



<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment and Climate Change Canada / Réception des soumissions – Environnement et changement climatique Canada</p> <p>Electronic Copy:</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>SOUSSION 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 Post-event surveys for the Health and Air Quality Forecasting Program.</p>	
	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000076053</p>	
	<p>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ) 2023-12-12</p>	
	<p>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ)</p> <p>at – à 2:00 P.M. on – le January 10, 2024</p>	<p>Time Zone – Fuseau horaire</p> <p>EST</p>
	<p>Address Enquiries to - Adresser toutes questions à Annie.Emard@ec.gc.ca</p>	
	<p>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ) <i>March 31, 2024 - March 31, 2025</i></p>	
	<p>Destination of Services / Destination des services National Capital Region</p>	
	<p>Security / Sécurité No</p>	
	<p>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</p> <p>(Insert-Ajouter)</p>	
	<p>Telephone No. – N° de téléphone (Insert-Ajouter)</p>	<p>Fax No. – N° de Fax (Insert-Ajouter)</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 Date</p>		



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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement applicable to the Contract.

1.2 Statement of Work

Environment and Climate Change Canada has a requirement to run post-event surveys for the Health and Air Quality Forecasting Program as detailed in the Statement of Work, Annex A to the bid solicitation. The period of the contract is from contract award to **March 31, 2025**.

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.

1.4 Disclosure of Greenhouse Gas Emissions and Setting of Reduction Targets

“This procurement is subject to the *Standard on the Disclosure of Greenhouse Gas Emissions and the Setting of Reduction Targets*. Bidders must refer to Part 4, Evaluation Procedures and Basis of Selection, Part 5 – Certifications and Additional Information and Part 6 – Resulting Contract Clauses for further information.”



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003 92023-06-08](#)) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

“Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names“.

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

Delete: 60 days
Insert:120 days

2.2 Submission of Bids

Bids must be submitted only to Environment and Climate Change Canada by the date, time and place indicated in the bid solicitation.

2.3 Former Public Servant

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



Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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



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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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



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.

2.7. Handling of Personal Information

[A9113C \(2014-11-27\)](#), Handling of Personal Information



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid in separately bound sections as follows:

- Section I: Technical Bid
- Section II: Financial Bid
- Section III: Certifications

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

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

- Section I: Technical Bid (1 *soft copies in PDF format*)
- Section II: Financial Bid (1 *soft copies in PDF format*)
- Section III: Certifications (1 *soft copies in PDF format*)

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

In order to assist Canada in meeting the objectives of the [Policy on Green Procurement](#) when feasible bidders should prepare and submit their bid as follows:

- 1) Include all environmental certification(s) relevant to your organization (such as ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.).
- 2) Include all third party environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (such as Canadian Standards Association (CSA Group), Underwriters Laboratories (ULSolutions); Forest Stewardship Council (FSC), ENERGYSTAR, etc.).
- 3) Unless otherwise noted, bidders are encouraged to submit bids electronically. If hard copies are required, bidders should:
 - a. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably managed forest and containing minimum 30% recycled content; and
 - b. use an environmentally preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of Cerlox, duo tangs, spiral binding or binders, and must not contain any single-use plastics.

Canada is committed to achieving [net zero greenhouse gas \(GHG\) emissions by 2050](#) in an effort to position Canada for success in a green economy and to mitigate climate change impacts. As a result, future solicitations may include the following:

- there may be evaluation criteria or other instructions in the solicitation or contract documents related to measuring and disclosing your company's GHG emissions;
- you may be requested or required to join one of the following initiatives to submit a bid, offer or arrangement or if you are awarded the contract:
 - Canada's Net-Zero Challenge;
 - the United Nations Race to Zero;
 - the Science-based Targets Initiative;
 - the Carbon Disclosure Project;
 - the International Organization for Standardization;



- you may be required to provide other evidence of your company's commitment and actions toward meeting net zero targets by 2050.

