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Bid Receiving Public Works and Government
Services Canada/Réception des soumissions Travaux
publics et Services gouvernementaux Canada
Pacific Region
401 - 1230 Government Street
Victoria, B.C.
V8W 3X4
Bid Fax: (250) 363-3344

**Revision to a Request for Supply
Arrangement - Révision à une demande
pour un arrangement en matière
d'approvisionnement**

The referenced document is hereby revised; unless
otherwise indicated, all other terms and conditions of
the Solicitation remain the same.

Ce document est par la présente révisé; sauf
indication contraire, les modalités de l'invitation
demeurent les mêmes.

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 -
Pacific Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

Title - Sujet RISO IMAGE INTERPRETATION	
Solicitation No. - N° de l'invitation 23145-111403/B	Date 2013-03-01
Client Reference No. - N° de référence du client 23145-111403	Amendment No. - N° modif. 002
File No. - N° de dossier VIC-0-32402 (250)	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$VIC-250-5691	
Date of Original Request for Supply Arrangement 2011-11-08 Date de demande pour un arrangement en matière d'app. originale	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-05-01	Time Zone Fuseau horaire Pacific Standard Time PST
Address Enquiries to: - Adresser toutes questions à: Sole, Mike	Buyer Id - Id de l'acheteur vic250
Telephone No. - N° de téléphone (250) 363-8444 ()	FAX No. - N° de FAX (250) 363-3344
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	
Security - Sécurité This revision does not change the security requirements of the solicitation. Cette révision ne change pas les besoins en matière de sécurité de l'invitation.	

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required	Yes - Oui	No - Non
Accusé de réception requis	<input type="checkbox"/>	<input type="checkbox"/>
The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre.		
Signature	Date	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
For the Minister - Pour le Ministre		

REFRESH PERIOD FOR 01 MAY 2013 - 30 APR 2014

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PART 1 - GENERAL INFORMATION

1. Introduction

- 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 Requirement, the Basis of Payment and any other annexes.

2. Summary

PHOTO INTERPRETATION SERVICES FOR THE NATIONAL FOREST INVENTORY

The National Forest Inventory Program (NFI) within the Canadian Forest Service (CFS) of Natural Resources Canada (NRCan) requires photo interpretation and digital capture services for the remeasurement of the NFI photo plots.

BACKGROUND

During the establishment of the National Forest Inventory, photo plot information was derived from Landsat imagery in Northern Canada and medium scale aerial photography in southern Canada.

The number of attributes available from the classification of Landsat imagery was limited. Much higher spatial resolution imagery is now available, and procedures are being developed to automate the delineation and to some extent the classification to derive the full suite of photo plot attributes. The remeasurement of photo plots in northern Canada will be based on very high spatial resolution satellite imagery. The service involves implementing the automated procedures (**optional**) and conducting the necessary interpretation to provide the NFI photo plot attributes for plots in northern Canada.

Conventional medium scale (1:20,000) aerial photography was the basis for photo plot information in southern Canada. The remeasurement of photo plots in southern Canada will be based on new photography or very high spatial resolution satellite imagery. The process for remeasurement involves updating the initial measurement for disturbances, changes in attribution based on the initial delineation or for addressing biases or inconsistencies that may have been made in the initial measurement.

SERVICE

The purpose of this service is to capture NFI photo plot information from very high spatial resolution (sub 0.75m panchromatic) satellite imagery or medium scale (approximately 1:10,000 to 1:25,000) aerial photography for the remeasurement of the 2 km x 2 km photo plots.

Suppliers may submit arrangements on the processing and interpretation of very high spatial resolution satellite imagery, or on the interpretation of medium scale photography, or on both.

SCOPE OF WORK

The NFI anticipates photo interpretation or digital data capture for as many as 9262 plots over 7 years as per Annex A.

PERIOD OF THE SUPPLY ARRANGEMENT

The Supply Arrangement will be issued for a period of approximately seven (7) years from date of issue to **30 APR 2018**

On-going Opportunity for Qualification

REFRESH PERIOD FOR 01 MAY 2013 TO 30 APR 2014 -

A Notice will be posted on the Government Electronic Tendering Service (GETS) to allow new suppliers to become qualified (refresh).

