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Natural Resources Canada / Ressources naturelles
Canada
Bid Receiving/ Réception des soumissions

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

**Request for Proposal (RFP)
Demande de proposition (DDP)**

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.*

Proposition à: Ressources Naturelles 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 sur toute feuille ci-annexée, au(x)
prix indiqué(s).*

Comments – Commentaires

Only bids submitted using epost Connect service will be
accepted. At least 48 hours before the bid solicitation
closing date, it is necessary for the Bidder to send an
email requesting to open an epost Connect conversation
to the following address:

procurement-provisionnement@NRCan-RNCan.gc.ca

Issuing Office – Bureau de distribution

Natural Resources Canada / Ressources naturelles
Canada
Finance and Procurement Management Branch
506 Burnside Road West
Victoria, British Columbia V8Z 1M5
Canada

| | |
|---|----------------------------------|
| Title – Sujet Indigenous Technical Working Group Meeting on Flood Mapping (Organization and Facilitation). | |
| Solicitation No. – No de l'invitation NRCan- 5000073291 | Date February 29, 2024 |
| Requisition Reference No. - N° de la demande 174071 | |
| Solicitation Closes – L'invitation prend fin at – à 2:00 p.m. Pacific Standard Time (PST) on – le 5 April, 2024 | |
| Address Enquiries to: - Adresse toutes questions à: gerald.baran@NRCan-RNCan.gc.ca | |
| Telephone No. – No de telephone 778-350-9373 | |
| Destination – of Goods and Services: Destination – des biens et services: Canada Centre for Mapping and Earth Observation 580 Booth Street Ottawa, ON K1A 0E4 | |
| Security – Sécurité THERE ARE NO SECURITY REQUIREMENTS ASSOCIATED WITH THIS REQUIREMENT. | |
| Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur | |
| Telephone No.:- No. de téléphone: Email – Courriel : | |
| Name and Title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) | |
| Signature | Date |



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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 Task Authorization Form and any other annexes.

1.2 Summary

By means of the RFP, the Strategic Policy and Innovation Sector (SPI) of Natural Resources Canada (NRCan) is seeking proposals from bidders to obtain professional consultancy services to help organize, coordinate, and facilitate an upcoming face to face meeting of the Indigenous Technical Working Group on Flood Mapping. It's Canada's intention to award one (1) Task Authorization contract resulting from this Request for Proposal.

The Contract will be in effect from Contract award to March 31, 2025, with two (2) additional one (1)-Year options to renew.

- 1.2.1 This bid solicitation is to establish a contract for the delivery of the requirement detailed in the bid solicitation to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside the resulting contract.
- 1.2.2 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 Conditional Set-aside under the Federal Government Procurement Strategy for Indigenous Business (PSIB)

This is an open tender. However, it will be conditionally set-aside under the Government of Canada's Procurement Strategy for Indigenous Business (PSIB) if two or more bids have been received by Indigenous businesses who are certified under the Procurement Strategy for Indigenous Business (PSIB) criteria and who may be listed in the Government of Canada's Indigenous Business Directory:



[Indigenous Business Directory \(sac-isc.gc.ca\)](http://sac-isc.gc.ca)

If your Indigenous business is not yet registered in the Indigenous Business Directory, please do so at the link provided above. If bids from two or more Indigenous businesses are compliant with the terms of the Request for Proposal, the contracting authority will limit the competition to those Indigenous businesses and will not consider bids from any non-Indigenous businesses that may have been submitted.

If the bids from the Indigenous businesses are found to be non-compliant or non-responsive or are withdrawn, such that fewer than two compliant bids from Indigenous businesses remain, bids from all of the non-Indigenous businesses that had submitted bids will then be considered by the contracting authority.

IF the conditional set-aside is activated as per 1.3 above, the following additional clauses WILL apply:

- 1.3.1 This procurement is set aside under the federal government Procurement Strategy for Indigenous Business. For more information on Indigenous business requirements of the Set-aside Program for Indigenous Business, refer to [Annex 9.4](#) of the Supply Manual.

