

**RETURN BIDS TO:****RETOURNER LES SOUMISSIONS À :**

**Bid Receiving AAFC/ Réception des Soumissions AAC**

See herein for bid submission instructions/Voir la présente pour les instructions sur la présentation d'une soumission

## REQUEST FOR PROPOSAL/ DEMANDE DE PROPOSITION

**Proposal To: Agriculture and Agri-Food Canada**

We hereby offer to sell to His Majesty the King in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and service, and construction as listed herein and on any attached sheets at the price(s) set out therefore.

**Proposition à : Agriculture et Agroalimentaire Canada**

Nous offrons par la présente de vendre à Sa Majesté le Roi du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée, au(x) prix indique(s).

**Comments-Commentaires**

**Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/ de l'entrepreneur**

**Issuing Office- Bureau de distribution**

Agriculture and Agri-Food Canada  
Corporate Management Branch  
Operational Procurement Services Unit  
1341 Baseline Road,  
Ottawa Ontario K1A 0C5

<b>Title/Titre:</b> Assessment incentives and disincentives in the Business Risk Management (BRM) program suite that impact on-farm climate change adaptation or mitigation	
<b>Solicitation No. – N° de l'invitation</b> 01B68-23-2656	<b>Date of Solicitation – Date de l'invitation</b> February 26, 2024
<b>Solicitation Closes – L'invitation prend fin</b> At – à : 13 :00 pm On-le : March 18, 2024	<b>Time Zone - Fuseau Horaire</b> EDT
<b>Address Enquiries to: Adresser toutes questions à :</b>  Name : Eleana Duff Email : eleana.duff@agr.gc.ca	
<b>Telephone No. – N° de téléphone</b> N/A	<b>FAX No. – N° de fax</b> N/A
<b>Destination- of Goods, Services, and Construction : Destination-des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	
<b>Instructions:</b> Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item. <b>Instructions:</b> Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.	
<b>Delivery required - Livraison exigée</b>	<b>Delivery offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/ de l'entrepreneur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/firm - Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur</b>	
(type or print) - (taper or écrire en caractère d'imprimerie)	
<b>Signature:</b>	
<b>Date:</b>	

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

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

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

### 1.2 Summary

- 1.2.1 This bid solicitation is being issued to satisfy the requirement of Agriculture and Agri-Food Canada. It is intended to result in the award of one (1) contract from contract award to **March 31, 2025**.

Agriculture and Agri-Food Canada (AAFC) will undertake a review to assess how Business Risk Management (BRM) program can make positive contributions to reducing agriculture's climate change footprint and encourage farmers to adapt to climate change. AAFC is seeking expertise to perform two lines of inquiries related to the Business Risk Management (BRM) program:

- a. Identify elements of the design and/or implementation of each BRM program that could be perceived, by producers, as penalizing them or incentivizing them to adjust their farming or business practices and which could have an impact on on-farm decisions related to climate change adaptation and/or mitigation;
- b. Identify and assess potential changes to BRM program design that could increase producer incentives or minimize producer disincentives for climate change adaptation or mitigation.

The analysis and conclusions will be informed by BRM principles.

GST /HST (if applicable) can only be collected if your company has a GST/HST registration number. For further information please contact Canada Revenue Agency at: <http://www.cra-adrc.gc.ca/sitemap-e.html#tax>.

The failure by companies to bid in Canadian dollars (a mandatory requirement of the solicitation) is sufficient to make its proposal non-compliant. AAFC will reject a company's bid made in any currency other than Canadian.

**1.3 Security**

There is no security requirements associated with this requirement.

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

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

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

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

Delete: 60 days  
Insert: 120 days

b) Section 08, Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service

Delete: Subsection 1 and 2 in its entirety.

Insert: 08 (2022-03-29) Canada Post Corporation's (CPC) Connect service

#### 1. Canada Post Corporation's Connect service

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the Connect service provided by Canada Post Corporation.

The only acceptable email address to use with CPC Connect for responses to bid solicitations issued by Agriculture and Agri-Food Canada is: [aafc.procbidreceiving-receptiondesoumissionaprov.aac@agr.gc.ca](mailto:aafc.procbidreceiving-receptiondesoumissionaprov.aac@agr.gc.ca)

- b. To submit a bid using CPC Connect service, **the Bidder must either:**
- i. send directly its bid only to the specified AAFC Bid Receiving Unit, using its own licensing agreement for CPC Connect provided by Canada Post Corporation; **or**
  - ii. send a request to open CPC Connect conversation email to AAFC Bid Receiving Unit at [aafc.procbidreceiving-receptiondesoumissionaprov.aac@agr.gc.ca](mailto:aafc.procbidreceiving-receptiondesoumissionaprov.aac@agr.gc.ca) as early as possible, and in any case, at least six (6) business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the bid solicitation number to the specified AAFC Bid Receiving Unit requesting to open a CPC Connect conversation. Requests to open a CPC Connect conversation received after that time may not be answered.
- c. If the Bidder sends an email requesting CPC Connect service to the specified AAFC Bid Receiving Unit in the bid solicitation, an officer of the AAFC Bid Receiving Unit will then initiate a CPC Connect conversation. The CPC Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.

- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the CPC Connect conversation open until at least 30 business days after the solicitation closing date and time.
- e. The bid solicitation number should be identified in the CPC Connect message field of all electronic transfers.
- f. It should be noted that the use of CPC Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the AAFC Bid Receiving Unit address specified in the solicitation in order to register for the CPC Connect service.
- g. For bids transmitted by CPC Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
  - i. receipt of a garbled, corrupted or incomplete bid;
  - ii. availability or condition of the CPC Connect service;
  - iii. incompatibility between the sending and receiving equipment;
  - iv. delay in transmission or receipt of the bid;
  - v. failure of the Bidder to properly identify the bid;
  - vi. illegibility of the bid;
  - vii. security of bid data; or,
  - viii. inability to create an electronic conversation through the CPC Connect service.
- h. AAFC Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the CPC Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or AAFC Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
- i. Bidders must ensure that they are using the correct email address for the AAFC Bid Receiving Unit when initiating a conversation in CPC Connect or communicating with the AAFC Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the CPC Connect system.
- j. A bid transmitted by CPC Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.

## 2.2 Submission of Bids

Bids must be submitted to Agriculture and Agri-Food Canada using Canada Post Corporation's (CPC) Connect service to the email address specified below by the date, time and place indicated in the bid solicitation:

[aafc.procbidreceiving-receptiondesoumissionaprov.aac@agr.gc.ca](mailto:aafc.procbidreceiving-receptiondesoumissionaprov.aac@agr.gc.ca)

**Note:** Bids will not be accepted if emailed directly to this email address. This email address is to be used to open a CPC Connect conversation, as detailed in Section 2.1 of this solicitation, or to send bids through a CPC Connect message if the bidder is using its own licensing agreement for CPC Connect service.

Alternate arrangements for bid receipt can be made by contacting the Contracting Authority identified in Section 7.5.1.

### 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 Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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## 2.7 Bid Challenge and Recourse Mechanisms

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

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The CPC Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

- Section I: Technical Bid (1 electronic copy)
- Section II: Financial Bid (1 electronic copy)
- Section III: Certifications (1 electronic copy)

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

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

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper.
- (b) use a numbering system that corresponds to the bid solicitation.

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.

**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.

**Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment provided in Annex "B" of this bid solicitation. The total amount of Applicable Taxes must be shown separately, if applicable.