Suppliers may submit requests for qualification at any time, however, they will not be added to the list of qualified suppliers until the closing of the next qualification period (refresh) as per the postings on GETS.

Existing qualified suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement. If an existing qualified supplier chooses to submit new ceiling rates that are LOWER than their existing rates, any such rates (and subsequent ranking) will only come into effect after closing of the next qualification period (refresh) as posted on GETS.

Any new ceiling rates submitted on refresh by an existing qualified supplier that are in excess of their already accepted rates will result in the supplier's qualification being cancelled or suspended by Canada pursuant to General Conditions 2020-09.

3. Security Requirement

There is no security requirement associated with this requirement.

4. Canadian Content

Resulting contracts arising from an issued Supply Arrangement may be subject to a preference for or be limited to Canadian goods and/or services as defined in clause A3050T.

4.1 SACC Manual clause

A3050T (2010-01-11) Canadian Content Definition

5. Debriefings

After issuance of a supply arrangement, suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be 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* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) 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 (2012-11-19) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

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. Enquiries - Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than five (5) 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.

4. 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 British Columbia.

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 (2 hard copies and 2 soft copies on CD or DVD)
- Section II: Financial Arrangement (2 hard copies)
- Section III: Certifications (2 hard copies)

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

Prices must appear in the financial 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.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, suppliers are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

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 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.
- (c) Representatives of Canada may be assisted by representatives of Canadian Provinces and Territories.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

See Annex C

1.1.2 Point Rated Technical Criteria

See Annex C

1.2 Financial Evaluation

1.2.1 Suppliers must complete and submit the table entitled "All-inclusive Ceiling Price Per Image" in Annex B, Basis of Payment, with their submission.

1.2.2 Suppliers must submit ceiling prices that will apply for the complete term of the Supply Arrangement, unless lower ceiling prices are submitted during a refresh period.

1.2.3 Suppliers must submit ceiling rates for ALL time periods (initial award through Year 7) for EACH Zone and EACH Category that they submit pricing for.

Examples:

#1:

Zone 1 - Photo

Year 1 \$10, Year 2 \$15, Year 3 \$20, Year 4 \$25, Year 5 \$30, Year 6 \$35, Year 7 \$40

Bid is RESPONSIVE as it addresses ALL time periods for the Zone and Category that is bid.

#2:

Year 1 \$10, Year 2 \$15, Year 3 \$20. -

Bid is NON-RESPONSIVE as no pricing was submitted for Years 4,5,6 and 7.

Suppliers not meeting 1.2.1, 1.2.2 or 1.2.3 will be declared non-responsive and will not be evaluated further.

1.2.4 Suppliers may submit pricing for one or more geographic Zones and Categories (Photo or Satellite)

1.2.5 Each Zone and Category will be ranked as to the lowest aggregate price per image as per Annex B. Such rankings will be utilized to determine the subsequent requests for bids under the resulting Supply Arrangements.

1.2.6 SACC Manual Clauses

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

2. Basis of Selection

2.1 Minimum Point Rating

1. To be declared responsive, an arrangement must:
 - (a) comply with all the requirements of the Request for Supply Arrangements; and
 - (b) meet all mandatory technical and financial evaluation criteria; and
 - (c) obtain the required minimum of 70 percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **64** points.
2. Arrangements not meeting (a), (b) or (c) above will be declared non-responsive.

An individual Supplier may be awarded Supply Arrangements in one or more Zones and Categories

3. Security Requirement

Not applicable to this requirement.

4. Financial Viability

S0030T Financial Viability (2011-05-16)

PART 5 - CERTIFICATIONS

Suppliers must provide the required certifications **and related documentation** specified to be issued a supply arrangement (SA). Canada will declare an arrangement non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications suppliers provide to Canada is subject to verification by Canada during the arrangement evaluation period (before issuance of a SA) and after issuance of a SA. The Supply Arrangement Authority will have the right to ask for additional information to verify suppliers' compliance with the certifications before issuance of a SA. The arrangement will be declared non-responsive if any certification made by the Supplier is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications **to provide related documentation** or to comply with the request of the Supply Arrangement Authority for additional information will also render the arrangement non-responsive.