This procurement is set aside from the international trade agreements under the provision each has for measures with respect to Indigenous peoples or for set-asides for small and minority businesses.

Further to Article 800 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement.

1.4 Canada Post Corporation (CPC) - Connect Service

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.

1.5 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.pareceptiondessaoumissions-apidReceiving.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-appvisionnement@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

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 180 days



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

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 "Subject" of the email:

NRCan-5000073291 - Indigenous Technical Working Group Meeting on Flood Mapping (Organization and Facilitation).

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 five (5) calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 Basis for Canada's Ownership of Intellectual Property

Natural Resources Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following reasons: as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#)

Where the main purpose of the Crown Procurement Contract, or the deliverables contracted for, is:

- To generate knowledge and information for public dissemination.

2.8 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 [CanadaBuys](#) 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 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 saved documents as follows:

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

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").

3.1.2 Exchange Rate Fluctuation (if applicable)

C3011T (2013-11-06) Exchange Rate Fluctuation

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 technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The Contracting Authority will determine first if there are two (2) or more bids with a valid PSIB certification. In that event, the evaluation process will be limited to the bids with the certification. If there are not two (2) or more bids with valid PSIB certification all bids will be evaluated. If any of the bids with a valid certification are declared non-responsive or are withdrawn resulting in less than two (2) responsive bids with a valid certification remaining, then all bids received will be evaluated.

4.1.1 Technical Evaluation

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

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

Mandatory financial 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

- 1. The Contracting authority will first determine if the following condition is met:
 - i there are responsive bids from two (2) or more businesses which have submitted a valid Annex D – PSIB Certification
 - ii If this condition is met, only the bids from the Indigenous businesses will be evaluated. If this condition is not met, all responsive bids will be evaluated.
- 2. 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 of 70 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.

Bids not meeting (a) or (b) or (c) 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 equal 135 and the lowest evaluated price is \$45,000 (45).

| Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%) | | | | |
|---|------------------------------|-----------------------------|----------------------------|----------------------------|
| | | Bidder 1 | Bidder 2 | Bidder 3 |
| Overall Technical Score | | 115/135 | 89/135 | 92/135 |
| Bid Evaluated Price | | \$55,000.00 | \$50,000.00 | \$45,000.00 |
| Calculations | Technical Merit Score | $115/135 \times 70 = 59.63$ | $89/135 \times 70 = 46.15$ | $92/135 \times 70 = 47.70$ |
| | Pricing Score | $45/55 \times 30 = 24.55$ | $45/50 \times 30 = 27$ | $45/45 \times 30 = 30$ |
| Combined Rating | | 84.18 | 73.15 | 77.70 |
| Overall Rating | | 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 Additional Certifications Required with the Bid

5.1.2.1 Set-aside for Indigenous Business (Conditional)

This procurement is conditionally set aside under the federal government Procurement Strategy for Indigenous Business (PSIB). If the certification (refer to Annex "D") is not provided by the Bidder, the bid will be evaluated as being from a non-Indigenous business. For more information on Indigenous business requirements of the Set-aside Program for Indigenous Business, see Annex [9.4](#), of the Supply Manual.

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 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 an Indigenous Firm, as identified above.

Our Company is NOT an Indigenous Firm

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 Integrity Provisions – Required Documentation

In accordance with the Ineligibility and Suspension Policy (<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 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.

5.2.4 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 A30101T (2010-08-16) Education and Experience

5.2.4.3 Former Public servant

| | |
|---|---|
| <p>Former Public Servants</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

There are no security requirements associated with this procurement.

6.2 Insurance Requirements

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.



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*)

7.1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an **"as and when requested basis"** using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

7.1.2.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex "C".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of **\$0.00**, applicable taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

7.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause, "Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and "Minimum Contract Value" means 2% (two percent) of the total contract value.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.



4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available; the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than thirty (30) calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

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>) 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)]



7.2.2 Supplemental General Conditions

The following clauses apply to and form part of this contract:

4007 (2022-12-01) Canada to Own 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

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 two (2) additional one (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 thirty (30) 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.

