



**Return Bids to:**

Natural Resources Canada

Bid Receiving

See herein for bid submission instructions

**Request for Proposal (RFP)**

**Proposal To: Natural Resources Canada**

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

<b>Title – Sujet</b> Professional Auditing Services – Environmental Audits	
<b>Solicitation No.</b> NRCan- 5000079061	<b>Date</b>
<b>Requisition Reference No</b> 180737	
<b>Solicitation Closes</b> at 2 p.m. (Eastern Standard Time (EST)) on <b>March 27, 2024</b>	
<b>Address Enquiries to:</b>  Shazeen.Dhanani@NRCan-RNCan.gc.ca	
<b>Telephone No.</b> 343-575-6324	
<b>Destination</b>  Natural Resources Canada	
<b>Security</b>  THERE ARE SECURITY REQUIREMENTS ASSOCIATED WITH THIS REQUIREMENT.	
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>          <b>Telephone No.:</b> <b>Email :</b>	
<b>Name and Title of person authorized to sign on behalf of Vendor/Firm (type or print)</b>          <hr/>	
<b>Signature</b>	<b>Date</b>

**Comments**

**Issuing Office**

Natural Resources Canada

Finance and Procurement Management Branch



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

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

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

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

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



## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Insurance Requirements, and any other annexes.

### 1.2 Summary

By means of the RFP, Natural Resources Canada (NRCan) is seeking proposals from Bidders for Environmental Auditors to ensure that facility operations are being conducted in compliance with applicable environmental laws. The scope of work is detailed in Annex A – Statement of Work.

There are security requirements associated with this requirement. For additional information, consult Part 6 – Security, Financial and Other Requirements, and Part 7 – Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

This bid solicitation allows Bidders to use the CPC Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

### 1.3 Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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



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

- **In the complete text content (except Section 1 and 3)**  
**Delete:** "Public Works and Government Services Canada" and "PWGSC"  
**Insert:** "Natural Resources Canada." and "NRCan"
  
- **At 02 Procurement Business Number:**  
**Delete:** "Suppliers are required to"  
**Insert:** "It is suggested that suppliers"
  
- **At 08 Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service, article 1:**  
**Delete:** in its entirety
  
- **At 08 Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service, article 2a:**  
**Delete:** The only acceptable email address to use with CPC Connect for responses to bid solicitations issued by PWGSC headquarters is: [tpsgc.pareceptiondessomissions-apbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.pareceptiondessomissions-apbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca). or, if applicable, the email address identified in the bid solicitation.  
**Insert:** The only acceptable email address to use with CPC Connect for responses to bid solicitation issued by NRCan is: [procurement-approvisionnement@NRCan-RNCan.gc.ca](mailto:procurement-approvisionnement@NRCan-RNCan.gc.ca)
  
- **At 08, Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service, article 2b:**  
**Delete:** "six business days"  
**Insert:** "five business days"
  
- **At 20, Further information, article 2b:**  
**Delete:** in its entirety

## 2.2 Submission of Bids

Bidders must submit all proposals using the Canada Post Canada (CPC) Connect service. Given the current constraints on NRCan's networks, the electronic mail system has a limit of 1GB per single message received and a limit of 20GB per conversation.

Bids must be submitted no later than the date and time indicated on page 1 of the bid solicitation.

**Only bids submitted using CPC Connect service will be accepted.**

At least five (5) business days before the bid solicitation closing date, it is necessary for the Bidder to send an email requesting to open CPC Connect conversation to the following address:

[procurement-approvisionnement@NRCan-RNCan.gc.ca](mailto:procurement-approvisionnement@NRCan-RNCan.gc.ca)

**Note 1:** Bids will not be accepted if e-mailed directly to this address. This e-mail address is to be used to open CPC Connect conversation, as detailed in the Standard Instructions [2003 \(article 08, paragraph 2\)](#), or to send bids through CPC Connect message if the Bidder is using its own licensing agreement for CPC Connect.

**Note 2:** Send as early as possible in order to ensure a response. Requests to open a CPC Connect conversation received after that time may not be answered.

**IMPORTANT:** It is requested that you write the bid solicitation number in the "Subject" of the email:  
[NRCan 5000079061 – Professional Environmental Auditing Services](#)

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



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

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

### 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 FPS, 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 10 calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## 2.7 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)





- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications  
Section IV: Additional Information

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

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

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

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

#### **Section I: Technical Bid**

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability 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**

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

#### **Section III: Certifications**

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

#### **Section IV: Additional Information**

- 3.1.3 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures**



- 3.1.3.1** As indicated in Part 6 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:  
Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country
- 3.1.3.2** The Company Security Officer must ensure through the Contract Security Program that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

## **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 evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

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

### **4.2 Basis of Selection**

#### **4.2.1 Highest Combined Rating of Technical Merit and Price**

To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum points specified for each criterion for the technical evaluation, and
  - d. obtain the required minimum of 58 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 97 points.
2. Bids not meeting (a) or (b) or (c) and (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 together 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 points available equals 135 and the lowest evaluated price is \$45,000 (45).

