

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

Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave. Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6
Bid Fax: (780) 497-3510

**Request For Supply Arrangement -
Demande pour un arrangement en
matière d'approvisionnement**

Offer to: Department of Public Works and Government Services

We hereby offer to provide to Canada, as represented by the Minister of Public Works and Government Services, in accordance with the terms and conditions set out herein or attached hereto, the goods, services, and construction detailed herein and on any attached sheets.

Offre au: Ministère des Travaux publics et des Services gouvernementaux

Nous offrons par la présente de fournir au Canada, représenté par le ministre des Travaux publics et des Services gouvernementaux, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée.

Comments - Commentaires

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

Title - Sujet Environmental Consulting Services	
Solicitation No. - N° de l'invitation EW479-120844/G	Date 2015-03-13
Client Reference No. - N° de référence du client EW479-120844	GETS Ref. No. - N° de réf. de SEAG PW-\$EDM-066-10398
File No. - N° de dossier EDM-1-34232 (066)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-04-27	
Time Zone Fuseau horaire Mountain Daylight Saving Time MDT	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Lee, Mony	Buyer Id - Id de l'acheteur edm002
Telephone No. - N° de téléphone (780)497-3535 ()	FAX No. - N° de FAX (780)497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA TELUS PLAZA N.5TH FL. 10025 JASPER AVE EDMONTON Alberta T5J1S6 Canada	
Security - Sécurité This request for a Supply Arrangement does not include provisions for security. Cette Demande pour un arrangement ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

THIS IS A REFRESH OF SUPPLY ARRANGEMENT # EW479-120844/000/EDM.

This document will serve to REFRESH Request for Supply Arrangement ("RFSA") EW479-120844. The Refresh will allow new suppliers to become qualified and existing qualified suppliers to refresh their rates. Pre-qualified Suppliers do not need to submit an arrangement in order to remain pre-qualified.

New fully compliant suppliers will be issued Supply Arrangements and their names will be added to the existing Supply Arrangement Holder list on the condition that they meet all of the requirements of the original Request for Supply Arrangements, which are included in this document. Current Supply Arrangement Holders will receive an amendment to their existing Supply Arrangement, if applicable.

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Solicitation No. - N° de l'invitation

EW479-120844/G

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

edm066

Client Ref. No. - N° de réf. du client

EW479-120844

File No. - N° du dossier

EDM-1-34232

CCC No./N° CCC - FMS No/ N° VME

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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement, the security requirement, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
 6B, includes the instructions for the bid solicitation process within the scope of the SA;
 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Statement of Work, the Basis of Pricing and any other annexes.

2. Summary

The Request for Supply Arrangement (RFSA) covers Government of Canada environmental consulting services in accordance with Annex "A" - Statement of Work. These services will take place in the Northwest Territories and Nunavut and will take place in Comprehensive Land Claim Agreement (CLCA) areas. The period of the Supply Arrangement will be in effect from Supply Arrangement issuance to May 31, 2016.

This procurement is subject to the following Comprehensive Land Claims Agreement(s) (CLCAs): Inuvialuit Final Agreement, Gwich'in Comprehensive Land Claim Agreement, Sahtu Dene and Metis Comprehensive Land Claim Agreement, Tlicho Agreement and Nunavut Land Claims Agreement.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Agreement on Internal Trade (AIT), the Canada Chile Free Trade Agreement, Canada Peru Free Trade Agreement.

3. Security Requirement

Security requirement will be determined at time of Request for Proposal (RFP) issued under the Supply Arrangement.

4. Debriefings

After issuance of a supply arrangement, suppliers may request a debriefing on the results of the request for supply arrangements. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of notification that their arrangement was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

PART 2 - SUPPLIER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* Manual issued by Public Works and Government Services Canada.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The 2008 (2014-03-01) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of 2008, Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: sixty (60) days

Insert: one-hundred and twenty days (120) days

1.1 SACC Manual Clauses

S2003T Ceiling Prices and/or Rates 2008-12-12

2. Submission of Arrangements

Arrangements must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Supply Arrangements.

3. Former Public Servant - Notification

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, Contracting Policy Notice 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

4. Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Human Resources and Skills Development Canada (HRSDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract

subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on HRDCS-Labour's website.

5. Enquiries - Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than seven (7) calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by suppliers 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 questions or may request that suppliers do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all suppliers. Enquiries not submitted in a form that can be distributed to all suppliers may not be answered by Canada.

6. Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 suppliers.

PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

1. Arrangement Preparation Instructions

Canada requests that suppliers provide the arrangement in separately bound sections as follows:

Section I: Technical Arrangement (3 hard copy)

Section II: Financial Arrangement (1 hard copy)

Section III: Certifications (1 hard copy)

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

Canada requests that suppliers follow the format instructions described below in the preparation of the arrangement.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Supply Arrangements.

Section I: Technical Arrangement

In the technical arrangement, suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Arrangement

Suppliers must submit the financial arrangement in accordance with the Annex B, Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Section III: Certifications

Suppliers must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**1. Evaluation Procedures**

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

1.1. Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex "E".

2. Basis of Selection

- 2.1** Basis of Selection is included in Annex "E".

PART 5 - CERTIFICATIONS

Suppliers must provide the required certifications and associated information to be issued a supply arrangement (SA).

The certifications provided by suppliers to Canada are subject to verification by Canada at all times. Canada will declare an arrangement non-responsive, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

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

1. Certifications Required Precedent to Issuance of a Supply Arrangement**1.1 Integrity Provisions - Associated Information**

By submitting an arrangement, the Supplier certifies that the Supplier and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Arrangement of Standard Instructions 2008. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

1.2 Additional Certifications Required Precedent to Issuance of a Supply Arrangement

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

1.2.1 Education and Experience

1.2.1.1 SACC Manual clause S1010T (2008-12-12) Education and Experience

1.2.2 Status and Availability of Resources

1.2.2.1 SACC Manual Clause S3005T (2008-12-12) Status and Availability of Resources

PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

1. Arrangement

The Supply Arrangement covers the Work described in the Statement of Work at Annex A.

2. Security Requirement

Security requirement will be determined at time of Request for Proposal (RFP) issued under the Supply Arrangement.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Supply Arrangement and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* Manual issued by Public Works and Government Services Canada. <http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>

3.1 General Conditions

2020 (2014-03-01) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

3.2 Supply Arrangement Reporting

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex "C". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

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

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

The data must be submitted to the Supply Arrangement Authority no later than fifteen (15) calendar days after the end of the reporting period.

4. Term of Supply Arrangement

4.1 Period of the Supply Arrangement

The period for awarding contracts under the Supply Arrangement is from Supply Arrangement issuance to May 31, 2016.

5. Authorities

5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Mony Lee
Supply Specialist
Public Works and Government Services Canada, Acquisitions Branch
5th Floor, ATB Place, 10025 Jasper Ave.
Telephone: (780) 497-3535
Facsimile: (780) 497-3510
E-mail: mony.lee@pwgsc-tpsgc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

5.2 Supplier's Representative

(To be filled in by the Supplier).

Name: _____

Title: _____

Address: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail address: _____

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: 2012-2 of the Treasury Board Secretariat of Canada.

7. Identified Users

The Identified Users include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the *Financial Administration Act*, R.S., 1985, c. F-11.

8. On-going Opportunity for Qualification

A Notice will be posted once a year on the Government Electronic Tendering Service (GETS) to allow new suppliers to become qualified. Existing qualified suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

9. 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 the Supply Arrangement;
- (b) the general conditions 2020 (2014-03-01), General Conditions - Supply Arrangement - Goods or Services;

-
- (c) Annex A, Statement of Work;
 - (d) Annex B, Basis of Pricing;
 - (e) Annex C, Supply Arrangement Reports;
 - (f) Annex D, Aboriginal Opportunities Consideration (if applicable);
 - (g) the Supplier's arrangement dated _____.

10. Certifications

10.1 Compliance

Compliance with the certifications and related documentation provided by the Supplier in the arrangement

is a condition of the Supply Arrangement (SA) and subject to verification by Canada during the term of the SA and of any resulting contract that would continue beyond the period of the SA. If the Supplier does

not comply with any certification, provide the related documentation or if it is determined that any certification made by the Supplier in the arrangement is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and suspend or cancel the SA.

11. Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____.

12. Insurance

SACC Manual Clause G1005C (2008-05-12) Insurance

Specific insurance requirements will be determined at time of Request for Proposal (RFP) issued under the Supply Arrangement, if applicable.

B. BID SOLICITATION

1. Bid Solicitation Documents

Canada will use the bid solicitation templates Simple for low dollar value requirements; MC for medium complexity requirements; HC for more complex requirements, available in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual based on the estimated dollar value and complexity of the requirement.

The bid solicitation will contain as a minimum the following:

- (a) security requirements (*if applicable*);
- (b) a complete description of the Work to be performed;
- (c) 2003, Standard Instructions - Goods or Services - Competitive Requirements; **OR** 2004, Standard Instructions - Goods or Services - Non-competitive Requirements;
- (d) bid preparation instructions;
- (e) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (f) evaluation procedures and basis of selection;
- (g) financial capability (*if applicable*);
- (h) certifications;
- (i) conditions of the resulting contract;
- (j) Aboriginal Opportunities Consideration - Annex D (*if applicable*);
- (k) select the resource category(s) required for the project;
- (l) provide basis of payment.

2. Bid Solicitation Process

2.1 Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from suppliers who have been issued a SA.

2.1.1 Comprehensive Land Claim Agreement(s) (CLCA) - Some solicitations against the resulting SA may be applicable to CLCA(s). To determine if a requirement is subject to any of the CLCA(s), the final delivery location must be determined. CLCA applies to any applicable procurement, regardless of dollar value.

- Procurements subject to CLCA (**competitive or non-competitive**) must:
 - A) Notify the applicable CLCA groups of the procurement.
- For **all competitive** requirements where the CLCA(s) listed in this SA is applicable, Identified Users must determine any opportunities for aboriginal consideration for each requirement. Where opportunities exist, identified users must:
 - A) Notify the applicable CLCA groups of the procurement
 - AND**
 - B) Include Aboriginal Opportunities Consideration evaluation criteria - see Annex D for an example. *Note: This evaluation criteria is optional for the Suppliers to complete. Although it*

must be included in the solicitation package, Suppliers will have the option to propose an Aboriginal benefit plan or not. It must not be mandatory, it can only be considered as a "bonus". This is only applicable for bid solicitations for resultant contracts.

2.2 The following is the Selection Process for Identified Users:

****NOTE: Identified Users must determine whether they have the delegation of authority in order to proceed with any of the following threshold.**

1. For all requirements up to an estimated cost of \$24,999.00 (GST included)

Identified users will be able to select one SA holder. Identified users will sign and approve the contracts.

2. For all requirements from \$25,000.00 up to the current North American Free Trade Agreement (NAFTA) (GST included)

(http://www.tbs-sct.gc.ca/pubs_pol/dcgpubs/ContPolNotices/2013/13-5-eng.asp)

For each requirement, identified users will request a technical/financial bid from a minimum of three (3) SA Holders offering services for the required resource(s). If there are less than three (3) SA Holder for that resource, then identified users will proceed with requesting a technical/financial bid from the SA Holder(s) offering the services. Identified users will sign and approve the contracts.

In the case where there are three (3) or more SA Holders, the solicitation process will be accomplished using e-mail to send the Request for Proposal (RFP) and receive bids.

Minimum response periods: Bidders must be provided with a minimum of five (5) business days in which to respond to the Request for Proposal.

3. For all requirements at or above the current North American Free Trade Agreement (NAFTA) (GST included)

(http://www.tbs-sct.gc.ca/pubs_pol/dcgpubs/ContPolNotices/2013/13-5-eng.asp)

Any requirement which is at or above the current North American Free Trade Agreement (NAFTA) (GST included), will not be applicable to this Supply Arrangement and must be handled as a separate requirement.

C. RESULTING CONTRACT CLAUSES

1. General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using the template:

- (a) Simple (for low dollar value requirements), 2029 General Conditions - Goods or services (Low Dollar Value) will apply to the resulting contract; or
- (b) MC (for medium complexity requirements), 2010B General Conditions - Professional Services (Medium Complexity) will apply to the resulting contract; or
- (c) HC (for higher complexity requirements), 2035 General Conditions - Higher Complexity - Services will apply to the resulting contract.

The above templates are set out in the *Standard Acquisition Clauses and Conditions* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

Any resultant contracts under this SA will contain the following information, at a minimum:

- Resource requirement, including number of resources required, category(ies) of resources, anticipated role, and minimum qualifications, as applicable.
- A Scope of Work, describing the Work to be completed under the Contract and a description of the outcome required by the Identified User.
- A list of Deliverables to be completed, including any applicable milestones and deadlines.
- A Basis of Payment.

ANNEX "A"

STATEMENT OF WORK

1. TITLE: Environmental Consulting, Professional and Technical Services

2. OBJECTIVE:

Canada seeks to establish a Supply Arrangement (SA) for all labour, materials, equipment, tools, transportation and supervision necessary for the services of qualified environmental consulting firms. The resultant SA will include provisions for a variety of activities related to environmental management and monitoring in the Northwest Territories and Nunavut.

Although this SA may be utilized by all federal government departments and agencies, the primary users will be Aboriginal Affairs and Northern Development Canada (AANDC), Department of Fisheries and Oceans (DFO), Environment Canada (EC) and Parks Canada Agency (PCA).

3. BACKGROUND:

Canada's Northern Strategy

Canada's North is a fundamental part of Canada - it is part of our heritage, our future and our identity as a country. The Government has a vision for a new North and is taking action to ensure that vision comes to life - for the benefit of all Canadians.

To meet the challenges and opportunities of a changing North, the Government has established a comprehensive Northern Strategy and is taking concrete action in four priority areas:

1. Exercising our Arctic sovereignty
2. Protecting our environmental heritage
3. Promoting social and economic development
4. Improving and devolving Northern governance

World-leading Arctic science and technology underpin the Northern Strategy and help ensure sound decision-making. The Government is committed to helping the North realize its true potential as a healthy, prosperous and secure region within a strong and sovereign Canada.

Following are descriptions of the Northern initiatives of the anticipated predominant users of the SA.

Aboriginal Affairs and Northern Development Canada

The Renewable Resources and Environment Directorate of AANDC delivers environmental programs and services, implements environmental management measures and provides advice and guidance to resource management boards and other agencies on a range of land and water issues. AANDC also has a federal responsibility for onshore and offshore water resources in the Northwest Territories (NWT).

The Northwest Territories Cumulative Impact Monitoring Program (NWT CIMP), one of the programs administered by AANDC, examines and supports projects that study the effects of anthropogenic and natural changes on the environment in the NWT. In partnership with Aboriginal governments, federal government departments and the Government of the Northwest Territories, the NWT CIMP coordinates various environmental programs in the NWT. The NWT CIMP also aims to provide analytical and reporting frameworks in order to increase the efficiency and value of monitoring and to deliver comprehensive and accessible environmental datasets for reporting on the state of the environment in the NWT.

Department of Fisheries and Oceans

DFO is responsible for developing and implementing policies and programs in support of Canada's scientific, ecological, social and economic interests in oceans and fresh waters. DFO is responsible for the management, protection and conservation of Canada's fisheries resources in all fishing zones, territorial seas and inland waters. DFO delivers environmental programs and services, implements fisheries management measures and provides expert advice to resource management boards and other agencies on a range of land and water issues.

Foreseeable developments in the NWT include all-weather and ice roads, deep-water ports, metal mines, diamond mines, mineral exploration activities, oil and gas exploration and development activities, and increased marine traffic on the Mackenzie River and the Beaufort Sea. AANDC plays an important role in the review and subsequent effects monitoring of these and existing developments, and will require additional project management and environmental expertise in order to respond to these pressures in a timely manner. DFO plays a significant part in the review of new development proposals, in regulating activities that may impact fish and fish habitat as well as subsequent effects monitoring of new and existing developments. In addition to DFO's internal expertise, the Department may require at times additional expertise to respond to these pressures in a timely manner.