7.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Contract with Task Authorizations is to establish the delivery of the requirement detailed under the Contract, to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement outside the Contract.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Gerald Baran
Title: Procurement Specialist
Organization: Natural Resources Canada, Procurement Services Unit
Address: 506 West Burnside Road, Victoria, BC V8Z 1M5
Telephone: 778-350-9373
E-mail address: gerald.baran@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 Authority

The Project Authority for the Contract is:



Name: _____ (to be filled out at contract award)
 Title: _____
 Organization: _____
 Address: _____
 Telephone: ____ - ____ - ____
 E-mail address: _____

In its absence, the Project Authority is:

Name: _____ (to be filled out at contract award)
 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

Name: _____ (to be filled out at contract award)
 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: Individual task authorizations

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Statement of Work at Annex "A".

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.



7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. (will be completed at contract award) Customs duties are included and Applicable Taxes are extra.
2. 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:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. 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

Monthly Payments

The following method of payment will form part of the authorized TA:

For the Work specified in an authorized TA subject to a limitation of expenditures:

Canada will pay the Contractor on a monthly basis 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.

For the Work described in the Statement of Work in Annex "A".

7.7.4 Electronic Payment of Invoices - Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instruments:

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (if applicable, International Only);
- f. Large Value Transfer System (LVTS) (if applicable, Over \$25M)



7.7.5 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

7.7.6 Time Verification

C0711C (2008-05-12), Time Verification

7.8 Invoicing Instructions

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

E-mail:

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 shall bear the Contract number: _____

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

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.

7.9.2 Indigenous Business Certification (if applicable)

A3000C (2022-05-12) - Indigenous Business Certification

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 4007 (2022-12-01) Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions 2010B (2022-12-01), General Conditions - Medium Complexity – Professional Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Task Authorization Form;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated _____, (to be *inserted at the time of contract award*).



7.12 Foreign Nationals (Canadian Contractor)

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

7.13 Insurance - No Specific Requirement

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](#)".



ANNEX “A” STATEMENT OF WORK

Note: Preference will be given to Indigenous Organizations

SW1 TITLE

Indigenous Technical Working Group Meeting on Flood Mapping organization and facilitation.

SW2 ACRONYMS

| | |
|--------|--|
| FFMGS | Federal Flood Mapping Guidelines Series |
| NRCan | Natural Resources Canada |
| PA | Project Authority |
| ITWFGM | Indigenous Technical Working Group on Flood Mapping. |

SW3 BACKGROUND

Natural Resources Canada (NRCan) has been leading the development of the Federal Flood Mapping Guidelines Series. In order to ensure that the unique perspectives and knowledge of Indigenous Peoples is reflected in the Guidelines, and to gain insight on the specific impacts that flooding has on Indigenous communities (access to traditional territory, the ability to practice traditional activities, access to foods and medicines, exercising treaty rights, etc.), an Indigenous consulting firm, Innovation 7, was contracted to organize an Indigenous Engagement Session on flood mapping on behalf of NRCan. The one-day session took place in Ottawa on March 6, 2019 and included representatives from Indigenous communities located across the country.

Feedback from the engagement session on March 6, 2019 highlighted that the Indigenous communities have a strong cultural relationship with the environment that surrounds them and are tremendously concerned about what the future has in store for their way of life. Traditional methods of weather detection, hunting, gathering, fishing, and trapping are all in jeopardy if climate change continues at this rapid pace and/or their community were to experience a flood. However, Indigenous peoples believe in both their traditional methods and modern science concerning flood mapping. They believe that the two are intertwined and complementary, as part of a ‘two-eyed seeing’ approach. Communities want to be a part of the solution moving forward.

To address the unique perspectives and specific issues for Indigenous communities related to flood mapping and flood risk reduction, an Indigenous Technical Working Group on Flood Mapping (WG) was created.

