

## REQUEST FOR PROPOSALS

### Scope and Compile Perspectives on Air Quality Management System

#### Canadian Council of Ministers of the Environment

### 1.0 BACKGROUND

The Canadian Council of Ministers of the Environment (CCME) is the primary minister-led intergovernmental forum for collective action on environmental issues of national and international concern. The 14 member governments work as partners in developing consistent environmental standards and practices.

Since 2012, CCME's Air Management Committee (AMC) has overseen the development, implementation and review of the Air Quality Management System (AQMS). AMC is preparing to undertake a retrospective stock-take of AQMS to look at members' experiences and needs with respect to AQMS implementation. The retrospective stock-take is intended to evaluate the outcomes of AQMS, identify areas of improvement and capture lessons learned to help AMC strategically prioritize next steps on AQMS.

A subset of AMC (hereafter "the Project Team") will work with the Contractor to design and deliver a remote workshop with AMC to identify member's priorities relating to AQMS to guide its stock-take.

### 2.0 STATEMENT OF WORK

The Contractor will conduct background research on AQMS including at least one virtual facilitated workshop and a scan of federal, provincial and territorial (FPT) government implementation. Based on the results of the workshop(s) and scan, the Contractor will provide recommendations on the scope of priority topics and emerging issues on which a retrospective stock-take of AQMS could focus.

### 3.0 SCOPE OF WORK

The project will commence by December 11, 2023 and conclude by March 29, 2024.

The Contractor will have experience collecting and summarizing feedback from diverse groups and facilitating groups with diverse individual interests to come to consensus on collective focus areas. The final deliverable is intended to identify key topics and focus areas for AMC's retrospective stock-take of AQMS. The Contractor is not expected to begin work on the actual stock-take.

The Contractor is not responsible for logistics of the workshop (e.g., canvassing for dates or arranging distribution of material to participants).

The Contractor will have proficiency in English and French. The Contractor will be responsible for communicating, reviewing materials, and interviewing in both English and French. The workshop will be held in English; however, some participants may prefer to speak in French.

Draft deliverables will be prepared and submitted with the same content and quality as if they were final, including grammar, tone, logical process flow, proper citation, consistency and technical contents.

### **3.1 Tasks**

Without limiting the scope of work, the Contractor shall carry out the main items of work as described herein.

Given the flexibility in methodology and that several of the tasks could be conducted concurrently, bidders are asked to provide a detailed description of the approach that will be taken to meet the timelines identified in the tasks below. The Project Team must be provided with the opportunity to review and provide comments on complete draft deliverables prior to receiving the final deliverable for each task. A minimum of one week is required for the Project Team to review and provide comments for each draft deliverable. Bidders may include in their approach check-in points to meet with the Project Team to discuss draft deliverables and comments from the Project Team.

#### Task 1: Project Initiation Meeting

The Contractor, Project Authority and Contract Authority will meet via videoconference within a week of the signing of the contract to discuss and agree upon the scope of the project, expectations for deliverables and periodic reports, format of deliverables and expected timelines. The project initiation meeting will also serve as an opportunity to review the background of AQMS. The Project Team will share relevant resources to assist in understanding AQMS and CCME's work on air quality and a list of questions that could be used in conducting the scan.

#### Task 2: Background Research

The Contractor will develop an information-gathering approach and will conduct a scan to summarize FPT government implementation of AQMS and identify priority elements on which to focus the stock take. The Contractor will propose an approach, which will ensure the scan represents perspectives from each AMC member (or their alternate). The Contractor will identify common themes, priorities, issues and trends.

The Contractor will provide a summary of the findings in the form of a report and an accompanying PowerPoint slide deck to the Project Authority and Contract Authority by February 9, 2024. The Project Authority will provide comments on the summary to the Contractor by February 23, 2024. The Contractor will provide a revised summary and slide deck to the Project Authority and Contract Authority by March 1, 2024.

### Task 3: Workshop Plan and Materials

The Contractor will prepare a workshop plan including drafts of the agenda and workshop materials by March 1, 2024. The Contractor will work with the Project Team by email and videoconference to refine and finalize the workshop plan.

The Contractor will provide a final workshop plan and workshop materials, including the Task 2 summary and slide deck to the Project Authority and Contract Authority by March 8, 2024.

### Task 4: Workshop

The Contractor will host at least one virtual meeting of AMC in March 2024. The purpose of the meeting is to share the findings of the scan and to facilitate consensus by members on key stock-take focus areas to investigate.

