

REQUEST FOR PROPOSALS

Development of a Canada-wide Guidance Manual of Sampling Protocols and Methods for Water Quality Monitoring, and an Online Decision-Support Tool

Monitoring Sub-Group of the Water Quality Task Group Canadian Council of Ministers of the Environment

1.0 BACKGROUND

In Canada, water quality monitoring and surveillance activities are being conducted by a broad range of practitioners. Federal, provincial, territorial and many municipal governments operate water quality monitoring networks for various reasons. Water quality monitoring programs are often designed to determine if water is of acceptable quality for drinking, swimming, irrigation, or aquatic habitat. Monitoring programs may also be designed to determine if water quality is improving or deteriorating over time, and to identify what is causing the impact and/or deterioration of a river, stream or lake.

In May 2001, CCME Ministers agreed to link existing water quality monitoring networks in order to ensure that Canadians have access to comprehensive information on the quality and safety of water. In response, a Monitoring Sub-Group was formed under the CCME Water Quality Task Group (WQTG) to carry out this task.

In July 2006, the Monitoring Sub-Group of the Water Quality Task Group produced a document entitled *A Canada-wide Framework for Water Quality Monitoring*. That report introduced several concepts and information related to water quality monitoring that could lead to Canada-wide consistency, comparability and efficiency. The report recommended the development of several companion technical documents to further this work, including one which describes and catalogues water quality sampling methods.

In early 2008, the WQTG Monitoring Sub-Group completed the first step in developing a Canada-wide guidance manual on water quality sampling, which was to inventory all of the existing sampling protocols and methods being employed by federal, provincial and territorial jurisdictions.

2.0 STATEMENT OF WORK

This project will be the next step. The Contractor will translate the 2008 inventory into a Canada-wide Guidance Manual of Water Quality Monitoring Protocols and Methods (the Manual), and develop an associated online decision-support tool (the Tool) that will provide interactive accessibility for monitoring program managers and designers across jurisdictions. The Manual and Tool will be published on the CCME website and are intended to assist jurisdictions in planning and implementing effective water quality monitoring programs in order to provide information on water quality to citizens and decision makers.

This project will take place over two fiscal years, with the second fiscal year's work dependent upon budgetary allocations and WQTG approval to proceed. The first fiscal year, April 2008 to March 2009, will focus on updating and refining the protocol and methods inventory and using that inventory to develop a Canada-wide Guidance Manual of Sampling Protocols and Methods for Water Quality Monitoring (the Manual). The second fiscal year, April 2009 to March 2010, subject to budgetary allocations and WQTG approval to proceed, will focus on turning the manual into an online decision-support tool (the Tool) for monitoring program managers and designers across federal, provincial and territorial governments, as well as municipalities, community groups and academia. This Tool will, for example, have some basic search functionality to enable simple sampling and protocol-related queries and results reporting in order to assist with water quality monitoring program design.

3.0 SCOPE OF WORK

3.1 Tasks

Fiscal Year 1, April 2008 to March 2009:

Task 1: Project Initiation

The contractor will meet with the Project and Contract Authority either via face-to-face meeting or teleconference, within a week of the award 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. At this meeting the Contractor will receive the report entitled, *A National Inventory of Programs, Methods and Protocols for Sampling Water Quality*.

Task 2: The Contractor will review the existing sampling protocol and methods inventory, and provide the WQTG Monitoring Sub-Group with a proposed list of classes of parameters (e.g., trace metals, nutrients, pesticides, etc.), as well as parameters with specialized methods (e.g., mercury), which will guide the content and organization of the Manual. The Contractor will then incorporate the feedback from the Sub-Group and provide a final draft list for approval by the WQTG Monitoring Sub-Group, by November 29, 2008.

Task 3: The Contractor will examine the status of the existing sampling protocols and methods inventory for key gaps, omissions, inconsistencies and required updates. The Contractor will address these by contacting the appropriate agencies. The Project Authority will provide the Contractor with a contact list. The Contractor will then work with the WQTG Monitoring Sub-Group to determine a shortened list of methods that will form the foundation of the Manual. To achieve this, the Contractor will review the updated list of protocols and methods in the existing inventory, and, where there are multiple methods listed for the same parameter, s/he will recommend to the WQTG Monitoring Sub-Group the two or three most appropriate methods for that parameter to be included in the Manual. This work will require: 1) specific knowledge of water quality monitoring and related sampling methods and protocols, 2) consultations with specific method experts, and 3) a literature review. The Contractor will prepare a summary of the shortened list of methods and a draft table of contents for the Manual and provide to the Project and Contract Authorities by December 15, 2008 for review and approval of the WQTG Monitoring Sub-Group.

Task 4: The Contractor will develop a draft Canada-wide Guidance Manual of Water Quality Sampling Protocols and Methods and provide to the Project and Contract Authorities by January 31, 2009, for review by the WQTG Monitoring Sub-Group and WQTG.

Task 5: The Contractor will incorporate all revisions and provide a final Manual to the Project and Contract Authorities by March 31, 2009.