<b>Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)</b>				
	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>	
<b>Overall Technical Score</b>	115/135	89/135	92/135	
<b>Bid Evaluated Price</b>	\$55,000.00	\$50,000.00	\$45,000.00	
<b>Calculations</b>	<b>Technical Merit Score</b>	115/135 x 70 = 59.63	89/135 x 70 = 46.15	92/135 x 70 = 47.70
	<b>Pricing Score</b>	45/55 x 30 = 24.55	45/50 x 30 = 27	45/45 x 30 = 30
<b>Combined Rating</b>	84.18	73.15	77.70	
<b>Overall Rating</b>	1st	3rd	2nd	

## 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.

#### 5.1.2.2 Indigenous Designation

Who is eligible?

An Indigenous business can be:

- a band as defined by the Indian Act
- a sole proprietorship
- a limited company
- a co-operative
- a partnership
- a not-for-profit organization

in which Indigenous persons have at least 51% ownership and control.



An Indigenous business can also be a joint venture consisting of 2 or more Indigenous businesses or an Indigenous business and a non-Indigenous business, provided that the Indigenous business or businesses have at least 51% ownership and control of the joint venture.

In instances where 1 or more Indigenous businesses, as defined under the rules of the Procurement Strategy for Indigenous Businesses (PSIB), are involved in a contract with 1 or more non-Indigenous businesses or individual contractors, 33% of the total monetary value of the work contracted for must be performed by Indigenous businesses.

The Bidder must certify in its submitted bid that it is an Indigenous business, or a joint venture constituted as described above.

- Our Company is NOT an Indigenous Firm.
- Our Company is an Indigenous Firm, as identified above.

**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 timeframe within which to provide the information. Failure to provide the certifications or the additional information listed below within the timeframe specified will render the bid non-responsive.

**5.2.1 Integrity Provisions – Required Documentation**

In accordance with the [Ineligibility and Suspension Policy \(http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html\)](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html), the Contractor must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

All applicants, regardless of their status under the policy, must have the following information at the time to participate in a procurement process:

- Suppliers that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners;
- Suppliers that are a partnership do not need to provide a list of names.

Supplier's Legal Name: \_\_\_\_\_

OR

Name of each member of the joint venture:

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

**Organizational Structure:**

- corporate entity (shareholders) - provide the names of the current Board of directors.
- privately owned corporation - provide a list of the owner's names.
- sole proprietor - provide a list of the owner's names.



**LIST OF NAMES**

LAST NAME	FIRST NAME	TITLE

**5.2.2 Security Requirements – Required Documentation**

In accordance with the [requirements of the Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>), the Bidder must provide a completed Contract Security Program Application for Registration (AFR) form to be given further consideration in the procurement process.

Bidders are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, Bidders who do not provide all the required information at bid closing will be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extension granted by the Contracting Authority in its discretion), or if Canada requires further information from the Bidder in connection with assessing the request for security clearance (i.e., information not required by the AFR form), the Bidder will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48 hours. If, at any time, the Bidder fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

**5.2.4 Additional Certifications Precedent to Contract Award**

**5.2.4.1 Status and Availability of Resources**

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

**5.2.4.2 Education and Experience**

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

**5.2.4.3 Former Public servant**

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

**SIGNATURE for CERTIFICATION**



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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

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

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

### **6.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - a) the Bidder must hold a valid organization security clearance as indicated in Part 7 – Resulting Contract Clauses;
  - b) the Bidder’s proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 – Resulting Contract Clauses;
  - c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
  - d) the Bidder’s proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 – Resulting Contract Clauses;
  - e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 – Section IV Additional Information.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](https://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<https://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **6.2 Insurance Requirements**

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex D.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.



## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

#### 7.1.1 Optional Services

The Contractor grants to Canada the irrevocable option to acquire the services described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

### 7.2 Standard Clauses and Conditions

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

#### 7.2.1 General Conditions

**2010B** (2022-12-01), General Conditions - Medium Complexity – Professional Services, apply to and form part of the Contract. [If applicable, replace references to Public Works and Government Services Canada (PWGSC) with Natural Resources Canada (NRCan)].

### 7.3 Security Requirements

**7.3.1** The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

#### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. 180737

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), and obtain approved Document Safeguarding Capability at the level of PROTECTED B, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to PROTECTED information, assets, or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. The Contractor MUST NOT utilize its facilities to process, produce, or store PROTECTED information or assets until the CSP, PWGSC has issued written approval.
4. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce, or store PROTECTED information until the CSP, PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED B.
5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
6. The Contractor must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;



(b) *Contract Security Manual* (Latest Edition).

**7.3.2 Contractor’s Sites or Premises Requiring Safeguarding Measures**

**7.3.2.1** Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up to date the information related to the Contractor’s and proposed individuals’ sites or premises for the following addresses:

Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

**7.3.2.2** The Company Security Officer must ensure through the Contract Security Program that the Contractor and individuals hold a valid security clearance at the required level.

