



<p><b>RETURN BIDS TO:</b> <b>RETOURNER LES SOUMISSIONS À:</b></p> <p><b>Bid Receiving - Environment and Climate Change Canada / Réception des soumissions – Environnement et changement climatique Canada</b></p> <p><b>Electronic Copy:</b> <a href="mailto:soumissionsbids@ec.gc.ca">soumissionsbids@ec.gc.ca</a></p> <p><b>BID SOLICITATION</b> <b>DEMANDE DE SOUMISSIONS</b></p> <p><b>PROPOSAL TO: ENVIRONMENT AND CLIMATE CHANGE CANADA</b></p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p><b>SOUSSION À:</b> <b>ENVIRONNEMENT ET CHANGEMENT CLIMATIQUE CANADA</b></p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<b>Title – Titre</b>	
	Registrar Services in Support of Meteorological Service of Canada Enterprise Quality Management System for the ISO 9001 standard.	
	<b>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP</b> 5000068974R	
	<b>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ)</b> 2024-03-15	
	<b>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ)</b>	<b>Time Zone – Fuseau horaire</b>
	at – à 2:00 P.M. on – le 2024-04-09	Eastern Daylight Time
	<b>F.O.B – F.A.B</b> Destination	
	<b>Address Enquiries to - Adresser toutes questions à</b> Mitchell Palmer Mitchell.palmer@ec.gc.ca	
	<b>Telephone No. – N° de téléphone</b> 613-854-7053	<b>Fax No. – N° de Fax</b>
	<b>Delivery Required – Livraison exigée (2024-04-01)</b>	
<b>Destination of Services / Destination des services</b> Ontario		
<b>Security / Sécurité</b> There is no security requirement associated with this solicitation.		
<b>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</b>		
<b>Telephone No. – N° de téléphone</b>	<b>Fax No. – N° de Fax</b>	
<b>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)</b>		
<b>Signature</b>	<b>Date</b>	



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This bid solicitation cancels and supersedes previous bid solicitation number 5000068974 dated 2023-12-01 with a closing of 2024-01-25 at 2:00pm. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous 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 Attachments include the Mandatory Technical Criteria And Point Rated Technical Criteria.

The Annexes include the Statement of Work, the Basis of Payment, the Non-Disclosure Certification.

### **1.2 Summary**

- 1.2.1 Environment and Climate Change Canada has a requirement for Registrar Services in Support of Meteorological Service of Canada Enterprise Quality Management System for the ISO 9001 standard as detailed in the Statement of Work, Annex "A" to the bid solicitation. The period of the contract is from contract award date to 31 March 2027 with the option to extend the term of the Contract by up to three (3) additional one (1) year periods under the same conditions.
- 1.2.2 Bidders must provide a list of names, or other related information as needed, pursuant to section 01 Integrity Provisions of Standard Instructions [2003](#).
- 1.2.3 For services requirements, bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.



- 1.2.4 The requirement is subject to the provisions of the “Canadian Free Trade Agreement (CFTA), the Canada–Chile Free Trade Agreement, the Canada–Colombia Free Trade Agreement, the Canada–Honduras Free Trade Agreement, the Canada–Korea Free Trade Agreement, the Canada–Panama Free Trade Agreement, Canada-Peru Free Trade Agreement, the Comprehensive Economic Free Trade Agreement [CETA], the World Trade Organization – Agreement on Government Procurement [WTO-AGP], the Comprehensive and Progressive Agreement for Trans-Pacific Partnership [CPTPP] and the Canada-Ukraine Free Trade Agreement.

### **1.3 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the PSPC/PWGSC [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

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

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

The standard instructions 2003 are modified as follows:

**Under “Text” at 02:**

**Delete:** “Procurement Business Number”

**Insert:** “Deleted”

**At Section 02 Procurement Business Number**

**Delete:** In its entirety

**Insert:** “Deleted”

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

**Delete:** In its entirety

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

**At Section 06 Late Bids:**

**Delete:** “PWGSC”

**Insert:** “Environment and Climate Change Canada”

**At Section 07 Delayed Bids:**

**Delete:** “PWGSC”

**Insert:** “Environment and Climate Change Canada”

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

**Delete:** In its entirety

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

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

**Delete:** In their entirety

**Insert:** “Deleted”

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

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

**Insert:** “Deleted”

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

**Delete:** In its entirety



**Insert:** "Deleted"

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

**Delete:** "sixty (60) days"

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

## **2.2 Submission of Bids**

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

### **Technical Difficulties of Bid Transmission**

Despite anything to the contrary in (05), (06) or (08) of the Standard Instructions, where a Bidder has commenced transmission of its bid through an electronic submission method (such as facsimile or Canada Post Corporation's (CPC) Connect service, or other online service) in advance of the bid solicitation closing date and time, but due to technical difficulties, Canada was unable to receive or decode the entirety of the Bid by the deadline, Canada may nonetheless accept the entirety of the Bid received after the bid solicitation closing date and time, provided that the Bidder can demonstrate the following:

(i) The bidder contacted Canada in advance of the bid solicitation closing date and time to attempt to resolve its technical difficulties; OR

(ii) The electronic properties of the Bid documentation clearly indicate that all components of the Bid were prepared in advance of the bid solicitation closing date and time.