**Section III: Certifications**

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

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- a. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. There are several steps in the evaluation process, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Bidder has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.
- b. An evaluation team composed of representatives of Canada will evaluate the bids.
- c. In addition to any other time periods established in the bid solicitation:
  - i. **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have two (2) working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
  - ii. **Requests for Interviews:** If Canada wishes to interview the Bidder and/or any or all of the resources proposed by the Bidder to fulfill the requirements of the bid solicitation, the Bidder will have two (2) working days following notice by the Contracting Authority to make any necessary arrangements (at the Bidder's sole cost) for the interview to take place at a location specified by Canada.
  - iii. **Requests for Further Information:** If Canada requires additional information to do any of the following pursuant to the Section entitled "Conduct of Evaluation" in 2003, Standard Instructions - Goods or Services - Competitive Requirements:
    - A. Verify any or all information provided by the Bidder in its bid; or
    - B. Contact any or all references supplied by the Bidder (e.g., references named in the grids of individual resources) to verify and validate any information submitted by the Bidder.The Bidder must provide the information requested by Canada within two (2) working days of a request by the Contracting Authority.
  - iv. **Extension of Time:** If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

### 4.2 Technical Evaluation

#### a. **Mandatory Technical Criteria :**

Each bid will be reviewed to determine whether it meets the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "shall" or "mandatory" is a mandatory requirement. Bids that do not comply with every mandatory requirement will be considered non-responsive and be disqualified. The Mandatory Evaluation criteria are described in Annex "D" Evaluation Procedures & Criteria Technical Proposal.

#### b. **Point-Rated Technical Criteria:**

Each bid will be rated by assigning a score to the point rated criteria requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly. The rated

requirements are described in Annex "D" Evaluation Procedures & Criteria Technical Proposal.

- i. A Technical Proposal Score will be computed for each technically responsive Bidder using the following formula:

Actual Score	x 70 =	<b>Final Score</b>
Maximum Score Attainable		<i>70% of Bidders Calculated Score</i>

**Example: Given the Bidder has met the minimum thresholds for the point-rated evaluation criteria**

85	x 70 =	<b>Final Score</b>
100		59.500 out of 70

*Note: Scores will be computed to a maximum of three decimal places.*

**Technically Responsive Proposal:** A technically responsive proposal is a proposal that

- A. Meets the mandatory requirements and obtains the required minimum points specified in the bid solicitation for the criteria that are subject to point rating.

**4.3 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars (CAD), Applicable Taxes, FOB destination, Customs duties and excise taxes.

In the Financial Proposal, the Bidder shall provide a firm all-inclusive price to provide the services requested in accordance with the Scope of Work and Deliverables identified in Annex "A" Statement of Work and in accordance with the schedule of Milestones as identified in Annex "B", Basis of Payment.

The requirements of the Financial Proposal are detailed in Annex "B" Basis of Payment and Annex "D" Evaluations Procedures and Criteria.

**Prices shall not appear in any area of the proposal except in the Financial Proposal.**

All bids must be in Canadian dollars (CAD). Financial evaluations are calculated on the total cost of the project, **excluding taxes** GST or HST (if applicable). Only the Canadian currency value for the bid will be used in evaluating a proposal. The Canadian currency value for a bid is fixed at the time of the proposal, irrespective of future changes in currency rate.

The failure by a company to bid in Canadian dollars (a mandatory requirement of the solicitation) is sufficient to make its proposal non-compliant. AAFC will reject a company's bid made in any other currency than Canadian.

**Maximum Budget:** The firm all-inclusive cost of the resulting contract **must not exceed \$86,000.00 CAD.** Any bids exceeding this value will be deemed non-compliant and given no further consideration.

**4.4 Basis of Selection**

- 1. To be declared Responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation;
  - b. meet all the mandatory requirements;

- c. obtain the required minimum points specified in Annex "D" for the point rated technical criteria; and
  - d. not exceed the maximum budget in their financial bid.
2. Bids not meeting 1 (a) (b) (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 70% for the technical merit and 30% 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 70%.
  5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
  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.

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 100 and the lowest evaluated price is \$125.00.

$$\frac{\text{Combined Technical Score} \times \text{Ratio (70)}}{\text{Max Points}} + \frac{\text{Lowest Price} \times \text{Ratio (30)}}{\text{Bidder's Price}} = \text{Combined Score}$$

**Example of Method of Selection:**

<b>Highest Combined Rating Technical Merit (70%) and Price (30%)</b>			
<b>Calculation</b>	<b>Technical Points</b>	<b>Price Points</b>	<b>Total Points</b>
Proposal 1 - Tech = 88/100 - Price = \$200.00	$\frac{88 \times 70}{100} = 61.6$	$\frac{\$125^* \times 30}{\$200} = 18.75$	= 80.35
Proposal 2 - Tech = 82/100 - Price - \$130.00	$\frac{82 \times 70}{100} = 57.4$	$\frac{\$125^* \times 30}{\$130} = 28.846$	= 86.246
Proposal 3 - Tech = 76/100 - Price = \$125.00*	$\frac{76 \times 70}{100} = 53.2$	$\frac{\$125^* \times 30}{\$125} = 30$	= 83.2
* Represents the lowest priced proposal Proposal 2 is recommended successful with the highest combined rating of 86.246			

**PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

**5.1 Certifications Required with the Bid**

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

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

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

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

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

**5.2.1 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 at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour'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.

**5.2.2 Legal Entity And Corporate Name**

Please certify that the Bidder is a legal entity that can be bound by the contract and sued in court and indicate **i)** whether the Bidder is a corporation, partnership or sole proprietorship, **ii)** the laws under which the Bidder was registered or formed, **iii)** together with the registered or corporate name, and **iv)** identify the country where the controlling interest/ownership (name if applicable) of the Bidder is located.

- i) \_\_\_\_\_
- ii) \_\_\_\_\_
- iii) \_\_\_\_\_
- iv) \_\_\_\_\_



Any resulting Contract may be executed under the following **i)** corporate full legal name and **ii)** at the following place of business (complete address) **iii)** telephone and fax number and email, **iv)** Procurement Business Number (PBN) and **v)** full list of names of current directors (public corporations, including joint ventures) or full list of owners' names (private corporation).

i) \_\_\_\_\_

ii) \_\_\_\_\_

iii) \_\_\_\_\_

iv) \_\_\_\_\_

v) \_\_\_\_\_

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**5.2.3 Education/Experience Certification**

We certify that all statements made with regard to the education and the experience of individuals proposed for completing the subject Work are accurate and factual, and we are aware that the Canada reserves the right to verify any information provided in this regard and that untrue statements may result in the proposal being declared non-responsive or in other action which Canada may consider appropriate.

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**5.2.4 Price/Rate Certification**

"We hereby certify that the price quoted have been computed in accordance with generally accepted accounting principles applicable to all like services rendered and sold by us, that such prices are not in excess of the lowest prices charged anyone else, including our most favoured customer for like quality and quantity so the services, does not include an element of profit on the sale in excess of that normally obtained by us on the sale of services of like quality and quantity, and does not include any provision for discounts or commissions to selling agents".

