2510 - American National Standard for Flood Mitigation Equipment
- Behm Randall and al. Guidelines for improving flood-resistance for existing buildings, NRC Publications Archive, available at:

  Guidelines for improving flood-resistance for existing buildings - NRC Publications Archive - Canada.ca
- Intact Centre - Temporary Flood Barrier Resource List available at:

  Final-Copy-Flood-Barriers-for-Homeowners_2018.pdf
- PreparedBC Flood Preparedness available at:

  www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/preparedbc/preparedbc-guides/preparedbc_flood_preparedness_guide_fillable.pdf.

Stakeholder Outreach

To inform the development work of the TS, the Supplier will reach out to a minimum of six municipal, provincial, federal or academic stakeholders and a minimum of two industry stakeholders to gather information on the current practice on emergency flood barriers. The stakeholder engagement shall cover both pluvial, coastal and riverine flood responses. The selection of the stakeholders to be engaged shall be reviewed by SCC and NRC. The reach-out activity will aim to inquire about the following:

- Current practice on flood emergency management from the stakeholder's perspective or within their organization. More specifically, the outreach should aim to gather information on the methods of selecting and deploying emergency flood-barriers and lessons learned from past events.
- Current state of practice on integration of climate change consideration in flood emergency response plans,

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| | • Main challenges encountered in the emergency flood response management,<br>• Feedback on how the technical guide can be tailored to best meet their needs for technical guidance on flood emergency response.<br><br>A list of individuals or organizations that shall be offered to participate in the stakeholder engagement activities will be provided by SCC to the successful bidder at the beginning of the project. The stakeholder engagement activity shall be documented and submitted to SCC with the identified needs, challenges and expectations.<br><br><u>Membership of the Technical Committee</u><br><br>The chosen Supplier will establish and manage a committee on emergency flood barrier systems. The role of the committee will be to provide expertise and guidance in the development of the technical guide. The committee will be comprised of members with expertise, knowledge and/or experience in emergency flood response in Canada. The following requirements apply to the established committee:<br><br>• The committee will be comprised of a minimum of eight (8) members with expertise, knowledge or experience in emergency flood protection or other flood-related fields.<br>• In addition, a minimum of three (3) members of the National Research Council Canada (NRC) will join the committee to provide expertise and feedback. Their contacts will be communicated to the supplier at the beginning of the project.<br>• The expertise across the committee shall cover both pluvial, coastal and riverine flood protection.<br>• Frequency and level of engagement of the technical committee will be defined by the supplier and provided in the project work plan for SCC's approval.<br><br><u>Capacity building</u><br><br>To promote awareness and update of the TS, the supplier is encouraged to carefully consider, and subsequently provide, several options for the development of capacity building in the proposal. These options could include, but are not limited to:<br><br>• Developing an online training seminar (e.g., webinar) focused on promoting uptake and usage of the developed technical guidance document.<br>• Presenting, at a conference, on the implementation of the developed framework for selecting and deploying flood emergency |

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| | barriers.<br>• A short written promotional overview of the technical guidance document (e.g., a brochure)<br>• A self-paced training module to develop knowledge, understanding, and application of the framework for selecting and deploying flood emergency barriers.<br><br>The supplier will deliver the agreed-upon capacity-building activities aimed at promoting the uptake of the TS. All capacity building activities must be made available in both English and French; and provided at no-fee to participants or recipients for the first iteration of the activity (e.g., an online training module would require it to be provided at no-fee unless later updated by the Supplier). Promotion of the capacity building activity should be completed in conjunction with SCC and NRC at launch. Exceptions to the language requirement would only be made for instances where translation is not applicable (e.g., a presentation in a unilingual conference).<br><br>Please note that the cost of the proposed capacity building activities will be assessed separately from the cost of developing the TS, and will be excluded from the evaluation of the financial bid (see Appendix D: Financial Terms and Conditions).<br><br><u>Timeline</u><br><br>The TS is expected to be published within sixteen months of the contract signature.<br><br><u>Maximum cost of development</u><br><br>The maximum allocated budget for the development of the TS and the public-facing document is 150 000 $, excluding the maximum contingency amount of 10,000 $ that will be allocated to expenses under Official Languages Act. |
| **Mandatory Requirements** | The SUPPLIER:<br><br>• Shall comply to SCC Requirements and Guidance for National Technical Specifications (TS)*;* and<br>• Acknowledges and accepts this statement of work (SOW) and all of the requirements pertaining to deliverables detailed within.<br>• At stage 7 a concise report shall be generated explaining how the Technical experts considered gender responsiveness when drafting the requirements of the TS.<br>• At stage 7 a concise report shall be generated explaining how the Technical experts considered environmental responsiveness when drafting the requirements of the TS. |