Fiscal Year 2, April 2009 to March 2010, dependent on budgetary allocations and WQTG approval to proceed:

Task 6: The Contractor will develop the Manual into an online Tool for use across federal, provincial and territorial jurisdictions, as well as by other water quality monitoring managers and practitioners in Canada (*e.g.*, municipalities, community groups, academia, etc.). The Contractor will provide a draft version of this online Tool to the Project and Contract Authorities by September 1, 2009 for review by the WQTG Monitoring Sub-Group and the WQTG.

Task 7: The Contractor will incorporate revisions and suggestions from the Project Authority, the WQTG Monitoring Sub-Group and the WQTG into a final online Tool for posting on the CCME website, to be provided to the Project and Contract Authorities by December 1, 2009.

3.2 Deliverables

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

Deliverables	Payment Amount (% of contract value, inclusive of all applicable taxes)	Target Date
Fiscal Year 1:		
Task 2 – List of parameter classes and parameters with specialized methods	6%	November 29, 2008
Task 3 –Updated inventory and recommended shortened list of methods	12%	December 15, 2008
Task 4 – Draft Manual and proposal for online tool	18%	January 31, 2009
Task 5 – Final Manual	24%	March 31, 2009
Fiscal Year 2: Upon approval		
Task 6 – Draft online tool	24%	September 1, 2009
Task 7 – Final online tool	16 %	December 1, 2009

The Contractor agrees to initiate work on the project by November 1, 2008.

The Contractor must provide all deliverables to the Project and Contract Authorities 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 (version 10 preferred).

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 CCME Water Quality Task Group's Monitoring Sub-Group.

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

3.3 Budget

The total budget range for this project is \$50,000 to \$60,000.00 Canadian, inclusive of all applicable taxes. Fiscal Year 1, April 2008 to March 2009 will be a maximum of 60% of the total budget Fiscal Year 2, April 2009 to March 2010, which will be subject to CCME budgetary and WQTG approval, will be a maximum of 40% of the total budget. Proposed fees must be inclusive of all normal office and administrative costs. Other expenses such as travel costs, where required, must be estimated and included in the total estimated cost of the project.

The successful bidder is required to sign a professional services contract with CCME. A sample CCME professional services contract is posted on the [CCME website](#).

CCME will issue project payment in Canadian funds upon receipt of deliverables and acceptable completion of the tasks as determined by the Project Authority and Contract Authority, and following submission of detailed invoices to and approval by the Project Authority and Contract Authority. CCME will not pay any compensation for the preparation of the proposal and all proposals become the property of CCME.

Authorized expenses, such as travel costs, 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 and related expenses must follow *CCME Guidelines for Reimbursement of Expenses*.

4.0 PROPOSALS

4.1 The proposal should be a maximum of 10 pages in length (excluding *curricula vitae* of key staff and company profile). 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 any contingent procedures and personnel used if a key team member becomes 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 coordinates of three references.
- Include the company'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 the purpose of the information and the bidder is responsible for such notification.

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.

5.2 Proposal Deadline

The Contract Authority must receive proposals no later than 12:00 noon CDT, October 6, 2008. The time stamp on CCME's email server shall be deemed to be conclusive evidence of time of receipt.

5.3 Method of Submission

Bidders must submit proposals in an electronic format, file size to be no larger than 5.0 MB, compatible with MS Word (version 10) or Adobe Acrobat (version 5.0 or higher) by e-mail to the Contract Authority below.

5.4 Contract Authority

Gwen Waedt
 Canadian Council of Ministers of the Environment
 123 Main Street, Suite 360
 Winnipeg, MB R3C 1A3
 Tel: (204) 948-2032
 Fax: (204) 948-2125
 Email: gwaedt@ccme.ca

5.5 Project Authority

Janine Murray
 National Water Quality Monitoring Office,
 Environment Canada
 351 St. Joseph blvd,
 Gatineau, Quebec
 Tel: (819) 997-4070
 Email: Janine.murray@ec.gc.ca

5.6 Ineligible Bidders

Individuals in the following categories and companies proposing such individuals as part of a project team will be considered ineligible to bid on this project:

- 5.6.1 Officials and employees of the government and agencies of any province, territory and Canada; members of the House of Commons and provincial and territorial legislative assemblies.
- 5.6.2 Persons providing administrative and related services to the CCME group responsible for the project.
- 5.6.3 Members of CCME committees and groups, and for a period of six months after such membership ends.

6.0 PROPOSAL EVALUATION

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

Technical and Management Proposal Evaluation Criteria

TECHNICAL PROPOSAL	Score
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
Familiarity with equipment, software and other “tools” required to complete the projects	10
MANAGEMENT PROPOSAL	
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	10
(b) depth and breadth of the team’s experience	10
(c) depth and breadth of individual team members experience in similar assignments	10
Experience of organization in similar assignments	10
Experience working with a range of stakeholders	10
Ability to communicate effectively and to provide leadership/coordination/management under multi-partnership team setting	10
References	10
Cost	10

7.0 AWARD OF CONTRACT

The Task Group will determine award of the contract by October 14, 2008. 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, in the Contracting Opportunities page.