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**5.2.5 Validity Of Proposal**

It is requested that proposals submitted in response to this Request for Proposal be:

- valid in all aspects, including price, for not less than one hundred and twenty (120) days from the closing date of this RFP; and,
- signed by an authorized representative of the Bidder in the space provided on the RFP; and,
- provide the name and telephone number of a representative who may be contacted for clarification or other matters relating to the Bidder's proposal.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**5.2.6 Availability And Status Of Personnel**

The Bidder certifies that, should it be authorized to provide services under any contract resulting from this RFP, the employees proposed in its proposal will be available to commence performance of the work within a reasonable time from contract award, or within the time specified herein.

If the Bidder has proposed any person in fulfilment of this requirement who is not an employee of the Bidder, the Bidder hereby certifies that it has written permission from such person to propose the services of such person in relation to the work to be performed in fulfilment of this requirement and to submit such person's résumé to the Contracting Authority.

During the proposal evaluation, the Bidder MUST upon the request of the Contracting Authority provide a copy of such written permission, in relation to any or all non-employees proposed. The Bidder agrees that failure to comply with such a request may lead to disqualification of the Bidder's proposal from further consideration.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**5.2.7 FORMER PUBLIC SERVANT – STATUS AND DISLCOSURE**

Contracts with 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 with FPS, bidders must provide the information required below.

**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.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### 5.2.8 JOINT VENTURES

In the event of a proposal submitted by a contractual joint venture, the proposal shall be signed by either all members of the joint venture or a statement shall be provided to the effect that the signatory represents all parties of the joint venture. The following will be completed if applicable:

1. The Bidder represents that the bidding entity is/is not (delete as applicable) a joint venture in accordance with the definition in paragraph 3.

2. A Bidder that is a joint venture represents the following additional information:

(a) Type of joint venture (mark applicable choice):

- Incorporated joint venture  
 Limited partnership joint venture  
 Partnership joint venture  
 Contractual joint venture  
 Other

(b) Composition (names and addresses of all members of the joint venture)

3. Definition of joint venture

A joint venture is an association of two or more parties who combine their money, property, knowledge, skills, time or other resources in a joint business enterprise agreeing to share the profits and the losses and each having some degree of control over the enterprise. Joint ventures may be carried on in a variety of legal forms divided into three categories:

- (a) The incorporated joint venture;  
 (b) The partnership venture;  
 (c) The contractual joint venture where the parties combine their resources in the furtherance of a single business enterprise without actual partnership or corporate designation.

4. The joint venture team arrangement is to be distinguished from other types of Contractor arrangements, such as:

(a) Prime Contractor, in which, for example, the purchasing agency contracts directly with a Contractor (prime) who acts as the system assembler and integrator, with major components, assemblies and subsystems normally subcontracted;

(b) Associated Contractor, in which for example, the purchasing agency contracts directly with each of the major component suppliers and performs the integration tasks or awards a separate contract for this purpose.

5. If the Contract is awarded to an unincorporated joint venture, all members of the joint venture shall be jointly and severally responsible for the performance of the Contract.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**5.2.9 INTEGRITY PROVISIONS**

1. Ineligibility and Suspension Policy (the "Policy"), and all related Directives (2016-04-04), are incorporated by reference into, and form a binding part of the procurement process. The Supplier must comply with the Policy and Directives, which can be found at [Ineligibility and Suspension Policy](#).
2. Under the Policy, charges and convictions of certain offences against a Supplier, its affiliates or first tier subcontractors, and other circumstances, will or may result in a determination by Public Works and Government Services Canada (PWGSC) that the Supplier is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers is contained in PWGSC's Integrity Database. The Policy describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.
3. In addition to all other information required in the procurement process, the Supplier must provide the following:
  - a. by the time stated in the Policy, all information required by the Policy described under the heading "Information to be Provided when Bidding, Contracting or Entering into a Real Property Agreement"; and
  - b. with its bid / quote / proposal, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at [Declaration form for procurement](#).

4. Subject to subsection 5, by submitting a bid / quote / proposal in response a request by AAFC, the Supplier certifies that:
  - a. it has read and understands the Ineligibility and Suspension Policy;
  - b. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
  - c. it is aware that Canada may request additional information, certifications, and validations from the Supplier or a third party for purposes of making a determination of ineligibility or suspension;
  - d. it has provided with its bid / quote / proposal a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
  - e. none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and
  - f. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
  
5. Where a Supplier is unable to provide any of the certifications required by subsection 4, it must submit with its bid/ quote / proposal a completed Integrity Declaration Form, which can be found at Declaration form for procurement.
  
6. Canada will declare non-responsive any bid / quote / proposal in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Supplier provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the Policy, Canada may also determine the Supplier to be ineligible for award of a contract for providing a false or misleading certification or declaration.

**Certification:**

I \_\_\_\_\_ (Suppliers name) understand that any information I submit in order for the department to confirm my eligibility to receive a contract may be shared and used by AAFC and /or PSPC as part of the validation process, and the results of verification may be publicly disseminated. Moreover, I am aware that any erroneous or missing information could result in the cancellation of my bid as well as a determination of ineligibility/suspension.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

There is no Security requirement applicable to the Contract.

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

### 7.2 Standard Clauses and Conditions

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

#### 7.2.1 General Conditions

[2035](#) (2022-12-01), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

#### 7.2.2 Supplemental General Conditions

[4006](#) (2010-08-16) - Contractor owns Intellectual Property Rights in Foreground information, apply to and form part of the Contract.

### 7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

### 7.4 Term of Contract

- a. **Contract Period** : The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes :
  - i. The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends March 31, 2025.
- b. **Termination on Thirty Days Notice**

Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

### 7.5 Authorities

#### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Eleana Duff  
Contracting Officer  
Operational Procurement Services Unit  
Agriculture and Agri-Food Canada



1341 Baseline Road, Ottawa, ON K1A 0C5  
E-mail address: eleana.duff@agr.gc.ca

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

### 7.5.2 Project Authority

*[To be completed at time of Contract award]*

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 7.5.3 Contractor's Representative

*[To be completed at time of Contract award]*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 7.7 Payment

### 7.7.1 Basis of Payment - Limitation of Expenditures

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "B", to a limitation of expenditure of *(to be completed at time of contract award)*. Customs duties are included and Applicable Taxes are excluded.

Canada will not pay any travel or living expenses associated with performing the Work.

**7.7.2 Canada's Total Liability**

- A. Canada's total liability to the Contractor under the original contract period must not exceed (to be completed at time of 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:
  - 1. when it is 75 percent committed, or
  - 2. four (4) months before the Contract expiry date, or
  - 3. As soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

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

**7.7.3 Method of Payment – Milestone payment**

Payments will be made according to the following milestone deliverables payment schedule for the work completed as described in the Statement of Work in Annex "A" and in accordance with the terms herein this agreement and acceptance by the Departmental Representative.

Milestone	Deliverables	% Value of Milestone
1.	Summary of proposed methodology	20% of contract value
	Comprehensive Methodology Report (draft and final)	
2.	Comprehensive Program Observations Report (draft and final)	40% of contract value
3.	Comprehensive Program Changes Report (draft and final)	15% of contract value
4.	Cohesive Report	20% of contract value
5.	Virtual presentation	5% of contract value

Canada will make milestone payments upon completion and delivery of the work covered by the milestone invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

#### **7.7.4 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);
- b. Wire Transfer (International Only);

#### **7.8 Invoicing Instructions**

- a. The Contractor must submit invoices in accordance with the information required in the General Conditions.
- b. By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- c. The Contractor must provide the original of each invoice to the Project Authority. On request, the Contractor must provide a copy of any invoices requested by the Contracting Authority.