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| **Tasks/Technical Specifications** | This appendix contains detailed requirements about the work that is to be delivered by the SUPPLIER throughout the required Stages 1 through 8.<br><br>End-project deliverable(s) shall constitute the publication of a TS, simultaneously published in English and French.<br><br>The SUPPLIER shall:<br><br>• Form a project team with the technical competency to handle the project management, committee management, and other activities as specified in the Deliverables section. The SUPPLIER will also identify at least one substitute (as backup support) with equal or higher technical competence to ensure project completion.<br>• Submit all Contract-related deliverables directly to SCC using the electronic workspace, according to the authorized work plan and schedule or Submit all Contract-related deliverables directly to SCC, by email, according to the authorized work plan and schedule;<br>• Ensure SCC is informed as per the reporting schedule outlined in the Contract;<br>• Manage the TS development process and provide support (coordination and communication) to project technical committees in accordance with the applicable SCC Requirements and Guidance for Technical Specifications;<br>• Inform and obtain SCC's final approval on all joint press release communications;<br>• Provide sufficient notice to SCC to review and approve any public, non-mandated announcements regarding work undertaken in relation to this project; specifically, the SUPPLIER to provide the following minimum notice to SCC:<br>  ○ Public Review Strategy (if applicable) – minimum five (5) business days<br>  ○ SUPPLIER or Joint SUPPLIER-SCC Publication Content – minimum fifteen (15) business days; note that that the timeline is for SCC to approve the SUPPLIER content – with respect to Joint Publications, the publication issuance shall be at SCC's final determination<br>  ○ For clarity, public announcements do not include the mandatory announcement required under Stage 3;<br>• Provide acknowledgement of the contribution of SCC and associated funders, to contribution of the development of the TS (including in publication and related announcements);<br>• Inform and seek authorization from SCC of scope, work plan, budget and/or schedule changes;<br>• Enable accessibility to the TS in both official languages.<br>• TS distribution reporting: For the identified lifecycle following publication of the TS, the Supplier is required to supply SCC annual reporting including number of visits (to view the TS) and number of times the TS is accessed (by download or online use) summarized by language of publication. |
| **Deliverables** | See deliverables table on the following page. |

| Stages | Requirement | Deliverable |
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| **Stage 1: Preliminary** (Guidance clause 3.1) | **Circumstances for use of a TS:**<br>a) an existing National Standard of Canada or international standard is not available<br>b) a fast solution is required<br>c) the subject matter is still under technical development<br>d) another reason precluding immediate publication of a standard | Confirmation that at least one circumstance is met. |
| **Stage 2: Initiation** (Guidance clauses 3.2, 3.2.1) | **New Work Item Proposal**<br>a) The SUPPLIER shall document the need for the TS.<br><br>b) Generate project work plan with clear deliverables and matching timelines for completion, and budget.<br><br>c) The work plan shall include consideration of the obligation to make an "active offer" regarding the use of both official language ensuring compliance with the *Official Languages Act.*<br><br>d) Conduct a coordination meeting with SCC and project sponsor (if any)<br><br>e) Revise and confirm appropriate project scope (based on sponsor or stakeholder needs, standard landscape research, intended TS application needs, such as certification) | a) Confirmation that the need has been documented.<br><br>b) Obtain SCC approval of project work plan and budget.<br><br>c) Confirmation that the language capacity is in place to ensure that an active offer regarding the use of either of Canada's official languages is made and that participants can use their official language of choice.<br><br>d) Confirmation coordination meeting was held.<br><br>e) Obtain SCC approval of the project scope. |
| **Stage 3: Notice** (Guidance clause 3.2.2) | The SUPPLIER shall inform the public and key stakeholders in both official languages simultaneously, through its communication channels that it is initiating the development of a TS. | Confirmation that the notice has been provided to the public in both official languages simultaneously. |