**7.4 Term of Contract**

**7.4.1 Period of the Contract**

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

**7.4.2 Option to Extend the Contract**

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least 5 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

**7.5 Authorities**

**7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Shazeen Dhanani  
Title: Procurement Specialist  
Organisation : Natural Resources Canada  
Telephone: 343-575-6324  
E-mail address: [Shazeen.Dhanani@NRCan-RNCan.gc.ca](mailto:Shazeen.Dhanani@NRCan-RNCan.gc.ca)

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

**7.5.2 Project or Technical Authority**

The Project Authority for the Contract is:

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





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

**7.5.3 Contractor's Representative**

Name: \_\_\_\_\_ (to be filled out at contract award)  
 Title: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 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 - Firm per diem Rate**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm per diem rate as specified in Annex B – Basis of Payment. Applicable Taxes are extra.

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

**7.7.2 Pre-Authorized Travel and Living Expenses**

The Contractor will be paid for pre-authorized reasonable and proper travel and living expenses incurred by personnel directly engaged in the performance of the work, supported by appropriate receipts and calculated in accordance with Appendice C of the current National Joint Council Directive on Travel and Living Expenses, (website: <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>) without allowance thereon for overhead or profit, with the other provisions of the Directive referring to "travelers", rather than those referring to "employees".  
 Incidental allowances are not permitted.

NRCan will not accept any travel and living expenses incurred by the Consultant as a consequence of any relocation of personnel required to satisfy the terms of this service.

All payments are subject to government audit. **All travel must have prior authorization of the Project Authority.** in Appendices B, C and D of the [National Joint Council Travel Directive](#), and with the other provisions of the Directive referring to "travelers", rather than those referring to "employees".

NRCan will not accept any travel and living expenses incurred by the Consultant as a consequence of any relocation of personnel required to satisfy the terms of this service.

**7.7.3 Method of Payment**

**Monthly Payment**



Canada will pay the Contractor on a monthly basis per location for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

## 7.8 Invoicing Instructions

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

E-mail:

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

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

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

**Invoicing Instructions to suppliers:** <http://www.nrcan.gc.ca/procurement/3485>

**Note:** prior to submission to the NRCan Invoicing mailbox, copies of all draft invoices and supporting documents must be submitted to the NRCan Project Authority for review.

## 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 general conditions *2010B (2022-12-01)*, General Conditions – Medium Complexity – Professional Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirements;
- (g) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid at Contract award*).

## 7.12 Insurance – Specific Requirements



The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

### **7.13 Dispute Resolution**

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



## ANNEX A

### STATEMENT OF WORK

#### SW1 BACKGROUND

Natural Resources Canada (NRCan) is a federal government department specializing in the sustainable development and use of natural resources, energy, minerals and metals, forests, and earth sciences. NRCan develops policies and programs that enhance the contribution of the natural resources sector to the economy and improve the life of all Canadians.

Under its Departmental Environmental Policy, NRCan is committed to assessing environmental impacts of past, present, and future activities and to taking action to avoid and mitigate any environmental impacts. To manage its environmental impacts, NRCan has implemented an Environmental Management System (EMS) that follows the principles of ISO 14001.

#### SW2 REQUIREMENT

Natural Resources Canada has a requirement for professional environmental auditing services to be provided nationally across Canada.

##### SW2.1 Facility Audits

The goal of facility level audits is to ensure that facility operations are being conducted in compliance with applicable environmental laws (e.g., federal acts and regulations, relevant codes, and standards). In certain areas of environmental management such as hazardous waste disposal, applicable provincial/territorial/municipal regulations may also be considered, especially if used to determine best practices.

Table 1 describes Audit scope - may include, but is not limited to, the aspects:

**Table 1**

Aspect	Description
Chemical Management and Disposal	Concerning the purchase, storage, handling, shipping, and safe disposal of toxics and chemical products used in laboratories, pilot plants, maintenance shops and during facility operations.
Environmental and Building Emergency Preparedness and Response	Planning for environmental emergencies (releases to air, water, and soil), and building emergencies (fire etc.).
Storage Tanks	Requirements for the installation, removal, use and maintenance of storage tank systems for petroleum and allied petroleum products, or for chemicals. Requirements for the safe handling and storage of fuels.
Halocarbon Management	Concerning the management of halocarbons, and the reduction of NRCan's ozone depleting potential and/or global warming potential, in air-conditioning, refrigeration, and fire suppression systems.
Wastewater Management (quality)	Monitoring the quality of the wastewater discharges to sewers and requirements applicable to private septic systems.
Solid Non-Hazardous Waste and Recycling	Providing guidance on recycling and reducing the amount of waste generated.
Air Contaminant Emissions	Ensuring that contaminants leaving NRCan buildings from various sources such as fume hoods, boilers, and furnaces meet ambient air quality criteria.

The audit should regard the applicable laws and regulations (including provincial/territorial/municipal ones in some instances), codes, and federal government commitments as the audit criteria. The principles of structuring the audit itself should be in accordance with the CSA standard Z773 -17.



Table 2 illustrates the intended program of audits, subject to change by the NRCan Project Authority in response to financial or logistical constraints.