The Contractor will submit invoices on its own form, which will include:

- i. The date and invoice number;
- ii. The Contractor name and address;
- iii. The Destination (name and address of the client department);
- iv. Contract serial number; *(to be provided at contract award)*;
- v. Financial codes, including GST or HST (as applicable) registration number;
- vi. Description of the Work;
- vii. The amount invoiced (exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST) as appropriate) and the amount of GST or HST, as appropriate, shown separately.

#### **7.9 Certifications and Additional Information**

##### **7.9.1 Compliance**

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

##### **7.10 Applicable Laws**

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

##### **7.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions [4006](#) (2010-08-16 ) - Contractor owns Intellectual Property Rights in Foreground information;

- (c) the general conditions [2035](#) (2022-12-01), General Conditions - Higher Complexity – Services;
- (d) Annex “A”, Statement of Work;
- (e) Annex “B”, Basis of Payment;
- (f) the Contractor's bid dated \_\_\_\_\_ *(to be inserted at the time of contract award)*

## 7.12 Foreign Nationals

*(the applicable clauses will be inserted at the time of contract award)*

SACC Manual clause [A2000C](#) (\_\_\_\_ - \_\_ - \_\_) Foreign Nationals (Canadian Contractor)

SACC Manual clause [A2001C](#) (\_\_\_\_ - \_\_ - \_\_) Foreign Nationals (Foreign Contractor)

## 7.13 Insurance Requirements

SACC Manual clause [G1005C](#) (2016-01-28), Insurance

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

## 7.14 Dispute Resolution

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

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**ANNEX "A"****STATEMENT OF WORK****1.0 TITLE**

Assessment of incentives and disincentives in the Business Risk Management (BRM) program suite that impact on-farm climate change adaptation or mitigation.

**2.0 OBJECTIVE**

Agriculture and Agri-Food Canada (AAFC) is seeking expertise to perform two lines of inquiries related BRM programs:

- Identify elements of the design and/or implementation of each BRM program that could be perceived, by producers, as penalizing them or incentivizing them to adjust their farming or business practices and which could have an impact on on-farm decisions related to climate change adaptation and/or mitigation.
- Identify and assess potential changes to BRM program design that could increase producer incentives or minimize producer disincentives for climate change adaptation or mitigation.

**3.0 BACKGROUND****AAFC's Business Risk Management Programs**

Under the Sustainable Canadian Agriculture Partnership (Sustainable CAP), BRM programs help producers manage significant risks that threaten the viability of their farm and are beyond their capacity to manage. Most BRM programs are cost shared between the federal and provincial/territorial governments. The programs included in the BRM suite are: AgriStability, AgriInvest, AgriInsurance, AgriRecovery and the Advance Payments Program (APP).

*AgriStability*

AgriStability protects producers against large declines in their farming income for production loss, increased costs and market conditions, to mention a few. Canadian producers may receive a payment if their production margin in the current year falls below their historical reference margin by more than 30%. AgriStability is delivered by the federal government in Manitoba, Newfoundland and Labrador, Nova Scotia, New Brunswick, Northwest Territories and Yukon. AgriStability is delivered provincially in British Columbia, Alberta, Saskatchewan, Ontario, Quebec and Prince Edward Island.

*AgriInvest*

AgriInvest is a self-managed producer-government savings account designed to help producers manage small income declines and make investments to manage risk and improve market income. Annually, producers may deposit up to 100% of their allowable net sales to their AgriInvest account and receive a matching government contribution on 1% of their allowable net sales. AgriInvest is delivered by the federal government in Northwest Territories, Yukon and all provinces except Quebec. In Quebec, AgriInvest is delivered provincially by La Financière Agricole du Québec.

*AgriInsurance*

AgriInsurance aims to reduce the financial impacts of production losses by providing affordable insurance protection to Canadian producers. AgriInsurance is a federal-provincial- producer cost-shared program,

delivered provincially, that stabilizes producer's income by minimizing the economic effects of (primarily) production losses caused by severe natural hazards.

#### *AgriRecovery*

AgriRecovery is a framework that allows federal and provincial-territorial governments to implement unique initiatives to address extraordinary costs of recovering from natural disasters. AgriRecovery is intended to respond in situations where producers do not have the capacity to cover the extraordinary costs, even with the assistance available from other programs. Natural disasters that may be considered under AgriRecovery are those resulting from a disease, pest or weather-related event, such as flooding or a tornado.

#### *Advance Payments Program (APP)*

APP is a federal loan guarantee program that provides producers with easy access to low-cost cash advances. Producers can access up to \$1,000,000 in total advances based on the value of the eligible agricultural products they will produce or that will be in storage. The Government of Canada pays the interest on the first \$100,000 of the producer's advance (the first \$250,000 for 2022 and the first \$350,000 for 2023 program years).

#### *Business Risk Management Programs and Sustainable Canadian Agriculture Partnership*

Sustainable CAP is a five year agriculture policy agreement between the federal, provincial and territorial governments providing \$3.5 billion in federal and cost-shared activities (excluding BRM programs funding). For BRM, Sustainable CAP represents a shared commitment to enhance sector resiliency so producers can better manage and respond to risks through the suite. BRM programs are part of the broader area of Resiliency and Public Trust established as a priority area under the Sustainable CAP. A few of the priorities under Sustainable CAP include tackling climate change and environmental protection to support greenhouse gas emission reductions, supporting sustainable agriculture, economic growth and enhancing resiliency to anticipate, mitigate and respond to risks.

For economic sustainability, Federal, Provincial and Territorial (FPT) Ministers agreed to raise the AgriStability compensation rate from 70% to 80%, representing an estimated additional \$72 million per year, to better support farmers in challenging times. FPT Ministers are committed to enhance AgriStability by making it faster, simpler and more predictable. Other enhancements to the BRM suite include a new requirement for producers with allowable new sale of at least \$1 million to have an agri-environmental risk assessment in place by 2025 in order to receive an AgriInvest government contribution. For AgriInsurance, provinces will identify potential incentives, and then launch a pilot for producers who adopt environmental practices that also reduce production risks.

#### *BRM Climate Review*

As part of the Sustainable CAP, federal, provincial and territorial governments (FPT) agreed that: Canada, in consultation with PTs, will undertake a review to assess how BRM programs can make positive contributions to reducing agriculture's climate change footprint and encourage farmers to adapt to climate change. The review will also consider the financial implications of climate change on BRM programs. The analysis and conclusions will be informed by BRM principles and support future program changes, where applicable. This contract is expected to contribute to part of the BRM Climate Review.

## **4.0 ACRONYMS**

AAFC	Agriculture and Agri-Food Canada
BO	Business Owner
BRM	Business Risk Management
FPT	Federal, Provincial, Territorial

SOW Statement of Work

**5.0 APPLICABLE DOCUMENTS & REFERENCES (ADR)**

To undertake the analysis, the Contractor will use its proprietary software, academic publications, and governments and international organizations documentation. AAFC will also provide the following publicly available documentation:

- Program guidelines;
- Program terms and conditions;
- Previous BRM analysis;
- BRM environmental risk assessments;
- Office of Audit and Evaluation assessments of BRM programs;
- BRM program participation data;
- Other information identified by the Contractor that is readily available or easy to compile by AAFC;
- BRM principles.