See required certifications in Annex D.

1. Code of Conduct Certifications - Mandatory Certifications Required Precedent to Issuance of a Supply Arrangement

1.1 Code of Conduct and Certifications - Related documentation

1.1.1 By submitting an arrangement, the Supplier certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications

are true. By submitting an arrangement, the Supplier certifies that it is aware, and that its affiliates

are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Supplier, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any arrangement in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Supplier and any of the Supplier' affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the entire period of the Supply Arrangement and any resulting contracts

arising from the SA.

Suppliers who are incorporated, including those submitting arrangements as a joint venture, must

provide with their arrangement or promptly thereafter a complete list of names of all individuals who are currently directors of the Supplier. Suppliers submitting arrangements as sole proprietorship, including those submitting arrangements as a joint venture, must provide the name of the owner with their arrangement or promptly thereafter. Suppliers submitting arrangements as societies, firms, partnerships or associations of persons do not need to provide lists of names. 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 issuance of a Supply Arrangement and any resulting contract.

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) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) 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.

PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

1. Arrangement

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

1.1 The following supporting documentation will be made available on request to those Suppliers requesting the information by email from the supply arrangement authority (Mike.Sole@pwgsc.gc.ca). Files will be placed on ftp site for distribution.

- National Forest Inventory photo plot database data dictionary for remeasurement v. 5.1.4
- Canada's National Forest Inventory photo plot data handling process for remeasurement v. 7.0_3
- Photo Plot Metadata Specifications
- NFI Photo Plot Data Entry Utility and manual
- EcoMonitor Segmentation Methodology, Version 3.0 (March 31, 2010)
- EcoMonitor Orthorectification Procedure, Version 2.0 (February 20, 2009)

2. Security Requirement

Not applicable to this requirement.

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 (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

3.1 General Conditions

2020 (2012-11-19) 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 "E". 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: **every THREE MONTHS from the beginning of each period**

The data must be submitted to the Supply Arrangement Authority no later than 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 the date of issuance of the Supply Arrangement to **30 APR 2018**

5. Authorities

5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Name: Mike Sole
 Title: Supply Specialist
 Public Works and Government Services Canada
 Pacific Region Acquisitions, Victoria

Address: 401-1230 Government St.
 Victoria, BC V8W3X4

Telephone: 250-363-8444
 Facsimile: 250-363-0395
 E-mail address: Mike.Sole@pwgsc.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

Suppliers must complete table below and submit with their arrangement.

Solicitation No. - N° de l'invitation

23145-111403/B

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

23145-111403

Amd. No. - N° de la modif.

002

File No. - N° du dossier

VIC-0-32402

Buyer ID - Id de l'acheteur

vic250

CCC No./N° CCC - FMS No/ N° VME

Contact for:	Name	Telephone	Email
Contracting issues			
Technical issues			
Invoicing issues			

6. Identified Users

The Identified User is: Natural Resources Canada, National Forest Inventory Program..

7. On-going Opportunity for Qualification

A Notice will be posted on the Government Electronic Tendering Service (GETS) approximately 60 days prior to the expiry of each period (A-F) specified in Annex B of the Supply Arrangement, to allow new suppliers to become qualified (refresh).

Suppliers may submit requests for qualification at any time, however, they will not be added to the list of qualified suppliers until the closing of the next qualification period (refresh) as per the postings on GETS.

Existing qualified suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement. If an existing qualified supplier chooses to submit new ceiling rates that are LOWER than their existing rates, any such rates (and subsequent ranking) will only come into effect after closing of the next qualification period (refresh) as posted on GETS.

Any new ceiling rates submitted on refresh by an existing qualified supplier that are in excess of their already accepted rates will result in the a supplier's qualification being cancelled or suspended by Canada pursuant to General Conditions 2020-09.

