

**Return Bids to:**

Natural Resources Canada

Bid Receiving

See herein for bid submission instructions

**Request for Proposal (RFP)****Proposal To: Natural Resources Canada**

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

**Comments – Commentaires****Issuing Office – Bureau de distribution**

Natural Resources Canada  
Finance and Procurement Management Branch  
580 Booth Street  
Ottawa, ON  
K1A 0E4

<b>Title – Sujet</b> ISO 50001 Energy Management System Training Webinar	
<b>Solicitation No. – No de l’invitation</b> NRCan-5000077660	<b>Date</b>
<b>Requisition Reference No. - N° de la demande</b> 179858	
<b>Solicitation Closes – L’invitation prend fin at – à 2 p.m. (EDT)</b> on – le April 16, 2024	
<b>Address Enquiries to: - Adresse toutes questions à:</b>  Anik.samson@NRCan-RNCan.gc.ca	
<b>Telephone No. – No de telephone</b>  613-408-3462	
<b>Destination – of Goods and Services:</b> <b>Destination – des biens et services:</b>  580 Booth Street Ottawa, ON K1A 0E4	
<b>Security – Sécurité</b>  THERE ARE NO SECURITY REQUIREMENTS ASSOCIATED WITH THIS REQUIREMENT.	
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l’entrepreneur</b>     <b>Telephone No.:- No. de téléphone:</b> <b>Email – Courriel :</b>	
<b>Name and Title of person authorized to sign on behalf of Vendor/Firm (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur (taper ou écrire en caractères d’imprimerie)</b>     <hr/>	
<b>Signature</b>	<b>Date</b>



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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.



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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment,

The Appendixes include the Evaluation Criteria and Financial Bid Presentation.

### 1.2 Summary

By means of the RFP, Natural Resources Canada (NRCan) is seeking proposals from bidders to develop and deliver webinars that provide training on the ISO 50001 Energy Management Systems standard and promote the 50001 Ready Navigator and the 50001 Ready Canada Recognition program.

1.2.1 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.

1.2.2 The [\*Accessible Canada Act\*](#) is intended to enhance the full and equal participation of all persons, especially persons with disabilities, in society. This is to be achieved through the progressive realization, under federal jurisdiction, of a Canada without barriers, particularly by the identification, removal and prevention of barriers.

NRCan's goal is to ensure that the goods and services that NRCan buys are inclusive by design and accessible by default. Considering accessibility in public procurements is now an obligation in the Treasury Board [\*Directive on the Management of Procurement\*](#). Accessibility criteria must be included in the requirements for goods and services, where appropriate.

NRCan has a role in implementing the Government of Canada's (GC) vision for a more accessible Canada because NRCan provides the information technology infrastructure that supports the delivery of digital services to Canadians and GC employees. This means that NRCan is engaged in the procurement of goods and services and in supporting the delivery of programs and services by other government departments, both of which are areas covered by the Accessible Canada Act. NRCan's



goal is for its information technology infrastructure to be more accessible and usable by the broadest range of government officials and Canadians who use it, including those with disabilities. NRCan is committed to providing leadership to procure accessible ICT goods and services and supporting the goal of inclusive by design, accessible by default.

In support of the [Accessible Canada Act](#), [Nothing without us: An accessibility Strategy for the Public Service of Canada](#) and the [Guideline on Making Information Technology Usable by All](#) to remove and not create new technological barriers to Information and Communications Technology (ICT) accessibility.

### 1.3 Debriefings

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



## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

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

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

**IMPORTANT:** It is requested that you write the bid solicitation number in "Subject" of the email:  
**NRCan-5000077660 – ISO 50001 Training Webinars**

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 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 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 5 days 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:

- 4.1 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 [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.



## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

- The Bidder must submit its bid electronically, Canada requests that the Bidder 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
- Section IV: Additional Information

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

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

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

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

In accordance with the [Directive on the Management of Procurement](#) and the *Accessible Canada Act*, federal departments and agencies must consider accessibility criteria and features when procuring goods or services. Therefore, bidders are encouraged to highlight all the accessibility features and components of their proposal for this Statement of Work (SOW) and must:

- (i) demonstrate how the bidder's proposed goods and/or services meet the accessibility requirement at delivery; or
- (ii) describe how the bidder would deliver its goods and/or services under any resulting contract in a way that satisfies the mandatory requirement.