In addition, the Contractor will be able to discuss with program administrators the different aspects of the programs for the purpose of the project.

**6.0 SCOPE OF WORK**

The Contractor will work from their own facility to assess incentives and disincentives in the Business Risk Management (BRM) program suite that impact on-farm climate change adaptation or mitigation and identify potential changes to the BRM program design that could increase incentives or minimize disincentives for climate change adaptation or mitigation.

**6.1 TASKS**

Task Reference	Description of the Task
6.1.1	<p>The Contractor will develop a standardized methodology that they will use to assess each of the five BRM programs within the suite in accordance with the objectives of the Contract. The methodology will be used to evaluate aspects of each individual program that could be perceived as elements supporting or discouraging farmers to adopt practices or make business decisions that help them adapt to the impact of climate change or to contribute to climate change mitigation by reducing GHG emissions or increasing carbon sequestration.</p> <p>i) Contractor will submit a summary of proposed methodology. ii) Contractor will submit a comprehensive document detailing the standardized methodology to be used to assess each program separately with justification and trade-offs for the methodological choices and expected results.</p>
6.1.2	<p>The Contractor will assess each of the five BRM program using the AAFC approved standardized methodology (Task 6.1.1) and prepare a detailed analysis of</p>

	<p>observations by program on elements that could be perceived as hindering or facilitating on-farm climate change adaptation or mitigation.</p> <p>The Contractor will submit a comprehensive document (draft and final reports) detailing the analysis of observations by program on elements hindering or facilitating climate change adaptation, including considerations and implications.</p>
6.1.3	<p>Using the results from the analysis of observations by program on elements hindering or facilitating climate change adaptation, the Contractor will identify potential adjustments that could be made to each of the five BRM program to reduce the impacts of BRM program design that could increase producer incentives or minimize producer disincentives for climate change adaptation or mitigation.</p> <p>The Contractor will produce a comprehensive document (draft and final reports) detailing a list of potential program changes to:</p> <ul style="list-style-type: none"> <li>• Eliminate or reduce identified disincentives.</li> <li>• Incent producers to adopt practices facilitating climate change adaptation or mitigation.</li> </ul> <p>For each potential program change, the Contractor must provide:</p> <ul style="list-style-type: none"> <li>• estimated impact on producers' practice changes or business decisions;</li> <li>• trade-offs between BRM principles and impacted environmental objectives;</li> <li>• financial implications;</li> <li>• implementation considerations;</li> <li>• sector acceptability considerations; and</li> <li>• assessment of change against BRM principles.</li> </ul>
6.1.4	<p>The Contractor will produce a Cohesive report presenting the entire project in a single document. This document must include:</p> <ul style="list-style-type: none"> <li>• Project objectives</li> <li>• Approach and methodology</li> <li>• Identification of the source of information used for the mandate (e.g., bibliography)</li> <li>• Main elements included in deliverables 7.1 summary of methodology, 7.2 methodology report, 7.3 analysis of observation report and 7.4 potential changes report. It can consist of the entirety of the summary and three separate reports (deliverables 7.1 to 7.4).</li> <li>• General conclusion</li> <li>• Executive summary</li> </ul>
6.1.5	<p>The Contractor will present project findings to AAFC officials. The Contractor may also be asked to present to provincial and territorial officials.</p>



**7.0 DELIVERABLES**

For each of the following deliverables excluding 7.6, the Contractor will develop and deliver a draft report to be reviewed by AAFC for input and feedback for the preparation of a final report. Deliverables 7.1 to 7.4 are sequential.

<b>Number</b>	<b>Task Reference</b>	<b>Description of the Deliverables</b>	<b>Acceptance Criteria (Quantity and Format) and Schedule</b>
<b>7.1</b>	6.1.1	Summary of the proposed methodology	1 report (Word format). Within 3 weeks of contract award.
<b>7.2</b>	6.1.1	Comprehensive document (draft and final reports) detailing the standardized methodology developed in task 6.1.1.	2 reports (draft and final in Word format). Draft methodology report within 8 weeks of acceptance of the summary of deliverable 7.1 by AAFC. Final methodology report within 2 weeks of acceptance of draft report with edits as requested by AAFC.
<b>7.3</b>	6.1.2	Comprehensive document (draft and final reports) detailing the analysis of observations of each of the five BRM program on elements hindering or facilitating climate change adaptation, including considerations and implications.	2 reports (draft and final in Word format). Draft program observations report within 12 weeks of AAFC acceptance of final methodology report. Final program observation report within 3 weeks of acceptance of draft observations report – with edits as requested by AAFC.
<b>7.4</b>	6.1.3	Comprehensive document (draft and final reports) detailing a list of potential program changes to: <ul style="list-style-type: none"> <li>• Eliminate or reduce identified disincentives.</li> <li>• Incent producers to adopt practices facilitating climate change adaptation, mitigation or</li> <li>• Reduce agriculture's climate change footprint.</li> </ul>	2 reports (draft and final in Word format). Draft potential program changes report within 6 weeks of AAFC acceptance of final program observation report. Final potential program changes report within 4 weeks of AAFC acceptance of draft programs changes report.

		Completed in accordance with task 6.1.3.	
<b>7.5</b>	6.1.1 6.1.2 6.1.3 6.1.4	<p>Cohesive report presenting the entire project in a single document. This document must include:</p> <ul style="list-style-type: none"> <li>Objectives of the project</li> <li>Approach and methodology</li> <li>Identification of the source of information used for the mandate (e.g., bibliography)</li> <li>Main elements included in deliverables 7.1 to 7.4. It can consist of the entirety of the reports 7.1 to 7.4.</li> <li>General conclusion</li> <li>Executive summary</li> </ul>	<p>1 report in Word format</p> <p>Final Cohesive Report within 4 weeks of AAFC acceptance of final potential program changes report.</p>
<b>7.6</b>	6.1.1 6.1.2 6.1.3 6.1.4 6.1.5	<p>Presentation and its visual support in a shareable and editable format (e.g. .pptx) of the report.</p>	<p>1 PowerPoint presentation</p> <p>Virtual presentation within 2 weeks of AAFC acceptance of Final Cohesive Report.</p>

**8.0 DATE OF DELIVERABLES**

Milestone	Deliverable	Delivery date	% Contract Value
<b>1</b>	<b>7.1</b>	Summary of the proposed methodology Within 3 weeks of the signature of the contract	20%
	<b>7.2</b>	Draft methodology report within 8 weeks of acceptance of the summary of deliverable 7.1 by AAFC	
	<b>7.2</b>	Final methodology report within 2 weeks of acceptance of the draft report by AAFC	
<b>2</b>	<b>7.3</b>	Draft program observations report within 12 weeks of AAFC acceptance of final report from 7.2	40%
	<b>7.3</b>	Final program observations report within 3 weeks of acceptance of the draft report by AAFC	
<b>3</b>	<b>7.4</b>	Draft program change report within 6 weeks of AAFC acceptance of final report from deliverable 7.3	15%
	<b>7.4</b>	Final program change report within 4 weeks of acceptance of the draft report by AAFC.	
<b>4</b>	<b>7.5</b>	Final cohesive report within 4 weeks of AAFC acceptance of final report from deliverable 7.4	20%
<b>5</b>	<b>7.6</b>	Presentation within 2 weeks of AAFC acceptance of final cohesive report from deliverable 7.5	5%

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**9.0 LANGUAGE OF WORK**

All work completed on this Contract will be completed in French or English at the preference of the Contractor. Documentation provided by AAFC may be distributed to the Contractor in French or English following the original language of the documentation. Where translation of materials related to the presentation of the report or of the findings is necessary, AAFC will provide translation services.