SW4 OBJECTIVES

- Reach out to Canadian Indigenous land planning organisations to expand the ITWFGM membership
- Coordinate with NRCan/RNCan and communicate with ITWFGM members
- Organize ITWFGM members travel to meeting
- Organize ITWFGM members accommodations for the duration of the meeting
- Work with NRCan/RNCan to develop an agenda
- Coordinate with conference venue to ensure all required technology is available
- Facilitate the meeting
- Provide conference minutes and distribute to workgroup members when approved

SW5 REQUIREMENTS

1. **Identify two (2) potential locations in the Canadian Prairies for the meeting**
 - Including listing facilities technical abilities and cost.
 - Preference is given to Indigenous locations such as First Nations University of Canada.
 - Reserve the meeting space for the event, with preference given to a February 2025.
2. **Coordinate the invitations, travel and accommodations for all community participants.**
 - Coordinate with participants and book their travel and accommodations to and from the meeting
 - Provide information for distribution of honorariums and travel stipends;



- Provide a complete list of participating communities and community members.

3. Facilitate meeting including;

- Local Elder is present for opening and closing of conference;
- Conduct engagement activities designed to gather information from community members and Elders;
- Provide daily participant list.

4. Final Reporting

- Notes/ transcripts are created for each day and distributed to participants after the conference for edits or additions, final edited transcripts are sent to all participants within one month of meeting;
- To develop graphic art representation of meeting outcomes that can be distributed to the participating communities;

The lists above are not exhaustive, nor restrictive. The contractor, in collaboration with NRCan, can adjust the list to best fit the project’s constraints and objectives, of the working group.

Furthermore, the steps and information must provide sufficient direction to someone with a general knowledge base in flood mapping activities to enable them to identify key considerations when planning, acquiring, using and combining data from recent events alongside various other sources of information in order to carry out flood mapping activities. The list below offers guidance on potential sections to include as part of the case study report.

SW6 SCOPE

The Contractor will conduct all planning, coordination (including with NRCan), and facilitation of the meeting which meets the above-mentioned requirements.

SW7 TASKS TO BE PERFORMED

SW7.1 Kick off meeting within two (2) weeks of contract award. Participate in monthly teleconferences with NRCan to provide progress updates.

SW7.2 Identify two (2) potential location for the meeting and provide NRCan/RNCan with a detailed summary of each locations facilities such as size of room, availability of technical components (i.e.: telecommunications, Wi-Fi), distance from potential accommodations for attendants.

SW7.3 Coordinate all travel for attendants;

SW7.4 Facilitate meeting, including taking meeting minutes and providing NRCan/RNCan with draft minutes; coordinate with catering service to provide breakfast, snacks and lunch for participants.

SW7.5 Final reporting will include summary of deliverables, list of all participants,

SW8 DELIVERABLES (DESCRIPTION AND SCHEDULES)

SW 8.1 The contractor must complete and submit the following deliverables:

| Deliverable Number | Task Reference | Description and Schedule |
|--------------------|-------------------------|--|
| 1 | SW7.1 | Kickoff meeting within two weeks of contract award <ul style="list-style-type: none"> • Review project team • Review activity plan |
| 2 | SW7.2 SW7.3 SW7.4 | Identify two (2) potential location for the meeting Coordinate all travel for attendants Facilitate meeting |
| 3 | SW7.5 | Final reporting |

SW9 REPORTING REQUIREMENTS

The contractor will schedule and participate in monthly teleconferences with NRCan where they will present progress updates as well as identify any issues or deviations from the project schedule that may arise. The project authority will provide comments within 4 weeks from reception of any draft documentation.



SW9.1 METHOD AND SOURCE OF ACCEPTANCE

Deliverables shall be in the form of professionally executed outputs such as reports, recommendations, presentations or other, as required.

All deliverables and services rendered under this contract are subject to inspection by the Project Authority (PA). The PA shall have the right to reject any deliverables that are not considered satisfactory or require their correction before payment will be authorized. If the deliverables are not considered satisfactory, the contractor will present to the PA a new delivery schedule and correct the deliverables accordingly.