#### 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 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 B.

### **3.1.2 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

## **Section III: Certifications**

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

## **Section IV: Additional Information**

In Section IV of their bid, the Bidders should include:

- a) 1<sup>st</sup> page of the RFP signed, with their legal name;
- b) The name of the contact person (provide also this person's mailing address, phone number and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any questions that may results from their bid.



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## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

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

### **4.2 Basis of Selection**

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

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
2. Bids not meeting (a) or (b) 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 60 % for the technical merit and 40 % 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 60 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %.
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 60/40 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).



<b>Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)</b>				
		<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	<b>Pricing Score</b>	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
<b>Combined Rating</b>		83.84	75.56	80.89
<b>Overall Rating</b>		1st	3rd	2nd



## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

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

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

#### 5.1.2 Aboriginal Designation

Who is eligible?

- a. An Aboriginal business, which can be:
  - i. a band as defined by the Indian Act
  - ii. a sole proprietorship
  - iii. a limited company
  - iv. a co-operative
  - v. a partnership
  - vi. a not-for-profit organization

in which Aboriginal persons have at least 51 percent 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 NOT an Aboriginal Firm

Our Company is an Aboriginal Firm, as identified above.



## 5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a 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 \(http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html\)](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



**5.2.3 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**

**5.2.5 Status and Availability of Resources**

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

**5.2.6 Education and Experience**

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

**5.2.7 Former Public servant**

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

**SIGNATURE for CERTIFICATION**

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

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





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

### **6.1 Security Requirements**

There are no security requirements associated with this procurement.



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## 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*)

### 7.2 Standard Clauses and Conditions

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

#### 7.2.1 General Conditions

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

#### 7.2.2 Supplemental General Conditions

[4007](#) (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information apply to and form part of the Contract.

### 7.3 Security Requirements

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 one (1) 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 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### 7.5 Authorities

#### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Anik Samson  
Title: Procurement Officer  
Organization: Natural Resources Canada, Procurement Services Unit



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Address: 580 Booth Street, Ottawa, ON K1A 0E4  
Telephone: 613-408-3462  
E-mail address: [anik.samson@nrca-nrcan.gc.ca](mailto:anik.samson@nrca-nrcan.gc.ca)

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

### 7.5.2 Project or Technical Authority

The Project Authority for the Contract is:

Name: (to be filled out at contract award)  
Title:  
Organization:  
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

### A. Firm Price

For the work described in SW.4.1 Development Services of the Statement of Work in Annex A:



In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm 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.

#### **B. Limitation of Expenditure**

For the work described in SW.4.2 Promote and Deliver of the Statement of Work in Annex A:

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$ \_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included, and Applicable Taxes are extra.

#### **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**

#### **A. Single Payment**

For the work described in SW.4.1 Development Services of the Statement of Work in Annex A:

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.

#### **B. Monthly Payment**



For the work described in SW.4.2 Promote and Deliver of the Statement of Work in Annex A:

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.

#### 7.7.4 Time Verification

SACC *Manual* clause [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](mailto:Invoicing-Facturation@nrcan-rncan.gc.ca)

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

Invoices and all documents relating to a contract must be submitted on the Contractor's own form and 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.

#### 7.10 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*).

#### 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;



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- b) the supplemental general conditions 2010B (2022-12-01) General conditions: Professional services (medium complexity);
  - c) the general conditions 4007 (2010-08-16) Canada to Own Intellectual property rights in Foreground Information;
  - d) Annex A, Statement of Work;
  - e) Annex B, Basis of Payment;
  - f) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*).

#### **7.12 Foreign Nationals (Canadian Contractor *OR* Foreign Contractor)**

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

SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign 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](#)".



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## ANNEX A - STATEMENT OF WORK

### SW.1.0 TITLE

ISO 50001 Energy Management System (EnMS) Training Webinar Delivery and Promotion

### SW.2.0 BACKGROUND

ISO 50001 is an internationally recognized standard that provides the framework for an organization to develop an EnMS. The rigor of the ISO 50001 standard ensures that it will produce positive results and continuous improvement toward reducing energy use, reducing energy-related costs, reducing greenhouse gas emissions, and increasing competitiveness in the buildings sector.

NRCan invests significant human and financial resources to offer Canadian commercial and institutional organizations a financial assistance program that supports the implementation of ISO 50001 EnMS in buildings. NRCan also administers the 50001 Ready Canada and 50001 Ready Recognition program that supports Canadian organizations with complying with the ISO 50001 standard.

