



<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>SOUSSIONSBIDS@EC.GC.CA</p> <p>Bid Receiving - Environment and Climate Change Canada / Réception des soumissions – Environnement et changement climatique Canada</p> <p>All bids must be sent by email to:</p> <p>soumissionsbids@ec.gc.ca</p> <p>BID SOLICITATION DEMANDE DE SOUMISSIONS</p> <p>PROPOSAL TO: ENVIRONMENT AND CLIMATE CHANGE CANADA</p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p>SOUMISSION À: ENVIRONNEMENT ET CHANGEMENT CLIMATIQUE CANADA</p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<p>Title – Titre The State of Plastics Science in Canada</p>		
	<p>ECCC Bid Solicitation No. /SAP No. – N° de la demande de soumissions ECCC / N° SAP 5000074993</p>		
	<p>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ) 2023-08-31</p>		
	<p>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ) at – à 2:00 P.M. on – le 2023-09-15</p>	<p>Time Zone – Fuseau horaire Eastern Daylight Time (EDT) - Heure avancée de l'Est (HAE)</p>	
	<p>F.O.B – F.A.B See herein</p>		
	<p>Address Enquiries to - Adresser toutes questions à Michel Lariviere at michel.lariviere@ec.gc.ca</p>		
	<p>Delivery Required - Livraison exigée See herein</p>		
	<p>Destination of Services / Destination des services See herein</p>		
	<p>Security / Sécurité There are no security requirements associated with this solicitation</p>		
	<p>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</p>		
<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>		
<p>Name and title of person authorized to sign on behalf of Vendor/Firm: (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</p>			
<p>Signature</p>		<p>Date</p>	



TABLE OF CONTENTS

PART 1 – GENERAL INFORMATION.....	4
1.1 Security Requirement	4
1.2 Statement of Work	4
1.3 Debriefings	4
PART 2 - BIDDER INSTRUCTIONS.....	5
2.1 Standard Instructions, Clauses and Conditions	5
2.2 Submission of Bids.....	6
2.3 Former Public Servant – Competitive Bid	6
2.4 Enquiries - Bid Solicitation.....	7
2.5 Applicable Laws	7
2.6 Bid Challenge and Recourse Mechanisms.....	7
PART 3 - BID PREPARATION INSTRUCTIONS.....	9
3.1 Bid Preparation Instructions	9
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.....	13
4.1 Evaluation Procedures	13
4.2 Technical Evaluation.....	13
PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION.....	19
5.1 Certifications Required with the Bid.....	19
5.2 Certifications Precedent to Contract Award and Additional Information.....	19
PART 6 - RESULTING CONTRACT.....	21
6.1 Security Requirement	21
6.2 Statement of Work	21
6.3 Standard Clauses and Conditions	21
6.4 Term of Contract	22
6.5 Authorities	22
6.6 Proactive Disclosure of Contracts with Former Public Servants	23
6.7 Payment.....	23
6.8 Invoicing Instructions	23
6.9 SACC Manual Clauses	24



6.10 Certifications and Additional Information24

6.11 Applicable Laws24

6.12 Priority of Documents.....24

6.13 Insurance.....24

6.14 Dispute Resolution24

ANNEX “A” - STATEMENT OF WORK..... 26

ANNEX “B” - BASIS OF PAYMENT 31

ANNEX “C” - SCHEDULE OF MILESTONES..... 32

List of Attachments:

- [Attachment 1 to Part 3, Financial Bid Presentation Sheet](#)
- [Attachment 1 to Part 4, Mandatory Technical Criteria and Point Rated Technical Criteria](#)

List of Annexes:

- Annex “A” - Statement of Work
- Annex “B” - Basis of Payment
- Annex “C” - Schedule of Milestones



PART 1 – GENERAL INFORMATION

1.1 Security Requirement

There is no security requirement applicable to the requirement.

1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

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 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the PSPC/PWGSC *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 2003ACB (2022-09-01) CanadaBuys Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The standard instructions 2003 are modified as follows:

Under “Text” at 02:

Delete: “Procurement Business Number”

Insert: “Deleted”

At Section 02 Procurement Business Number

Delete: In its entirety

Insert: “Deleted”

At Section 05 Submission of Bids, Subsection 05 (2d):

Delete: In its entirety

Insert: “send its bid only to Environment and Climate Change Canada as specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;”

At Section 06 Late Bids:

Delete: “PWGSC”

Insert: “Environment and Climate Change Canada”

At Section 07 Delayed Bids:

Delete: “PWGSC”

Insert: “Environment and Climate Change Canada”

At Section 08 Transmission by Facsimile, Subsection 08 (1):

Delete: In its entirety

Insert: “Bids may be submitted by facsimile if specified in the bid solicitation.”