Environment Canada (EC)

Environment Canada's mandate is to

- preserve and enhance the quality of the natural environment, including water, air, soil, flora and fauna;
- conserve Canada's renewable resources;
- conserve and protect Canada's water resources;
- forecast daily weather conditions and warnings, and provide detailed meteorological information to all of Canada;
- enforce rules relating to boundary waters; and
- coordinate environmental policies and programs for the federal government.

EC is a science-based department, and provides the science and technology information needed so that Canadians can make informed decisions about the environment. In addition, Environment Canada's science and technology work helps to protect and conserve our air, water, wildlife and spaces. EC uses its research to track and manage wildlife populations, to improve understanding of ecosystems and support their recovery, to assess environmental risk, to issue weather and climate forecasts and warnings, and to support policy and legislative action.

EC carries out resource activities in a variety of fields, including the following broad categories:

- Climate Change Research;
- Meteorological and Weather Research;
- Air Quality Research;
- Water; and
- Nature

As part of EC, the Canadian Wildlife Service (CWS) holds responsibility for the protection and management of migratory birds and nationally important wildlife habitats, species at risk, research on nationally important wildlife issues, control of international trade in endangered species, and international wildlife related treaties for Canada. Wildlife management in Canada is a responsibility which is shared by the federal and the provincial / territorial governments, however CWS is also responsible for Canada's National Wildlife Areas which are federally protected natural areas.

Parks Canada Agency (PCA)

Parks Canada is committed to implementing green initiatives at national parks, national historic sites, and national marine conservation areas. Through the rejuvenation of contaminated sites, the use of conservation practices, and innovation projects, Parks Canada continues to ensure that Canadians may enjoy their treasured sites in the most eco-friendly way possible. In minimizing the environmental impact at its sites, Parks Canada hopes to encourage Canadians in promoting clean air, clean water and sustainable land use.

4. DEFINITIONS AND APPLICABLE DOCUMENTS:

Term/Acronym	Definition
AANDC	Aboriginal Affairs and Northern Development Canada.
CABIN	Canadian Aquatic Biomonitoring Network.
CIMP	Cumulative Impact Monitoring Program.
DFO	Department of Fisheries and Oceans.
EA	Environmental Assessment.
EC	Environment Canada.
NWT	Northwest Territories.
PCA	Parks Canada Agency.
SA	Supply Arrangement.
SOW	Statement of Work.

In the NWT, AANDC, EC, PCA and DFO operate under the following Acts and Agreements, which may provide further useful information and context in determining the context regarding this requirement, as well as its size and scope. Any other Acts that may inform the Work in any resultant contract will be specified in the related contract.

Acts

The Mackenzie Valley Resource Management Act;

The Canadian Environmental Assessment Act;

The Canadian Environmental Protection Act

The Species at Risk Act;

The Fisheries Act;

The Oceans Act;

Migrating Birds Convention Act; and

Canada Wildlife Act

Land Claim Agreements

Inuvialuit Final Agreement;

Gwich'in Comprehensive Land Claim Agreement;
Sahtu Dene and Metis Comprehensive Land Claim Agreement;
Tlicho Agreement; and
Nunavut Land Claims Agreement

The following websites may provide further useful information and context for the requirement:

Aboriginal Affairs and Northern Development: <http://www.ainc-inac.gc.ca/>

Environment Canada: <http://www.ec.gc.ca/>

Parks Canada: <http://www.pc.gc.ca/>

Department of Fisheries and Oceans: [rtlch/fcs1 \af0 \ltrch/fcs0 \lang4105\langfe1033\langnp4105\insrsid13969600\charrsid8941698](http://www.dfo-mpo.gc.ca/rtlch/fcs1/af0/ltrch/fcs0/lang4105/langfe1033/langnp4105/insrsid13969600/charrsid8941698) [http://www.dfo-mpo.gc.ca/rtlch/fcs1 \af0 \ltrch/fcs0 \lang4105\langfe1033\langnp4105\insrsid13969600](http://www.dfo-mpo.gc.ca/rtlch/fcs1/af0 \ltrch/fcs0 \lang4105\langfe1033\langnp4105\insrsid13969600) " "<http://www.dfo-mpo.gc.ca/>

Northwest Territories Cumulative Impact Monitoring Program: <http://www.nwtcimp.ca>

5. RESOURCE REQUIREMENTS

The Supplier must propose resource(s) in accordance with the evaluation criteria in Annex E. Unless an anticipated role is specified for the resource, the general description under each category describes the anticipated role for any resources within that category group.

The qualifications for the resource are described under that category title. Resources may exceed these qualifications. Where the education qualification cites a degree or equivalent, a college diploma or any level of completed university education in the related field are acceptable. For categories in **B. Technical Resources** and **C. Field Support Resources**, **considerable work experience will be considered in lieu of formal education/training.**

Any project-specific tasks and resource qualifications, including education, experience and subject matter expertise, as related to the resource, will be specified in any resultant contract(s).

See Appendix 1 to Annex A - Minimum Qualifications for Resources

6. SCOPE OF WORK

Fields of Expertise

Services under any resultant contract will be related to one (1) or more of the following valued components:

- Caribou
- Moose
- Land Mammals
- Marine Life
- Birds (land and marine)
- Water and Sediment Quality
- Water Quantity
- Air Quality
- Snow, Ground Ice, Permafrost

- Fish Habitat, Population, Harvest
- Fish Quality
- Vegetation/Habitat
- Climate and Climate Change
- Human Health and Community Wellness

Streams of Work

As related to the applicable resource category in which the Supplier is providing services, the Supplier must provide any reports, written advice, tables, samples, maps and other related documents related to the following services, which may include, but are not limited to:

a) Environmental Assessment & Regulatory Review

- Technical input on a specified Environmental Assessment (EA) methodology, cumulative effects assessment, management, and/or monitoring, as well as impacts on land-use planning and protected areas;
- Design and/or conduct environmental impact assessments to better understand local historical impacts on the region specified;
- Review, analysis, synthesis, preparation and delivery of advice to support decision making processes on the Government of Canada's interests and position in EAs and in high-risk regulatory review;
- Review and analysis of statistics and related reports to support decision making processes and/or other, qualitative analyses.

b) Environmental Science

- Risk assessment and management involving the collection and review of data, and the subsequent production of a strategy to mitigate or manage predicted environmental risk.
- Development of monitoring programs to assess effectiveness of management programs.
- Design and/or implementation of environmental monitoring strategies, as related to the mandate, to determine the extent and nature of current and/or historical human impact in a defined area.
- Provision of expert environmental related advice on a variety of projects as determined by management in support of decision making processes.
- Reference Condition Approach modeling, which may involve providing advice to a project or building and interpreting these models in support of project objectives.
- Provide related statistical design, as well as statistical gathering, analysis and interpretation, and development of a related report.

c) Environmental Technical Services

Technical Program Development

- Modeling (for example, but not limited to, sediment suspension, transport and deposition, migration models, or permafrost models) in order to provide a quantitative evaluation of potential impacts to communities of valued components and subsequent monitoring of such impacts.
- Data collection and development of related techniques relevant to and in support of the above noted valued components, utilizing standardized methods.
- Compilation, management and analysis of remotely sensed data, including geospatial analysis techniques.
- Development of environmental programs and provision of technical services, which may include field work, sampling, data collection & entry, data management, data analysis and interpretation, and

production of reports and scientific papers in support of a related project as specified by the Department.

- Provision of technical services related to statistical analysis, data modeling, and interpretation of environmental data sets in support of project objectives.

Technical Review and Evaluation

- Evaluation and monitoring of regulatory compliance of proposed project works, which may include review of documents to evaluate conformity to regulatory permits.
- Production of reports and posters in scientific and plain-language terminology.

Technical Field

- Field related services, which may include sampling and surveying terrestrial and aquatic environments using a variety of methods in support of a related project objective.

d) Management Services

- Public and Aboriginal Consultation: Provide assistance with public consultation requirements for upcoming and ongoing projects by planning, coordinating and facilitating public meetings which may involve media, local, territorial and federal governments, aboriginal and community members.
- Facilitation: Provide planning and facilitation expertise for inter-governmental working groups and others.
- Participation in regulatory working groups and preparation of guidance documents.