Combined, these two programs allow NRCan to achieve the defined program objectives, as described in the Treasury Board Submission:

1. develop case studies to accelerate maximum uptake in the building sector
2. promote energy efficiency best practices
3. build capacity amongst delivery agents such as consultants and energy managers.

To achieve these objectives, improving access and available information on ISO 50001 EnMS for all Canadians, including energy management professionals, will promote energy-efficient best practices and accelerate awareness of the ISO 50001 EnMS standard and the available programs that NRCan offers.

### SW.3.0 OBJECTIVES

The objective is to increase awareness of EnMS and the ISO 50001 EnMS standard by making training courses available to commercial and institutional organizations in Canada. The training courses will increase knowledge of ISO 50001 and energy management best practices; increase resources and capability to implement ISO 50001 in Canada; and increase the buildings sector's (commercial, institutional, and residential buildings) knowledge and implementation of EnMS, the available financial assistance programs offered by NRCan, and the 50001 Ready Canada and 50001 Ready Recognition program.

NRCan is seeking a contractor to develop and deliver webinars that provide training on the ISO 50001 EnMS standard and promote the 50001 Ready Navigator and the 50001 Ready Canada Recognition program. The contractor would be responsible to:

1. Develop the subject matter materials such as slide decks and speaking points to be used during the webinars.
2. Deliver the training using an online platform (ex., MS Teams, Webex) of the contractor's choice. and using the live transcript capabilities to meet accessibility requirements.
3. Incorporating the use of the 50001 Ready Canada Recognition Program and the 50001 Ready Navigator tool into all existing EnMS training materials offered by the contractor and promoting it as the tool of choice.
4. Develop and record a short webinar introducing the 50001 Ready Navigator tool and the 50001 Ready Canada Recognition program. The webinar is to be published on the contractor's webpage and made available to NRCan to publish on its webpage.
5. Promote NRCan's ISO 50001 EnMS, 50001 Ready Canada, the 50001 Ready Recognition, and Financial assistance for ISO 50001 in commercial and institutional buildings program on the contractor's website and to their networks through existing channels.



The proposed curriculum to meet the training objectives is as follows:

- a. Introduction to the EnMS and the ISO 50001 EnMS standard
  - i. What are the benefits to organizations and Canadians as a whole?
  - ii. What does an EnMS look like?
  - iii. Who can participate in Canada?
- b. Available financial support for the Canadian buildings sector
  - i. NRCan’s Financial assistance program for ISO 50001 in commercial and institutional buildings
- c. 50001 Ready Canada and 50001 Ready Recognition program
  - i. Introduction to the 50001 Ready Canada Navigator Tool, how to use the tool, what it offers users.
  - ii. What is the 50001 Ready Recognition program and how does an organization become recognized by NRCan?
- d. Using ENERGY STAR® Portfolio Manager® for benchmarking, program/regulation compliance
  - i. How do you benchmark energy data in Portfolio Manager?
  - ii. What are the benefits to benchmarking in Portfolio Manager?

### SW.4.0 PROJECT REQUIREMENTS

#### SW.4.1 Development Services

Tasks	Deliverable	Schedule
Kickoff	Kickoff meeting with the Project Authority to describe work and agree on a schedule.	Within the first week after contract awarded
Develop	Develop training material in both official language, English and French, including, but not limited to: <ul style="list-style-type: none"> <li>• Slide decks</li> <li>• Speaking points / lectures</li> <li>• Scenarios to effectively illustrate various applications.</li> </ul> Record the webinar in both official languages and send recording links and /or digital files of the recording to the Project Authority.	Draft training material due 6 weeks after kickoff meeting