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| **Stage 4: Committee** (Guidance clauses 3.3, 3.3.1) | **Technical Experts**<br>a) In addition to SCC-identified stakeholders, the SUPPLIER shall identify technical experts in the subject matter of the TS to participate in the drafting process.<br><br>b) The SUPPLIER shall offer an inclusive, transparent development process and afford the opportunity to participate to any interested stakeholder.<br><br>c) The SUPPLIER shall provide appropriate member orientation to technical committee members, in the language of choice identified by the member.<br><br>d) The SUPPLIER shall utilize a Terms of Reference (ToR), outlining mandate and operations, and provide the ToR to committee members.<br><br>e) The SUPPLIER shall ensure an "active offer" regarding the use of both official languages is made. | a) Confirmation that the group members are subject matter experts.<br><br>b) Confirmation that reasonable efforts were undertaken to secure technical experts appropriate to the scope of the TS.<br><br>c) Confirmation that orientation was provided.<br><br>d) Confirmation that ToR were accepted by technical committee members.<br><br>e) Confirmation that an active offer was made regarding the use of both official languages and that members are able to participate in the official language of their choice. |
| **Stage 5: Drafting** (Guidance clause 3.3.2) | The identified technical experts shall draft the TS in accordance with the outlined process.<br>Depending on the language preferences of participants voiced when the active offer was made, this may need to be done in both official languages.<br>Working with the technical experts, the SUPPLIER will determine if a peer review or public review will be conducted in Stage 6. | Confirmation that the TS was developed by the technical experts and that the language requirements were met. |
| **Stage 6: Approval** (Guidance clause 3.4) | **Technical Approval**<br>a) Approval shall be based on consensus by the technical experts or by a vote with a | a) Confirmation of approval and the method utilized. |

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| | minimum of 2/3 of affirmative votes.<br><br>The developer shall sign off on the final document to confirm the appropriate process has been followed and the required consultations and peer review have occurred. If one or more members of the group containing the technical subject matter experts and/or interested parties disagree with publishing the final document, the developer shall generate a report justifying the decision to publish. | If one or more members of the group containing the technical subject matter experts and/or interested parties disagree with publishing the final document, confirmation the developer has generated the required report justifying the decision to publish. |
| | b) Undertake a peer review or public review, as determined in Stage 5. At minimum, a peer review is required. If a public review, it must be conducted in both official languages simultaneously and must be open for a minimum of 3 weeks. Public Review Strategy shall include:<br>- Identification of targeted audience.<br>- Outreach efforts.<br>- Additional proactive measures intended to reach out to a wider audience.<br><br>The SUPPLIER should support the review through proactive identification of targeted stakeholders with notification, any other proactive engagement, such as public forums, etc. | b) Public review strategy for SCC approval.<br><br>Confirmation that peer or public review has been conducted. If public review was needed, confirmation must include the language and duration requirements. |
| | c) Sign off by the SUPPLIER confirming appropriate process has been followed. | c) Confirmation of sign-off was conducted. |

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| | d) If needed, a report justifying the decision to publish shall be drafted. | d) If needed, confirmation that report was generated. |
| **Stage 7: Publication** (Guidance clause 3.5) | a) The SUPPLIER shall publish the TS simultaneously in both of Canada's official languages.<br><br>b) Develop and obtain SCC approval for any joint communications, if applicable<br><br>c) The TS is to be available online at no-cost for the identified lifecycle in downloadable PDF format. The cost displayed for the TS shall be displayed as "$0.00" or "at no cost" for Canadian IP addresses.<br><br>d) A concise report explaining how the Technical Experts considered gender responsiveness when drafting the requirements of the TS, and the outcome.<br><br>e) A concise report explaining how the Technical Experts considered environmental responsiveness when drafting the requirements of the TS, and the outcome. | a) Confirmation that the TS has been published in English and French simultaneously.<br>b) Obtain SCC approval for any joint communications<br><br>c) Confirmation that the TS is available online at no cost.<br><br>d) Copy of Gender report provided to SCC<br><br>e) Copy of Environmental report provided to SCC. |
| **Stage 8: Maintenance** (Guidance clauses 3.6, 3.6.1) | The SUPPLIER shall identify a suitable lifecycle. | Confirmation that a lifecycle has been identified. |