7. DELIVERABLES:

Each resultant contract issued in accordance with this Supply Arrangement will clearly define the work required, the resource categories required, the specific deliverables and format required, and the required delivery date.

All Deliverables must be produced such that they conform to any and all applicable professional and scientific standards and rigour, and that they meet the objectives of the Identified user.

8. LOCATION OF WORK AND TRAVEL

The location of work under any resultant contract will be specified in the bid solicitation.

Some work, as specified in any resultant contract, may involve monitoring across territorial and/or provincial borders.

Any authorized travel under any resultant contract will be reimbursed in accordance with the Treasury Board Travel Directive, unless otherwise stated in the contract.

9. RISKS AND CONSTRAINTS

Some work under resulting contract may be required to be completed within a strict timeline. The Supplier may be required to conduct work outside of normal operating hours in order to meet associated deadlines, or to accommodate seasonal accessibility requirements.

The Supplier may be required to do work on-site at remote locations in the North. This may necessitate the use of appropriate safety equipment, adherence to safety regulations and guidelines, and exposure to a potentially hazardous environment, including extreme weather, and potentially dangerous wildlife. Failure to meet these requirements may result in personal injury.

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The Supplier is responsible for its own safety and that of all deployed Resources under any resultant Contract.

Identified Users may arrange for wildlife monitors, guides, and/or local experts as required for the Supplier to conduct the work under any resultant contracts.

Identified Users may arrange for chartered flights or other appropriate transportation to remote locations where suppliers may be required to provide services under the resultant contracts.

Any travel to remote locations may involve travel in small aircraft.

APPENDIX 1 TO ANNEX A

MINIMUM QUALIFICATION FOR RESOURCES

CATEGORY A. SCIENTIFIC RESOURCES

Resources in this group develop reports, provide expert advice, and conduct and/or lead field work and/or scientific studies in topics related to the identified specialty. As specified in any resultant contract, Resources may work independently, as part of a Government, supplier, or mixed team, or as a team lead. As specified in any resultant Contract, work may be done in the field, in a Government or the Supplier's lab, or an office.

1. Statistician must have:

- A university degree in (applied) mathematics, (applied) statistics, environmental statistics, or related field

OR

- A certificate in Environmental and ecological statistics;
- Demonstrated experience and familiarity with standard and advanced statistics concepts and methodologies; and
- Experience with at least two (2) environmental projects in the past five (5) years.

2. Environmental Engineer must have:

- A University degree in Environmental Engineering or related field similar degree;
- Professional Engineer designation from a Canadian jurisdiction; and
- Experience with at least two (2) environmental projects in the past five (5) years.

3. Aquatic Biologist must have:

- A Bachelors degree or college diploma in biology, zoology, or related field and at least three (3) years of experience as an aquatic biologist;

OR

- A Masters degree or higher in aquatic biology, oceanography, fisheries sciences, or related field and at least one (1) year of experience as an aquatic biologist.

4. Aquatic Ecologist must have:

- A Bachelors degree in ecology, biology, zoology, or related field and at least three (3) years of experience as an aquatic ecologist.

OR

- A Masters degree or higher in aquatic ecology or related field and at least one (1) year of experience as an aquatic ecologist

5. Botanist must have:

- A Bachelors degree in ecology, (plant) biology, botany, or related field, and at least three (3) years of experience working as a botanist;

OR

- A Masters degree or higher in plant biology or botany or related field, and at least one (1) year of experience working as a botanist.

6. Dendochronologist must have:

- Masters or PhD degree in geology, archaeology, environmental science, botany/plant biology, or other related field with a specialization in dendochronology or paleoecology; and

-
- At least three (3) years of experience in dendochronology

7. Environmental Scientist must have:

- A University degree in ecology, environmental science, biology, chemistry, atmospheric sciences, geology, physics, geography, or other related degree, and at least three (3) experience working as an Environmental Scientist.

OR

- A college diploma in a related field and at least five (5) years experience working as an Environmental Scientist.

8. Fisheries Biologist must have:

- A Bachelors degree or higher in fisheries sciences, (fish) biology, zoology, ecology, or other related degree field, and at least three (3) years experience working as a Fisheries Biologist.

OR

- A Masters degree in wildlife and fisheries, fish biology, or related field and one (1) year experience working as a Fisheries Biologist.

9. Geophysicist must have:

- Bachelors degree in Geophysical Sciences / Geophysics, Geology, or related degree and three (3) years experience working as a Geophysicist.

OR

- Masters degree or higher in Geophysical Sciences / Geophysics or related field and one (1) year working as a Geophysicist.

10. Paleolimnologist must have:

- Masters or PhD degree in geology, archaeology, environmental science, or other related field with a specialization in paleolimnology or paleoecology; and
- At least three (3) years of experience in paleolimnology.

11. Taxonomist must have:

- A Bachelors degree in biology, microbiology, zoology, botany, or other related field and three (3) years experience working as a taxonomist.

OR

- A Masters degree in biology, microbiology, zoology, botany or other related field and one (1) year experience working as a taxonomist.

OR

- A PhD in taxonomy or related field.

12. Wildlife Biologist must have:

- A Bachelors degree in Biology, Ecology, Zoology, Wildlife management, Natural resource management, or other related field, and three (3) years experience working as a wildlife biologist.

OR

- A Masters degree in Biology, Ecology, Zoology, Wildlife management, Natural resource management, or other related field, and one (1) year experience working as a wildlife biologist.

13. Research Scientist must have:

- A PhD in environmental science, biology, ecology, geology, chemistry, geography, or other related field and one (1) years experience working as a research scientist.

Anticipated Role

- Lead or assist in the design of research projects, programs, or parts thereof.
- Direct and oversee the conduct of a research project, program, or part thereof, or conduct research as part of a team of Government and/or other Supplier resources.

14. Monitoring Scientist must have:

- A Masters degree in environmental science, environmental engineering, biology, chemistry, ecology, or other related field and at least one (1) year experience working as a monitoring scientist for environment related projects

Anticipated Role

- Lead or assist in the design of monitoring programs in preparation and/or support of environmental impact assessment(s) and environmental risk assessment(s).
- Work with other related experts and support personnel to ensure scientific validity and reliability of the program results, as well as to develop the end application of program results.

CATEGORY B. TECHNICIAN RESOURCES

Resources in this group typically work with a Senior resource, either from the Government, as part of the Supplier's team, or as part of a team of other contractors, conducting related technician services. These services may include, but are not necessarily limited to:

- Compiling and analyzing data, and assisting in habitat planning and project design;
- Providing support for field sampling, collecting data, and equipment maintenance and repair.

1. Field Technician must have:

- A College diploma or University degree in Fisheries and Wildlife Management or Technician, Biology, or related field. AND
 - One (1) year of experience as a field technician for environmental projects
- OR
- Two (2) years experience as a field technician for environmental projects

CATEGORY C. FIELD SUPPORT RESOURCES

Resources in this group will work with the field teams, which may include Government scientists, project managers, or other Supplier resources.

General anticipated roles for each resource are included below.

1. Field Expert/Guide must have:

- Demonstrated knowledge of a specific geographic area or areas of the Northwest Territories and/or Nunavut, including but not necessarily limited to landscape, wildlife, and climate; and
- At least two (2) years of experience working as a guide or subject matter expert in the Northwest Territories and/or Nunavut.

Anticipated Role

- Provide expertise and advice with regard to wildlife, geography, local safety measures, and other related topics to teams working in the field;

- Act as field guide to research teams, for example but not limited to, taking teams by the most appropriate method to field work locations.
- Provides Traditional Knowledge in relation to specific sites, for example in flora and fauna, or local geography.
- Other related Field Expertise and guide work

2. Junior Field Worker/Intern/Student must have:

- Currently working on, or recently (within the past 3 years) completed a University degree or college diploma in a related field, such as but not necessarily limited to, Environmental Science, Statistics, Geography, Geology, or Biology.