#### SW.4.2. Promote and Deliver

Promotion	Promote the 50001 Ready Navigator and 50001 Ready Canada Recognition program on the contractor’s webpage and through the contractor’s existing networks (i.e., advertising, social media). Promotion should include, but is not limited to, the following activities: <ul style="list-style-type: none"> <li>- Develop and publish a pre-recorded webinar on the contractor’s webpage introducing the 50001 Ready Navigator and Ready Canada Recognition program.</li> <li>- 1 Twitter post per month</li> <li>- 1 LinkedIn message per month</li> <li>- 1 email sent to the contractor’s existing network (i.e., mailing list) per webinar</li> </ul> Promote and raise awareness of the availability and delivery of the ISO 50001	
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	<p>EnMS Standard training webinars within the building sector (commercial, institutional, multi-family residential) and through the contractors existing networks (i.e., advertising, social media posts). Should include, but is not limited to, the following promotion activities:</p> <ul style="list-style-type: none"> <li>- Posting the training courses and schedule on the contractor's webpage</li> <li>- 3 Twitter posts per webinar</li> <li>- 2 LinkedIn messages per webinar</li> <li>- 1 email sent to contractors existing network (i.e., mailing list) per webinar</li> </ul>	<p>Promotion of each webinar should start 1-2 weeks in advance of each scheduled webinar.</p>
<p>Deliver</p>	<p>The webinars must be delivered in both official language English and French, in approximately 45-50 minutes.</p> <p>A facilitator must be present to do hands-on live delivery of the webinar and respond to questions asked by participants in the language that the training is being delivered.</p>	<p>The contractor must complete 24 webinars (12 English, 12 French) per calendar year as the agreed-upon schedule.</p>

**SW.4.3 Contractor reporting requirements**

- a) During the portion of the contract in which the ISO 50001 EnMS training webinars are being created as per the Deliverables Table (SW.4.1, Task 1), the contractor must submit periodic status reports that provide an update on progress, identify any delays or areas of concern, and propose options to address any concerns identified.
- b) During the portion of the project in which the ISO 50001 EnMS training webinars are being delivered as per the Deliverables Table (SW.4.1, Task 1), the contractor must submit attendance reports within 10 business days after the completion of each webinar. The contractor must also submit a final report to the Project Authority providing details including, but not limited to:
  - a. Number of webinars provided,
  - b. Efforts made to promote the webinars,
  - c. Number and affiliation of participants, and
  - d. Improvements/modifications made to webinar content, as needed.

**SW.4.4 Method and source of acceptance**

All deliverables and services rendered under any contract are subject to inspection by the Project Authority. The Project Authority has the right to reject any deliverables that are not considered satisfactory or require their correction before payment is authorized.

**SW.4.5 Intellectual Property**

Anything that is created or developed by the contractor as part of the Work under the Contract in which copyright subsists belongs to Canada. The contractor must incorporate the copyright symbol and either of the following notices, as appropriate: © His Majesty the King in right of Canada (year) or © Sa Majesté le Roi du chef du Canada (année).

**SW.5.0 OTHER TERMS AND CONDITIONS OF THE SOW**

**SW.5.1 Contractor obligations**

In addition to the obligations outlined in Section 4 of this Statement of Work, the contractor is to:



- Participate in virtual meetings, as needed;
- Submit all training materials in a hard copy and electronic Microsoft Office Word or PDF format in both official language English and French;

### **SW.5.2 NRCan's obligations**

NRCan is to:

- Coordinate with the contractor on a delivery schedule
- Provide the specifications and subject matter intent of the webinar and learning material to be developed by the contractor.
- Assist with providing the subject matter for the development of the webinar materials.
- Approve the webinars and learning material to be delivered by the contractor.
- Approve all promotional activities listed in section 4.1 to be delivered by the contractor.
- Provide the contractor with information (background intellectual property) that can assist with answering participant's questions, as needed, and
- Provide the contractor with an email address to which recorded webinars will be sent to the Project Authority.

### **SW.5.3 Diversity and inclusion in the public service**

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>

### **SW.5.4 Accessibility**

All Information and Communication Technology (ICT) components of the proposed solution should conform with relevant accessibility requirements of the EN 301 549 (2021).

In the event the proposed solution does not presently conform with ICT accessibility requirements, an end user may put forward a request for accommodation to the supplier. If a request is received, the supplier will contact the Contracting Authority immediately to discuss options to meet the immediate needs as part of Duty to Accommodate.

The user must receive ICT accessibility accommodations within fifteen (15) business days of the request being received and the Contracting Authority must be advised of both the request and the accommodation provided. If it is not possible to provide the accommodation within the above timeframe, the supplier must seek approval for an alternative timeline/arrangement from the Technical and Contracting Authority.

### **SW.6.0 Required resources provided by the contractor**

NRCan requires the contractor to provide two categories of resources on an ongoing basis; a Webinar Facilitator and a Webinar Designer. The Webinar Facilitator and a Webinar Designer may be the same resource. Course materials and webinars must be in both official language French and English. The contractor can suggest different resources for the French/English portion of the work instead of a bilingual resource. Resources will need experience developing course material for online presentation and experience delivering webinars will be required.