**Table 2 – Intended Yearly Breakdown of Audits**

	<b>Initial contract period 2024/25 Fiscal</b>	<b>Option Year 1 2025/26 Fiscal</b>	<b>Option Year 2 2026/27 Fiscal</b>
<b>Facilities</b>	<ul style="list-style-type: none"> <li>• Laurentian Forestry Centre (Ste-Foy, QC)</li> <li>• CanmetENERGY Research Centre (Devon, AB)</li> <li>• Bells Corners Complex (Ottawa, ON)</li> <li>• CanmetMINING, 555 Booth St. (Ottawa, ON)</li> </ul>	<ul style="list-style-type: none"> <li>• Atlantic Forestry Centre (Fredericton, NB)</li> <li>• Pacific Forestry Centre (Victoria, BC)</li> <li>• CanmetMATERIALS (Hamilton, ON)</li> <li>• 601 Booth Street (Ottawa, ON)</li> </ul>	<ul style="list-style-type: none"> <li>• Great Lakes Forestry Centre (Sault Ste-Marie, ON)</li> <li>• Northern Forestry Centre (Edmonton, AB)</li> <li>• Geological Survey of Canada (Calgary, AB)</li> <li>• CanmetENERGY Research Centre (Varenes, QC)</li> </ul>

**SW2.2 Definitions**

**Audit Plan** – Schedule of on-site audit performance activities that refers to areas to be audited, auditors assigned to areas, the personnel to be interviewed. Activities must include everything between an opening meeting and the closing meeting.

**Audit Program** – Overall calendar schedule of all audits to be performed within a given year.

**Audit Protocol** – Audit process tasks as defined by ISO19011, including the planning, notification, performance, and reporting activities and supporting documentation.

**SW3 OBJECTIVES**

The Contractor must establish an on-site audit team consisting of, as a minimum, the Lead Auditor. It is permissible to have up to a maximum of three different lead auditors over the course of the contract.

The audits must encompass NRCan operations and activities taking place at regional facilities. The audits must be conducted in order to meet the following **objectives**:

- Review facility operations for compliance with applicable environmental legislation;
- Provide recommendations for corrective action/improvement; and
- Provide prioritization rankings of findings.

The audit must be conducted as per ISO 19011 and it should regard the applicable laws and regulations (including provincial/territorial/municipal ones in some instances), codes, voluntary government initiatives, as the **audit criteria**. The principles of structuring the audit itself should also be in accordance with the CSA standard Z773 -17.

**SW4 SCOPE OF WORK**

The purpose of this Statement of Work (SOW) is to outline services needed to conduct environmental compliance audits at selected NRCan facilities. These compliance audits are intended to focus on NRCan operations and activities. Activities of tenants with implications for NRCan may also be considered.

**SW5 LANGUAGE CAPABILITY**

The on-site working language of all audits will be English, except for Quebec sites.

All proposed on-site audit team members for audits in Quebec MUST be fully bilingual (French and English); they must be **fluent** in the French language for verbal and written communication. For the Ottawa and New Brunswick audits, at least one member of the on-site audit team should be bilingual (French and English), and can conduct verbal and written communication in French and English.



## SW6 DIVERSITY

Natural Resources Canada is committed to making our Department more inclusive for everyone, and fostering an equitable workplace culture that values diversity and creates an environment that is welcoming and rewarding for all. We encourage the businesses that work with us to reflect these values. More information can be found at:

<https://www.canada.ca/en/government/publicservice/wellness-inclusion-diversity-public-service/diversity-inclusion-public-service2.html>

## SW7 AUDIT PROGRAM PROCEDURES

### SW7.1 General

Information on each audit's location and its minimum on-site duration (in person days) can be found in *Annex "A1", Locations for Environmental Management Auditing – 2024-27*.

### SW7.2 Audit Protocols

The Contractor must summarize and verify with the Project Authority the audit protocols, including verification checklists and site audit plans that will be used for the audit program. Audit protocols must contain comprehensive elements encompassing, but not limited to, the NRCan environmental aspects described in Table 1.

The audit plan must detail the site visit, interview schedules, and opening and exit meetings. The interviews will be conducted on-site and will encompass relevant units of the facility based on their involvement with the environmental aspects, and risk.

### SW7.3 Performing the Audits

An EM observer must, if available, accompany the audit team at the facility. ISO 19011 must be respected when conducting meetings. The Lead Auditor must conduct the opening meeting, daily update meetings, and closing meeting.

The Contractor must collect objective evidence supporting positive and negative findings by performing interviews, reviewing records, and observing personnel performing work. The use of photographic records of on-site conditions must be used as supporting documentation in the report, where allowed by the facility. Corroboration of verbal evidence collected will be necessary if this is the only type of evidence collected.

Collection of evidence is to include following up on current status of findings from previous audits.

The Contractor must provide a verbal summary to the auditees of the major audit findings at the closing meeting.

Each audit must be a minimum of 4 audit person days on site (except for CanmetENERGY Varennes site, which requires only 3 audit person days).

## SW8 REPORTING

A report must be prepared for each facility audited.

After each audit, the findings are to be detailed in a table or spreadsheet indicating:

- the aspect category (chemical management, wastewater etc.)
- finding number (1, 2, 3 etc.)
- the relevant regulation(s) or other requirement(s)
- description of the non-conformity/finding
- recommended action
- priority

Current findings which are repeats from previous compliance audits are to be noted as such in the findings table.



The Project Authority will not influence the auditor's decision to state findings; however, they reserve the right to ensure the correct requirement is being quoted as the condition expected and that the language of the finding is clear.