### **Completeness of the Bid**

After the closing date and time of this bid solicitation, Canada will examine the Bid to determine completeness. The review for completeness will be limited to identifying whether any information submitted as part of the bid can be accessed, opened, and/or decoded. This review does not constitute an evaluation of the content, will not assess whether the Bid meets any standard or is responsive to all solicitation requirements, but will be solely limited to assessing completeness. Canada will provide the Bidder with the opportunity to submit information found to be missing or incomplete in this review within two business days of notice.

Specifically, the bid will be reviewed and deemed to be complete when the following elements have been submitted by the bidder:

1. That certifications and securities required at bid closing are included.
2. That bids are properly signed, that the bidder is properly identified.
3. Acceptance of the terms and conditions of the bid solicitation and resulting contract.
4. That all documents created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.
5. All certifications, declarations and proofs created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.



### 2.3 Former Public Servant – Competitive Bid

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

#### Definitions

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

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

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

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

#### Former Public Servant in Receipt of a Pension

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

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

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

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





## Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

### 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 7 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### 2.5 Applicable Laws

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

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

### 2.6 Bid Challenge and Recourse Mechanisms

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



Office of the Procurement Ombudsman (OPO)  
Canadian International Trade Tribunal (CITT)

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



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

### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid (1 soft copy in PDF)

Section II: Financial Bid (1 soft copy in PDF)

Section III: Certifications (1 soft copy in PDF)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

#### **Note for electronic submission of bids:**

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

Email Address: [soumissionsbids@ec.gc.ca](mailto:soumissionsbids@ec.gc.ca)

Attention: Mitchell Palmer

Solicitation Number: 5000068974

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

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

Bids sent by fax will not be accepted.

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

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

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



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

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

## **Section II: Financial Bid**

- 1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately.
- 1.2** Bidders must submit their prices FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

## **Section III: Certifications**

Bidders must submit the certifications required under Part 5.



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

### 4.2 Technical Evaluation

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

#### 4.2.1 Technical Evaluation

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

### 4.3 Financial Evaluation

#### 4.3.1 Mandatory Financial Criteria

	Mandatory criteria	Met/Not Met
<b>MF1</b>	Environment and Climate Change Canada has established funding for this project at a maximum amount of <b>\$460,000.00</b> (in Canadian dollars) – INCLUDING option periods and EXCLUDING taxes.	

#### 4.3.1 Evaluation of Price

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

Bidders must submit firm prices for all items listed in Annex "B ".

### 4.4 Basis of Selection – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum points specified for each criterion for the technical evaluation, and



- d. obtain the required minimum of 10 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 20 points.

2. Bids not meeting (choose "(a) or (b) or (c)" OR "(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 to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 85 and the lowest evaluated price in this example is \$140,000.

**Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)**

Bidder	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	80/85	60/85	70/85
Bid Evaluated Price	\$160,000	\$150,000	\$140,000
Calculations			
Technical Merit Score	$80/85 \times 70 = 65.88$	$60/85 \times 70 = 49.41$	$70/85 \times 70 = 57.64$
Pricing Score	$140/160 \times 30 = 26.25$	$140/150 \times 30 = 28.00$	$140/140 \times 30 = 30.00$
Combined Rating	92.13	77.41	87.64
Overall Rating	1st	3rd	2nd



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

The Contractor’s qualifications would normally be obtained through a combination of education, training, and/or experience. Résumés who will participate on this contract must be submitted with the application. The résumés should clearly demonstrate the extent of knowledge and previous related work experience, research and analytical skills.

The proposal must include a statement of understanding, should not exceed two pages in length, of the work to be undertaken and why it has been requested. The proposal must also include a description of the technical approach, methodology, data sources, and a detailed work plan describing how the Contractor would carry out the tasks to achieve the project objectives.

Any relevant information to enable Environment and Climate Change Canada to adequately score the proposal based on the criteria listed below should be included.

**Mandatory Technical Criteria**

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

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

Criterion #	Mandatory Criteria	Met/ Not Met
<b>Resource Qualifications and Experience</b>		
<b>M1</b>	<p>The Bidder must have an accreditation to ISO/IEC 17021-1 and IAF MD4 from an accreditation body recognized by the International Accreditation Forum (IAF) to enable the contractor to perform the conformity assessment of the MSC Enterprise Quality Management System (QMS) in accordance with ISO/IEC 9001:2015.</p> <p>To demonstrate this accreditation, the Bidder must supply a valid copy of their ISO/IEC 17021-1:2015 standard certification document.</p>	
<b>M2</b>	<p>The Bidder must demonstrate that its proposed Lead Auditor has led 3<sup>rd</sup> party ISO 9001 certification audits for two large* and complex multi-site** service provision-based organizations with a scientific and technological focus within the last 5 years as of date of bid closing.</p> <p>*large is define as over 500 employees (total number of employees within the organization)</p>	