8. 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 (2011-05-16) General Conditions - Supply Arrangement - Goods or Services;
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Supplier's arrangement dated _____

9. Certifications

9.1 Compliance

Compliance with the certifications 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 or 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.

10. 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 British Columbia.

B. BID SOLICITATION

1. Bid Solicitation Documents

Canada will use the bid solicitation template 2T-MED1 for medium complexity 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;
- (b) a complete description of the Work to be performed;
- (c) 2003, Standard Instructions - Goods or Services - 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) A9033T Financial Capability (2012-07-16);
- (h) certifications;
A3005T Status and Availability of Resources (2010-08-16);
A3010T Education and Experience (2010-08-16);
- (i) conditions of the resulting contract.

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.

2.2 The bid solicitation will be sent directly to identified Suppliers by email.

2.3 Responsibility for bid solicitation process and the award of contracts:

- (i) the Identified User for requirements up to CDN \$75,000 inclusive of GST/HST;
- (ii) and PWGSC for requirements over the specified amount.

2.4 Solicitation response timelines

For requirements below \$75,000, suppliers must respond to the solicitation within 5 calendar days of the date of issuance of the solicitation email by the Identified User.

For requirements between \$75,000-100,000, suppliers must respond to the solicitation within 10 calendar days of the date of issuance of the solicitation email by PWGSC Supply Arrangement Authority.

Requirements over \$100,000 will be subject to the Agreement on Internal Trade (AIT), and suppliers must respond to the solicitation within 15 calendar days of the date of the issuance of the solicitation email by PWGSC Supply Arrangement Authority.

Procedures in article 3 below pertain to the Identified User, and are provided as information to the Suppliers.

3 Procedures for Identified Users

The following process is internal to the Identified User, and will be followed for all bids solicited under the Supply Arrangement. (All dollar values are INCLUSIVE of GST/HST if applicable)

Standard Forms

The following forms will be used by the Identified User as the first page of the bid solicitation document and the first page of the resulting contract document.

PWGSC-TPSGC 9400-3, Bid Solicitation
PWGSC-TPSGC 9400-4, Contract

It is the responsibility of the Identified User to ensure that the solicitation process is both followed, AND documented on file with the resulting contract against the Supply Arrangement.

- i. For requirements up to \$25,000:
 - a. Bids will be solicited from the top 3 ranked suppliers in the applicable Zone and Category
- ii. For requirements between \$25,000 and \$50,000:
 - a. Bids will be solicited from a minimum of the top 3 ranked suppliers in the applicable Zone and Category, AND
 - b. At least one (1) additional supplier in the applicable Zone and Category chosen at the discretion of the Identified User. Any supplier may be chosen, however, all suppliers ranked above the chosen supplier will also be included in the solicitation.

e.g. if the discretionary choice is ranked # 6, then suppliers 4, 5 and 6 will also be invited.
- iii. For requirements between \$50,000 and \$75,000:
 - a. Bids will be solicited from a minimum of the top 3 ranked suppliers in the applicable Zone and Category, AND;
 - b. At least two (2) additional suppliers in the applicable Zone and Category chosen at the discretion of the Identified User. Any suppliers may be chosen, however, all suppliers ranked above the chosen suppliers will be included in the solicitation.

e.g. if the discretionary choices are ranked # 4 and # 7, then suppliers 4, 5, 6 and 7 will be invited.
- iv. For requirements over \$75,000:
 - a. Bids will be solicited by PWGSC Supply Arrangement Authority from all suppliers in the applicable Zone and Category.

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.

Contracts will be awarded using:

2T-MED1, Medium Complexity Template, Standard Instructions 2003.

The following SACC manual clauses will apply to the resulting contract:

- (a) General conditions 2035 - Professional Services (Higher Complexity) (2012-11-19);
- (b) and Supplemental general conditions 4007 Canada to Own Intellectual Property Rights in Foreground Information (2010-08-16).

The above templates and clauses 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.