At Section 12 Rejection of Bid, Subsection 12 (1) a. and b.:

Delete: In their entirety

Insert: “Deleted”

At Section 17 Joint Venture, Subsection 17 (1) b.:

Delete: “the Procurement Business Number of each member of the joint venture,”

Insert: “Deleted”

At Section 20 Further Information, Subsection 20 (2):

Delete: In its entirety



Insert: "Deleted"

At Section 05 Submission of Bids, Subsection 05 (4):

Delete: "sixty (60) days"

Insert: "one hundred and twenty (120) days"

2.2 Submission of Bids

Bids must be submitted to Environment and Climate Change Canada at the address and by the date, time and place indicated on page 1 of the bid solicitation.

2.3 Former Public Servant – Competitive Bid

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 Quebec.

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

2.6 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

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid - 1 soft copy in PDF format by email.

Section II: Financial Bid - 1 soft copy in PDF format by email.

Section III: Certifications - 1 soft copy in PDF format by email.

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

Electronic submission of bids

In order to be considered, bids must be received by the date and time indicated on the cover page to herein as the "Closing Date." Bids received after the Closing Date will be considered non-responsive and will not be considered for contract award. Bids must be submitted ONLY to the following email address:

Email Address: soumissionsbids@ec.gc.ca

Attention: Michel Larivière

Solicitation Number: 5000074993

Bidders should ensure that their name, address, Closing Date of the solicitation and Solicitation Number are clearly indicated in the body of their email. Bids and supporting information may be submitted in either English or French.

The total size of the email, including all attachments, must be less than 15 megabytes (MB). It is each Bidder's responsibility to ensure that the total size of the email does not exceed this limit.

It is important to note that emails systems can experience systematic delays and, at times, large attachments may cause systems to hold or delay transmission of emails. It is solely the Bidder's responsibility to ensure that the Contracting Authority receives a bid on time, in the mailbox that has been identified for bid receipt purposes. Date stamps for this form of transmission are not acceptable.

Section I: Technical Bid

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

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



Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

- 1.1 Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheet in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- 1.2 Bidders must submit their financial bid in Canadian funds and in accordance with the Financial Bid Presentation Sheet in Attachment 1 to Part 3"). The total amount of Applicable Taxes must be shown separately.
- 1.3 Bidders must submit their prices FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

1.4 Price Breakdown

In their financial bid, the bidders are requested to provide a detailed breakdown of the price for the following elements for each deliverable of the Work, as applicable:

- (a) Professional fees: For each individual and (or) labour category to be assigned to the Work, the bidders should indicate: i) the firm hourly rate or the firm daily rate, inclusive of overhead and profit; and ii) the estimated number of hours or days, as applicable. The bidders should indicate the number of hours in one working day.
- (b) Equipment (if applicable): The bidders should specify each item required to complete the Work and provide the pricing basis of each one, Canadian customs duty and excise taxes included, as applicable.
- (c) Materials and Supplies (if applicable): The bidders should identify each category of materials and supplies required to complete the Work and provide the pricing basis. The Bidder should indicate, on a per category basis, whether the items are likely to be consumed during the performance of any resulting contract.
- (d) Travel and Living Expenses (if applicable): The bidders should indicate the number of trips and the number of days for each trip, the cost, destination and purpose of each journey, together with the basis of these costs without exceeding the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the *National Joint Council Travel Directive* and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
- (e) Subcontracts (if applicable): The bidders should identify all of the proposed subcontractors and provide in their financial bid for each one a price breakdown.
- (f) Other Direct Charges (if applicable): The bidders should identify all of the categories of other direct charges anticipated, such as long-distance communications and rentals, providing the pricing basis for each and explaining the relevance to the work described in Part 7 of the bid solicitation.
- (g) Applicable Taxes: The bidders should indicate the Applicable Taxes separately.