# APPENDIX C – TECHNICAL EVALUATION

## APPENDIX C: TECHNICAL EVALUATION CRITERIA

### Technical Evaluation Process

The technical evaluation for the development of this National Technical Specification (TS) will consist of four (4) parts:

1. A determination of the compliance of each bid with the mandatory requirements stated in Part A, below. This phase will consist of determining compliance of submitted Proposals against mandatory requirements. Proposals meeting all the mandatory requirements will be considered for the second phase. Proposals that do not substantially comply with all mandatory requirements and / or are substantially incomplete, will be disqualified and not evaluated further.

2. Each proposal that meets the stated mandatory requirements will be evaluated against the point-rated technical selection criteria (Part B). This phase will consist of evaluating the (i) technical and (ii) cost merits of proposals, which meet the stated mandatory requirements, against the point-rated technical selection criteria. Bidders must achieve a minimum score of 70% (70 points of a possible 100 points) for the point-rated technical criteria as stated in Part B, below. Only proposals meeting these requirements will be considered.

3. In the financial evaluation, tendered prices of the qualified bids will be computed as stated in APPENDIX D: Financial Proposal Template.

4. The highest-ranked Respondent will be determined using the highest combined rating of technical merit (70 points) and cost (30 points).

An Evaluation Committee, consisting of at least three (3) SCC or SCC-appointed representatives, will be formed to assess all bids received in response to SCC RFP# 2023-15 The committee will be dissolved after the successful completion of their duties in selecting the Bidder with whom SCC will contract for the delivery of the National Technical Specification that focuses on Emergency flood barriers selection and deployment geared toward municipalities.

### Part A: Evaluation of Mandatory Requirements

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

- The Bidder, and
- The Project Team

### The Bidder

Each Bidder submitting a response to RFP #2023-15 must demonstrate to the satisfaction of the Evaluation Committee that:

- The Bidder has the competency to develop technical guidance solutions, similar to those outlined in the Flexible Standards-Based Strategies and Solutions, and the ability to comply to SCC's National Technical Specification guidelines, **by submitting 2 copies of previously published technical guidance documents of a similar nature**, that reflect the Project team's experience in developing technical guidance documents and Project team's/resource's experience in the type of work being proposed.
- The bidder has the technical competency to develop a National Technical Specification that will provide guidance and best practices on selecting, deploying and maintaining emergency flood-barriers.
- The Bidder has an understanding of and connections with the target audience, proposed method(s) of communication, and any proposed complementary materials to facilitate greater awareness, understanding and application of the Technical Specification across Canada

**The Project Team**

Each Bidder must agree to the following mandatory requirements for the Project Leadership Team:

- At least three (3) years of experience in overseeing consultation-based technical guidance document development and
- At least two (2) years of experience managing committees of volunteer experts in the development of consensus-based technical guidance documents.

As part of the proposal, the Bidder must include the following information for each Team Member (resource):

a) Name of the proposed Team Member and the role for which they are proposed;
b) A list of qualifications directly related to the requirements;
c) Chronological work experience;
d) A detailed list of relevant academic and professional attainments.

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

The Project Team must consist of at least one (1) Project Leader, and at least one (1) Team Member.

**Proposal format**

The proposal shall be presented in a letter format document (Word or PDF) of a maximum of (10) pages, excluding appendices, with a 12 pt Arial font.