The Draft and Final environmental management audit reports [for each facility] must contain the following elements:

- Executive summary
- Introduction
- Site summaries and organizational profiles
- Audit objective, scope, and criteria
- Summary of the audit process
- Detailed audit results, including a summary analysis (numerical, descriptive) of the findings
- Conclusions and Recommendations
- Appendices containing the audit findings table/spreadsheet, status of findings from previous audit (status update of "Priority 4" items from previous audit not required), list of relevant legal requirements, photos, attendee lists for opening and closing meetings.

**Note:** The precise layout and content of the final report is to be determined in close collaboration with the Project Authority.

In the report, the Contractor's audit team must give each audit finding a priority rating, using the following 1 to 4 scale:

- *Priority 1: Items found to be non-compliant with respect to legislation or other requirements and capable of causing immediate adverse environmental impacts;*
- *Priority 2: Items found to be non-compliant with respect to legislation or other requirements and capable of causing possible adverse environmental impacts;*
- *Priority 3: Items found to be non-compliant with respect to legislation or other requirements, but of administrative nature;*
- *Priority 4: Good practice recommendations or opportunities for improvement.*

### **SW8.1 Draft Reports**

The Contractor must prepare Draft Reports per facility audit (MS Word, Excel and PDF).

The Project Authority must review the Draft Reports. The Contractor must incorporate reasonable comments received from the Project Authority in the draft documents. The feedback process concerning the draft report typically includes two draft iterations.

### **SW8.2 Final Reports**

The Contractor must prepare Final Reports per facility audit (MS Word, Excel and PDF). The Contractor must incorporate reasonable comments received from the Project Authority in the final documents.

## **SW9 DELIVERABLES**

### **SW9.1 Facility Audit Reports**

The required deliverables (Draft Reports and Final Reports) will be written in English; with the exception of deliverables for facilities in Quebec, which will be written and provided to NRCan in English and French.

The Contractor must submit the draft report for each facility audits, in electronic format, within five (5) weeks of completion of the on-site work; EM must review the Draft Report and provide comments within three (3) weeks of receiving the draft report from the Contractor.

The Contractor must submit the Final Report, in electronic format, within two (2) weeks of the receipt of final comments from EM on the Draft Report, no later than March 31 of that fiscal year.

When travel is required, the Consultant will be reimbursed for authorized travel and living expenses reasonably and properly incurred



## SW10 TRAVEL

When travel is required, the Consultant will be reimbursed for authorized travel and living expenses reasonably and properly incurred in the performance of the work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle, and incidental expense allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive](#), and with the other provisions of the Directive referring to "travelers", rather than those referring to "employees".

NRCan will not accept any travel and living expenses incurred by the Consultant as a consequence of any relocation of personnel required to satisfy the terms of this service.

All travel of the identified traveler(s) must have prior authorization by NRCan.





**Locations for Environmental Compliance Auditing 2024-27 – Annex “A1”**

Facility	Address	Facility Size (m <sup>2</sup> )	Facility Function	Minimum # of audit person days (on-site)
Pacific Forestry Centre (DFRP # 17179)	506 Burnside Rd West, Victoria, BC V8Z 1M5	10 buildings: 17,200	The facility contains office space, research laboratories and a greenhouse.	4
Northern Forestry Centre (DFRP # 15558)	5320-122 Street Edmonton, AB T6H 3S5	3 buildings: 14,850	The facility contains office space, research laboratories, chemical storage building and a greenhouse	4
CanmetENERGY Devon (DFRP # 32573)	1 Oil Patch Drive, Devon AB T9G 1A8	10 buildings: 20,800	Facility for oil sands research, shared with tenants. Analytical laboratories and offices. Pilot Plant, High Head Laboratory, Froth Treatment Plant Facility and Tank Farm, flammables storage.	4
Geological Survey of Canada (DFRP # 15197)	3303-33rd Street West, Calgary, AB T2L 2A7	1 building: 17,400	The facility contains office space and research laboratories.	4
CanmetMATERIALS Hamilton (DFRP # 19591)	183 Longwood Road S. Hamilton, ON L8P 0A5	1 building: 14,611	Metal materials research centre, with office space and research labs, including mill.	4
Great Lakes Forestry Centre (DFRP # 11852)	1219 Queen St. East, Sault Ste. Marie, ON P6A 5M7	9 buildings: 29,200	The facility contains office space, research laboratories and greenhouses, plus supporting service buildings including a garage, mechanical shop, and chemical storage building. Other tenants onsite.	5
Bells Corners Complex (DFRP # 58431)	1 Haanel Drive, Nepean, ON K1A 0G1	20+ buildings: 29,900	The facility contains office space, research laboratories, coal research furnace and outdoor explosives testing.	6
Booth Street Complex – South East Quadrant (DFRP # 58480)	601 Booth Street, Ottawa, ON K1A 0E8	1 building: 52,000	The facility contains office space, research laboratories (mineral, metallurgical, chemical, geological).	4
CanmetMINING 555 Booth Street (DFRP # 58475)	555 Booth Street, Ottawa, ON K1A 0E4	1 building: 19,900	The facility contains office space, laboratories, sample preparation areas and storage rooms. It also has a small-scale wastewater treatment plant.	4
CanmetENERGY Varennes (DFRP # 70642)	1615 Lionel-Boulet Boulevard, Varennes, QC J3X 1S6	1 main building plus annex: 4,160	A single storey building with annexes and a pilot plant on site. Research centre focussing on energy efficiency with a strong emphasis on designing technical solutions.	3