- 1.5 Bidders should include the following information in their financial bid:



- (a) Their legal name; and
- (b) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid; and any contract that may result from their bid.

Section III: Certifications

Bidders must submit the certifications required under Part 5.



**ATTACHMENT 1 TO PART 3 -
FINANCIAL BID PRESENTATION SHEET**

Financial Proposal

The Bidder must complete this Financial Bid Presentation Sheet and include it in its financial bid. Prices must only appear in the Financial Bid and in no other part of the bid.

The Bidder must enter the firm all-inclusive rates* for each of the deliverables to be assigned to the work in Table A.

The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Table A - Deliverables

Deliverables (From Contract Award to March 31, 2024)		Firm all-inclusive price* (in Cdn dollars)
		TOTAL PRICE
A1	Drafting of the project plan	\$ <Bidder to complete>
A2	Drafting of the Final project plan and Creation of the Database	\$ <Bidder to complete>
A3	Videoconference presentation to ECCC officials	\$ <Bidder to complete>
TOTAL EVALUATED BID PRICE <i>(The sum of all Total from A1 to A3)</i>		\$ <Bidder to complete>
APPLICABLE TAXES <i>(Insert applicable taxes rate percentage)</i>		% <Bidder to complete>
<i>(Insert the amount as applicable)</i>		\$ <Bidder to complete>

* **Firm all-inclusive price** in Table A - Deliverables must include all labor costs relating to the work of the personnel, including all fringe benefits, transport, administration costs and the profit of the Contractor.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.2 Technical Evaluation

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e., parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

Mandatory and point rated technical evaluation criteria are included in Attachment 1 to Part 4.

4.3 Financial Evaluation

4.3.1 Mandatory Financial Criteria

The maximum funding available for the Contract resulting from the bid solicitation is **\$95,000.00 (Applicable Taxes included)**. Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

4.3.2 Evaluation of Price

The price of the bid will be evaluated in Canadian dollars, the Applicable Taxes excluded, Canadian customs and excise taxes included.

For evaluation purposes only, the price of the bid will be determined as follows:

- 4.3.2.1 For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Financial Bid Presentation Sheet detailed in Attachment 1 to Part 3.

4.4 Basis of Selection - Highest Combined Rating of Technical Merit [70%] and Price [30%]

4.4.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all mandatory criteria and mandatory financial criteria; and
- (c) obtain the required minimum of **35 points** overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **50 points**.

4.4.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive.

4.4.3 The evaluation will be based on the highest responsive combined rating of technical merit and price. The ratio will be **70 %** for the technical merit and **30%** for the price.



- 4.4.4 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 70%.
- 4.4.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
- 4.4.6 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 4.4.7 Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.
- 4.4.8 In the event of identical combined rating, then the bid with the highest points under evaluation criteria R3 will be nominated for contract award.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$500,000.

Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		116/135	118/135	114/135
Bid Evaluated Price		\$600,000.00	\$550,000.00	\$500,000.00
Calculations	Technical Merit Score	$116/135 \times 70 = 60.15$	$118/135 \times 70 = 61.19$	$114/135 \times 70 = 59.11$
	Pricing Score	$50/60 \times 30 = 25.00$	$50/55 \times 30 = 27.27$	$50/50 \times 30 = 30.00$
Combined Rating		85.15	88.46	89.11
Overall Rating		3 rd	2 nd	1 st



**ATTACHMENT 1 TO PART 4
MANDATORY TECHNICAL CRITERIA AND POINT RATED TECHNICAL CRITERIA**

Technical Mandatory Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids that fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Criterion no.	Mandatory Criteria	Met / Not met	Bid Reference
M1	<p><u>Highest level of Education in Field Specializations:</u> The Bidder must demonstrate that the proposed team includes at least one member with graduate-level training (PhD) in an applicable field of specialization in a relevant science-related field such as, but not limited to, plastics/polymer science, ecotoxicology, chemical engineering, chemistry, marine biology, physical oceanography, or other disciplines related to these fields.</p>		
M2	<p><u>Length of Experience:</u> The Bidder must identify a lead researcher with at least three (3) years of experience within the last ten (10) years from the bid's closing date in issues related to assessing the state of plastics science, as described in Annex A - Statement of Work.</p> <p>The proposal must demonstrate that the proposed resource possesses the qualifications by providing a detailed résumé that includes the following information in their relevant work history:</p> <ul style="list-style-type: none"> a. the project name; b. the client organization (Note: in the case of academic research, please consider "the client" to be the funder of the research); c. the project dates and duration; d. a brief project description; e. the name, title, and telephone number and/or email address of the client's project authority or authorized representative. 		