Note for 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 submitted by email must be submitted ONLY to the following email address:

Email Address: soumissionsbids@ec.gc.ca

Attention: Annie Emard

Solicitation Number: 5000076053

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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

- 3.1 Bidders must submit their financial bid in Canadian funds and in accordance with the Financial Bid Presentation Sheet (Attachment 1 to Part 3). The total amount of Applicable Taxes must be shown separately.
- 3.2 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

1. Certifications Required Precedent to Contract Award

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



ATTACHMENT 1 TO PART 3 - FINANCIAL BID PRESENTATION SHEET

Year 1			
Deliverable	Firm Price per Survey	Estimated Number of Surveys	Total
Post-event Survey		1	
Subtotal – Year 1			
Option Year 1			
Post-event Survey		5	
Subtotal – Option Year 1			
Option Year 2			
Post-event Survey		5	
Subtotal – Option Year 2			
<i>Total</i>			
<i>Taxes _____%</i>			
Total Estimated Contract Value			



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 technical, financial and evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4

4.1.1.2 Point Rated Technical Criteria

Refer to Attachment 1 to Part 4

4.2 Financial Evaluation

SACC Manual Clause [A0220T](#) 2014-06-26 Evaluation of Price

For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Basis of Payment in Annex B.

4.2.1 Mandatory Financial Criteria

The maximum funding available for the Contract resulting from the bid solicitation is \$170,000.00 excluding applicable taxes. Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

4.2.2 Evaluation of Price

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

4.3 Basis of Selection

4.3.1 Highest Combined Rating of Technical Merit 75% and Price 25%

Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria;
 - c. meet the minimum number of points in each of the point rated criteria; and
 - d. obtain the required minimum of 77 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 110 points.
2. Bids not meeting (a) or (b) or (c) or (d) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit



- and price. The ratio will be 75% for the technical merit and 25% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 75%.
 5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 25%.
 6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
 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.

In the event of a tie, the proposal receiving the highest score for the technical evaluation will be selected.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 75/25 ratio of technical merit and price, respectively.

The total available points equals 80 and the lowest evaluated price is \$445,000.

Basis of Selection - Highest Combined Rating of Technical Merit (75%) and Price (25%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		60/80	65/80	80/80
Bid Evaluated Price		\$455,000.00	\$450,000.00	\$445,000.00
Calculations	Technical Merit Score	$60/80 \times 75 = 56.23$	$65/80 \times 75 = 60.93$	$80/80 \times 75 = 75$
	Pricing Score	$445,000/455,000 \times 25 = 24.45$	$445,000/450,000 \times 25 = 32.73$	$445,000/445,000 \times 25 = 25$
Combined Rating		80.68	93.66	100
Overall Rating		3rd	2nd	1st

***** Bidder 3 would be recommended for contract award*****



ATTACHMENT 1 to PART 4 – MANDATORY & POINT RATED CRITERIA

Mandatory Technical 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.

Item #	Description Mandatory Criteria	Met/ Not Met	Cross Reference to Proposal
Resource Qualifications and Experience			
M1	<p>The Bidder must demonstrate they have run Random Digit Dialing (RDD) or equivalent sampling for land line, cell phone only, and on-line surveys.</p> <p>The Bidder must provide three (3) distinct examples within the last five (5) years, at bid closing date.</p> <ul style="list-style-type: none"> • One (1) example for each method: <ul style="list-style-type: none"> - (Random Digit Dialing (RDD) or equivalent sampling for land line, -- - cell phone only - and on-line surveys) • One (1) example must be of a survey done in French <p>For each example bidders must provide the following information:</p> <ul style="list-style-type: none"> • Name of client organization • Contract identification number and/or title • Start and end date (month-year format) • Duration • Survey completion date • Sample size • Language of Sampling Type of sampling use <ul style="list-style-type: none"> • Any influence the sampling technique might have had on the results 		
M2	The Bidder must be able to provide service in both English and French, the capacity to survey in both English and French, and		



	<p>provide all reports and findings in both English and French.</p> <p>Language levels are not assessed, however the Bidder must complete and submit the following certification confirming that they meet this requirement:</p> <p>Language Capacity</p> <p>The Bidder certifies that, should it be authorized to provide services under this contract, resulting from this solicitation, it will provide bilingual resources who are fluent in both French and English.</p> <p>Signature:</p> <p>Date:</p>		
M3	<p>The Bidder must demonstrate they have experience in conducting surveys where GBA+ data is collected.</p> <p>The Bidder must provide one example of a survey done with GBA+ variables beyond basic demographic information (age, gender at birth, location).</p>		

Point-Rated Technical Criteria

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

Bidders must obtain the following:

- a. meet the minimum number of points in each of the point-rated criteria; and
- b. meet the minimum score of the overall point rated criteria with 70% (81 of a possible 115 points) or higher

Rated Technical Criteria				
Item #	Description	Maximum Available Points	Cross Reference to Proposal (Supplier to insert)	Points Received
A. Resource Requirement				
R1	Bidders must demonstrate, by providing survey examples ,their recruitment for on-line survey panels directed at the Canadian Public,(in particular in terms of age), have the best participation rates for the 18 – 34 year old age group, and are	15		