<b>Facility</b>	<b>Address</b>	<b>Facility Size (m<sup>2</sup>)</b>	<b>Facility Function</b>	<b>Minimum # of audit person days (on-site)</b>
Laurentian Forestry Centre (DFRP # 05847)	C.P. 3800 1055 rue de P.E.P.S. Sainte-Foy, QC G1V 4C7	4 buildings: 13,200	The facility contains office space, research laboratories, greenhouses, and an insectarium.	4
Atlantic Forestry Centre (Hugh John Fleming Forestry Centre) (DFRP # 71754)	P.O. Box 4000 1350 Regent St. Fredericton, NB E3B 5P7	3 buildings: 15,600	The facility contains office space, research laboratories and greenhouses.	4



**ANNEX "B"**

**BASIS OF PAYMENT**

(Will be completed at contract award)



**ANNEX "C"**  
**SECURITY REQUIREMENTS CHECK LIST**



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat 180737
Security Classification / Classification de sécurité UNCLASSIFIED

**SECURITY REQUIREMENTS CHECK LIST (SRCL)**  
**LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Natural Resources Canada	2. Branch or Directorate / Direction générale ou Direction CMSS/RPWSB
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Environmental Compliance Auditing of NRCan Facilities		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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Contract Number / Numéro du contrat 180737
Security Classification / Classification de sécurité UNCLASSIFIED

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui



Contract Number / Numéro du contrat 180737
Security Classification / Classification de sécurité UNCLASSIFIED

**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC						
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÉS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
				CONFIDENTIEL		TRÉS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			A	B	C	CONFIDENTIEL		TRÉS SECRET	
Information / Assets Renseignements / Biens Production		✓															
IT Media / Support TI IT Link / Lien électronique		✓															

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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## ANNEX “D” INSURANCE REQUIREMENTS

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.



**APPENDIX “1” - EVALUATION CRITERIA**

**MANDATORY CRITERIA**

Criterion ID	Mandatory Criteria	Proposal Page #	Pass/Fail
M1	<p>At the time of bid closing, and for the duration of the contract, the proposed resource for <b>Lead Auditor</b> MUST hold a valid designation that meets the requirements of ISO 19011:2018 relevant to environmental management. Such as, but not limited to:</p> <ul style="list-style-type: none"> <li>• Environmental Professional – Compliance Auditor [EP(CEA)] as certified by ECO Canada and the Canadian Environmental Certification Approvals Board (CECAB) and/or</li> <li>• Environmental Professional - Environmental Management Systems Lead Auditor [EP(EMSLA)] as certified by ECO Canada and the Canadian Environmental Certification Approvals Board (CECAB) and/or</li> <li>• Vérificateur environnemental agréé par l'Association québécoise de vérification environnementale (AQVE)</li> <li>• The Bidder must provide supporting information to enable verification against ISO 19011:2018 requirements.</li> </ul>		
M2	<p>Each audit team member proposed by the Bidder MUST meet the criteria stipulated in ISO 19011 Section 7 Competence and Evaluation of Auditors.</p>		
M3	<p>The Bidder MUST provide a sample audit verification checklist and audit plan relevant to environmental compliance.</p>		
M4	<p>The Bidder MUST be able to provide Professional Auditing Services Nationally (Across Canada)</p>		





**RATED CRITERIA**

Criterion ID	RATED CRITERIA	Points Breakdown	Awarded points
<b>Knowledge and Experience</b>			
<p><b>RC1</b></p>	<p><b>Bidder Experience</b></p> <p>To demonstrate their experience, the Bidder should provide three (3) examples of significant projects for environmental compliance audits (ECAs).</p> <p>Each project example should include: a project description (purpose and tasks), dollar value, duration, type of facility/site, reference contact information, and the environment/context in which the project was carried out.</p> <p><b>Notes:</b> "Significant" means that the level of effort was ten (10) working days or more and completed within the last five (5) years.</p> <p>Reference may be contacted for validation purposes only.</p>	<p><b>Maximum 24 points (up to 8 points per project).</b> Distribution of points per project example:</p> <p>a) project description (maximum 3 points as follows): - purpose and tasks (1 point) - dollar value and duration (1 point) - type of facility/site and client contact (1 point)</p> <p><b>AND</b></p> <p>b) environment and context in which the example project was carried out (maximum 5 points as follows):</p> <p>i) The project was conducted in a science/technology-based federal organization that includes special purpose space (e.g., laboratory, testing, and experimental environments) (5 points per project); OR ii) The project was conducted in a science/technology-based government organization (provincial, municipal) that includes special purpose space (4 points per project); OR iii) The project was conducted in a science/technology based non-government organization that includes special purpose space (3 points per project); OR iv) The project was conducted in a non-science/non-technology-based government organization (federal, provincial, municipal) (2 points per project); OR v) The project was conducted in a non-science/non-technology-based non-government organization (1 point per project)</p>	
<p><b>RC2</b></p>	<p><b>Knowledge of Regulations</b></p> <p>The Bidder should demonstrate their awareness of applicable environmental legislation/standards/guidelines for ECAs. A list of the appropriate environmental legislation, guidelines, standards, and commitments/drivers applicable to the ECAs should be included in the response.</p>	<p><b>Maximum 10 points</b></p> <p>One point awarded for each environmental legislation, guideline, standard and/or commitments/drivers applicable to the ECAs.</p>	
<p><b>RC3</b></p>	<p><b>Methodology</b></p> <p>The Bidder must describe the methodology used for conducting ECAs.</p> <p>The methodology should include the following elements.</p> <p>i) <b>Planning</b> (audit team</p>	<p><b>Maximum 23 points: up to 5 points per element (except for Senior Review, which is 3 points maximum for this element)</b></p> <p>Each element (planning, execution, compilation, etc.) will be evaluated as per the following:</p> <p>Planning (1 point per item up to 5 points): - Team selection - Scheduling</p>	