**10.0 LOCATION OF WORK**

The Contractor will complete all the work out of its offices, and undertake meetings and presentations via teleconference, videoconference or online services.

**11.0 TRAVEL**

The Contractor is not required to travel under this Contract.

Canada will not reimburse the Contractor for any travel and/or living expenses.

**12.0 MEETINGS**

An initial meeting will be held within 1 week of the signature of the Contract.

The Contractor will maintain frequent contact with AAFC officials regarding the work underway, through regular bi-weekly or monthly meetings in addition to informal exchanges when needed.

**ANNEX "B"**

**BASIS OF PAYMENT**

**1.0 General**

Payment shall be in accordance with article 7.7 of Part 7, Payment and 7.8 Invoicing Instructions.

**2.0 Pricing Basis**

The Contractor shall be paid in accordance with the following for Work performed under the Contract.

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a FIRM all-inclusive price of \$ \_\_\_\_\_ (*insert amount at contract award*) Canadian Dollars (CAD). Customs duties are included and the Applicable Taxes are extra.

Canada will not pay any travel or living expenses associated with performing the Work.

**Milestone Payments:**

Payment shall be made based on the milestone deliverables described in the Statement of Work, Annex A and the acceptance and satisfaction of the deliverables by the Project Authority.

*Bidder shall provide cost detail for each specific deliverable set out in this RFP including the following components where applicable:*

<b>Milestone Number</b>	<b>Description of the Deliverables</b>	<b>% Contract Value</b>
<b>1</b>	7.1 Summary of proposed methodology	20% of contract value
	7.2 Comprehensive Methodology Report (draft and final)	
<b>2</b>	7.3 Comprehensive Program Observations Report (draft and final)	40% of contract value
<b>3</b>	7.4 Comprehensive Program Changes Report (draft and final)	15% of contract value
<b>4</b>	7.5 Cohesive Report	20% of contract value
<b>5</b>	7.6 Virtual presentation	5% of contract value
<b>Total</b> (Applicable Taxes excluded)		

**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**

Not applicable. There is no security requirement applicable to the Contract.

**ANNEX "D"****EVALUATION PROCEDURES & CRITERIA TECHNICAL PROPOSAL**

It is essential that the elements contained in the Proposal be stated in a clear manner and in sufficient depth to allow for evaluation by the evaluation team.

**1.0 METHOD OF SELECTION – HIGHEST COMBINED SCORE OF DESIGN, TECHNICAL MERIT AND PRICE**

1.1 The evaluation process is designed to identify the most qualified Contractor to provide services as stipulated in the Statement of Work (Annex "A").

1.2 This section comprises the detailed Proposal requirements that will be used to evaluate Proposers' responses to the Request for Proposal (RFP).

1.3 The selection of the Responsive Proposal will be made on the basis of the **HIGHEST COMBINED SCORE** for technical and financial proposals. Highest combined score will be determined by adding the technical and financial points obtained.

The Bidders' Technical and Financial proposals will be scored separately. An Overall Proposal Score will be determined by combining a Bidder's Technical Proposal Score and Financial Proposal Score in accordance with the following weights:

Technical Proposal = 70%  
Financial Proposal = 30%  
Overall Proposal = 100%

1.4 To be considered Responsive, a Proposal must:

- a. Comply with all the requirements of the bid solicitation;
- b. Meet all the Mandatory Requirements;
- c. Achieve the required minimum passing scores identified in the Point Rated criteria; and
- d. Not exceed the maximum budget of \$86,000 CAD in their financial bid.

Proposals which do not meet these mandatory or minimum point requirements or exceeds the maximum budget shall not be given further consideration.

The Responsive Proposal which receives the highest score of the combined points for the **Technical Proposal** rated requirements (**70%**) and the **Financial Proposal** rated requirements (**30%**) will be recommended as the successful Proposal.

$$\frac{\text{Technical Score} \times \text{Ratio (70)}}{\text{Max Points}} + \frac{\text{Lowest Price} \times \text{Ratio (30)}}{\text{Bidder's Price}} = \text{Combined Score}$$

**Example of Method of Selection:**

<b>Highest Combined Rating Technical Merit (70%) and Price (30%)</b>			
<b>Calculation</b>	<b>Technical Points</b>	<b>Price Points</b>	<b>Total Points</b>
Proposal 1 - Tech = 88/100 - Price = \$200.00	$\frac{88 \times 70}{100} = 61.6$	$\frac{\$125^* \times 30}{\$200} = 18.75$	= 80.35
Proposal 2 - Tech = 82/100 - Price - \$130.00	$\frac{82 \times 70}{100} = 57.4$	$\frac{\$125^* \times 30}{\$130} = 28.846$	= 86.246
Proposal 3 - Tech = 76/100 - Price = \$125.00*	$\frac{76 \times 70}{100} = 53.2$	$\frac{\$125^* \times 30}{\$125} = 30$	= 83.2
* Represents the lowest priced proposal Proposal 2 is recommended successful with the highest combined rating of 86.246			

1.5 The cost of the Proposal will be evaluated in CANADIAN DOLLARS, Goods and Services Tax (GST)/Harmonized Sales Tax (HST) excluded, FOB destination for goods/services, Customs Duties and Excise Taxes included.

1.6 Failure of a Proposal to provide information in sufficient detail and depth to permit evaluation against the identified criteria may render a Proposal non-responsive. All Proponents are advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will not be considered to be "demonstrated" for the purpose of the evaluation. All professional experience must be fully demonstrated in the Proposal (i.e., dates, number of years and months of experience).

1.7 The Bidders acknowledge and agree that Canada is not responsible to search for, and therefore evaluate, information that is not properly referenced or is not otherwise provided in accordance with the Proposal Preparation Instructions in Part 3.

1.8 Bidders shall not place any conditions or make any assumptions that attempt to limit or otherwise modify the scope of Work pursuant to the Statement of Work (Annex "A").

1.9 In the event two or more responsive proposals achieve the identical COMBINED SCORE, the proposal with the highest technical score will be considered the successful proposal.

## 2.0 MANDATORY REQUIREMENTS

2.1 The mandatory requirements will be evaluated on a compliant/non-compliant basis.

2.2 Failure to comply with any of the mandatory requirements will render the Proposal non-compliant and the Proposal will receive no further consideration. The Bidder must include the necessary documentation to demonstrate this compliance.

2.2 Bidders should indicate the precise location (e.g. page, paragraph number, etc.) of the information provided in the Technical Proposal to support the mandatory requirements.

Criteria	Mandatory Evaluation Criteria	Proposal Page No.	Met/Not Met
<b>M.1</b>	<p><b>Team Composition and Experience</b></p> <p>The proposal must identify all project team members and provide curriculum vitae (CV) highlighting education and work-related experience in the last five years of RFP issuance date.</p>		

### 3.0 POINT RATED REQUIREMENTS

3.1 Only those proposal which first meet the Mandatory Requirements will be considered in the second stage of the Point Rated Technical Evaluation.

3.2 To be considered compliant, Bidders must obtain the minimum passing mark indicated in the Point Rated Criteria of the Technical Evaluation.