### Task 5: Final Report: Summary and Recommendation

By March 25, 2024 the Contractor will prepare and provide to the Project Authority and Contract Authority a final report. The report will include:

- a summary of the jurisdictional scan
- a summary of the outcomes of the workshop
- recommendations on key focus areas to investigate in the stock-stake including the overall scope, i.e., what should and should not be included in the stock-take and why.

### Task 6: Project Close Meeting

The Contractor, Project Authority and Contract Authority will meet by March 29, 2024 to review the project to identify successes, challenges, and opportunities for improvement.

## **3.2 Payment and Deliverables**

Payments will be based upon the Contractor's completion of tasks and as evidenced by the production of the specified deliverables listed below. Payments will be made only after receipt of such deliverables and acceptance thereof by the Project Authority and the Contract Authority. Except as otherwise specifically provided for herein or in the professional services contract entered into with CCME, CCME will not be required to pay for partially completed tasks or for any additional work that may be required that the Contractor may not have budgeted for in its proposal. CCME shall not be committed to any other basis of payment by virtue of CCME having requested or received information regarding the Contractor's method of determining its bid for the completion of the Project, including, without limitation, any information regarding estimates of time spent and hourly rates of the Contractor's employees, contractors and agents involved in the Project.

Payment will be made by CCME via electronic funds transfer (TelPay is CCME’s current provider) to the Contractor according to the following schedule, subject to the deliverables listed below having been received and accepted by the Project Authority and the Contract Authority, and invoices having been submitted by the Contractor, and approved by the Project Authority and the Contract Authority and received by CCME. The Contractor will provide all necessary information to enable electronic funds transfers before initiating work on the project. If the electronic payment information provided by the contractor is incorrect and results in a returned payment, the Contractor will be responsible for reimbursing CCME for the service fees charged by CCME’s electronic funds transfer provider.

Deliverables	Payment Amount (% of contract value, inclusive of all applicable taxes)	Target Date
Tasks 1, 2 and 3: project initiation meeting, background research, workshop plan and materials	50%	March 8, 2024
Tasks 4, 5 and 6: workshop facilitation, final report and project close meeting	50%	March 29, 2024

The Contractor agrees to initiate work on the project by December 11, 2023.

The Contractor must provide all deliverables in electronic format to the Project Authority and Contract Authority no later than the dates specified above. All records, including but not limited to documents, reports, briefing notes and correspondence, generated by the contractor during the course of this project must be prepared in English using *Microsoft Word* for word processing, *Microsoft Excel* for data management, and *Microsoft PowerPoint* for presentations and other graphics.

All deliverables are the property of CCME and CCME reserves the right to publish them. The copyright in all materials produced as a product of the services shall belong exclusively to CCME. The Contractor shall waive all moral rights to all materials produced as a product of the services. The Contractor must advise the Project Authority of any information provided by a third party on a confidential basis for the purpose of the study and is to transmit the original documents containing any such information to the Project Authority under separate cover.

All discussion papers, reports and correspondence produced by the Contractor are subject to review by people designated by the Project Authority. The Contractor must perform all work to the satisfaction of the Project Authority and the Project Team.

Sufficient flexibility is required of the Contractor to respond to changing schedules and developments.

### 3.3 Budget

The maximum budget for this project is \$20,000 Canadian, inclusive of all fees, expenses and applicable taxes; proposals in excess of the maximum budget will not be considered. Proposed

professional fees must be inclusive of all office and administrative costs. Project-specific expenses such as travel costs, where required, must be estimated and included in the total estimated cost of the project. These project-specific expenses may be billed on an “as incurred” (or monthly) basis and payment will be made after written confirmation from the Project Authority that the expenses were authorized and approved. The Contractor must supply reasonable and adequate documentation to support the expense claims. Travel-related expenses must follow *CCME Guidelines for Reimbursement of Expenses*.

Bidders from HST jurisdictions are advised that CCME’s office is located in Winnipeg, Manitoba and accordingly only GST should be applied.

## 4.0 PROPOSALS

4.1 The proposal shall not exceed a maximum of 10 pages in length, excluding appendices. The proposal must:

- Provide an outline of the intended approach including basic tasks, schedule of activities, and budget.
- Describe the personnel of the project team, areas of responsibility, time allotted and charge out rates.
- Document contingent procedures and personnel to be used if key team members become unavailable.
- Provide a brief description of any similar projects undertaken. Include the timeframe that the work was undertaken and key individuals involved in its completion.
- Include the names and contact information of three references.
- Include as an appendix *curricula vitae* and contact information of key team members.
- Include as an appendix:
  - the bidder’s legal name and mailing address
  - the name and contact information of the bidder’s authorized signing officer
  - the name and contact information for the bidder’s administrator of the contract if different from the signing officer
  - the bidder’s GST registration number or if exempt, proof of exempt status.