	<p>selection, scheduling, objective/scope, protocol/criteria, site audit plan)</p> <p>ii) <b>Execution of field work</b> (opening meeting, observations, interview, record review, closing meeting)</p> <p>iii) <b>Compilation of data</b> (criteria, observations, findings, recommendations, prioritization)</p> <p>iv) <b>Report preparation</b> (findings, photos, draft for client review, final, timeframe)</p> <p>v) <b>Senior Review</b> (draft, final, quality assurance)</p> <p>The proposed methodology should clearly illustrate an understanding of the tasks required to meet the objective of each facility audit.</p>	<ul style="list-style-type: none"> <li>- Objective/Scope</li> <li>- Criteria</li> <li>- Workplan</li> </ul> <p>Execution of field work (1 point per item up to 5 points):</p> <ul style="list-style-type: none"> <li>- Opening meeting</li> <li>- Observations</li> <li>- Interview</li> <li>- Record review</li> <li>- Closing meeting</li> </ul> <p>Compilation of data (1 point per item up to 5 points):</p> <ul style="list-style-type: none"> <li>- Criteria</li> <li>- Organization</li> <li>- Findings</li> <li>- Recommendations</li> <li>- Prioritization</li> </ul> <p>Report preparation (1 point per item up to 5 points):</p> <ul style="list-style-type: none"> <li>- Findings</li> <li>- Photos</li> <li>- Draft for client review</li> <li>- Final</li> <li>- Timeframe</li> </ul> <p>Senior review (1 point per item up to 3 points):</p> <ul style="list-style-type: none"> <li>- Draft</li> <li>- Final</li> <li>- Quality assurance</li> </ul>	
	<b>Total Points possible</b>	<b>57</b>	
	<b>Minimum points required to pass</b>	<b>34</b>	
	<b>Total Awarded Points</b>		



Criterion ID	RATED CRITERIA	Points Breakdown
	<b>Test Scenarios</b>	
<b>RC4</b>	<p><b>Test Scenario Response</b></p> <p>Bidders should respond to the three test scenarios in Appendix 3, as detailed in the RFP.</p> <p>The response should describe the following:</p> <ol style="list-style-type: none"> <li>1. Potential issues</li> <li>2. Reference relevant legislation</li> <li>3. Potential questions/information to seek</li> </ol>	<p><b>Maximum 30 points (up to 10 points per scenario).</b></p> <p>Distribution of points per scenario:</p> <ol style="list-style-type: none"> <li>1. Potential Issues (1 point per potential issue up to a maximum of 4 points)</li> <li>2. Reference relevant legislation (1 point per relevant legislation up to a maximum of 2 points)</li> <li>3. Potential questions/info to seek (1 point per potential question/info to seek up to a maximum of 4 points)</li> </ol>
	<b>Total Points possible</b>	<b>30</b>
	<b>Minimum points required to pass</b>	<b>18</b>
	<b>Awarded Points</b>	

Criterion ID	RATED CRITERIA	Points Breakdown
	<b>Diversity</b>	
<b>RC5</b>	<p>The Bidders should demonstrate the following corporate activities they have implemented to promote anti-racism and diversity within their organisation:</p> <ol style="list-style-type: none"> <li>a. The Bidder has internally published policies or commitments on anti-racism and inclusiveness;</li> <li>b. The Bidder has publicly available organisational commitments to a diverse workforce;</li> <li>c. The Bidder's employees are mandated to take mandatory training on anti-racism</li> <li>d. The Bidder's employees are mandated to take unconscious bias training;</li> <li>e. The Bidder has developed internal staffing and/or recruitment strategy(ies) to increase representation of underrepresented groups in their workforce.</li> </ol> <p>The Bidder should provide details of the following activities:</p> <p>For activities described in a. and b. (policy and commitments), the Bidder should provide copies of policy or commitment documents including their effective date.</p>	<p>2 points for each activity.</p> <p>0 pts = the Bidder does not address. 2 pts =The Bidder has described the activity and provided supporting documents as evidence.</p>