**Part B: Point-Rated Requirements**

Each proposal must demonstrate to the satisfaction of the Evaluation Committee that all stipulated mandatory requirements can be substantiated through the evaluation of the point-rated requirements in the following five (5) categories, for which the respondent must include a response:

| Category | | Max. Points |
|---|---|---|
| I. | Experience/competence in developing technical guidance documents | 30 |
| II. | Project team experience in the type of work being proposed | 26 |
| III. | Distribution and outreach strategy | 18 |
| IV. | Project schedule and work plan | 16 |
| V. | Quality of the proposal | 10 |
| | **Total Possible Points** | **100** |

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

**70 of the possible 100 points must be achieved (70%) in order for the financial elements of the bid to be evaluated.**

The Evaluation Committee will assess the experience and competence of the Bidding Organizations, ("the Bidder") with respect to RFP# 2023-15, in the development of technical guidance documents.

**I. Project team experience in developing technical guidance documents**

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

"Recent", unless otherwise stated means within the last five (5) years.

| Criterion | Basis for Scoring | Possible Points |
|---|---|---|
| a) The Bidder is asked to provide two (2) recent examples that demonstrate that the Project Team has **successfully managed volunteer expert committees** responsible for the development of a | For **each example**, points will be awarded as follows:<br><br>- up to four (4) points if the example adequately demonstrates successful management; | 16 |

| Criterion | Basis for Scoring | Possible Points |
|---|---|---|
| standards solution or a technical guidance document. | - up to eight (8) points if the example convincingly demonstrates successful management.<br><br>**Note:** If the Bidder provides more than two (2) examples, only the first two (2) examples will be scored in the order they appear. | |
| b) The Bidder is asked to provide two (2) examples that demonstrate the Project Team has experience with the **successful oversight of logistics** for the development of standards or technical guidance documents or projects of a similar nature. | For **each example**, points will be awarded as follows:<br><br>- up to four (4) points if the example adequately demonstrates successful oversight;<br><br>- up to seven (7) points if the example convincingly demonstrates successful oversight. | 14 |

### II. Project team/resource experience in the type of work being proposed

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

| Criterion | Basis for Scoring | Possible Points |
|---|---|---|
| a) The Bidder is asked to provide two (2) current or recent examples that demonstrate experience and competence of the Project team in the development of standards solutions or technical documents related to flood **or** other weather-related disasters. | For **each example**, points will be awarded as follows:<br><br>- up to four (4) points if the experience is **implied or indirect**;<br><br>- up to six (6) points if the experience is **explicit and directly** related to **flood or other weather-related disaster.**<br><br>- up to eight (8) points if the experience is **explicit and directly** related to **flood or water-related disasters**. | 16 |
| b) The Bidder is asked to provide two (2) examples within the past three (3) years that demonstrate the Project team have active relationships with | For **each example**, points will be awarded as follows:<br><br>- up to three (3) points if the example convincingly demonstrates meaningful **communication** with the organizations; | 10 |

| Criterion | Basis for Scoring | Possible Points |
|---|---|---|
| organizations central to **flood risk or/and emergency management**. | - up to five (5) points if the example convincingly demonstrates a relationship that involves **active collaboration** with the organizations. | |

### III. Distribution and outreach strategy

The Successful Bidder will plan and implement an outreach strategy to be approved by SCC in advance that will ensure appropriate engagement in the development of the Technical Specification and subsequently, increase awareness of the publication. Evaluation of each Bidder's proposed outreach strategy will be based on the Bidder's preliminary understanding of and connections with the target audience for the Technical Specification.

In particular, the Evaluation Committee will assess the depth of the Bidder's understanding of and connections with the target audience, proposed method(s) of communication, and any proposed complementary materials to facilitate greater awareness, understanding and application of the Technical Specification across Canada. The Bidder must provide examples that demonstrate the extent to which they meet each criterion. The basis for scoring with respect to each criterion is also provided in the table below.