	<p><b>**complex multi-site is defined as operating from more than one location with a mix of at least 2 of the following:</b></p> <ul style="list-style-type: none"> <li>• laboratories</li> <li>• warehouses</li> <li>• field sites</li> <li>• offices</li> <li>• research and development facilities</li> </ul> <p>To demonstrate this criteria Bidders must provide the following information:</p> <ul style="list-style-type: none"> <li>• Organization Name</li> <li>• Size of organization <ul style="list-style-type: none"> <li>○ number of employees</li> <li>○ number, location and type of sites</li> </ul> </li> <li>• Role of the organization</li> <li>• Start Date of audit</li> <li>• Completion Date of audit</li> <li>• Description of duties of the lead auditor</li> </ul>	
<b>M3</b>	<p>Proposed Lead auditor must be certified by a recognized national certification body.</p> <p>To demonstrate this accreditation, the Bidder must supply a copy of a valid Auditor Certification in the Quality Management System Auditor Scheme.</p>	
<b>M4</b>	<p>The Bidder must demonstrate that additional named Auditors have a minimum of three (3) years' experience within the past five (5) years as of bid closing in auditing 3<sup>rd</sup> party accredited management systems.</p> <p>To demonstrate this criteria Bidders must provide the following:</p> <ul style="list-style-type: none"> <li>• Certificates of qualification(s)</li> <li>• List of completed audits and timelines</li> <li>• Scope of completed audits</li> </ul>	

**Point-Rated Technical Criteria**

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





Bidders must obtain the following:

- a. meet the minimum number of points in each of the point-rated criteria. Minimum pass mark for each criterion R1 = 6 points, R2 = 2 points, R3 = 2 points; and
- b. meet the minimum score of the overall point rated criteria of 10 points.

<b>Point-Rated Criteria</b>				
<b>CRITERION #</b>	<b>Criteria</b>	<b>Maximum Available Points</b>	<b>Cross Reference to Proposal (Supplier to insert)</b>	<b>Points Received</b>
<b>Resource Requirement</b>				
<b>R1</b>	<p>The Bidder should provide a workplan clearly outlining their proposed approach to fulfill the Statement of Work, methodology and implementation plan.</p> <p>Details should be provided to demonstrate the feasibility and competency of the Bidder's approach to successfully complete the work.</p> <p>Full points will be awarded to work plans which clearly identify and describe:</p> <ul style="list-style-type: none"> <li>- Deliverables for all the requirements in the Statement of Work</li> <li>- Milestones and their associated tasks and timelines</li> <li>- Composition of the team and their assigned tasks</li> <li>- Potential risks and/or challenges and how these will be mitigated.</li> </ul> <p>*2 Points awarded per each of the criteria listed above</p>	<b>8</b>		



<p style="text-align: center;"><b>R2</b></p>	<p>The Bidder performed ISO 9001 certification audits on Public Sector and/or not for profit organizations that are focused on scientific and technological service provision within the last 5 years as of date of bid closing.</p> <p>A maximum of 6 points will be awarded for this criterion.</p> <p>To demonstrate this criteria Bidders must provide the following information:</p> <ul style="list-style-type: none"> <li>• Organization Name</li> <li>• Size of organization <ul style="list-style-type: none"> <li>○ number of employees</li> <li>○ number, location and type of sites</li> </ul> </li> <li>• Role of the organization</li> <li>• Start Date of audit</li> <li>• Completion Date of audit</li> <li>• Description of duties of the lead auditor</li> </ul> <p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> <li>• The Bidder performed one (1) certification cycle in one (1) Public Sector and/or not for profit scientific and technological service provision organization with more than 500 employees – 2 points</li> <li>• The Bidder performed one (1) certification cycle in two (2) Public Sector and/or not for profit scientific and technological service provision organization with more than 500 employees – 4 points</li> <li>• The Bidder performed one (1) certification cycle in three (3) or</li> </ul>	<p>6</p>		
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	<p>more Public Sector and /or not for profit scientific and technological service provision organizations with more than 500 employees – 6 points</p> <p>*A certification cycle is composed of one (1) certification audit and a series of surveillance audits.</p>			
<p>R3</p>	<p>The Bidder performed ISO 9001 certification audits on complex multi-site service provision-based organizations within the last 5 years as of date of bid closing.</p> <p>A maximum of 6 points will be awarded for this criterion.</p> <p>To demonstrate this criteria Bidders must provide the following information:</p> <ul style="list-style-type: none"> <li>• Organization Name</li> <li>• Size of organization <ul style="list-style-type: none"> <li>○ number of employees</li> <li>○ number, location and type of sites</li> </ul> </li> <li>• Role of the organization</li> <li>• Start Date of audit</li> <li>• Completion Date of audit</li> <li>• Description of duties of the lead auditor</li> </ul> <p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> <li>• The Bidder performed one (1) certification cycle on a complex multi-site service provision-based organizations with a mix of 2 of the following: <ul style="list-style-type: none"> <li>○ laboratories</li> <li>○ warehouses</li> <li>○ field sites</li> <li>○ offices</li> <li>○ research and development facilities</li> </ul> </li> </ul> <p>– 2 points</p>	<p>6</p>		