Technical Point Rated Criteria

Bids that meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids, which fail to obtain the required minimum number of points specified, will be declared non-responsive. Each point rated technical criterion should be addressed separately.

Criteria #	Rated Criteria	Points Awarded	Cross Reference to Proposal
R1	<p><u>Research Plan:</u> The proposed work plan should outline how the work meets project objectives and satisfies the Annex A - Statement of Work. It should include the following key components:</p> <ol style="list-style-type: none"> 1. Methodology; 2. Milestones for project tasks & recommendations; 3. Dates for deliverables; 4. Budget; and 5. Risks and potential mitigation actions. <p>Points Allocation:</p> <ul style="list-style-type: none"> - The Bidder has provided a description of its work plan and addresses each key component - 10 pts - The Bidder has provided a description of the work plan and addresses four (4) of the five (5) key components - 8 pts - The Bidder has provided a description of the work plan and addresses three (3) of the five (5) key components - 6 pts - The Bidder has provided a description of the work plan and addresses two (2) of the five (5) key components - 2 pts - The Bidder has provided a description of the work plan but did not address any of the key components - 0 pt <p>Maximum points = 10 points</p>		
R2	<p><u>Understanding of the Project – Project Objectives:</u> The Bidder should define the work that will be undertaken.</p> <p>Points Allocation:</p> <ul style="list-style-type: none"> - The Bidder demonstrates meeting each of the objectives under section 3 of Annex A - Statement of Work by explaining, in writing, the work that needs to be done – 10 pts 		



Criteria #	Rated Criteria	Points Awarded	Cross Reference to Proposal
	<ul style="list-style-type: none"> - The Bidder is missing an explanation for the work that needs to be done for one or more, but not all, of the objectives – 5 pts - The bid does not contain any explanation of the Bidder's understanding of the work objectives – 0 pt <p>Maximum points = 10 points</p>		
R3	<p><u>Methodology:</u></p> <p>Points Allocation:</p> <ul style="list-style-type: none"> - The Bidder's proposal should include a detailed methodology describing how the tasks and questions in the sub-tasks under section 5 Tasks of Annex A - Statement of Work will be completed – 10 pts. - The methodology does not describe how all the tasks and all the questions in the sub-tasks under section 5 Tasks of Annex A – Statement of Work will be completed – 0 pt <p>Maximum points = 10 points</p>		
R4	<p><u>Approach:</u></p> <p>The Bidder's proposal should include a detailed breakdown for the tasks and deliverables identified in the Annex A - Statement of Work. At a minimum it should identify how the following tasks and deliverables will be completed in the timeframes required.</p> <p>Points Allocation:</p> <ul style="list-style-type: none"> - The Bidder identifies for tasks 5.4.1. 5.4.2 and 5.4.3 and deliverables 6.1 to 6.5 how and when the timelines will be reached for sections 5 Tasks and section 6 Deliverables, of the Annex A – Statement of Work – 10 pts - The Bidder did not include information that identifies for tasks 5.4.1. 5.4.2 and 5.4.3 and deliverables 6.1 to 6.5, how and when the timelines will be reached for sections 5 Tasks and 6 Deliverables, of the Annex A - Statement of Work – 0 pt <p>Maximum points = 10 points</p>		



Criteria #	Rated Criteria	Points Awarded	Cross Reference to Proposal
R5	<p><u>Potential Risks and Mitigation Actions while Executing the Project:</u> The Bidder should demonstrate their ability to recognize possible risks/problems, propose solutions, and make additional innovative and feasible suggestions.</p> <p>Points Allocation:</p> <ul style="list-style-type: none"> - The Bidder identifies possible problems and includes proposed solutions – 10 pts - The Bidder identifies possible problems but does not include any proposed solutions – 5 pts - The Bidder did not identify any possible problems – 0 pt <p>Maximum points = 10 points</p>		
<p>Overall Total Maximum Points (R1+R2+R3+R4+R5): 50 points Overall Minimum Passing Mark Required (R1+R2+R3+R4+ R5): 35 points</p>		<p>Total Points Awarded</p>	



PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, 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 may 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 declaration form available on the [Forms for the Integrity Regime](#) website, to be given further consideration in the procurement process.