| Criterion | Basis for Scoring | Possible Points |
|---|---|---|
| a) The Bidder is asked to demonstrate an understanding of and connections with the target audience. | Points will be awarded as follows:<br>- up to three (3) points for a **breakdown** of the target audience into relevant organizational categories;<br>- up to five (5) points for a **breakdown** of the target audience into relevant organizational categories, **listing up to two (2) active contacts** in **some** of the organizational categories with whom the Bidder has an active relationship (including the contact's name, title, and organization);<br>- up to eight (8) points for a **detailed breakdown** of the target audience into relevant organizational categories, **listing up to two (2) active contacts** in **each** organizational category with whom the Bidder has an active relationship (including the contact's name, title, and organization) | 8 |
| b) The Bidder is asked to provide an example of experience promoting standards solutions or technical guidance solutions and the | Points will be awarded as follows:<br>- up to one (1) point for demonstrating experience promoting standards solutions or other technical guidance solutions; | 4 |

| Criterion | Basis for Scoring | Possible Points |
|---|---|---|
| capacity to provide easily understood guidance to stakeholders. | - up to two (2) points for demonstrating experience promoting standards or other technical guidance solutions **and** developing complementary guidance materials;<br><br>- up to four (4) points for demonstrating experience promoting standards solutions **and** developing complementary guidance materials **for stakeholders that are also target audiences for contributing and/or implementing the developed solution.** | |
| c) The Bidder is asked to identify short-term activities for promotion and outreach to facilitate awareness, distribution and understanding of the Technical Specification by the target audience. | Points will be awarded as follows:<br><br>- up to three (3) point for an outreach plan with **some** detail or insight;<br><br>- up to six (6) points for a **detailed** outreach plan that **demonstrates an understanding of the needs and characteristics of the target audience**. | 6 |

## IV. Project schedule and work plan

The Bidder is required to provide a proposed (preliminary) schedule for development of the Technical Specification so that the Evaluation Committee may assess whether the Bidder has a realistic and well-ordered plan for the coordination of development work within the 16-months window, from start to finish. The basis for scoring the proposed schedule is provided in the table below.

| Criterion | Basis for Scoring | Possible Points |
|---|---|---|
| a) The plan and schedule demonstrate that the Bidder has a clear and feasible plan for developing the Technical Specification within a 16-month timeframe and conducting distribution and outreach activities by mapping out the critical path including provisional dates.<br>If a chart or image is included in the response, the resolution must be high | Points will be awarded as follows:<br><br>- up to three (3) points if the schedule **addresses some** main elements of the critical path, with **some explanation** of how the timelines were determined;<br><br>- up to six (6) points if the schedule **addresses nearly all** main elements of the critical path, with **some explanation** of how the timelines were determined;<br><br>- up to nine (9) points if the schedule **addresses all** main elements of the critical path, with **thorough explanation** of how the timelines were | 9 |

| Criterion | Basis for Scoring | Possible Points |
|---|---|---|
| enough such that all labels are clearly readable.<br><br>A narrative should accompany the schedule, with explanation of how the timelines were determined, including key underlying assumptions. | determined, including **key underlying assumptions**. | |
| b) The Bidder is asked to demonstrate that the Project team will use a development process that will result in products that are of high technical quality, as well as relevant, well accepted, and implementable. This requires the Bidder to describe key steps relating to their proposed work plan. | Points will be awarded as follows:<br><br>- up to three (3) points for a **basic** plan that identifies key details, deliverables, and key assumptions;<br><br>- up to five (5) points for an **adequate** plan that identifies the main details, deliverables, and key assumptions;<br><br>- up to seven (7) points for a **thorough** plan, that includes details, deliverables, and key assumptions, and explains how they would contribute to the development of a strong Technical Specification. | 7 |

## V. Quality of the proposal

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

| Criterion | Basis for Scoring | Possible Points |
|---|---|---|
| a) The Bidder is asked to assure that material within the proposal is formatted, organized, and written in such a way as to make clear to the reviewer where responses to mandatory and point-rated requirements are located. The writing should also be concise, easy-to-read, and edited for typos. | Points will be awarded as follows:<br><br>- no more than four (4) points if the proposal is poorly organized, difficult to read, and contains frequent typos;<br><br>- up to seven (7) points if the proposal is generally well-organized but is somewhat difficult to read and contains some typos;<br><br>- up to ten (10) points if the proposal is highly organized, concise, clearly written, and contains very few to no typos. | 10 |