**ANNEX B - BASIS OF PAYMENT**

**(Will be completed at contract award)**



## 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.

No.	Mandatory Criteria	Meets Criteria (Pass/Fail)	Proposal Page No.
M1	<p>The bidder must have relevant experience in delivering energy management system training courses directed towards, but not limited to, the commercial and/or institutional building sector and propose an instructor with 60 months relevant experience*. Such as, but not limited to webinars, seminars. *60 months from bid solicitation closing date</p> <p>The bidder must substantiate the required experience by providing projects within the specified timeframe. At a minimum, the following information must be included:</p> <ol style="list-style-type: none"> <li>1. Project Name</li> <li>2. Project Summary</li> <li>3. Project Start and Completion Dates</li> </ol> <p>Note: If the information provided is deemed insufficient for fulfilling project requirements in terms of the above-mentioned criteria, the bid will be considered non-responsive.</p>		



No.	Mandatory Criteria	Meets Criteria (Pass/Fail)	Proposal Page No.
M2	<p>The Bidder must have 60 months* experience developing training material for energy management systems in the form of online or in-person courses, webinars, workshops, or presentation.</p> <p>*60 months from bid solicitation closing date.</p> <p>The bidder must substantiate the required experience by providing projects within the specified timeframe. At a minimum, the following information must be included:</p> <ol style="list-style-type: none"> <li>1. Project Name</li> <li>2. Project Summary</li> <li>3. Project Start and Completion Dates</li> </ol> <p>Note: If the information provided is deemed insufficient for fulfilling project requirements in terms of the above-mentioned criteria, the bid will be considered non-responsive.</p> <p>The Bidder may refer to projects already submitted as part of their response to any other Mandatory Requirement.</p>		
M3	<p>Bidders should comply with EN 301 549 with their applicant tracking system and virtual assessment tools containing accessible flexibility to allow adaptation or accommodation for persons with disabilities, demonstrated by providing the following:</p> <p>An Accessibility Compliance Report (ACR) based on the most recent VPAT.</p> <p>The evaluation team will review the Accessibility Compliance Report (ACR) based on the most recent VPAT® provided in an accessible format but will not award points.</p>		

**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 will be evaluated based on the following criteria:

Criterion ID	Point Rated Technical Criteria	Maximum Points	Bidder Score	Proposal Page #
R1	<p>Points will be awarded for any experience over and above the minimum 60* months required for mandatory criteria #M1.</p> <p>* 60 months from bid solicitation closing date</p> <ul style="list-style-type: none"> <li>• Greater than 60 months, but less than 85 months: 5 points</li> <li>• Greater than 85 months, but less than 120 months: 10 points</li> <li>• Greater than 120 months: 15 points</li> </ul>	Up to 15 points		



	<p>The bidder must substantiate the required experience by providing projects within the specified timeframe. At a minimum, the following information must be included:</p> <ol style="list-style-type: none"> <li>1. Project Name</li> <li>2. Project Summary</li> <li>3. Project Start and Completion Dates</li> </ol> <p>Note: If the information provided is deemed insufficient for fulfilling project requirements in terms of the above-mentioned criteria, the bid will be considered non-responsive. The rated points are weighted and not cumulative.</p> <p>The Bidder may refer to projects already submitted as part of their response to any other Mandatory Requirement.</p>			
<p><b>R2</b></p>	<p>Points will be awarded for any experience over and above the minimum 60* months required for mandatory criteria #M 2.</p> <p>* 60 months from bid solicitation closing date</p> <ul style="list-style-type: none"> <li>• Greater than 60 months, but less than 72 months: 5 points</li> <li>• Greater than 72 months, but less than 84 months: 10 points</li> <li>• Greater than 84 months: 15 points</li> </ul> <p>The bidder must substantiate the required experience by providing projects within the specified timeframe. At a minimum, the following information must be included:</p> <ol style="list-style-type: none"> <li>1. Project Name</li> <li>2. Project Summary</li> <li>3. Project Start and Completion Dates</li> </ol> <p>Note: If the information provided is deemed insufficient for fulfilling project requirements in terms of the above-mentioned criteria, the bid will be considered non-responsive. The rated points are weighted and not cumulative.</p> <p>The Bidder may refer to projects already submitted as part of their response to any other Mandatory Requirement.</p>	<p><b>Up to 15 points</b></p>		
<p><b>R3</b></p>	<p>Accessibility</p> <p>The bidders certify that it meets the following standards:</p> <ul style="list-style-type: none"> <li>• EN 301 549 (version 2018 or newer):2 points</li> <li>• Revised Section 508: 2 points</li> <li>• WCAG 2.0 or newer: 2 points</li> </ul> <p>Note: The rated points are cumulative.</p>	<p><b>Up to 6 points</b></p>		
<p><b>R4</b></p>	<p>The Bidder has experience developing and delivering energy management system training courses within the minimum 60* months experience.</p> <p>* 60 months from bid solicitation closing date</p> <p>At an audience scale relevant to the requirement of the SOW:</p>	<p><b>Up to 15 points</b></p>		