4.2 Personal information requested above is required to enable CCME to evaluate the proposal. All individuals noted in the proposal should be advised of and approve the release of personal information for the purpose of the proposal and the bidder is responsible for obtaining such approval.

4.3 The Contractor shall not, without written consent of CCME, subcontract any obligation of the Contractor.

## 5.0 CONDITIONS

5.1 CCME reserves the right in its sole discretion to consider or reject any and all proposals. CCME reserves the further right to extend the deadline for proposals and to add, delete and/or

change the terms of this Request for Proposals (RFP) and issue corrections and amendments to it. CCME has made every effort to ensure the completeness and accuracy of the information contained in this RFP. CCME shall not be liable for any errors or omissions or responsible for any bidder interpretations or conclusions regarding the information contained in this RFP. Contractors who submit proposals will not acquire any legal or equitable rights or privileges whatsoever until a contract is signed with CCME. CCME will not pay any compensation for the preparation of the proposal and all proposals become the property of CCME.

**5.2** The successful bidder is required to agree to a professional services contract with CCME. A sample CCME professional services contract is posted with this RFP. Bidders must identify in their proposals any changes requested to CCME's sample professional services contract and CCME reserves the right in its sole discretion to consider, accept, reject or amend such requested changes. CCME further reserves the right to revoke any offer to enter into a professional services contract. As part of a commitment to environmentally-sound business practice, it is CCME's practice to prepare, sign and transmit contracts electronically.

### **5.3 Proposal Deadline**

The Contract Authority must receive proposals no later than 12:00 noon Central, December 1, 2023; proposals received after the deadline will not be considered. The time stamp on CCME's email server shall be deemed to be conclusive evidence of time of receipt.

### **5.4 Method of Submission**

Bidders must submit proposals by email to the Contract Authority in an unsecured electronic format, file size to be no larger than 5.0 MB, compatible with MS Word or Adobe Acrobat.

### **5.5 Ineligible Bidders**

The following organizations and individuals, and organizations proposing such individuals as part of a project team, are ineligible to bid on this project:

- 5.5.1 Federal, provincial and territorial governments and all their departments and ministries and Crown corporations, boards, commissions and agencies and any officials and employees of them.
- 5.5.2 Members of the House of Commons and provincial and territorial legislative assemblies.
- 5.5.3 Persons providing administrative and related services to the CCME group responsible for the project.
- 5.5.4 Members and participants of CCME committees and groups, and for a period of six months after such membership ends.
- 5.5.5 Any company that is ineligible to bid on federal, provincial or territorial government contracts.

## 6.0 CONTACTS

Prospective bidders should direct questions to the Contract Authority.

### 6.1 Contract Authority

Megan Krohn  
 Canadian Council of Ministers of the Environment  
 123 Main Street, Suite 360  
 Winnipeg, MB R3C 1A3  
 Tel: (204) 918-6881  
 Email: mkrohn@ccme.ca

### 6.2 Project Authority

Shawn McNamara  
 Health Canada  
 269 Laurier Ave West  
 Ottawa, ON, K1A 0P8  
 Tel: (613) 266-7385  
 Email: shawn.mcnamara@hc-sc.gc.ca

## 7.0 PROPOSAL EVALUATION

All assessments and weighting of criteria is at the sole discretion of CCME. The Project Team will evaluate proposals based on the following criteria:

### Technical and Management Proposal Evaluation Criteria

<b>TECHNICAL PROPOSAL</b>	<b>Score</b>
Demonstrated understanding of the project scope and objectives	10
Technical approach and methodology to meet project objectives	10
Work plan feasibility and organization	10
Recognition of possible problems, proposed solutions and additional innovative suggestions	10
<b>MANAGEMENT PROPOSAL</b>	
Experience and qualification of Program/Project Manager	10
Experience and qualifications of project team members, and alternate team members in case of unforeseen availability:	10

(a) qualifications of team members	
(b) depth and breadth of the team's experience	
(c) depth and breadth of individual team members experience in similar assignments	
Experience of organization in similar assignments	10
Experience or knowledge of CCME and/or other intergovernmental tables	10
Value for money	10
<b>COMPLETENESS OF PROPOSAL</b>	
All information described in section 4.1 has been provided	10

## 8.0 AWARD OF CONTRACT

The Project Team will determine award of the contract by December 8, 2023. The lowest or any bid will not necessarily be accepted.

Upon award, the work must proceed on a timely basis as outlined in the table of deliverables. The successful proponent must not commence work until a contract is in place.

Contractors can view the status of this project on the CCME website, [www.ccme.ca](http://www.ccme.ca), on the What's New page.