OR

- Six (6) months experience conducting environmental field work.

Anticipated Role

- Working with a Senior resource, conduct defined field work activities such as, but not necessarily limited to, site preparation and clean-up, and sample collection.
- Other related field tasks.

CATEGORY D. ADMINISTRATION AND PROJECT MANAGEMENT RESOURCES

Resources in this group provide various levels of project management, administration, and related support services for the conduct of environment-related projects. As specified in any resultant Contract, Resources may work independently, as part of a Government, Supplier, or mixed team, or as a team lead.

As specified in any resultant Contract, work may be done in an office environment, in the field, at the Supplier's or Government premises.

General anticipated roles for each resource are included below.

1. Project Manager must have:

- Eight (8) years as a project manager in the field of environmental analysis;
- Completion of a University degree in an environmental or business related field, such as, but not limited to, environmental science, business management, or accounting and financial management; and
- Experience as a Project Manager with Canadian Federal, Provincial or Territorial Government(s).

Anticipated Role

- Responsible for the overall management of individual projects;
- Ensures that the project is developed and is fully implemented within agreed time, cost and performance parameters;
- Determines project schedules, budgetary requirements, the composition, roles and responsibilities and deadlines for the project team;
- Reports progress of the project to the Project Authority on an ongoing basis and at scheduled points in the life cycle.
- Gives presentations to management.
- Other related Project Management work
-

2. Senior Consultant must have:

- Eight (8) years as a Consultant in the field of environmental analysis.
- Completion of a university degree in an environmental related field, such as, but not limited to, environmental science, geology, geography, or biology.

Anticipated Role

- Conduct analytical data studies and research; prepare analytical and research papers and presentations.
- Prepare or direct the preparation of analytical and research papers and forecasting strategies, methods and techniques;
- Establish the nature, scope, analytical methods, objectives, and resource requirements for projects.
- Other related consultancy work.

3. Junior Consultant must have:

- A university degree or college diploma in a related field, such as but not necessarily limited to Environmental Science, Statistics, Geography, Geology, or Biology; and
- One (1) year of experience as a Consultant.

Anticipated Role

- Assist Senior Consultant, Project Manager, or other Senior resource in activities such as, but not necessarily limited to, preparation of reports, conducting of analysis, preparation of models.
- Other related consultancy work and support to Senior resource(s).

4. Administrative Support must have:

- One (1) year experience in an administrative support role in environmental projects.

Anticipated Role

- Provide administrative and clerical support to senior resource(s).

5. Database Administrator/Developer must have:

- Three (3) years of experience as a database administrator or developer.
- Experience with environmental projects.

Anticipated Role

- Develop, adapt and apply databases and computer applications;
- Manage the development, adaptation and application of databases and computer applications.
- Other related Database Administration / Development work.

6. Geographic Information Systems (GIS) Specialist must have:

- A college diploma in Geographic Information Systems and five (5) years experience working as a GIS Specialist.

OR

- A Bachelors Degree in geography with a specialization in GIS and three (3) years experience working as a GIS Specialist;

OR

- Masters Degree or higher in GIS and one (1) year experience working as a GIS Specialist.

Anticipated Role

- Work with related software and programs to create and maintain data and/or maps that can be combined with geographically referenced data.
- Relate different types of data such as socioeconomic, demographic, administrative or political boundaries, land use, land cover, environmental, infrastructure, and transportation networks.
- Develop reports, provide expert advice, and conduct and/or lead any required field work in related topics related to the above.

7. Facilitator must have:

- Experience providing facilitation services similar to that described under the anticipated role; and
- Experience in a Canadian Northern context, in remote areas, and/or in an environmental project context.

Anticipated Role

- Meeting with project stakeholders;
- Developing agendas and supporting documentation in advance of meetings and facilitated events;
- Preparing and delivering presentations;
- Preparing summaries and reports of outcomes for meetings and facilitated events;
- Organize, attend, chair, design and/or facilitate multi-stakeholder (Public, Departmental and Interdepartmental) meetings and workshops on environmental or resource related initiatives;
- Other facilitation and moderation activities.

ANNEX "B"**BASIS OF PRICING**

It is MANDATORY that suppliers submit firm ceiling prices/rates for **each proposed resource provided in their arrangement.**

- **Rates submitted are ceiling rates. Substitue Resources must have the prior approval of the Identified User. Their rate cannot exceed the ceiling rate of the personnel for which they are substituted.**
- Rates higher than the MAXIMUM CEILING rates will not be accepted for any contract issued against the Supply Arrangement, however rates can be lower in any ensuing contract.
- Goods and Services Tax (GST) / Harmonized Sales Tax (HST): prices are exclusive of GST/HST.
- **Resources offered outside of the resource categories listed in the Supply Arrangement, will not be accepted.**

1. Labour at maximum ceiling hourly rates, inclusive of overhead, fringe benefits, and profit		
Resource	Ceiling Per Hour	
Category A. Scientific Resources		
Statistician	\$ _____ per hour	
Environmental Engineer	\$ _____ per hour	
Aquatic Biologist	\$ _____ per hour	
Aquatic Ecologist	\$ _____ per hour	
Botanist	\$ _____ per hour	
Dendochronologist	\$ _____ per hour	
Environmental Scientist	\$ _____ per hour	
Fisheries Biologist	\$ _____ per hour	
Geophysicist	\$ _____ per hour	
Paleolimnologist	\$ _____ per hour	
Taxonomist	\$ _____ per hour	
Wildlife Biologist	\$ _____ per hour	
Research Scientist	\$ _____ per hour	
Monitoring Scientist	\$ _____ per hour	
Category B. Technician Resources		
Field Technician	\$ _____ per hour	
Category C. Field Support Resources		
Field Expert/Guide	\$ _____ per hour	
Junior Field Worker/Intern/Student	\$ _____ per hour	
Category D. Administration and Project Management Resources		
Project Manager	\$ _____ per hour	
Senior Consultant	\$ _____ per hour	
Junior Consultant	\$ _____ per hour	
Administrative Support	\$ _____ per hour	
Database Administrator/Developer	\$ _____ per hour	

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Geographic Information Systems Specialist	\$_____ per hour	
Facilitator	\$_____ per hour	

2. Material and Supplies billed at actual cost without mark-up and supported by invoices.

3. **Subcontracting at actual cost incurred without mark-up and supported by supplier's invoices.

4. Authorized travel and living expenses at actual cost incurred, except for meals and private vehicle mileage, which are not to exceed the rates given in the Treasury Board Travel and Living Guidelines in effect at the time of travel. A copy of the current Travel Directive Policy is available at: http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp

Travel costs are not to include a mark-up.

**Subcontracting can be used for the resource categories listed in the Supply Arrangement when the subcontractors have been included in the initial submission of an arrangement and a technical evaluation has been conducted to ensure the subcontractors meet the Minimum Qualifications listed in Appendix 1 to Annex A.

Subcontractors can be used in a resulting contract awarded by an Identified user for local expertise or local supplier specific to the work under that contract.

Subcontractors cannot be used for the resource categories if they were not initially evaluated against the Minimum Qualifications listed in Appendix 1 to Annex A.

ANNEX "C"**SUPPLY ARRANGEMENT REPORTING**

Suppliers must provide a quarterly report on usage of the Supply Arrangement in the format as show below.

Supply Arrangement Reporting must be e-mailed to the following email address:
wst-pa-edm@tpsgc-pwgsc.gc.ca

Please use the Supply Arrangement number in the subject line and clearly indicate:

- The supply arrangement number for which the data is submitted
- The period for which the data has been accumulated (start date to end date);
- The Total Spend to date by Canada

Supply Arrangement - EW479-120844		Start Date of SA (DD/MM/YYYY)	End Date of SA (DD/MM/YYYY)
Total Value to Date (\$)	Total Value for Reporting Period (\$)	Start Reporting Period (DD/MM/YYYY)	End Reporting Period. (DD/MM/YYYY)

Invoice #	Description / Location	Date of Contract Award	Date of Relocation	Value of Contract

NIL REPORT: We have not done any business with the federal government for this period []

PREPARED BY:

NAME:

TELEPHONE NO.:

SIGNATURE: _____

DATE: _____

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ANNEX "D"

ABORIGINAL OPPORTUNITIES CONSIDERATION

Example only: to be used by Identified Users for bid solicitations for resultant contracts.