SW10 CONTRACTOR'S OBLIGATIONS

In addition to the obligations outlined elsewhere in the Contract and Statement of Work, the Contractor and their resource(s) shall:

- Attend meetings with stakeholders, if necessary;
- Participate in teleconferences, as needed;
- In satisfying the requirements of this agreement, the Recipient is encouraged to comply with the provisions and intent of the NRCan Scientific Integrity Policy (SIP) and to discharge its contractual obligations in support of research, science, or related activities in a manner consistent with all relevant NRCan SIP provisions. For more information on the Scientific Integrity Policy, please visit the NRCan website at:
<https://www.nrcan.gc.ca/scientific-integrity/21665#a20>

SW11 NRCAN'S OBLIGATIONS

NRCan will provide:

- Access to a staff member(s) who will be available to coordinate activities.
- Provide other assistance or support as identified by NRCan.

SW12 Diversity and Inclusion

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>

SW13 LANGUAGE OF WORK

The work will be completed in English.

SW14 LOCATION OF WORK

No preference on the contractors work location.

SW15 CONTRACT DURATION

The period of the contract is from the date of Contract Award to March 31, 2025



ANNEX "B" - BASIS OF PAYMENT

(To be completed at contract award)



ANNEX “C” - TASK AUTHORIZATION FORM

| TASK AUTHORIZATION | | | | |
|---|---|--------------------|---------------------|--------------------------|
| Contractor: | | | | |
| | | | | Financial coding: |
| Contract number: | | | | |
| Task number: | | | | Date: |
| TA Request (for completion by Technical authority) | | | | |
| 1. Task Description of the Work required: | | | | |
| | | | | |
| 2. Date | From: | | To: | |
| 3. Work location | | | | |
| 4. Travel Requirement | <input type="checkbox"/> Yes <input type="checkbox"/> No | | Specify: | |
| 5. Others Conditions /Restraints | <input type="checkbox"/> Yes <input type="checkbox"/> No | | Specify: | |
| 6. Basis of paiement : | Total estimate Cost (Firm Per Diem) [] OR Firm Price (package) [] | | | |
| 7. Level of security clearance required for the contractor’s personnel | <input type="checkbox"/> Security Clearance Not Required <input type="checkbox"/> Reliability <input type="checkbox"/> Secret | | | |
| 8. Linguistic need | <input type="checkbox"/> English and French <input type="checkbox"/> English <input type="checkbox"/> French The categories of personnel requiring bilingualism include: | | | |
| TA Proposal [For completion by Contractor] | | | | |
| 9. Cost breakdown for reference purposes | | | | |
| Name + Level of Proposed resource | PWGSC Security File Number | Firm Per Diem Rate | Estimated # of Days | Total cost |
| | | | | |
| | | | | |
| Professional services - estimated cost | Total: | | | \$ |
| | Taxes: | | | \$ |
| | Grand Total: | | | \$ |



| | | |
|---|--|----|
| Travel & Living - estimated cost | Total: | \$ |
| | Taxes | \$ |
| | Travel & Living - Total | \$ |
| | Grand Total Professional services & Travel & Living | \$ |

| TA Approval | | |
|--|-----------|------|
| 10. Signing Authorities | Signature | Date |
| Name, Title and Signature of Individual Authorized to Sign on Behalf of Contractor: _____ | | |
| Name, Title and Signature of Individual Authorized to Sign on Behalf of the Identified User – Technical Authority: _____ | | |
| Name, Title and Signature of the Contracting Authority _____ | | |
| 11. Base de paiement et facturation | | |
| <p>In Accordance with the article entitled “Basis of Payment” in the contract.</p> <p>Payment to be made based on receipt of detailed monthly invoices for services rendered, subject to full acceptance by the Project/Technical Authority. Total of payments not to exceed the contract value.</p> <p>Invoices shall be sent in accordance with the invoicing instructions included in the Terms and Conditions of the contract.</p> | | |



APPENDIX “1” - EVALUATION CRITERIA

Bidders are advised to address these criteria in the following order and in sufficient depth in their proposals to enable a thorough assessment. NRCan’s assessment will be based solely on the information contained within the proposal. NRCan may confirm information or seek clarification from bidders.