	<ul style="list-style-type: none"><li>• The Bidder performed one (1) certification cycle on a complex multi-site service provision-based organizations with a mix of 3 of the following:<ul style="list-style-type: none"><li>○ laboratories</li><li>○ warehouses</li><li>○ field sites</li><li>○ offices</li><li>○ research and development facilities</li></ul></li><li>- 4 points</li> <li>• The Bidder performed one (1) certification cycle on a complex multi-site service provision-based organizations with a mix of 5 of the following:<ul style="list-style-type: none"><li>○ laboratories</li><li>○ warehouses</li><li>○ field sites</li><li>○ offices</li><li>○ research and development facilities</li></ul></li><li>- 6 points</li></ul>			
<b>Total</b>		<b>/20 points</b>		



## **PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

### **5.1. Certifications Required Precedent to Contract Award**

#### **5.1.1 Integrity Provisions - Associated Information**

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions [2003](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

#### **5.1.2. 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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. Additional Certifications Required Precedent to Contract Award**

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

#### **5.2.1. Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's



representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

### **5.2.2. Education and Experience**

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



## **PART 6 - RESULTING CONTRACT** *(at contract award, delete this line)*

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

**Title:** *(insert only at contract award)*

### **6.1 Security Requirement**

**6.1.1** There is no security requirement applicable to the Contract.

### **6.2. Statement of Work**

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

### **6.3. Standard Clauses and Conditions**

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

#### **6.3.1 General Conditions**

2035 (2022-12-01), General Conditions - Professional Services (High Complexity), apply to and form part of the Contract.

#### **6.3.2 Specific Person(s)**

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: \_\_\_\_\_ *(insert name(s) of person(s))*.

#### **6.3.3 Non-Disclosure Agreement**

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex C, and provide it to the Technical Authority before they are given access to information by or on behalf of Canada in connection with the Work.

### **6.4. Term of Contract**

#### **6.4.1 Period of the Contract**

The period of the Contract is from date of Contract to March 31, 2027 inclusive.

#### **6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year periods 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 10 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.

**6.5. Authorities**

**6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Mitchell Palmer  
Title: Team Manager - Procurement - Operations West  
Organization: Environment and Climate Change Canada  
Procurement and Contracting Division  
Address: 351, boul. Saint-Joseph, Gatineau, QC, K1A 0H3  
Telephone: 1-873-499-5126  
E-mail address: Mitchell.palmer@ec.gc.ca

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

**6.5.2 Project Authority *(insert only at contract award)***

The Project Authority for the Contract is:

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

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

**6.5.3 Contractor's Representative *(insert at contract award)***

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
(Legal & Operating Company Name): \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_





Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail address: \_\_\_\_\_

## 6.6. Proactive Disclosure of Contracts with Former Public Servants

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

## 6.7 Payment

### 6.7.1 Basis of Payment

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

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

## 6.8. Invoicing Instructions

### 6.8.1 Single Payments

Canada will pay the Contractor upon completion and delivery of the Work 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 delivered has been accepted by Canada.

### 6.8.2 SACC Manual Clauses

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

## 6.9. Certifications and Additional Information



### 6.9.1 Compliance

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

### 6.10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (*Insert the name of the province or territory as specified by the bidder in its bid, if applicable.*)

### 6.11. Priority of Documents

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

- (a) the Articles of Agreement;
- (c) the general conditions 2035 (2022-12-01), General Conditions - Professional Services (High Complexity)
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Non-Disclosure Certification
- (f) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:"*, as clarified on \_\_\_\_\_" or "*as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s).*)

### 6.12. Insurance

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

### 6.13. Dispute Resolution

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

The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.

If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.

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



## **ANNEX "A", STATEMENT OF WORK**

### **TITLE: Registrar Services in Support of Meteorological Service of Canada Enterprise Quality Management System (QMS) for the ISO 9001 standard.**

#### **1.0 Background:**

For over 150 years, the MSC-E mandate remains to provide Canadians accurate and timely weather, water, climate and environmental information, forecasts, and warnings to help them make decisions about their health, safety, and economic well-being. To deliver on this mandate, Environment and Climate Change Canada (MSC, STB, CSFB) and Shared Services Canada (SSC) work together serving the Canadian population, its communities, sectors of the Canadian economy, emergency management organizations, and various levels of government by providing services and relevant information to build resilience and adaptation to weather, water and environmental related risks.

A structured QMS, synergetic with the Federal Government Management Accountability Framework (MAF), guides the MSC-E in achieving excellence while transforming and adapting to meet evolving user needs. Sustaining ISO 9001 certification strengthens the organizations reputation and validates the organizational commitment with excellence. It also directly responds to a requirement by the International Civil Aviation Organization (ICAO) for the provision of aviation services and addresses a strong recommendation by the World Meteorological Organization for harmonization of quality standards for meteorological and hydrological services across different nations.

The MSC-E QMS is structured with an overarching process, a set of core processes, procedures, and work instructions (or standard operation procedures - SOPs) covering the activities across the MSC's four directorates. Interface processes describe and control how the MSC operate with our key partners within the Enterprise. The processes and work instructions are reviewed and updated as needed.

The MSC-E activities function under the direction of the QMS Steering Committee (Assistant Deputy Minister and Director General Levels).

Most operational components of MSC were initially registered to the ISO 9001:2000 standard in 2007 – 2008 (an integrated multi-site umbrella registration).

The current MSC-E registration (ISO 9001) expires on June 14, 2024.