	<p>refreshed or cleaned at a minimum of once a year.</p> <p>To demonstrate this requirement the Bidder must submit samples of panel composition methodology from previous work and how they would propose recruiting online panel participants for this contract, including any risks and constraints.</p> <p>Points Allocations: Panel composition (demographic breakdown, representativeness of the demographics of the Canadian public based on the most recent Census)</p> <ul style="list-style-type: none"> • 25% or more of respondents are in the 18 to 34 year old age range – 5 points • 20% to 25% respondents are in the 18 to 34 year old age range – 3 points • Less than 20 % respondents are in the 18 to 34 year old age range – 1 point • How often the panel is refreshed <ul style="list-style-type: none"> • 1 year or less – 5 points • 1 year to 2 years – 3 points • More than 2 years – 1 point • Participation rates for all categories <ul style="list-style-type: none"> • 25% or greater – 5 points • 20% to 25% – 3 points • Less than 20 % – 1 point 			
<p>R2</p>	<p>Bidders must provide one (1) example of a mixed sample survey (as stated in M1) method that the Bidder has completed.</p> <p>The example must provide the following:</p> <ul style="list-style-type: none"> • The sampling methods used • The sample size • The time it took to complete the sampling • The sampling used gave a sample population that was 	<p>15</p>		



	<p>representative of the age demographics of the Canadian population at the time the survey was done.</p> <ul style="list-style-type: none"> List all the provinces and territories in Canada where they can do mixed method sampling using the three (3) sampling techniques <p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> One (1) point for each province and territory where the bidder has the capacity to sample using mixed sampling methods for a maximum of thirteen (13) points <p>Additionally:</p> <ul style="list-style-type: none"> 25% or more of respondents are in the 18 to 34 year old age range – 2 points 20% to 25% respondents are in the 18 to 34 year old age range – 1 point Less than 20% respondents are in the 18 to 34 year old age range – 0 points 			
<p>R3</p>	<p>Bidders must provide two (2) projects which between them (in either project) demonstrate the following criteria.</p> <ul style="list-style-type: none"> 25% of respondents are in the 18 to 34 year old age range At least 50% of respondents fall into the at risk population (people with lung (such as asthma) or cardiovascular disease, older adult, children, pregnant people, and people who work or are active outdoors) Sample size was at minimum 2000 participants Survey done by Random Digit Dialing (RDD) or equivalent telephone, cell phone only sampling, on-line, or any combination Cover one or more issues 	<p>65</p>		



	<p>relating to air pollution or extreme temperatures, and health</p> <ul style="list-style-type: none"> Completed in the last three to five (3-5) years, at bid closing date <p>Bidders must demonstrate this requirement in a point form Word document of no more than two (2) pages in twelve point Arial font, or equivalent.</p> <p>The Bidder must provide the following information for the project:</p> <ul style="list-style-type: none"> Project Title Date: (Month/Year) Client department/organization and their contact information – including phone number The research team and their role, background/purpose Research objectives Population Methodology: (including the number and nature of survey respondents, sample size, demographics, the method used and the rationale) Major difficulties or any issues that arose and how they were resolve. <p>Points Allocation:</p> <ul style="list-style-type: none"> 25% of respondents are in the 18 to 34 year old age range <ul style="list-style-type: none"> 25% or more of respondents are in the 18 to 34 year old age range – 5 points 20% to 25% respondents are in the 18 to 34 year old age range – 3 points Less than 20% respondents are in the 18 to 34 year old age range – 1 point At least 50% of respondents fall into the at risk population <ul style="list-style-type: none"> 50% or greater of respondents fall into the at risk population – 10 			
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	<ul style="list-style-type: none"> • points • 25% - 50% of respondents fall into the at risk population – 8 points • Less than 25% of respondents fall into the at risk population – 2 points • Sample size <ul style="list-style-type: none"> • 5000 or more – 10 points • 2000 – 5000 – 8 points • Survey done by telephone, cell phone only sampling, on-line (all Random Digit Dialing (RDD) or equivalent sampling), or any combination thereof <ul style="list-style-type: none"> • 5 points • Cover one or more issues relating to air pollution or extreme temperature, and health <ul style="list-style-type: none"> • Conducted Air Quality surveys or Extreme Temperature (Heat and Cold) surveys – 25 points • Conducted surveys on other environmental issues – 15 points • Never conducted any type of Environmental surveys – 0 points • Completed in the last three to five (3-5) years <ul style="list-style-type: none"> • the last year(completed in 2023 or 2022) – 10 points • 2-4 years(completed in 2021 or 2020) – 5 points • 4-5 years (completed in 2019 or 2018) – 2 points 			
<p style="text-align: center;">R4</p>	<p>Bidders must provide the names and contact information for two (2) business references (clients).</p> <p>These references must be for quantitative projects with more than 2000 respondents that have been completed within the last five (5) years.</p>	5		