5.1.2 Additional Certifications Required with the Bid

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

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 provided 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](#), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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



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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

5.2.3.3 Education and Experience

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



PART 6 - RESULTING CONTRACT *(ECCC to delete this sentence at contract award)*

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation. *(ECCC to delete this sentence at contract award)*

Title: *(ECCC to insert at contract award)*

6.1 Security Requirement

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the PSPC/PWGSC *Standard Acquisition Clauses and Conditions Manual* issued by Public Works and Government Services Canada.

6.3.1 General Conditions

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

General conditions 2010B is modified as follows:

At Section 12 Transportation Costs

Delete: In its entirety

Insert: "Deleted"

At Section 13 Transportation Carriers" Liability

Delete: In its entirety.

Insert: "Deleted"

At Section 18, Confidentiality:

Delete: In its entirety

Insert: "Deleted"

Insert Subsection: "36 Liability"

"The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract."

6.3.2 Specific Person(s)



The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: _____ (ECCC to insert name(s) of person(s) at contract award).

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to _____ inclusive (ECCC to end date at contract award).

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: _____

Title: _____

Environment and Climate Change Canada
Procurement and Contracting Division

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

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.

6.5.2 Project Authority

The Project Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

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.

6.5.3 Contractor's Representative



Name: _____
Title: _____
(Legal & Operating Company Name): _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

6.6 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.

6.7 Payment

6.7.1 Basis of Payment – Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex B for a cost of \$ _____ (ECCC to end date at contract award). . *Customs duties are included, and Applicable Taxes are extra.*

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2 Limitation of Price

SACC Manual clause C6000C (2017-08-17) Limitation of Price

6.7.3 Method of Payment – Milestone Payments

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- (a) an accurate and complete claim for payment and any other document 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) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.

6.8 Invoicing Instructions

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



6.8.2 Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown under the title "Invoices / Factures" of page 1 of the Contract for certification and payment.

6.9 SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department

6.10 Certifications and Additional Information

6.10.1 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.

6.11 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. *(ECCC to insert the name of the province or territory as specified by the bidder in its bid, if applicable, at contract award)*

6.12 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) - Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Schedule of Milestones, and
- (f) the Contractor's bid dated _____, *(ECCC to insert date of bid) or (If the bid was clarified or amended, ECCC to insert at the time of contract award), as clarified on _____ (or), as amended on _____ (and insert date(s) of clarification(s) or amendment(s)).*

6.13 Insurance

SACC Manual clause G1005C (2016-01-28) Insurance – No Specific Requirement

6.14 Dispute Resolution

The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

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.



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.

Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/contract-management/dispute-resolution>" Dispute Resolution".



ANNEX “A” - STATEMENT OF WORK

1 Title

The State of Plastics Science in Canada.

2 Background

The Government of Canada (GoC) reviewed the current state of plastics science pollution in Canada in 2020. The Science Assessment of Plastic Pollution evaluated the state of plastics science in Canada, described where plastic pollution occurs and how it impacts human health and the environment.

Since 2020, plastics science has advanced considerably and the GoC wants to incorporate this new knowledge in its research activities on plastics to ensure that it reaches zero plastic waste (ZPW) by 2030. Findings from this solicitation will be used in plastics science knowledge mobilization in support of the potential update to Canada’s Plastics Science Agenda (CaPSA) with information on: Canada’s plastics research progress to date; where gaps in plastics science exist; and recommendations for future plastics science research.

3 Objectives

The objectives of this work are to:

- 3.1 describe the state of plastics science in Canada by comparing the state of plastics science before and after the initiation of the ZPW action plan;
- 3.2 identify Canada’s plastics science experts who can provide GoC policymakers with science-based knowledge and advice; and,
- 3.3 propose recommendations to update CaPSA to ensure that robust science continues to inform evidence-based decisions, help spur innovation, and enable tracking of progress towards ZPW by 2030.