#### **1.1 Scope**

To provide ISO 9001 registration services to Environment and Climate Change Canada (ECCC) for its Meteorological Service of Canada (MSC) Enterprise Quality Management System (QMS).

The MSC Enterprise (MSC-E) is composed of the MSC (4 Directorates: Canadian Centre for Meteorological and Environmental Prediction (CCMEP), Monitoring and Data Services Directorate (MDS), Prediction Services Directorate (PSD) and Policy, Planning and Partnerships Directorate (PPP)) and its key partners: Atmospheric Science and Technology Directorate under ECCC Science and Technology Branch (STB), Applied Science Applications



Directorate under ECCC Corporate Services and Finance Branch (CSFB), and Integrated High Performance Computing Management Directorate under Shared Services Canada (SSC).

The MSC-E QMS is applicable to the following scope, registration includes the full scope of the MSC Enterprise: *Provision of weather, water and climate information, predictions and services to support the health and safety of Canadians.*

The MSC-E uses the QMS to provide a unique lens through which to view its relationships with its partners and on client focus to ensure the MSC is delivering the appropriate services to decision makers. Furthermore, the MSC utilizes the QMS as one of the tools to support and identify principal risks of the organization, governance and relationships with MSC's partners and client focus.

The majority of the MSC workforce is located in Ontario and Quebec, with its headquarters in the National Capital Region, Place Vincent Massey (PVM) 351 St-Joseph Blvd, Gatineau, Québec, Canada.

The MSC Enterprise consists of approximately 1300 employees in 50 regional offices, spread across 45 cities in Canada. Currently the MSC-E ISO 9001 certificate includes 20 locations. A complete list of these locations can be referred under MSC-E ISO 9001 Certificate <https://www.canada.ca/en/environment-climate-change/services/meteorological-service-standards/enterprise-system.html> and at Attachment 1 to Annex A.

The Contractor must perform the conformity assessment of the ISO 9001 certified MSC-E QMS, in accordance with ISO/IEC 17021 and IAF MD4. The Contractor must determine, with approval from the Project Authority (PA), the work processes and site visits (remote or in person) required to complete the conformity assessment.

## 1.2 Deliverables

For the firm requirement, the Contractor must provide to MSC-E, one (1) re-certification audit service to ISO 9001 standard and two (2) surveillance audits as per the minimum requirement of the International standard ISO/IEC 17021 for the period from contract award date to March 31, 2027. As per schedule noted in Block 1 below.

The Contractor must provide each of the following:

### Block 1 – Initial Contract Period

- Year 1 – contract award date to March 31, 2025
  - Transfer audit / First surveillance suite of audits to occur between April 1, 2024 to February 15, 2025
  - Invoicing and audit follow-up activities\* to occur between February 16, 2025 to March 31<sup>st</sup>, 2025
- Year 2 - April 1<sup>st</sup>, 2025 to March 31<sup>st</sup>, 2026
  - Second surveillance suite of audits to occur between April 1, 2025 to February 15, 2026
  - Invoicing and audit follow-up activities\* to occur between February 16, 2026 to March 31<sup>st</sup>, 2026



- Year 3 –April 1<sup>st</sup>, 2026 to March 31<sup>st</sup>, 2027
  - One (1) re-certification suite of audits to occur between April 1, 2026 to February 15, 2027
  - Invoicing and audit follow-up activities\* to occur between February 16, 2027 to March 31<sup>st</sup>, 2027

Block 2 – Option Periods

- Option Period 1 – Contract Year 4: April 1<sup>st</sup>, 2027 to March 31<sup>st</sup>, 2028, if option is invoked.
  - One (1) surveillance suite of audits to occur between April 1, 2027 to February 15, 2028
  - Invoicing and audit follow-up activities\* to occur between February 16, 2028 to March 31<sup>st</sup>, 2028
  
- Option Period 2 – Contract Year 5: April 1<sup>st</sup>, 2028 to March 31<sup>st</sup>, 2029, if option is invoked.
  - One (1) surveillance suite of audits to occur between April 1, 2028 to February 15, 2029
  - Invoicing and audit follow-up activities\* to occur between February 16, 2029 to March 31<sup>st</sup>, 2029
  
- Option Period 3 – Contract Year 6: April 1<sup>st</sup>, 2029 to March 31<sup>st</sup>, 2030, if option is invoked.
  - One (1) re-certification suite of audits to occur between April 1, 2029 to February 15, 2030
  - Invoicing and audit follow-up activities\* to occur between February 16, 2030 to March 31<sup>st</sup>, 2030

\*Audit follow-up activities can include, but not limited to, closing of non-conformances.

The Contractor must provide one (1) certificate to the Project Authority via email at the conclusion of the re-certification audit. The certificate must be bilingual (French and English) or one English certificate and one French certificate.

The Surveillance audits must be conducted on an annual basis within a prescribed calendar time frame to minimize operational disruption.

**1.3 Requirements**

<b>Requirements</b>	
<b>Accreditation</b>	The Contractor must be accredited to the most current version of ISO/IEC 17021-1 and IAF MD4 from an accreditation body recognized by the International Accreditation Forum (IAF) and contain within the certification Body’s technical scope the appropriate IAF code.
<b>Experience</b>	The Contractor must have experience auditing large and complex service provision-based organizations with a scientific and technological focus.