	<p>A minimum of one (1) of these references must be for a project that used more than one (1) media to run the survey, for example, mixed landline and on-line survey.</p> <p>References cannot be Environment and Climate Change Canada employees.</p> <p>The reference questions are included in Attachment 3 to Part 4 – Reference Questions.</p> <p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> • (Number of Yes Answers) / (Number Questions – Number of NA Answers) x 100 • Example <ul style="list-style-type: none"> ○ Results: Yes - 6, No - 1, NA – 2 ○ $(6) / (9-2) \times 100 = 86\%$ ○ $0.86 \times 5 = 4.3$ 			
R5	<p>Bidder must provide a schedule, clearly describing each of the steps that will be taken from the start to the end of the contract. The Bidder will provide a detailed time schedule in terms of working days.</p> <p>Bidders must demonstrate this requirement in a point form Word document of no more than one page in twelve point Arial font, or equivalent.</p> <p>A sample schedule is included in Attachment 2 to Part 4 – Sample Work Plan.</p> <p>Full points will be awarded to work plans which clearly assign tasks, timeframes to each team member, identifies the milestones, timelines and deliverables for all of the requirements in the Statement of Work, and identifies potential risks and/or challenges and how these will be mitigated.</p>	5		
R6	<p>Bidder must identify who will act as liaison with the Technical Authority for all aspects of the research to be conducted.</p> <p>The Bidder must identify the</p>	5		



	<p>resource(s) directly responsible for project management, fieldwork (in each official language), analysis, and reporting.</p> <p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> • Identification of liaison – 2.5 points • Identification of resource(s) – 2.5 points 			
R7	<p>Bidder must give example(s) that show evidence of an innovative solution that enhances the quality and depth of a survey within the last 3 years.</p> <p>Point will be awarded as follows:</p> <ul style="list-style-type: none"> • 2 different innovation examples -- 5 points • 1 innovation example -- 3 points • No example -- 0 points 	<u>5</u>		
(minimum score-81)				
Total		115 points		

Mandatory Financial Criteria

Bids must meet the mandatory financial criteria specified in the table inserted below. Bids that fail to meet the mandatory financial criteria will be declared non-responsive.

Each criterion should be addressed separately.

ID #	Mandatory Financial Criteria	Met / Not Met	Supporting Details
MF1	The bidder's proposal must not exceed the maximum available budget of \$170,000.00, including \$75,000.00 for each optional years of professional services. (Excluding applicable taxes.)		



ATTACHMENT 2 TO PART 4 – SAMPLE WORK PLAN

Schedule

Contract awarded	TBD	ECCC/PWGS
Questionnaire provided to supplier		
Suppliers questions on questionnaire		
Pre-test of questionnaires	TBD	PA
First invoice submitted to PA, forwarded to and paid by client	TBD	All
Following the pre-test for the event survey		
Timing of event survey	TBD	PA
survey conducted	TBD	Supplier
Data tables and interim report provided to PA	TBD	Supplier
First invoice for the survey submitted to PA, forwarded to and paid by client	TBD	All
Draft report submitted	January, 2024	Supplier
Comments on draft report provided to PA	TBD	Supplier
Report accepted	TBD	PA
Second invoice for the survey provided to PA, forwarded to and paid by client	TBD	All
Report shared with partners	TBD	PA
Report submitted to LAC	TBD	PA
Contract end-date	March 29 2024	ECCC/PWGS



ATTACHMENT 3 TO PART 4 – REFERENCE QUESTIONS

Reference Name:

Reference Contact Information:

Project

- Title:
- Date:
- Number of respondents:
- Number of media used:

Questions

1. Timeliness:

- a. Was communication with the Bidder easy to establish?
Yes No NA
- b. Were requests to the Bidder answered in a timely manner?
Yes No NA
- c. Did you have any issues with the Bidder providing service within your requested timeline?
Yes No NA

2. Sampling Methodology:

- a. Did the Bidder's sample represent the desired demographic for your survey?
Yes No NA
- b. Were you pleased with the sampling methodology that was used for your survey(s)?
Yes No NA
- c. Were you happy with the geographical representativeness of your surveys sample?
Yes No NA
- d. Were you happy with the Bidder's ability to use mixed sampling techniques (phone, online, on-site, etc) in your survey?
Yes No NA

3. Reports and Results:

- a. Were you pleased with timeliness of the delivery of your survey results and reports?
Yes No NA
- b. Were you pleased with the quality of statistical analysis that was provided in these results and reports?
Yes No NA



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame 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](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.