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the criteria will not be considered demonstrated for the purpose of this evaluation.

The Bidder should provide complete details as to where, when (month and year) and how (through which activities/ responsibilities) the stated qualifications/experience were obtained. Experience gained during formal education shall not be considered work experience. All criteria for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

Bidders are also advised that the month(s) of experience listed for a project whose time frame overlaps that of another referenced project will only be counted once. For example: project one time frame is July 2001 to December 2001; project two time frame is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

1. Technical Criteria

1.1 Mandatory Evaluation Criteria

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Proposals which fail to meet the mandatory criteria will be deemed non-responsive.

| CANDIDATE MANDATORY | | Name: | | |
|----------------------------|--|---------------------------|--|---------------------------------------|
| Criteria | | Compliant (yes/no) | Substantiating Detail (Explanation) | Reference to Bidder’s Proposal |
| M1 | The Bidder MUST demonstrate that the Project Lead Resource (referred to in this document as the ‘Lead Resource’) has at least five (5) years experience managing projects related to facilitating meetings with Indigenous groups between January 1, 2017 to the date of bid closing. *NRCan reserves the right to validate all work experiences provided. | YES NO | | |
| M2 | The Bidder MUST demonstrate that, the Lead Resource has a minimum of three (3) years of experience related to facilitating meetings with Indigenous groups between January 1, 2019 to the date of bid closing. | YES NO | | |



| CANDIDATE MANDATORY | | Name: | | |
|----------------------------|---|--|---------------------------------------|--|
| Criteria | Compliant (yes/no) | Substantiating Detail (Explanation) | Reference to Bidder's Proposal | |
| M3 | <p>The Bidder MUST demonstrate that, at least one additional resource (referred to in this document as the 'Additional Resource') has a minimum of three (3) years of experience facilitating meetings with Indigenous groups between January 1, 2019, to the date of bid closing.</p> | <p>YES</p> <p>NO</p> | | |
| M4 | <p>The Bidder MUST include in its proposal a detailed résumé for the Lead Resource and the Additional Resource. The Bidder MUST identify the following:</p> <ul style="list-style-type: none"> - Relevant project descriptions of the resource's work experience (indicated in years and months); and, - The resource's roles and responsibilities. <p>We request that the Bidder highlight the relevant areas in the resource's CV which corresponds to the mandatory and rated criteria as described below.</p> <p>In order to demonstrate that the Lead Resource and Additional Resource possess the required experiences, bidders must provide the following information:</p> <ul style="list-style-type: none"> - Project Name; - Project Summary; - Project Date; - Business Name; and, - Contact Name and Contact Information (references). <p><i>Note: References will only be contacted to confirm the information provided.</i></p> <p><i>NRCan reserves the right to contact the named client project authorities to verify the accuracy and veracity of each of the Bidders cited Project Summaries.</i></p> | <p>YES</p> <p>NO</p> | | |
| M5 | | YES | | |



| CANDIDATE MANDATORY | | Name: | | |
|---------------------|--|-------------------------------------|--------------------------------|--|
| Criteria | Compliant (yes/no) | Substantiating Detail (Explanation) | Reference to Bidder's Proposal | |
| | The Bidder MUST have experience working and/or facilitating Indigenous working groups. Provide resumes for project team. | NO | | |

1.2 Evaluation of rated criteria

The criteria contained herein will be used by NRCan to evaluate each proposal that has met all of the mandatory criteria.

Proposals must achieve the stated minimum points required overall for the rated criteria to be assessed as responsive under the point rated technical criteria section; proposals not meeting the minimum required points will be deemed non-responsive.