	<p>The Contractor must ensure that the lead auditor has a minimum of 5 years experience in leading 3<sup>rd</sup> party accredited management system audits.</p> <p>Any other auditors on the audit team must have a minimum of 3 years experience in auditing 3<sup>rd</sup> party accredited management systems.</p> <p>The Contractor must demonstrate that the proposed lead auditor has worked in an auditing capacity with a Public Sector and/or not for profit organization within the last 5 year.</p>
<b>Language</b>	<p>The contractor must be able to provide services in both of Canada’s Official Languages (French and English), and ensure all communications occur in the official language of choice of the ECCC participant.</p> <p>All audit reports must be provided in either French or English. Canada will assume responsibility for translation into the other official language.</p>
<b>Remote and onsite methods</b>	<p>The Contractor must be equipped for remote audit methods in combination with on-site methods.</p> <p>The Contractor must provide remote and/or onsite auditing at the different facilities across the MSC Enterprise as needed to ensure an effective audit outcome. A complete list of these facilities can be referred under MSC-E ISO 9001 Certificate (<a href="https://www.canada.ca/en/environment-climate-change/services/meteorological-service-standards/enterprise-system.html">https://www.canada.ca/en/environment-climate-change/services/meteorological-service-standards/enterprise-system.html</a>)</p>
<b>Responsibilities</b>	<p>Each set of audits carried out under this requirement must be under the direction of a Lead Auditor. This auditor will coordinate all audit activities and be the point of contact. This auditor must lead the majority of the audits.</p> <p>Canada recognizes that human factors may arise following contract award that prevent the Contractor from complying with these conditions and will consider exemption requests on a case-by case basis. Canada reserves the right to approve any proposed changes to key personnel.</p>



The Contractor must provide the following audit schedules after discovery sessions are conducted and completed:

- Within six (6) weeks following contract award, a plan and schedule indicating the proposed site locations to be visited, processes to be reviewed, and timing for the Year 1 surveillance audit.
- Within three (3) months following the contract award, a three-year schedule indicating the proposed site locations, processes to be audited, and approximate timing as prescribed by Canada for audits to be carried out under the agreement.
- Regular updates to the three-year schedule during the initial contract period and the option period (once per year on the anniversary of the contract).
- No later than 60 days prior to the date for a planned audit, a detailed audit plan indicating the location, auditors, language, dates, timing, audit scope, and processes to be audited.
- At least one (1) meeting each month, with the Office of Continuous Improvement (OCI) (average meeting length ½ to 1 hour) following contract award.
- During the surveillance and re-certification audits, the auditor will provide the auditees with a verbal preliminary summary of audit findings after each audit interview.
- Opening presentation for each audit (surveillance or recertification):
  - An opening meeting presentation in person or remote of the upcoming audit activities to senior management and auditees at least a day before the start of the audit interviews.
  - The audit opening presentation, in either official language, is sent to the OCI two (2) weeks prior to the audit opening meeting. OCI to provide feedback to Contractor.
  - The final version of the audit opening presentation sent to the OCI within one week prior to the audit opening meeting.
  - The opening meeting presentation will outline the following:
    - Audit Team Introduction
    - Audit Objectives and Criteria
    - Expected Outcomes
    - Scope of Certification
    - Audit Program Description



	<ul style="list-style-type: none"><li>• What is an audit cycle</li><li>• What happens during recertification audits and surveillance audits</li><li>• How are audit locations determined</li><li>• Outline of the upcoming audit<ul style="list-style-type: none"><li>• List of sites to be visited with dates</li><li>• What audits will be remote</li><li>• What audits will be on-site</li><li>• Date of closing meeting</li></ul></li><li>• Audit Methodology</li><li>• Contact information</li><li>• Description on the types of findings</li><li>• Appeal Process</li><li>• Confidentiality agreement</li><li>• Questions</li></ul> <ul style="list-style-type: none"><li>• Closing presentation for each audit (surveillance or recertification):<ul style="list-style-type: none"><li>– The audit closing meeting is scheduled and given by the Contractor, in person or remotely, to MSC-E senior management and staff, no later than three (3) weeks after the final day of auditing.</li><li>– The draft presentation for the audit closing meeting, in either official language, is sent to the OCI, within one (1) week after the final day of auditing. OCI to provide feedback to Contractor, via meeting and/or e-mail.</li><li>– The final version of the audit closing presentation sent to the OCI 3 days prior to the audit closing meeting.</li><li>– The closing meeting presentation will outline the following:<ul style="list-style-type: none"><li>• Scope of Certification</li><li>• Sites and processes audited</li><li>• Audit summary – overview of how the audit went</li><li>• Type of findings description, i.e., what is a major non- conformance</li><li>• Audit result summary, i.e., how many OFI, observation etc.</li><li>• A detailed explanation of each finding with concrete examples of what the auditor observed that led to this finding.</li><li>• List previous audited findings that can now be closed or are still open for action</li><li>• Next steps: whether Contractor recommends QMS for certification</li><li>• Date when final report and certificate will be issued</li></ul></li></ul></li></ul>
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	<ul style="list-style-type: none"> <li>• Date and timeline of next audit - List of proposed sites and processes to be audited</li> <li>• Questions</li> <li>• Re certification and Surveillance Audit Report <ul style="list-style-type: none"> <li>- The final audit report, in either official language, is delivered to the OCI, no later than one (1) week after the audit closing meeting.</li> <li>- The final audit report will contain: <ul style="list-style-type: none"> <li>• Scope of the audit</li> <li>• Processes audited</li> <li>• ISO clauses audited</li> <li>• Notes that the auditor took during the interviews, including identification of documents reviewed</li> <li>• Names and/or positions of auditees</li> <li>• Dates and locations of the audit interviews</li> <li>• Details of the audit findings with context and examples</li> </ul> </li> </ul> </li> <li>• Each year of the contract, within the first week of March, all final deliverables and invoices submitted to the Project Authority.</li> <li>• Follow up activities on findings. <ul style="list-style-type: none"> <li>- Closing of major or minor non-conformances (NCR's), if applicable</li> </ul> </li> </ul>
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**1.4 Definition of a week**