3.3 The Bidder must address the Point Rated Requirements in sufficient detail so that an in-depth evaluation is possible. These criteria will be used by Agriculture and Agri-Food Canada to evaluate each Proposal. The assessment by AAFC will be based solely on the information contained in the Proposal. An item not addressed will be given zero (0) points under the point rated system. AAFC may, but is not obligated to, ask the Bidder for clarifications.

3.2 Cutting and pasting wording from the RFP into the proposal does not constitute demonstrating the requirement. Experience must be demonstrated by citing specific examples of work performed that relates to the specific evaluation criteria. If the Bidder's response does not fully and clearly demonstrate that the requirement is met by the information cited, then information provided will not be considered.

3.3 General statements should be avoided. These do not provide details which can be compared to the description of the requirement and therefore evaluated as to their relevancy in fulfilling the requirement, as detailed in the SOW.

3.4 Bidders should indicate the location (e.g. page, paragraph number, etc.) of the information provided in the Technical Proposal to support the Point Rated requirements. Demonstration of experience using Project descriptions:

3.5 For project references, the Bidder should include a Contact person for the client organization, who is external to the Bidder's organization and capable of verifying the work performed by the proposed resource during the Project, if contacted by AAFC for the purposes of project verification, including:

- Client Contact person's name, and (optionally) title;
- Client Contact person's contact information e-mail address.

3.6 All project references provided substantiating previous work experience must contain current contact information of the individual listed.



Criteria	RATED REQUIREMENTS	Page No.	Maximum Points	Notes
R1	<b>Relevant Work Experience</b>		20	
	<p>The Bidder <b>should</b> proposed two (2) examples of previous projects completed within the past five (5) years of RFP issuance date. The proposed projects <b>should</b> demonstrate that the Bidder/project team has the capability, qualifications, and experience in the following areas:</p> <ul style="list-style-type: none"> <li>a) Collecting and synthesizing information related to Agriculture Public Sector Policies or Programming.</li> <li>b) Completing an in-depth impact assessment of an agricultural program.</li> </ul> <p>The term 'Agriculture Public Sector Policies or Programming' refers to programs or policies implemented by a developed country, or one or some of its regional entities (e.g., province, state, departments, cantons) to support their agriculture. This would include, but is not limited to, programs and policies such as those supporting the development of agriculture, agricultural producers' risk management, agricultural products biosafety and traceability programs, agricultural products marketing and trade programs. To be considered an 'Agriculture Public Sector Policies or Programming', the programs or policies must primarily focus on the agriculture industry.</p> <p>Descriptions in support of the experience above should identify:</p> <ul style="list-style-type: none"> <li>i. the project name;</li> <li>ii. start and end date of project (mm/yyyy to mm/yyyy);</li> <li>iii. the type of client (industry, government, not-for-profit, etc.);</li> <li>iv. how that Agriculture Public Sector Policies or Programming is related to agriculture;</li> <li>v. Geography impacted and level of government leading the Agriculture Public Sector Policies or Programming;</li> <li>vi. project lead and relevant team members; reporting relationships;</li> </ul>		10 points per project	

Criteria	RATED REQUIREMENTS	Page No.	Maximum Points	Notes
	<p>vii. methodology used; viii. tasks completed; ix. outputs and outcomes of the project; and x. Name of client organization (external to Bidder's own organization), name and email contact information of the project client.</p> <p>To be awarded the full 10 points for each R1 project example, the Bidder/project team needs to:</p> <ul style="list-style-type: none"> <li>• Provide a full description as identified in i. to x. above;</li> <li>• Demonstrate their experience and understanding of the Agriculture Public Sector Policies or Programming analyzed;</li> <li>• Demonstrate the capability, qualifications, and experience in collecting and synthesizing diverse and complex information coming from different types of sources;</li> <li>• Clear description of methodology used to collect and synthesize Information and perform the in-depth impact assessment.</li> </ul> <p><b><u>RATING SCALE for each project example:</u></b></p> <p>10 - Excellent – <u>Strongly</u> demonstrated experience through a clear and precise completion of the abovementioned criteria</p> <p>6 - Good – <u>Partially</u> demonstrate experience through most of the abovementioned criteria</p> <p>3 - Weak – <u>Weakly</u> demonstrate experience through part of the abovementioned criteria</p> <p>0 – Poor – No experience demonstrated</p> <p>Only a maximum of two (2) projects will be evaluated. If more than</p>			

Criteria	RATED REQUIREMENTS	Page No.	Maximum Points	Notes
	two (2) are submitted, only the first two (2) as they appear on the proposal will be evaluated.			
R1 - Relevant Work Experience - Total Points				/20
<b>R2</b>	<b>Familiarity with the Business Risk Management Programs</b>		<b>20</b>	
	<p>The Bidder <b>should</b> demonstrate that the Bidder/project team has knowledge of the following topics and highlight the Bidder's understanding of their relevance to the project detailed in Annex A, Statement of Work. <b>R2A, R2B, and R2C.</b></p> <p><b>a) R2A:</b> Canadian and provincial Business Risk Management programs as presented in the section 3 of the Statement of Work, (maximum of 10 points).</p> <p>To be awarded the full 10 points for R2A, the Bidder/project team needs to demonstrate their knowledge of BRM programs by providing detailed information for each of the five BRM program such as:</p> <ul style="list-style-type: none"> <li>• Objectives;</li> <li>• Covered risks;</li> <li>• Payment mechanisms;</li> <li>• Budget and financials;</li> <li>• Interconnectivity; and</li> <li>• Potential relevancy to the objectives of this project.</li> </ul> <p><b><u>RATING SCALE:</u></b></p>			

Criteria	RATED REQUIREMENTS	Page No.	Maximum Points	Notes
	<p>10 - Excellent – <u>All</u> of the information provided for each BRM program is complete, accurate, and include the most up-to-date publicly available information.</p> <p>6 - Good – <u>Most</u> of the information provided for each BRM program is complete, accurate, and include the most up-to-date publicly available information.</p> <p>3 - Weak – <u>Information</u> provided for each BRM program is generally incomplete, inaccurate, and/or outdated.</p> <p>0 – Poor – No information has been provided.</p> <p><b>b) R2B:</b> Role and responsibilities of federal, provincial and territorial governments in a Canadian context related to the Business Risk Management programs as presented in the section 3 of the Statement of Work (maximum of 5 points).</p> <p>To be awarded the full 5 points for R2B, the Bidder/project team needs to demonstrate their knowledge of BRM programs by providing detailed information for each of the five BRM program such as:</p> <ul style="list-style-type: none"> <li>• Program authorities;</li> <li>• Roles and responsibilities of federal, provincial and territorial government;</li> <li>• Interconnection between federal, provincial and territorial governments related to BRM programs;</li> <li>• Implementation and delivery processes.</li> <li>• Established mechanisms of federal, provincial and territorial governments to negotiate, develop and implement BRM programs.</li> </ul> <p><b>RATING SCALE:</b></p>			