Proposals will be evaluated based on the following criteria:

| Criterion ID | Rated Requirements | Points Breakdown | Max Points | Demonstrated Compliance, cross reference to Proposal |
|--------------|--|--|------------|--|
| R1 | Project Lead Experience: The bidder's proposed Project Lead should have a minimum of five (5) years experience facilitating meetings with Indigenous groups. | Up to a maximum of ten (10) points will be awarded. 5-6 years = 2 Points >7-8 = 4 Points >9-10 = 8 Points >10+ = 10 Points | 10 | |
| R2 | Intermediate Resource's Experience: Intermediate Resource should have demonstrated significant experience facilitating meetings with Indigenous groups. | Up to a maximum of five (5) points will be awarded. 2 points: Intermediate Resource has three (3) years experience related to Indigenous working group facilitation. 3 points: Intermediate Resource has between three (3) and five (5) years experience related to Indigenous working group facilitation. 5 points Intermediate Resource has over five (5) years experience related to | 5 | |



| Criterion ID | Rated Requirements | Points Breakdown | Max Points | Demonstrated Compliance, cross reference to Proposal |
|--------------|--|--|------------|--|
| | | Indigenous working group facilitation. | | |
| R3 | <p>Additional Resource's Experience:</p> <p>The bidder's proposed Junior Resource should have a minimum three (3) year experience facilitating meetings with Indigenous groups</p> | <p>Up to a maximum of five (5) points will be awarded.</p> <p>>3-4 years = 3 Points >4-5 = 4 Points 5+ = 5 Points</p> | 5 | |
| R4 | <p>The Bidder should submit project summaries for three (3) Facilitation events involving the Lead Resource (at least 2 of 3 projects) and the Junior Resource (at least 1 of 3 projects). Roles of Lead Resource and Intermediate Resources should be clearly identified.</p> <p>Project information should include the following technical components:</p> <ol style="list-style-type: none"> 1) location; 2) client; 3) geographic scale of project; 4) methodology; 5) software programs used (if applicable); 6) main assumptions; 7) results; and, 8) climate change considerations. | <p>Up to a maximum of thirty (30) points will be awarded (10 points per project summary).</p> <p>1 point: Detailed project information not provided.</p> <p>2 points: Poor. Project summary is confusing or unclear and reader cannot follow it. Technical components missing.</p> <p>4 points: Fair. Project summary is reasonably clear, however some technical components are missing or not well described.</p> <p>6 points: Good. The project summary is generally clear. Most technical components are included and described to a reasonable level.</p> <p>8 points: Very Good. The project summary is clear and most or all technical components are described to a high level.</p> <p>10 points: All 8 technical components are addressed All technical components are described to a high level.</p> | 30 | |
| R5 | <p>Description of Project Methodology:</p> | <p>Up to a maximum of forty (40) points will be awarded.</p> | | |



| Criterion ID | Rated Requirements | Points Breakdown | Max Points | Demonstrated Compliance, cross reference to Proposal |
|------------------|--|--|-------------------------|--|
| | <p>The Bidder's proposal should include the following elements: 1-proposed methodology that will be used to facilitate an Indigenous Working Group meeting; 2- include best practices, guidelines or procedures to be employed; 3-demonstrate a realistic and achievable deliverables framework; 4-demonstrated understanding of the potential risks and problem areas and provide a realistic plan for mitigating risks.</p> | <p>1 points: Detailed methodology not provided.</p> <p>2 points: Poor. methodology is confusing or unclear and reader cannot follow it. Technical components missing.</p> <p>4 points: Fair. methodology is reasonably clear, however some technical components are missing or not well described.</p> <p>6 points: Good. methodology is generally clear. Most technical components are included and described to a reasonable level.</p> <p>8 points: Very Good. The methodology is clear and most or all technical components are described to a high level.</p> <p>10 points: All 4 technical components are addressed All technical components are described to a high level.</p> | <p>40</p> | |
| <p>R6</p> | <p><i>Anti-Racism and Diversity Criteria</i> The Bidders should demonstrate the following corporate activities they have implemented to promote anti-racism and diversity within their organisation: a) The bidder has internally published policies or commitments on anti-racism and inclusiveness; b) The bidder has publicly available organisational commitments to a diverse workforce; c) The bidder's employees are mandated to take mandatory training on anti-racism d) The bidder's employees are mandated to take unconscious bias training;</p> | <p>Supporting Documents</p> <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>For activities described in "c." and "d." (training), the bidder should provide the name of the course and the service provider; if developed</p> | <p>10 points</p> | |