A week includes regular working days are defined as Monday through Friday inclusive, excluding statutory holidays and weekends.

**1.5 Definition of a day**

A day includes 7.5 working hours per day, Monday through Friday inclusive, excluding statutory holidays and weekends.

**1.6 Security Clearance**

No security clearance is required since there is no access to protected information or restricted areas.

**1.7 Official Languages**

The department is under the obligation to respect the spirit and the letter of the Official Languages Act R.S.1985,C.31 (4th Suppl.). It is therefore imperative that the Contractor when representing the Crown ensures that verbal communications are in the preferred official language of the participants. Written communications will be in the language(s) of the participants and must be submitted to the Department Representative before they are issued. If participants are required to communicate by telephone with the Contractor or his/her representatives, the



Contractor must ensure that all persons, including receptionists and other contacts who will be receiving these calls, are bilingual.

### **1.8 Work Location:**

The work may be performed in work locations across Canada.

### **1.9 Travel:**

Travel may be required to perform the Work. Travel and living expenses cannot be charged directly and separately from the all-inclusive pricing to any contract that may result.

### **1.10 Sustainable Procurement Considerations**

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

The following green procurement criteria and standards must form part of the Work:

- Provide all correspondence and deliverables including (but not limited to) documents, reports and invoices in electronic format.
- If correspondence and deliverables are not provided in electronic format, all documents must be printed double-sided on Ecologo certified recycled paper or on paper with equivalent post-consumer recycled content to the full extent to which it is procurable.
- Single-use plastics must not be used in the deliverables, and, to the extent possible, in the performance of the Work.
- Deliverables must minimize packaging. When required, packaging must be recyclable and/or biodegradable.

### **1.11 Accessibility Considerations**

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



**Attachment 1 to Annex “A”, List of Sites**

Site Name	Site Address	Site Scope	# of Employees: Approximate
Place Vincent Massey	351 St. Joseph Boulevard, 8th FL, Gatineau, Québec, K1A 0H3, Canada	National Headquarters for the Weather Enterprise – Senior leadership: top management promotes sustained success through its QMS leadership, management of core business for continuous improvement, and developing and implementing effective policy and strategy.	131
Sir Leonard Tilley Building	719 Heron Road, Annex E, Ottawa, Ontario, K1V 9V1, Canada	Canadian Ice Services: production of ice warnings and forecasts in support of MSC’s mandate.	75
305 René Lévesque (305RLO)	305 boulevard René Levesque Ouest, Montréal, Québec, H2Z 1A6, Canada	Québec Storm Prediction Centre: production of weather warnings and forecasts in support of MSC’s mandate. Canadian Meteorological Aviation Centre East: production of aviation meteorological forecast products for Nav-Can (targeted client).	165
Canadian Meteorological Centre	2121 Trans Canada Highway, Dorval, Québec, H9P 1J3, Canada	SSC: high performance computing and enterprise command centre. Environmental Emergency Response: provision of trajectories and dispersion models. Numerical Prediction: operational support and implementation.	SSC: 75 MSC: 232
Varenes	29 rue de Varenes, Gatineau, Québec, J8T 8G7, Canada	National Equipment Distribution Centre (NEDC) – Hydrological Services: national warehouse and testing and evaluation facility for the hydrometric program.	3
Downsview:	4905 Dufferin Street, Toronto, Ontario, M3H 5T4, Canada	Ontario Storm Prediction Centre: production of weather warnings and forecasts in support of MSC’s mandate. Atmospheric Monitoring: national headquarters for atmospheric monitoring.	200
Canadian Centre for Inland Waters	867 Lakeshore Road, Burlington, Ontario, L7R 4A6, Canada	Hydrological Services: water survey district office (Ontario). Atmospheric Monitoring: regional operations for atmospheric (Ontario).	68
Eastgate Offices	9250-49 <sup>th</sup> Street NW, Edmonton, Alberta, T6B 1K5, Canada	Prairie and Arctic Storm Prediction Centre – Edmonton: production of weather warnings and forecasts in support of MSC’s mandate. Canadian Meteorological Aviation Centre West: production of aviation meteorological forecast products for Nav-Can (targeted client).	122
Michael J. Greenwood Centre	9345-49 <sup>th</sup> Street NW, Edmonton, Alberta, T6B 2L8, Canada	Atmospheric Monitoring: regional operations for atmospheric (Prairie and Northern). Hydrological Services: water survey district office (Alberta).	20
Douglas Jung Building	101-401 Burrard Street, Vancouver, British Columbia, V6C 3R2, Canada	Pacific Storm Prediction Centre: production of weather warnings and forecasts in support of MSC’s mandate. Hydrological Services: water survey district office (West & North).	90