**Potential Capacity Building Activities**

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

- Developing an online training seminar (e.g., webinar) focused on the TS(s) that provides an overview of the TS(s), including context for development and requirements
- Presenting on the TS(s) at a conference
- A short written promotional overview of the TS(s) (e.g., a brochure)
- A self-paced training module to develop knowledge, understanding, and application of the TS(s).
- Opportunities to create understanding and co-ordination among stakeholders to help shape and influence the advancement of the TS to a National Standard of Canada (NSC)

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

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

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

# APPENDIX D – FINANCIAL PROPOSAL

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

| | | | |
|---|---|---|---|
| Project Initiation | NA | - | - |
| Technical Committee Engagement | $ | $ | $ |
| Drafting Process | $ | $ | $ |
| Technical Approval | $ | $ | $ |
| Publication | $ | $ | $ |
| Proposed Capacity Building Activity #1 (title of activity) | $ | $ | $ |
| Proposed Capacity Building Activity #2 (title of activity) *add lines as necessary* | $ | $ | $ |
| Official Language Act (See note 5) | | | 10, 000 $ |
| **Total:** | **$** | **$** | **$** |
| **Total (excluding all capacity building efforts)** | $ | $ | $ |
| **Total (including all capacity building efforts)** | $ | $ | $ |

**Notes**

1. All prices quoted are in Canadian funds (excluding HST)
2. End of Project Phase is based on the completion of the referenced stage; completion is deemed to be achieved once all the deliverables for the stage have been submitted by the Supplier and approved by SCC.
3. Project Completion occurs once the Supplier has completed all deliverables within the Scope of Work (see Appendix A) AND all invoices have been submitted.
4. Eligible proposals will be assessed financially solely based on the total cost excluding capacity building efforts. Capacity building activities will be agreed upon during contract negotiations and will be in addition to the cost associated with developing the Technical Specification for Stages 00 to 60.
5. As this project is funded by the Standards to Support Resilience of Infrastructure Program (SSRIP), the Official Language Act applies. As required, there may be additional French language interpretation and/or translation tasks upon acceptance by stakeholder(s) or participant(s) of an active offer with respect to the Official Languages Act. These costs will be reimbursed based on actuals, and must be substantiated by the Supplier (e.g., through records of translator efforts/time). Should this additional task affect the project timelines, the Supplier will follow the Scope Change Management Process as per Appendix E of the contract. A maximum cumulated allowance of 10, 000 $ for substantiated expenses under this Act will be provided by SCC.

The financial proposal will be evaluated as follows:

$$p = y * \mu/z$$

Where

p = points for the financial proposal being evaluated
y = maximum number of points for the financial proposal
μ = price of the proposal with the lowest price
z = price of the proposal being evaluated

## APPENDIX E: GENDER REPONSIVENESS REPORTING

**GENDER REPONSIVENESS REPORTING**

The SUPPLIER is required to provide SCC with a concise report on how gender responsiveness was considered during the development process using the following template. SCC may use this information to report internally and externally on efforts made to support gender responsiveness for deliverables funded by the Standards to Support Resilience in Infrastructure Program (including by the Northern Infrastructure Standardization Initiative).

SUPPLIERS must consider the UNECE Guidelines on Developing Gender-Responsive Standards and are encouraged to share the document with Technical Committee and Working Group members.

| **Criteria** | **Example response** |
|---|---|
| Contract number | Indicate the contract number provided by SCC here |
| Title of TS | Indicate the name of the TS, in English and French, that will be used when published. If the name has not been finalized, provide the most current name available in both English and French. |
| Supplier Organization | Indicate the name of your organization |
| Project Lead | Indicate the name(s) of the Project Manager(s) involved in the development of the TS |
| The gender ratio of the Technical Committee developing the TS | Indicate the gender ratio using the following formula:<br># of female committee members/total committee members*100 = % of female members on the committee<br>The gender specific data to support this indicator should be collected on a voluntary basis (i.e., committee members should be invited to identify their gender, but not obligated to do so) |
| Efforts made to reach out to encourage women to join the Technical Committee as well as any barriers faced in doing so | Include any efforts made to encourage women to join the Technical Committee. The response should note:<br>• Whether the gender ratio was considered when developing or adding members to the committee<br>• What efforts were made to balance the ratio. Examples of efforts could include:<br>- Connecting with organizations and informal networks within industries and professions to explicitly invite women to join the committee with the goal of improving the gender balance<br>- Advertising the call widely, and proactively reaching out to invite women<br>- Oversampling women in recruitment efforts<br>- Any challenges the Project Manager(s) faced in balancing the gender ratio, and efforts made to overcome these<br>- The result of these efforts (e.g., the number of female members added to the |