4 Scope

- 4.1 The scope of the work is to inform future science and research activities for detecting plastics in the environment, understanding and mitigating potential impacts on wildlife, human health, and the environment and advancing sustainable plastic production, recycling, and recovery.
- 4.2 The analysis must review and assess the state of plastics science research in Canada on the following five themes.
 - 4.2.1 Detection, quantification, and characterization of plastics in the environment - Harmonizing/standardizing the detection, monitoring, and characterization of the sources, pathways, concentrations, and fate of plastics in the environment.
 - 4.2.2 Impacts on wildlife, human health, and the environment – Increasing understanding of the impacts of plastics on wildlife, human health, and the environment.



- 4.2.3 Plastic design and alternatives – Decreasing the environmental footprint of plastics by improving their design and enabling value recovery.
 - 4.2.4 Sustainable use of plastics – Supporting the informed and responsible usage and sustainable management of plastics.
 - 4.2.5 Waste diversion and recovery – Innovating to enhance the capture and value recovery of existing and future plastics.
- 4.3 The analysis must examine macro-, micro- and nano- plastic pollution.
- 4.4 Work must cover the state of plastics science from 2017-2018 (pre-ZPW initiative), and from 2019-2023, (start of the GoC ZPW initiative). The Contractor must do a comparative analysis of these two time periods.

5 Tasks

- 5.1 The Contractor must develop a clear, detailed work plan that describes the specific procedures and techniques that will be used to undertake the analyses and create a report of its findings. The detailed work plan must also confirm the project tasks, deliverables, budget and deadlines.
- 5.2 This work plan must be agreed upon by the Project Authority.
- 5.3 The Contractor will review the state of plastic science in Canada and compare the plastics science landscape of 2017-2018 to 2019-2023.
- 5.4 The report must address the questions/items elaborated below:
- 5.4.1 State of the landscape: from 2017-2018 (inclusive) and 2019-2023 (inclusive to start date of contract)
 - 5.4.1.1 In what institutions/organizations is plastics science occurring in Canada?
 - 5.4.1.2 In what institutions/organizations is **Indigenous** plastics science occurring in Canada?
 - 5.4.1.3 Create a database of Canadian plastics scientists that includes scientists' names, institution/organization where they work, area of expertise, and contact information (email).
 - 5.4.1.4 What plastics science hubs/networks exist in Canada?
 - 5.4.1.5 What international plastics science research hubs exist?
 - 5.4.1.6 What are the research patterns in Canada's plastics science?
 - 5.4.1.7 At which Canadian events do plastics scientists convene to network?
 - 5.4.1.8 From which institutions/organizations, besides the Government of Canada, are Canadian plastics scientists receiving research funding?
 - 5.4.1.9 What barriers to plastics science exist in Canada (e.g., financial, facilities, equipment, etc.)?
 - 5.4.1.10 Using GBA+ analysis, examine and describe any gender issues in Canada's plastics science community. How can these issues be addressed?

5.4.2 Bibliometrics analysis: from 2017-2018; 2019-2023

- 5.4.2.1 For each of the five themes identified above in Section 2.0 Scope determine how



plastics science has changed over time.

- 5.4.2.2 Develop a rubric with performance metrics/indicators and assess whether these themes/issues have been addressed.
- 5.4.2.3 Create a plastics science map (i.e., use visualization techniques like network graphs, co-authorship maps, or citation maps to visually represent the relationships and connections between authors, institutions, and research themes).
- 5.4.2.4 What are Canada’s strengths and weaknesses in plastics science (foundational and applied research streams)?
- 5.4.2.5 What are the gaps in plastics science?
- 5.4.2.6 Is plastics science targeted to different industries and which areas are the most represented? The least?
- 5.4.2.7 What are the impacts of Canada’s plastics science on knowledge and innovation of the plastics circular economy?
- 5.4.2.8 What research outcomes are anticipated for the short (1-2 years), medium (5-6 years) and long terms (+6 years)?
- 5.4.2.9 What are the emerging issues, trends and opportunities over the short (1-2 years), medium (5-6 years) and long terms (+6 years)?

5.4.3 Recommendations

- 5.4.3.1 Where could the GoC contribute the most to plastics science with respect to the 5 CapSA themes (i.e., high-returns)?
- 5.4.3.2 How might the GoC position itself in the plastics science field? That is, where can the GoC be the most useful, impactful and efficient in plastics science?
- 5.4.3.3 Based on the analysis, is CaPSA still relevant? If not, what changes should be made?