Criteria	RATED REQUIREMENTS	Page No.	Maximum Points	Notes
	<p>5 - Excellent – <u>All</u> of the information provided for each BRM program is complete, accurate, and include the most up-to-date publicly available information.</p> <p>3 - Good – <u>Most</u> of the information provided for each BRM program is complete, accurate, and include the most up-to-date publicly available information.</p> <p>1 - Weak – <u>Information</u> provided for each BRM program is generally incomplete, inaccurate, and/or outdated.</p> <p>0 – Poor – No information has been provided.</p> <p><b>c) R2C:</b> Farming and business practices that can be adopted by Canadian producers to increase their climate change adaptation or mitigation (maximum of 5 points)</p> <p>To be awarded the full 5 points for R2C, the Bidder/project team needs to demonstrate their knowledge of farming and business practices supporting climate change adaptation or mitigation by providing information such as:</p> <ul style="list-style-type: none"> <li>• Summary of project they lead/participated in relation to climate change adaptation or mitigation agricultural practices in a Canadian context;</li> <li>• Identification of most suitable climate change adaptation or mitigation agricultural practices that are or could be considered for implementation in a Canadian context, including a rationale to consider those agricultural practices are most suitable;</li> <li>• Any other approach preferred by the Bidders to demonstrate their knowledge of farming and business practices supporting climate change adaptation or</li> </ul>			

Criteria	RATED REQUIREMENTS	Page No.	Maximum Points	Notes
	<p>mitigation in a Canadian context.</p> <p><b><u>RATING SCALE</u></b> (for maximum of 5 points requirements):</p> <p>5 - Excellent – Information provided by the Bidder/project team clearly demonstrate their understanding of farming and business practices supporting climate change adaptation or mitigation in a Canadian context, including a demonstration of the complexity, multiplicity, heterogeneity, and regionality of these practices.</p> <p>3 - Good – Information provided by the Bidder/project team partially demonstrate their understanding of farming and business practices supporting climate change adaptation or mitigation in a Canadian context, including a partial demonstration of the complexity, multiplicity, heterogeneity, and regionality of these practices.</p> <p>1 - Weak – Information provided by the Bidder/project team barely suggest an understanding of farming and business practices supporting climate change adaptation or mitigation in a Canadian context, missing the complexity, multiplicity, heterogeneity, and regionality of these practices.</p> <p>0 - Poor – No information has been provided to demonstrate the knowledge of Farming and business practices that can be adopted by Canadian producers to increase their climate change adaptation or mitigation and/or information provided is unrelated to the topic and/or inaccurate and outdated.</p>			
R2 – Familiarity with the Business Risk Management Programs - Total Points				/20

Criteria	RATED REQUIREMENTS	Page No.	Maximum Points	Notes
R3	<b>Proposed Methodology and Detailed Work Plan</b>		25	
	<p>The Bidder should demonstrate that the Bidder/project team's methodology and work plan will allow to deliver reliable results meeting the different requirements identified in Annex A, Statement of Work in the timeline identified for this project and demonstrate how the information or data required to complete the project will be obtained. <b>R3A and R3B.</b></p> <p><b>a) R3A:</b> For the following tasks from the Statement of Work, the Bidder/project team should provide a work plan, a work breakdown structure and timeframes proposed to complete the task as per the project objectives. Each task listed below will be evaluated separately.</p> <ul style="list-style-type: none"> <li>i. Task 6.1.1: Standardize methodology (maximum 5 points)</li> <li>ii. Task 6.1.2: Analysis of observations for each of the five BRM program on elements hindering or facilitating on-farm climate change adaptation or mitigation, including considerations and implications (maximum 5 points)</li> <li>iii. Task 6.1.3 Identification of potential BRM program changes to eliminate or reduce identified disincentives and incent producers to adopt practices facilitating climate change adaptation or mitigation (maximum 5 points)</li> </ul> <p>To be awarded the full 5 points for each task of R3A, the Bidder/project team needs to demonstrate how their work plan, including their work breakdown structure and timeframe, will allow to deliver reliable results meeting the different requirements</p>			

Criteria	RATED REQUIREMENTS	Page No.	Maximum Points	Notes
	<p>identified in the Statement of Work in the timeline identified for this project.</p> <p><b><u>RATING SCALE for each task:</u></b></p> <p>5 – Excellent – The work plan, work breakdown structure and timeframe are fully aligned with the requirements identified in the Statement of Work. The scope of work is properly identified and detailed, timeframes are aligned with the date of deliverables, all deliverable are identified, adequate milestones are provided, task to be undertaken are clearly identified with responsibilities clearly attributed.</p> <p>3 - Good – The work plan, work breakdown structure and timeframe are generally aligned with the requirements identified in the Statement of Work. The scope of work is identified and generally detailed, timeframes are mostly aligned with the date of deliverables, most deliverable are identified, milestones are absent or inadequate, task to be undertaken are somewhat identified with responsibilities generally attributed.</p> <p>1 - Weak – The work plan, work breakdown structure and timeframe are generally aligned with the requirements identified in the Statement of Work. The scope of work is identified and generally detailed, timeframes are mostly aligned with the date of deliverables, most deliverable are identified, milestones are absent or inadequate, task to be undertaken are somewhat identified with responsibilities generally attributed.</p> <p>0 – Poor – The work plan and/or work breakdown structure and/or timeframe proposed do not suggest that the Bidder/project team will be in a position to complete the task as per the project objectives in the timeframe</p>			



Criteria	RATED REQUIREMENTS	Page No.	Maximum Points	Notes
	<p>allocated for the project.</p> <p><b>b) R3B:</b> For the tasks 6.1.1, 6.1.2 and 6.1.3 from the Statement of Work, the Bidder/project team should demonstrate how the information or data required to complete the project will be obtained (maximum of 10 points)</p> <p>To be awarded the full 10 points for R3B, the Bidder/project team needs to:</p> <ul style="list-style-type: none"> <li>• Propose a precise strategy for data or information acquisition that does not require additional security clearance and aligns with the different requirements identified in the Statement of Work, including timeframe, tasks identified in the Statement of Work, and available applicable documents &amp; references as identified in the Statement of Work;</li> <li>• Propose a risk mitigation strategy in case the data or information are inaccessible or inadequate for this project; and</li> <li>• Demonstrate how the data or information identified will be sufficient to generate the intended results for this project.</li> </ul> <p><b><u>RATING SCALE:</u></b></p> <p>10 – Excellent – The proposed strategy is precise, adequate, and aligned with the requirements identified in the Statement of Work. Data and/or information targeted is relevant, accessible, does not require additional security clearance and sufficient to generate the intended results for this project. If needed, the risk mitigation strategy is adequate and relevant.</p> <p>5 - Good – The proposed strategy is generally precise, adequate, and aligned with the requirements identified in the Statement of Work. Data and/or information targeted is</p>			

Criteria	RATED REQUIREMENTS	Page No.	Maximum Points	Notes
	<p>relevant, accessible, does not require additional security clearance and will allow to generate most of the intended results for this project. If needed, the risk mitigation strategy is adequate and relevant.</p> <p>1 - Weak – The proposed strategy is imprecise, and/or inadequate, and/or misaligned with the requirements identified in the Statement of Work. Data and/or information targeted are imprecise and/or difficult to access and no risk mitigation strategy is provided. Uncertainty that the Data and/or information targeted do not require additional security clearance.</p> <p>0 – Poor – Data and/or information targeted require additional security clearance; and/or the proposed strategy is imprecise, inadequate, and misaligned with the requirements identified in the Statement of Work or; no data and/or information have been targeted.</p>			
R3 – Proposed Methodology and Detailed Work Plan - Total Points				/25
<b>TOTAL AVAILABLE POINTS – RATED REQUIREMENTS – 65</b>				<b>/65</b>
<b>Minimum Points Required to Pass – 39/65 (60%)</b>				