Monitoring Operations Centre	140-13160 Vanier Place, Richmond, British Columbia, V6V 2J2, Canada	Transformation, Innovation, and Engineering: national calibration lab for atmospheric. Atmospheric Monitoring: regional operations for atmospheric (Pacific and Yukon).	37
Meteorology & Oceanography Centre (MetOc Esquimalt) – MARPAC HQ/JTFP J36 – MetOc	Building D100, P.O. 17000 STN Forces, Victoria, British Columbia, V9A 7N2, Canada	Weather Services Centre: production of weather warnings and forecasts in support of MSC’s mandate, and the Department of National Defense.	8
City Place Building	510-234 Donald Street, Winnipeg, Manitoba, R3C 1M8, Canada	Prairie and Arctic Storm Prediction Centre – Winnipeg: production of weather warnings and forecasts in support of MSC’s mandate. Hydrological Services: water survey district office (Prairie). Atmospheric Monitoring: regional operations for atmospheric (Prairie and Northern).	79
Defense Weather Services	Building L37, CFB Gagetown, P.O. 17000 STN Forces, Oromocto, New Brunswick, E2V 4J5, Canada	Joint Meteorological Centre: production of weather warnings and forecasts in support of MSC’s mandate, and the Department of National Defense.	31
Gander International Airport	1000 James Boulevard, P.O. 370, Gander, Newfoundland and Labrador, A1V 1W7, Canada	Newfoundland and Labrador Weather Office: production of weather warnings and forecasts in support of MSC’s mandate.	23
Queen Square	45 Alderney Drive, Dartmouth, Nova Scotia, B2Y 2N6, Canada	Atlantic Storm Prediction Centre: production of weather warnings and forecasts in support of MSC’s mandate. Hydrological Services: water survey district office (Atlantic). Atmospheric Monitoring: regional operations for atmospheric (Quebec and Atlantic).	80
Weather Services Centre Halifax (N35) – Maritime Forces Atlantic	HMC Dockyard, Building D201 – 5 <sup>th</sup> FL, P.O. 99000 Station Forces, Halifax, Nova Scotia, B3K 5X5, Canada	Weather Services Centre: production of weather warnings and forecasts in support of MSC’s mandate, and the Department of National Defense.	13



**ANNEX “B”, BASIS OF PAYMENT**

**Initial Contract Period (ICP)**

<b>Deliverable</b>	<b>Period</b>	<b>Subtotal ALL-INCLUSIVE (in Cdn \$)</b>
Transfer audit / First surveillance suite of audits  Invoicing and audit follow-up activities	Year 1: contract award date – March 31, 2025	
Second surveillance suite of audits  Invoicing and audit follow-up activities	Year 2: April 1, 2025 – March 31, 2026	
One (1) re-certification suite of audits  Invoicing and audit follow-up activities	Year 3: April 1, 2026 – March 31, 2027	
<b>Total (ICP)</b>		
<b>Tax (to be inserted at contract award)</b>		
<b>Total</b>		

**Option Period 1 (OP1)**

<b>Deliverable</b>	<b>Period</b>	<b>Subtotal ALL-INCLUSIVE (in Cdn \$)</b>
One (1) surveillance suite of audits  Invoicing and audit follow-up activities	April 1, 2027 – March 31, 2028	
<b>Total (OP1)</b>		
<b>Tax (to be inserted at contract award)</b>		
<b>Total</b>		

**Option Period 2 (OP2)**

<b>Deliverable</b>	<b>Period</b>	<b>Subtotal ALL-INCLUSIVE (in Cdn \$)</b>
One (1) surveillance suite of audits	April 1, 2028 – March 31, 2029	



Invoicing and audit follow-up activities		
<b>Total (OP2)</b>		
<b>Tax (<i>to be inserted at contract award</i>)</b>		
<b>Total</b>		

**Option Period 3 (OP3)**

<b>Deliverable</b>	<b>Period</b>	<b>Subtotal ALL-INCLUSIVE (in Cdn \$)</b>
One (1) re-certification suite of audits	April 1, 2029 – March 31, 2030	
Invoicing and audit follow-up activities		
<b>Total (OP3)</b>		
<b>Tax (<i>to be inserted at contract award</i>)</b>		
<b>Total</b>		

*For evaluation purposes only : (to be deleted at contract award)*

**Evaluated Total = “Total (ICP)” + “Total (OP1)” + “Total (OP2)” + “Total (OP3)”**



**ANNEX “C” , NON-DISCLOSURE CERTIFICATION**

I, \_\_\_\_\_ , recognize that in the course of my work as an employee or subcontractor of Environment and Climate Change Canada I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. \_\_\_\_\_ between His Majesty the King in right of Canada, represented by the Minister of Public Works and Government Services and \_\_\_\_\_ , including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need-to-know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date