| Criterion ID | Rated Requirements | Points Breakdown | Max Points | Demonstrated Compliance, cross reference to Proposal |
|---|---|--|------------|--|
| | <p>e) The bidder has developed internal staffing and/or recruitment strategy(ies) to increase representation of underrepresented groups in their workforce.</p> | <p>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> <p>SCORING: Up to a maximum of ten (10) points will be awarded. Maximum 2 points for each activity. 0 pts = the bidder does not address. 2 pts =The bidder has fully described the activity and provided supporting documents as evidence. 4 pts = Bidder has demonstrated at least 2 of the 5 activities</p> | | |
| Total Points Available | | | 100 | |
| Minimum Points Required to Pass Technical Criteria | | | 70 | |



2. Financial Criteria

2.1 Mandatory Financial Criteria

Bidders must provide financial details as requested in this appendix. Proposals which do not contain pricing details as requested below shall be considered incomplete and non-responsive.

2.1.1 Funding Limitation

The maximum funding available for the Contract resulting from the bid solicitation is **\$150,000.00** CAD (Applicable Taxes extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

This maximum **included a) the Price to perform the Work, b) any Travel and Living and c) Miscellaneous Expenses that may be required.**

Any bids received in excess of this maximum funding will be automatically deemed non-responsive and will not be evaluated.

2.1.2 COST BREAKDOWN

It is mandatory to present a cost breakdown to support the Financial Proposal (Appendix "2" - Financial Proposal Form).

| DESCRIPTION | FIRM Per-Diem | LEVEL OF EFFORT OR Days/hrs | COST \$ |
|--------------|---------------|-----------------------------|----------|
| | | | \$ _____ |
| | | | \$ _____ |
| Total | | | \$ _____ |



APPENDIX “2” - FINANCIAL BID PRESENTATION SHEET

FIRM PER DIEM RATE – Limitation of Expenditure

Firm Per Diem Rate(s) (also known as daily rate)

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), and GST/HST. 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.

*** LEVEL OF EFFORT PRESENTED HEREIN IS USED FOR EVALUATION PURPOSES ONLY AND IT IS NOT A COMMITMENT BY CANADA.**

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

Any estimated level of effort specified in the Pricing Details detailed below is provided for financial proposal evaluation purposes only. It is only an approximation of the requirements and is not to be considered as a contract guarantee nor as a commitment by NRCan to respect those estimated in any resulting contract.

| | Indigenous Technical Working Group Meeting on Flood Mapping (Event Organization and Event Facilitation Services). | QUOTED ALL-INCLUSIVE PER DIEM RATE (in Cdn \$)** | Volumetric Data* Estimated Level of Effort in Days* | Total (in Cdn \$) |
|----------|---|---|--|--------------------------|
| | | A | B | C= A x B |
| I | Initial Contract Period (Date of Contract Award to March 31, 2025) | | | |
| a | Project Lead | \$ | 40 Days | \$ |
| b | Intermediate Resource | \$ | 70 Days | \$ |
| c | Junior Resource | \$ | 100 Days | \$ |
| | Total Initial Contract Period: | | | \$ |
| 1 | Optional Period #1 (April 1, 2025 – March 31, 2026) | | | |
| 1a | Project Lead | \$ | 20 Days | \$ |
| 1b | Intermediate Resource | \$ | 35 Days | \$ |
| 1c | Junior Resource | \$ | 50 Days | \$ |
| | Total Option Period #1: | | | \$ |
| 2 | Optional Period #2 (April 1, 2026– March 31, 2027) | | | |
| 2a | Project Lead | \$ | 20 Days | \$ |
| 2b | Intermediate Resource | \$ | 35 Days | \$ |
| 2c | Junior Resource | \$ | 50 Days | \$ |
| | Total Option Period #2: | | | \$ |
| 3 | Total Bid Price (GST/HST excluded) (Initial Contract Period + Option Period 1 + Option Period 2): | | | \$ _____ |