| | |
|---|---|
| | committee and how that impacted the gender ratio)<br><br>*Example of a response: The Technical Committee for this TS had previously been developed with a gender ratio of 13% (female committee members as a percentage of total members). Given the imbalance, we asked Technical Committee members to provide us recommendations for female colleagues who could join the committee, which led to two possible members. These two individuals were contacted to join the committee. We also reached out to female professionals in our own networks to join the committee, and professional women's networking groups relevant to the industry. When seeking volunteers, we explicitly encouraged women to apply. The result was the addition of three female members to the committee, which raised the gender ratio to 40%.* |
| The gender ratio of the Working Group, if applicable, developing the TS | Indicate the gender ratio by using the following formula:<br># of female Working Group members/total Working Group members*100 = % of female members on the Working Group<br>The gender specific data to support this indicator should be collected on a voluntary basis (i.e., committee members should be invited to identify their gender, but not obligated to do so). |
| Efforts made to encourage women to join the Working Group, if applicable, as well as any barriers faced in doing so. | See example provided for Technical Committee members. |
| Overview of how the TS considers gender responsiveness | This section should include the following elements:<br>• An overview of efforts made to consider gender responsiveness in the TS. For example:<br>- How committee members considered gender the potential gender implications of the TS during the development process, and how they did so.<br>- Whether committee members sought the relevant expertise, tools or resources required to develop a gender responsive TS, and if not, what were the obstacles to doing so (e.g., if they were provided links to freely available GBA+ training).<br>- Whether the committee considered if the process in the TS is flexible and adaptable enough to accommodate relevant physiological (e.g., size, strength, stature, biology) and/or social differences between genders (e.g., prevalence of one gender or another in a certain sector or occupation)<br>• A list of sections that identify how theTS is gender responsive (e.g., language or considerations). This should include the following: |

| | |
|---|---|
| | - The section number(s) and title(s) that includes gender responsive considerations.<br>- A quick overview of the language included that supports gender responsiveness.<br>• If gender responsiveness was not included, please provide the rationale for why that decision was made (for example, after examining sex-disaggregated data it was determined that there were no significant differences between men and women)<br><br>*Example response: During the first Working Group meeting, members were encouraged to consider gender responsiveness during the development of the TS. The Project Manager explained the importance of the TS being gender responsive, and the potential impacts felt by women when gender was not considered. The Project Manager then facilitated a Q and A on the subject and provided tools (including links to GBA+ analysis training, and the UNECE guidelines) in the orientation package, and members were encouraged to consult these.*<br>*When the first draft of the TS was prepared and being reviewed by Working Group members, the Project Manager asked members to comment in each section how gender differences could impact the use of the TS. In two instances, Working Group members identified the need for gender responsive considerations. These were addressed by adding in the following language (insert language from the TS) in Section # (insert the section numbers). In all other cases, the Working Group agreed that gender differences would not impact the use of the TS as it was written. During the Technical Committee review, members were requested to review the TS with gender responsiveness in mind. To support this discussion, committee members were provided a copy of the UNECE's Declaration for Gender Responsiveness for Standards Development as well as a list of questions to consider as they went through the TS.*<br>*Questions included:*<br>• *What barriers might women face in using this TS? How has this been addressed?*<br>• *Will different groups (such as women) be differentially impacted by the application of this TS? If so, what has been done to address this.*<br>*Technical Committee members did not have any suggestions on how to improve the TS to support gender responsiveness but did provide suggestions on how to promote the TS to female professionals. These will be followed during the publication stage*. |