OPTIONAL:

The following optional bonus points for Aboriginal benefits allow suppliers to provide a plan for considerations of local and/or Regional Aboriginal citizens and communities in the identified Comprehensive Land Claim Areas.

Suppliers have the ability to receive bonus points through the provision of Aboriginal involvement in their proposal. Bonus points up to _____ will be added to the total evaluated technical score point based on the *provision of proof that your organization or service provided meets the criteria stated in Annex "____" Aboriginal Opportunities Consideration (or provision of certification via signature below that your organization or service provided meets the aboriginal benefit.)*.

OR

The following additional price reduction for aboriginal benefits, allow the Bidder to provide a plan for considerations of local and/or Regional Aboriginal citizens and communities in the identified Comprehensive Land Claim Areas.

Bidders have the ability to receive an evaluated price reduction through the provision of Aboriginal involvement in their proposal. A reduction of up to _____% may be applied to the total evaluated price based on the *provision of proof that your organization or service provided meets the criteria stated in Annex "____" Aboriginal Opportunities Consideration (or provision of certification via signature below that your organization or service provided meets the aboriginal benefit.)*.

NOTE: This table is an example only. Identified users may modify this table to meet their individual requirements.

ABORIGINAL OPPORTUNITIES	Point/Percentage Value	Score
Offices: Supplier has an office located in a Comprehensive Land Claim Area (Gwich'in Comprehensive Land Claim Agreement; Inuvialuit Final Agreement; Sahtu Dene and Metis Agreement; Tlicho Agreement; and/or Nunavut Land Claims Agreement.)	_____	
Training and Development: Supplier has provided an undertaking of a commitment with respect to delivery of training and/or development programs for local and/or regional Aboriginal citizens. This will be evaluated based on the following criteria: Innovation Long-term Socio-Economic Benefit/Impact Marketable Training/Skills Some ideas include but are not limited to: Apprenticeship Programs	_____	

<p>Summer employment for College/University students Scholarship funds Partnerships with Training Organizations (i.e. Colleges, Universities, ECO Canada, Mine Training Society)</p>		
<p>Community Development: Supplier has provided an undertaking of a commitment with respect to delivery of a community development program for local and/or regional Aboriginal citizens.</p> <p>This will be evaluated based on the following criteria: Innovation Long-term Socio-economic Benefit/Impact Alignment with the Communities' development Plan</p> <p>Some ideas include but are not limited to: Grants Infrastructure Equipment</p>	<p>_____</p>	
<p>Labour Recruitment: Supplier provided a plan demonstrating the proposed approach to recruitment and employment of local and/or regional Aboriginal Labor.</p> <p>The plan should include the proposed methods of recruitment, consultations with the Aboriginals and any local and/or regional Aboriginal citizens currently in employ with the firm.</p> <p>This will be evaluated based on the following criteria: Innovation Level of effort/consultation Socio-Economic Benefit/Impact Level of employment (i.e. Laborer vs. Engineer) Length of employment (i.e. Short term vs. permanent, Full time vs. Part time</p>	<p>_____</p>	
<p>Sub-suppliers/Suppliers: Supplier provided a plan demonstrating the proposed approach to utilizing local and/or regional Aboriginal subcontractors. The Plan should include but not be limited to: Potential subcontractors. List of existing available local and/or regional Aboriginal subs (If applicable) Consultation with local and/or regional Aboriginal subcontractors.</p>	<p>_____</p>	
<p>MAXIMUM TOTAL POINTS AVAILABLE</p>	<p>_____</p>	

ANNEX "E"**EVALUATION PROCESS, EVALUATION CRITERIA AND SUPPLIER SELECTION METHOD****A) EVALUATION PROCESS****Step 1: Mandatory Criteria**

Each arrangement will be examined to determine that it meets all mandatory criteria. Arrangements which fail to meet the mandatory criteria will be given no further consideration and will be deemed non compliant. Arrangements which meet all the mandatory criteria will proceed to Step 2.

Step 2: Point Rated Criteria

Point rated criteria will be evaluated and scored in accordance with the point rated criteria. Arrangement which fail to meet the minimum pass mark in the point rated criteria will be given no further consideration and will be deemed non compliant. Proposals which meet the minimum point rated criteria will proceed to Step 3.

Step 3: Conditions Precedent to Issuance of Supply Arrangement

Each compliant Supplier will be given written notification to provide the information required in Part 5 Certifications required as a Condition Precedent to Issuance of Supply Arrangement, by a specified date and time, unless the information has already been provided in the RFSA submission. Should the Supplier fail to provide all the information required by the date and time specified, the Supplier will be considered non-compliant and given no further consideration.

Step 4: Issuance of Supply Arrangements

Upon compliance with all of the Conditions Precedent to the Issuance of Supply Arrangements, the compliant Supplier will be issued a Supply Arrangement.

B) EVALUATION CRITERIA

1. MANDATORY CRITERIA

1.1 Mandatory Criteria at Solicitation Closing

Failure to meet any of the following mandatory requirements at solicitation closing will render your arrangement non-compliant and they will be given no further consideration

A) The Supplier must choose one or both of the following options:

Option 1: _____

- Propose resource(s) in:

- i) Category A. Scientific Resources
Suppliers only need to qualify a minimum of one (1) Resource in Category A. Scientific Resources in order to be eligible for award of a Supply Arrangement.

Option 2: _____

- If the Supplier is proposing resources in:

- i) Category B. Technician Resources;
- ii) Category C. Field Support Resources;
- iii) Category D. Administration and Project Management Resources

Suppliers MUST propose a minimum of 2 resources. The two (2) resources proposed do not have to be from the same category (B,C or D). The same personnel can be proposed for multiple resources in any category.

For example:

A Resource proposed as a Botanist (which is under Category A. Scientific Resources) only needs to qualify in that Resource Category in order for the Supplier to be eligible for issuance of a Supply Arrangement.

A Supplier proposing a Project Manager (which is under Category D. Administration and Project Management) must also proposed another resource in any of A, B, C or D both of which must be successfully qualified, at a minimum, in order to be eligible for issuance of a Supply Arrangement.

A Supplier proposing as a Field Technician (which is under Category B. Technician Resources) only, with no other proposed Resources, and does not qualify in any other Resource Category, is non-compliant.

B) The Supplier must complete Annex B - Basis of Payment **MET**____ **NOT MET**____

C) The Supplier must meet the Minimum Qualification listed in **Appendix 1 to Annex A for the proposed resource(s).**

Suppliers must demonstrate they meet the minimum qualification by submitting work description, resumes, etc.

Proposed resources in a specific category that do not meet the minimum qualification will not qualify under that resource category.

CATEGORY A. SCIENTIFIC RESOURCES

1. Statistician	MET _____	NOT MET _____
2. Environmental Engineer	MET _____	NOT MET _____
3. Aquatic Biologist	MET _____	NOT MET _____
4. Aquatic Ecologist	MET _____	NOT MET _____
5. Botanist	MET _____	NOT MET _____
6. Dendochronologist	MET _____	NOT MET _____
7. Environmental Scientist	MET _____	NOT MET _____
8. Fisheries Biologist	MET _____	NOT MET _____
9. Geophysicist	MET _____	NOT MET _____
10. Paleolimnologist	MET _____	NOT MET _____
11. Taxonomist	MET _____	NOT MET _____
12. Wildlife Biologist	MET _____	NOT MET _____
13. Research Scientist	MET _____	NOT MET _____
14. Monitoring Scientist	MET _____	NOT MET _____

CATEGORY B. TECHNICIAN RESOURCES

1. Field Technician	MET _____	NOT MET _____
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CATEGORY C. FIELD SUPPORT RESOURCES

1. Field Expert/Guide	MET _____	NOT MET _____
2. Junior Field Worker/Intern /student	MET _____	NOT MET _____

CATEGORY D. ADMINISTRATION & PROJECT MANAGEMENT RESOURCES

1. Project Manager	MET _____	NOT MET _____
2. Senior Consultant	MET _____	NOT MET _____
3. Junior Consultant	MET _____	NOT MET _____
4. Administrative Support	MET _____	NOT MET _____
5. Database Administration /Developer	MET _____	NOT MET _____
6. Geographic Information Systems Specialist	MET _____	NOT MET _____
7. Facilitator	MET _____	NOT MET _____

2. POINT RATED CRITERIA

2.1 Point Rated Evaluation Criteria

Each Technical Arrangement which meets the mandatory criteria will be evaluated and scored in accordance with the following evaluation criteria.