PART 6 - RESULTING CONTRACT CLAUSES

Delete this title and the following sentence at contract award

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

6.1 Security Requirements

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 [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

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

6.3.2 Supplemental General Conditions

4007 (2022-12-01) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract award to March 31, 2024 inclusive.

6.4.3 Option to Extend the Contract

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

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Annie Emard
Title: Procurement Officer



Environment and Climate Change Canada
Acquisitions Branch
E-mail address: annie.emard@ec.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is: To be inserted at contract award

Name: _____
Title: _____
Organization: _____
Address: _____

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

The Project Authority is the representative of the department or agency for whom the Work 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 To be inserted at contract award

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

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of _____ (to be inserted by the Bidder) per survey. Customs duties are included and Applicable Taxes are extra.

7.2 Limitation of Expenditure

- (a) Canada's total liability to the Contractor under the Contract must not exceed \$_____ (To be inserted at contract award). Customs duties are included and the Applicable Taxes are extra
- (b) No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not



perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (i) when it is 75 percent committed, or
- (ii) four (4) months before the contract expiry date, or
- (iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

6.7.4 SACC Manual Clauses

[A9117C](#), [T1204](#) Direct Request by Customer Department

6.7.5 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Direct Deposit (Domestic and International);

6.8 Invoicing Instructions

6.8.1 Multiple Payments

- (a) The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.
- (b) Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:
 - (i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - (ii) all such documents have been verified by Canada;
 - (iii) the Work delivered has been accepted by Canada.

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information



are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4007
- (c) the general conditions 2010B
- (d) Annex A, Statement of Work
- (e) the Contractor's bid dated _____ (*insert date of bid*)

6.12. Insurance

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

6.13 Dispute Resolution

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



ANNEX A STATEMENT OF WORK

1. Purpose

To run post-event surveys for the Health and Air Quality Forecasting Program.

1.1 Objective

The post event factual survey questionnaires to be used have already been designed and approved. There are five possible event scenarios: an air quality event, an air quality and heat event, an air quality and cold event, an extreme heat event, and an extreme cold event. Up to five post-event surveys will be run in year one, with a contract option for two additional years, giving a minimum of one and a maximum of fifteen post-event surveys total. Each survey will have a sample size of at least 400 and last 10 minutes. Some of the locations could be north of 60. The surveys will be done by telephone, cell phone only sampling, on-line (all Random Digit Dialing (RDD) sampling or equivalent), or any combination thereof. Topline results, banner tables, a written report and the data in SPSS format will be provided after each survey is completed.

The objective identifies the Department's desired outcome from the proposed contract stating precisely what the Department hopes to achieve through it.

1.2 Background

This contract is with the Health and Air Quality Services Forecasting Program of the Meteorological Service of Canada.

The Health and Air Quality Forecasting Program of Environment and Climate Change Canada (ECCC) provides air quality forecasts to Canadians, and also focuses on the weather elements that effect public health, extreme temperatures and ultra violet radiation as represented by the UV Index. Our goal is to provide Canadians with the risk communication information they need to act to protect their health, the health of those close to them, and the environment. Our health based weather forecasts and warnings are especially important to those most at risk from the negative effects of air pollution and extreme temperature.

The program requires a company with the facilities to run post event surveys. The survey questionnaires have already been developed. The capacity to survey using landlines, cell phones, and web panels is essential.

We use the post event surveys to help us determine:

- If the public received the forecast/advisory
- If the public understood the forecast/advisory
- If the public did anything differently because of the forecast/advisory.

This contract is for one year to run up to one (1) post event survey with an option in year two and three to run up to five post event surveys. This is a total of up to 1 survey in year one, up to five (5) surveys in year 2 and up to five (5) surveys in year 3.

2. Requirements

2.1 Tasks

The successful bidder will program and pre-test the full survey instrument in both official languages. The pre-test will represent 25 interviews, 15 English and 10 French; arrangement will be made for the project authority to listen to a pre-test on-site or by teleconference from a remote location.