	<ul style="list-style-type: none"> <li>• Municipal scale: 5 points</li> <li>• Provincial scale : 10 points</li> <li>• National scale: 15 points</li> </ul> <p>The bidder must substantiate the required experience by providing projects within the specified timeframe. At a minimum, the following information must be included:</p> <ol style="list-style-type: none"> <li>1. Project Name</li> <li>2. Project Summary</li> <li>3. Project Start and Completion Dates</li> </ol> <p>Note: If the information provided is deemed insufficient for fulfilling project requirements in terms of the above-mentioned criteria, the bid will be considered non-responsive. The rated points are weighted and not cumulative.</p> <p>The Bidder may refer to projects already submitted as part of their response to any other Mandatory Requirement.</p>			
<b>R5</b>	<p><b>Diversity and Inclusion</b></p> <p>Points will be awarded for demonstration of the Bidders corporate activities they have implemented to promote anti-racism and diversity within their organization:</p> <ol style="list-style-type: none"> <li>a. The bidder has internally published policies or commitments on anti-racism and inclusiveness, (2 Points);</li> <li>b. The bidder has publicly available organizational commitments to a diverse workforce, (2 Points);</li> <li>c. The bidder’s employees are mandated to take mandatory training on anti-racism, (2 Points);</li> <li>d. The bidder’s employees are mandated to take unconscious bias training, (2 Points);</li> <li>e. The bidder has developed internal staffing and/or recruitment strategy(ies) to increase representation of underrepresented groups in their workforce, (2 Points)</li> </ol> <p>The bidder should provide details of the following activities.</p> <p>For activities described in a. and b. (policy and commitments), the bidder should provide copies of policy or commitment documents including their effective date.</p> <p>For activities described in c. and d. (training), the bidder should provide the name of the course and the service provider; if developed internally, a copy of the course outline.</p> <p>For activities described in e. (staffing), the bidder should provide copies of job posting, or other staffing/recruitment documents demonstrating compliance with the rated criteria.</p> <p>Note: The rated points are cumulative.</p>	<b>Up to 10 points</b>		
<b>Total Number of Points</b>		___ /61		



**APPENDIX 2 - FINANCIAL BID PRESENTATION SHEET**

**1. Firm Price**

For the work described in SW.4.1 Development Services of the Statement of Work in Annex A.

Bidder tendered all-inclusive firm price to perform the work is Canadian funds, applicable taxes excluded. Any Travel and Living Expenses and other miscellaneous expenses must be included in the firm price.

Description	Firm Price (Applicable Taxes Excluded)
Development Services	\$ _____

**2. Firm Unit Cost – Limitation of Expenditure**

For the work described in SW.4.2 Promote and Deliver of the Statement of Work in Annex A

The firm unit cost in this table are used to determine the services cost in case there is change in the firm price's statement of work.

A	B	C	D (BxC)
Description	Firm Unit Cost **	Quantity for Evaluation *	Total Estimated Costs for Fees (Applicable Taxes Excluded)
Promote and deliver English Webinar Contract awarded date to March 31, 2025	\$	12	\$
Promote and deliver French Webinar Contract awarded date to March 31, 2025	\$	12	\$
<b>Optional Services</b>			
Promote and deliver English Webinar April 1, 2025 to March 31, 2026	\$	12	\$
Promote and deliver French Webinar April 1, 2025 to March 31, 2026	\$	12	\$

\* 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 firm unit rate schedule will be held.

Any estimated level of effort specified in the Pricing Details detailed above 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.