CORPORATE ARRANGEMENT

Understanding of Requirement		
<p>The Supplier should clearly demonstrate its understanding of the Scope of Work as described within the Statement of Work in this RFSA, by providing a written description of its understanding.</p> <p>The Supplier should demonstrate an informed and knowledgeable understanding of the requirement that goes above and beyond the information provided with the RFSA.</p>		
	Max Points	Score
1.1 The Supplier demonstrates an understanding of the outcomes and objectives of conducting Environmental Consulting, Professional and Technical Services as it relates to one or more of the following, as described in the Statement of Work, Section 6: A) Environmental Assessment and Regulatory Review B) Environmental Science C) Environmental Technical Services D) Management Services	20	
1.2 The Supplier demonstrates an understanding of issues, risks, and challenges to Environmental Consulting, Professional and Technical Services. It should also include potential solutions and evidence of the Supplier's successful application of those solutions in past projects.	5	
TOTAL POINTS AVAILABLE	25	
MINIMUM ACCEPTABLE POINTS	10	
TOTAL SCORE		

C) SUPPLIER SELECTION METHOD

Suppliers that meet all the mandatory requirements and receive the minimum acceptable points in the point rated criteria will be issued a Supply Arrangement.

ANNEX "F"**QUESTIONS & ANSWERS****Question 1:**

Laboratory services, including but not necessarily limited to sample identification, testing and analysis, for a variety of biological analyses in support of a related project objective.

Category B – Technician Resources

Laboratory Technician \$_____ per hour

Overall it appears that the request is specifically looking for consulting services, as the only costing requested is \$rate/hour (i.e. there are no analysis rates requested).

Answer: 1

The objective of this was to include consulting services and laboratory analysis. The Basis of Pricing will be revised to read \$_____ per analysis.

Question 2:

From ANNEX "B":

Can we propose multiple individuals to serve the same Resource role; for example, propose three people who we feel all meet the criteria for Environmental Scientist?

If so, in Table 1 of Annex "B" would we create a row for each person proposed for a given Resource role; i.e., specify the MAXIMUM CEILING rate for each of the three individuals proposed as Environmental Scientists? (In other words, each of the three proposed Environmental Scientists might have different rates, and we would specify the rate for each of them.)

Answer 2:

Multiple individuals can be proposed for the same resources. However, only one ceiling rate is required for that resource in the Basis of Pricing - Annex B.

If 3 environmental scientist have different rates, the Supplier would determine what the maximum ceiling rate will be for that resource.

Question 3:

In an effort to provide Public Works and Government Services Canada with the most comprehensive team, is it permissible to put forward subcontractors for certain resource roles?

Answer 3:

Yes, subcontracting can be used for the resource categories listed in the Supply Arrangement when the subcontractors have been included in the initial submission of an arrangement and a technical evaluation has been conducted to ensure the subcontractors meet the Minimum Qualifications listed in Appendix 1 to Annex A.

Subcontractors can be used in a resulting contract awarded by an Identified user for local expertise or local supplier specific to the work under that contract.

Subcontractors cannot be used for the resource categories if they were not initially evaluated against the Minimum Qualifications listed in Appendix 1 to Annex A.

Question 4:

Under Category D in Appendix 1 to Annex A it states that a Project Manager must have “experience as a Project Manager with Canadian Federal, Provincial or Territorial Government(s)”. Does this mean that a Project Manager must have project management experience as an employee of a Federal, Provincial or Territorial Government(s)? Is it acceptable if a proposed resource was a Project Manager of a contract awarded to his/her company by a government agency?

Answer 4:

The project manager must have project management experience either as an employee of the public agencies noted or as a contractor to one of the public agencies noted.

Question 5:

Under Scope of Work (p.18) it states: “As related to the applicable resource category in which the Supplier is providing services, the Supplier must provide any reports, written advice, tables, samples, maps and other related documents...” Does this refer the types of deliverables that may be required from any given contract awarded through the Supply Arrangement? Or, do we have to supply examples of these types of documents with our proposal?

Answer 5:

This section of the scope of work refers to types of deliverables that may be required as part of a call up through a successful Supply Arrangement. If the potential supplier believes that examples of past work (including these types of deliverables) would strengthen their proposal they may be submitted as part of their proposal.

Question 6:

With respect to the above noted solicitation, Appendix 1 to Annex A (Page 21-23) has no resources requirements for Human Health and Community Wellness. Yet on page 17 it requests “Fields of Expertise” for this. Please clarify.

Answer 6:

The resource requirements mentioned in Annex A are designed to be broad enough to incorporate the field of “Human Health and Community Wellness”. For example the qualifications and experience of an Environmental Scientist and/or a Research Scientist could include experience in Human Health and Community Wellness.

The following questions (#7 - #9) specifically regarding Annex "E", B) Evaluation Criteria, 1) Mandatory Criteria:

Option 1 "Suppliers only need to qualify a minimum of one (1) Resource in Category A. Scientific Resources in order to be eligible for award of a Supply Arrangement."

Option 2 "Suppliers MUST propose a minimum of 2 resources in Category A, B, C and D. The same personnel can be proposed for multiple resources in any category" :

Question 7:

Does this mean that a supplier is compliant under Option 1 as long as they propose one qualified resource in a minimum of one resource category (e.g., Botanist).

Answer: 7:

Yes

Question 8:

If you choose Option 2 are you compliant if your propose one qualified resources in two or more resource categories in Categories A, B, C, D.

Answer 8:

Yes.

Question 9:

Is there a possibility of another Option, where one can select any of the Resource Categories? For example Category C - Field Support Resources - we typically hire local Aboriginal guides through community organizations such as Hunters and Trappers Organizations or community economic development agencies. It is the prerogative of these organizations to supply available individuals who meet the qualifications, in most cases we cannot choose the person in advance. Typically, these people also do not have a resume that can be submitted in a proposal. While we always do and will continue to hire local guides and experts while in the field, we are unable to name these individuals in advance in a proposal. As such we risk being non-compliant in this category, while meeting the intent of the resource requirement. In our understanding this would make our entire bid non-compliant. Can we submit on Categories A, B and D and still be determined compliant? Alternatively, can we describe the type of person we hire, hiring process and organizations utilized for hiring to qualify in Category C.

Answer 9:

Each proposed resources will be evaluated against the minimum qualification in Appendix 1 to Annex A. It is the Supplier's responsibility to provide the necessary information to demonstrate their proposed resource(s) meets the minimum qualification.

Question 10: from a current Supply Arrangement Holder-

We received the RFSA documentation for Solicitation #EW479-120844/C for the provision of environmental consulting services. In March 2012 we responded to a very similar (identical?) RFSA (Solicitation #EW479-120844/A) and were awarded a Supply Arrangement. The period of our Supply Arrangement is 2012-06-01 to 2016-05-31.

Could you please let me know if the solicitation released this week is intended to add Supply Arrangements to those already in place or does it replace existing Supply Arrangements? In other words, does my organization need to respond to this current solicitation?

Answer 10:

The current solicitation posted to Merx is regarding the refresh period of the Supply Arrangement that you hold. Every year for the life of the Supply Arrangement, PWGSC will post this refresh solicitation on Merx (now Buyandsell.gc.ca/tenders) to see if any other suppliers would like to submit a proposal. There is nothing for your organization to respond to unless you would like to revise your rate(s).