6 Deliverables

The timelines for each deliverable in the table below may be modified with the Project Authority’s approval. The Contractor must allow at least two weeks for ECCC to review draft deliverables and should plan for a minimum of a week to address ECCC comments for each deliverable.

Deliverables	Deadlines
6.1 Meeting to review draft project plan	Within 2 weeks of the contract award
6.2 Progress update meeting with ECCC Project Authority to discuss progress and address any issues arising	No later than November 15, 2023
6.3 Draft first report	No later than January 15, 2024
6.4 Final second report and database	No later than February 15, 2024
6.5 Presentation to ECCC officials (videoconference)	No later than March 1, 2024

- 6.6 Before beginning the project, the Contractor must develop a detailed work plan that it reviews with the ECCC Project Authority.



- 6.7 The plan must include a comprehensive methodology, along with the list of keywords and topics used for the bibliographic analysis.
- 6.8 The Contractor must meet with the ECCC Project Authority and provide a progress update (in writing) that answers the following questions. Each negative response must be supported with an explanation.
 - 6.8.1 Is the project on schedule?
 - 6.8.2 Is the project within budget?
 - 6.8.3 Is the project free of any areas of concern in which the assistance or guidance of the ECCC Project Authority may be required?
- 6.9 The Contractor must submit a 40-50 page draft report. The report must be in electronic format (Word or PDF) and submitted to the ECCC Project Authority. The report must include a title page, table of contents, an executive summary, an introduction, methodology, results including, as applicable, supporting graphs, tables, and figures, visualizations of the science mapping from the bibliographic analysis, discussion/analysis of the results, conclusions and recommendations.
- 6.10 The Contractor must provide the final report, in electronic format (Word or PDF), to the ECCC Project Authority within 5 days following approval of the draft final report. The Contractor must forward an electronic copy of the covering letter accompanying the final report to the Contracting Authority.
- 6.11 The database of plastics scientists in Canada identified in the landscape analysis must be submitted by to the Contractor to the ECCC Project Authority, in Excel format.
- 6.12 A copy of the presentation (PDF or Powerpoint) given to ECCC officials explaining the findings of the work.

7 ECCC Responsibility

ECCC will provide background documents and other information to support this work, as needed.

8 Contractor Responsibility

The Contractor will provide their own computer and office equipment to undertake this contract.

9 Official Language

Project management meetings, written materials and reports will be in English. ECCC will provide French translation for materials as needed.

10 Work Location

The work may be performed anywhere in Canada on the Contractor's premises. No access to ECCC facilities is necessary. All meetings may take place virtually and documents sent electronically.



11 Travel

Travel is not required to perform the Work.

12 Sustainable Procurement Consideration

The Contractor should make an effort to ensure that their operations and performance of the Work align with the Treasury Board [Policy on Green Procurement](#) and [Greening Government Strategy](#). Procurement documents will specify the green procurement criteria and standards to be met and provide guidelines for the evaluation of proposals with respect to those criteria and standards.

13 Accessibility Considerations

The Government of Canada strives to ensure that the goods and services it procures are inclusive by design and accessible by default, in accordance with the Accessible Canada Act, its associated regulations and standards, and Treasury Board Contracting Policy. Procurement documents will specify the accessibility criteria and standards to be met and provide guidelines for the evaluation of proposals with respect to those criteria and standards.



ANNEX "B" - BASIS OF PAYMENT

Milestone No.	Deliverable	Percentage of the Firm Price	Amount
1	After receiving the deliverables from 6.1 to 6.3 of the Statement of Work.	50.0 %	\$ <i>(ECCC to insert at contract award)</i>
2	After receiving the deliverables from 6.4 to 6.5 of the Statement of Work.	50.0 %	\$ <i>(ECCC to insert at contract award)</i>



ANNEX “C” - SCHEDULE OF MILESTONES

DELIVERABLES		DEADLINES	MILESTONE No.
6.1	Meeting to review draft project plan.	Within 2 weeks of the contract award	1
6.2	Progress update meeting with ECCC Project Authority to discuss progress and address any issues arising.	No later than November 15, 2023	
6.3	Draft fist report.	No later than January 15, 2024	
6.4	Final second report and database	No later than February 15, 2024	2
6.5	Presentation to ECCC officials (videoconference)	No later than March 01, 2024	