The successful bidder will prepare a sampling plan that ensures respondents are stratified by region (within the area of the event), gender and age; ideally at least 50% of respondents will fall into the at risk population. The at-risk population includes: people with existing respiratory or cardiovascular conditions,



children under twelve, the elderly, and those active outdoors. As we cannot survey children under twelve, they will have to be represented by a parent.

The field work will be conducted in both official languages.

Post event surveys - A 10 minute survey (for telephone, cell phone only sampling, web panel or any combination of the above) will be administered in the respondent's official language of choice, up to five times a year, with a contract option for two additional years in a forecast region specified by E.C.C.C. The program will inform the contractor when an event is occurring as well as determine the sampling method to be used (telephone, cellphone sampling, online, or any combination of these methods) with enough lead time for the contractor to set up the survey. This varies from one event to another, but ECCC will try to give 48 hours advance notice.

One of the goals of the research is to get a better idea of how 18 to 34 year olds (25% of the Canadian population) are responding to the event. As land line telephone surveys under sample this age group, mixed surveying methods using telephone, cell phone only sampling and on-line (RDD for all) will be used when possible. This is to insure we get 25% of respondents in this age group. The location of the survey will affect the medium of the survey. For example, cellphone only and on-line surveying could be more difficult in some rural areas.

The goal is to have a sample size of 400 to give a margin of error of at least 4.85%. However, there is no way of knowing ahead of time what the population of the community surveyed will be. Therefore, the bidder will propose a sample plan for small, medium and large communities that will allow for flexibility in the sample size as well as the sampling method, to give the desired margin of error and percentage of the at-risk population surveyed (around 50%).

For land line and cell phone only sampling, RDD or equivalent will be used.

For on-line sampling, an RDD panel will be used. The bidder will indicate if they have such a panel already or if they will sub-contract for on-line research. The bidder will also supply details of the composition of the panel, how often it is refreshed, the participation rate and the locations available. The sampling plan for the survey must take into account the need to complete all interviews within two days of the ending of an air quality advisory and/or extreme temperature event. The contractor must ensure a minimum of eight call backs are made to each number before the number is retired.

The contractor will supply topline results, banner tables and a report after each survey. In addition, the contractor will provide bilingual quality control of the survey and any written reports.

The contractor must respond to emails and communication from ECCC within one business day.

Written reports must include project methodology and results. This includes: sample size, sampling procedures, dates of research fieldwork, weighting procedures, confidence interval, margin of error, response/participation rates and method of calculation, a discussion of the potential for non-response bias, the research instrument and all information about the recruitment and execution of the fieldwork that is needed to duplicate the research. A description of the event itself must be included, and will be provided by Environment and Climate Change Canada.

Although this is not public opinion research it must still follow PWGSC's best practices for surveys (<http://www.tpsgc-pwgsc.gc.ca/rop-por/pratiques-practices-eng.html>), the privacy act (<http://laws-lois.justice.gc.ca/eng/acts/p-21/index.html>), and the official languages act (<http://laws-lois.justice.gc.ca/eng/acts/o-3.01/page-1.html>).

2.2 Mandatory Contractor qualification requirements

The contractor must have experience and capabilities to run RDD sampling or equivalent for: land line, cell phone only, and online surveys. The contractor must have facilities to run post event surveys. The contractor must have the capacity to survey in both English and French within 48 hours after the survey starts.



2.3 Deliverables

Pre-tests of the survey questionnaire.

For each survey:

- A fully labelled dataset in SPSS format or equivalent data files.
- Topline results received within one week of survey completion.
- Banner tables, demographic and other variable breakdown to be determined by ECCC in consultation with the successful bidder received within one month of survey completion.
- A draft and final written report in electronic format, MS WORD and PDF in English. Final Reports must be received within three months of survey completion. The report must include:
 - a brief description of the methodology used;
 - sample size, sampling procedures and dates of fieldwork;
 - weighting procedures, confidence intervals and margins of error, response rate, and method of calculation;
 - the research instrument used;
 - an analysis of the survey results with an emphasis on how the data collected help inform program goals and requirements.

3. Departmental Support

The contractor will fulfill this contract in their own office and will not require access to or use of any Crown facility, equipment, or personnel.

4. Official Language

The language of work for the contract is English.

5. Work Location

The contractor will fulfill this contract in their own office location.

6. Travel

No travel will be required on the part of the contractor.



**ANNEX B
BASIS OF PAYMENT**

(to be completed at contract award)