Question 11: from a current Supply Arrangement Holder -

If we would like to revise any rates do we need to submit a full proposal or just the Financial Arrangement? Similarly, if we would like to add a resource are we required to submit a full proposal or is it adequate to provide proof of qualifications for the addition(s)?

Answer 11:

You may update your rates for your current resources by providing a new Basis of Payment from the Request for Supply Arrangement outlining your new ceiling rates per hour for your current resources listed in your Supply Arrangement. If you would like to add additional resources, you will be required to provide all required information for proposed resources to ensure they meet the mandatory and point rated technical criteria as set out in the original RFSA document.

Question 12:

1.1 Code of Conduct and Certifications – Related documentation

By submitting an arrangement, the Supplier certifies as per section 01 of Standard Instructions 2008, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation therein required will help Canada in confirming the certifications are true.

I have reviewed section 01 of the Standard Instruction 2008. Under this section, item #4 states that Suppliers must submit: a) a complete list of names of all individuals who are currently directors of the Supplier; and b) a properly completed and signed Consent Form, for each individual named in the aforementioned list.

What is the Consent Form, and where might one find a copy? Do the consent forms have to be submitted with our arrangement or can they be provided once successful in obtaining a Supply Arrangement or upon request by Canada?

Answer 12:

The Consent Form is not required with submission of an arrangement however, as per 2008 (2013-03-21) Standard Instructions - Request for the Supply Arrangement - Goods or Services, Canada may, at any time, request that a Supplier provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the arrangement being declared non-responsive.

The complete list of names of all individuals who are currently directors of the Supplier must be provided with their arrangement or promptly thereafter. As per 2008 (2013-03-21) Standard Instructions - Request for the Supply Arrangement - Goods or Services, if the required names have not been received by the

time the evaluation of arrangements is completed, Canada will inform the Supplier of a time frame within which to provide the information. Failure to comply will render the arrangement non-responsive. Providing the required names is a mandatory requirement for a Supply Arrangement to be issued.

Question 13:

In Section 6 (page 17) of the request for service (RSA) noted above, there is a list of fields of expertise that might be included in subsequent requests for proposals. The list on Page 17 includes water quantity; snow, ground, ice, and permafrost, and air quality; however, in Appendix 1 to Annex A (Page 20 to 25), there are no minimum qualifications specified for these areas of expertise. Should we included people with specific experience in these areas under "environmental engineers" or should be include new categories (e.g., permafrost engineer, geotechnical engineer, water resources engineer, etc.)?

Answer 13:

Each proposed resource will be evaluated against the minimum qualification as outlined in Appendix 1 to Annex A. It is the Supplier's responsibility to provide the necessary information to demonstrate their proposed resource(s) meets the minimum qualifications of Appendix 1 to Annex A. Any new resource categories will not be considered in the evaluation of the Request for Supply Arrangement.

Once a Supply Arrangement(s) is in place, bids will be solicited for specific requirements including fields of expertise and will request a technical/financial bid from a SA Holders offering services for the required resource(s).

Question 14:

Our company is submitting a proposal as lead consultant. In addition to our submission, we are also included as a sub-consultant on another company's proposal. Is it permissible for us to be a lead on one submission and a sub-consultant on another?

Answer 14:

Yes, a company can be a Supply Arrangement Holder and also be a sub-contractor under another Supply Arrangement for the same requirement.

Question 15:

Please provide a list of the name of all certifications (and certification forms) required for the SOA with PWGSC for Solicitation No EW479 120844/C; also please provide a web link where all of these certifications can be accessed directly.

Answer 15:

For Solicitation EW479-120844/C, **there are no certifications required with your arrangement at solicitation close however, the certifications required precedent to issuance of a supply arrangement are as follows:**

- Code of Conduct and Certifications - Related documentation
- Federal Suppliers Program - Certification - \$200,000 or more
- Status and Availability of Resources
- Education and Experience
- Former Public Servant

You can find these certifications on the Standard Acquisition Clauses and Conditions (SACC) website at: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

For Solicitation EW479-120844/D, the **Set-aside for Aboriginal Business certification is required with your arrangement at solicitation close. The following certifications are required precedent to issuance of a supply arrangement:**

- Code of Conduct and Certifications - Related documentation
- Federal Suppliers Program - Certification - \$200,000 or more
- Status and Availability of Resources
- Education and Experience
- Former Public Servant
- Canadian Content Certification
- Owner/Employee Certification - Set-Aside for Aboriginal Business

You can find these certifications on the Standard Acquisition Clauses and Conditions (SACC) website at: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

Question 16:

In Part 4 of the RFSA (Evaluation Procedures and Basis of Selection), it states that "Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical and financial evaluation criteria" (Part 4, Section 1.a). Within Annex E – "Evaluation Process, Evaluation Criteria and Supplier Selection Method", however, there is no mention of how (if at all) hourly rates affect an RFSA proposal's rating. Are hourly rates considered in the scoring of an RFSA proposal? If hourly rates do not affect proposal scoring, we plan on entering our estimated 2016 rates as the ceiling (as this is a 3-year RFSA) rather than providing our current 2013 rates and possibly having to apply for an increase each year to reflect any possible rate increases.

Answer 16:

No, the ceiling rates proposed for resources are not evaluated for the Request for Supply Arrangement. It is a business decision as to how a bidder determines what the ceiling rates will be for the resources proposed in their arrangement.

Supply Arrangement Holders may apply to revise their rates on an annual basis (at the time of the SA refresh), as follows and subject to the acceptance and approval of the PWGSC Supply Arrangement Authority.

If rate adjustments are accepted, the approved rates will be applied to subsequent years of the Supply Arrangement.

Suppliers which do not apply for a rate adjustment must continue using the rates already contained in the Supply Arrangement.

Question 17:

If a candidate has more than 5 years of experience or more using GIS on projects on a frequent basis (throughout the year); or if they have this experiences and also doing GIS programming, but their degree was not explicitly in GIS as stated in the standing offer, can they be deemed or designated a GIS specialist?

Answer 17:

Suppliers must meet the Minimum Qualification listed in Appendix 1 to Annex A for the proposed resource(s).

A Geographic Information Systems (GIS) Specialist must have:

A college diploma in Geographic Information Systems **and five (5) years experience working as a GIS Specialist.**

OR

A Bachelors Degree in geography with a specialization in GIS **and three (3) years experience working as a GIS Specialist;**

OR

Masters Degree or higher in GIS **and one (1) year experience working as a GIS Specialist.**

Question 18:

I have a team member who is a Subcontractor that has the following conditions:

1. He has been on an Interchange Canada program exchange from April 1, 2010 to March 31, 2013 (essentially this is a form of leave without pay or LWOP) and was under a conflict of interest agreement (which has now expired) 2. As of April 1, he opted for the Workforce Adjustment option C(ii), which is educational leave without pay until March 31, 2015 and therefore still considered an employee of the Government of Canada (and not a "former public servant") 3. His employment with the government will terminate March 31, 2015 (or earlier if I don't comply with educational requirement, a technicality) 4. He is in receipt of workforce adjustment lump sum payment

Please advise if he is eligible to be included as a team member in the proposal. He has been in contact with the federal department he was employed by to clarify policies but they referred us to ask you and your team at procurement. We have also initiated a letter be issued by the federal department absolving him of any conflict of interest with government policy.

Answer 18:

Please refer to 2008 (2013-03-21) Standard Instructions - Request for Supply Arrangements - Goods or Services, Section 17 - Conflict of Interest - Unfair Advantage to determine whether this Subcontractor is in conflict with this clause.

As a condition of this Subcontractor's employment with the Government of Canada, they must abide by the Values and Ethics Code of the Government Department they work for. A determination as to whether a valid, potential or no conflict of interest must be made by the Values and Ethics committee. Proof of this determination will be required if you submit a proposal and if you choose to include this Subcontractor on your team.

Question 19:

Page 38 – Point Rated Criteria: In 1.1, if all four services are chosen, will each service be worth 5 points? If only one service is chosen, will the max points still be 20?

Answer 19:

Each stream of work is worth 5 points each.

If only one stream is chosen, the maximum points available for point rated criteria 1.1 is 20 points.