	<p>For activities described in c. and d. (training), the Bidder should provide the name of the course and the service provider; if developed internally, a copy of the course outline.</p> <p>For activities described in e. (staffing), the Bidder should provide copies of job posting, or other staffing/recruitment documents demonstrating compliance with the rated criteria.</p>	
	<b>Total Points possible</b>	<b>10</b>
	<b>Minimum points required to pass</b>	<b>6</b>
	<b>Awarded Points</b>	



**APPENDIX 2 - FINANCIAL BID PRESENTATION SHEET**

**Table 1. Per Diem Rate**

Category of Personnel	A Per Diem Rate For Initial Period*	B Per Diem Rate Option Year 2*	C Per Diem Rate Option Year 3*
Lead Auditor	\$ _____	\$ _____	\$ _____
Auditor Personnel	\$ _____	\$ _____	\$ _____
Administrative Support Personnel	\$ _____	\$ _____	\$ _____

The Firm Per Diem Rate(s) is based on 7.5 hours (seven hours and 30 minutes) exclusive of meal breaks with no provision for annual leave, statutory holidays and sick leave. *For work performed for a duration of more or less than one (1) day, the daily rate will be prorated accordingly to cover actual time worked.*

The Per Diem Rate(s) is 'all inclusive' except for travel expenses on project business outside the National Capital Region (that is pre-approved by the NRCan Project Authority), applicable taxes extra. Charges for expenses which are normally incurred in the provision of services, such as labour for conducting negotiations and providing estimates, resolving contract disputes, tracking time sheets, monthly invoicing, facsimile, copying/printing charges, office supplies, computer hardware and software charges, courier, long distance telephone charges, travel from a personal residence to the NRCan site in the National Capital Region, local travel and the like, must be included in the rates and will not be permitted as additional charges to the contract

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

**Table 2. Initial Period- Level of Effort**

	D	E	F (DxE)
Personnel	Per Diem Rate (see Table 1, Column A)	Estimated Total Number of days	Estimated Costs for Professional Fees
Lead Auditor	\$ _____		\$ _____
Auditor Personnel	\$ _____		\$ _____
Administrative Support Personnel	\$ _____		\$ _____
<b>(G) Total Estimated Costs for Professional Fees for Initial Period (Totals of Column F)</b>			\$ _____

**Table 3. Initial Period- Travel and Living Expenses\*\***

<b>(H)</b> Estimated Total Price for Travel and Living Expenses:	\$ _____
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\*\* See Section 7.7.2 for further details.

**Table 4 Price of the bid – subject to a limitation of expenditure**

(G) Total Estimated Costs for Professional Fees	\$ _____
(H) - Estimated Total Price for Travel and Living Expenses:	\$ _____
G + H = Total Tendered Price for Financial Proposal Evaluation (Taxes Extra) :	\$ _____

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



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## APPENDIX 3 – TEST SCENARIOS

### Scenario 1

While on a tour of an NRCan facility, auditors found six (6) walk-in coolers, ten (10) environmental chambers and a storage room with several refrigerant recovery cylinders. The auditors are informed that four of the walk-in coolers contain more than 10 kg of halocarbon refrigerant and that leak detection tests on the four walk-in coolers are performed each year by a local company. Servicing of some of the equipment containing less than 10 kg of halocarbon is completed by a certified person on-site who recovers refrigerant using the cylinders observed in the storage room. Auditors are told some recovery cylinders present can contain more than 10 kg of refrigerant. Two of the environmental chambers have reportedly had the refrigerant removed and are awaiting disposal. A copy of the halocarbon inventory provided to the auditors consists of records for the four (4) walk-in coolers that contain more than 10 kg of refrigerant.

### Scenario 2

While conducting a tank system audit at an NRCan facility, the following system is observed:

- An exterior double walled horizontal 10,000-litre aboveground storage tank, containing diesel.
- Single walled piping (approximately 20 feet in length) leads from the tank to a dispenser pump.

The 10,000-L tank is installed on a flat concrete pad that allows a truck or vehicle to approach and allow filling and dispensing to take place over the pad. A fire extinguisher is present beside the entrance to the nearest building. The dispenser is used to fuel forklifts for on-site work. There is a spill kit near the tank. Approximately 10 meters downgradient from the tank there is a stormwater catch basin. An Environment and Climate Change Canada registration number is observed within the spill box, at the fill point of the 10,000-L tank. Auditors are told that an Emergency Plan and other records for the tank system are kept at headquarters and that tank operator completes an annual inspection of the tank system and keeps an inspection record on file at the site. However, the tank operator has changed within the last three (3) months.

### Scenario 3

While on a tour at an NRCan facility, auditors noted that sink traps in the laboratories are fitted with sediment pots to prevent excess sediments from entering the sanitary sewer system. The date of the last maintenance/cleanout of the pots or filters was unknown. In addition, auditors noted that wastewater effluent from some parts of the building discharge into a neutralization tank that uses limestone chips as the medium for neutralization. The area discharging to the tank includes laboratory spaces where acids are used in the research. NRCan indicated that the neutralization tank had been cleaned out by a hazmat service provider and the medium replaced around 2 years ago. Previously, it had been recommended that the tank be decommissioned, but it was decided that the tank would remain in place to serve as a “backup” in the event of an accidental acid discharge to a lab drain.