ANNEX A REQUIREMENT

Photo Interpretation Services for the National Forest Inventory

INTRODUCTION

The National Forest Inventory (NFI) Program within the Canadian Forest Service (CFS) of Natural Resources Canada (NRCan) requires interpretation and digital capture services for the remeasurement of the NFI photo plots.

PROJECT AUTHORITIES

Frank Eichel, Phone: 250-298-2408

SERVICE

The purpose of this service is to capture NFI photo plot information from very high spatial resolution (sub 0.75m panchromatic) satellite imagery or medium scale (approximately 1:10,000 to 1:25,000) aerial photography for the remeasurement of the 2 km x 2 km photo plots.

BACKGROUND

During the establishment of the National Forest Inventory, photo plot information was derived from Landsat imagery in Northern Canada and medium scale aerial photography in southern Canada.

The number of attributes available from the classification of Landsat imagery was limited. Much higher spatial resolution imagery is now available, and procedures are being developed to automate the delineation and to some extent the classification to derive the full suite of photo plot attributes. The remeasurement of photo plots in northern Canada will be based on very high spatial resolution satellite imagery. The service involves implementing the automated procedures (**optional**) and conducting the necessary interpretation to provide the NFI photo plot attributes for plots in northern Canada.

Conventional medium scale (1:20,000) aerial photography was the basis for photo plot information in southern Canada. The remeasurement of photo plots in southern Canada will be based on new photography or very high spatial resolution satellite imagery. The process for remeasurement involves updating the initial measurement for disturbances, changes in attribution based on the initial delineation or for addressing biases or inconsistencies that may have been made in the initial measurement.

SCOPE OF WORK

The NFI has a requirement for photo interpretation and digital data capture for as many as 9262 plots over 7 years. In the first two years, up to 2100 would be from aerial photography and up to 2787 from satellite imagery. In the following 5 years, an estimated possible 825 plots per year, from either aerial photos or satellite imagery, could require interpretation and digital data capture. These numbers are the maximum potential number of plots for which interpretation and digital data capture will be required – the actual number of plots for which contracts will be awarded will be limited by the NFI project budget each year.

The NFI will provide suppliers with a shapefile of the initial 2 km x 2 km photo plot and the associated attributes, specifications for the creation of spatial and attribute data files, data entry software (including quality control procedures) and the imagery to be used.

Suppliers will create spatial and attribute files for each plot, ensure that the data passes quality assurance, and can be successfully loaded into the NFI database using the NFI photo plot data entry utility.

DELIVERABLES

Suppliers will be required to create a set of 5 spatial data files for each plot as follows:

- xx_pp_pn_lc.shp (shapefile)
- xx_pp_pn_lc.shx (shapefile)
- xx_pp_pn_lc.dbf (database file)
- xx_pp_pn_lc.prj (projection file)
- xx_pp_pn_lc.met (metadata file), where xx is the 2-letter province/territory code (see NFI Photo Plot Data Dictionary for Remeasurement v.5.1.4), pn is the NFI plot number, and lc is the abbreviation for the land cover layer.

The 5 files must be organized according to the NFI Photo Plot Data Handling Process v.7.0_3 document.

Suppliers will also be required to create attribute data files (comma-separated value (CSV) files) as follows:

- xx_pp_lc.csv (land cover data)
- xx_pp_std_lyr_head.csv (stand layer header data)
- xx_pp_std_lyr_tree_sp.csv (stand layer tree species data)
- xx_pp_std_lyr_origin.csv (stand layer origin data)
- xx_pp_std_lyr_treatment.csv (stand layer treatment data)
- xx_pp_std_lyr_disturbance.csv (stand layer disturbance data)

Each of these files must contain the data for all of the plots being remeasured.

Suppliers will be required to ensure that the data for all plots passes quality assurance and can be successfully loaded into the NFI database tables using the NFI Photo Plot Data Entry Utility. It is not required that the supplier use the NFI Photo Plot Data Entry Utility to enter the data and create the CSV files, but the CSV files created by the supplier must pass the tool's Quality Assurance module.

Work under resulting contracts will not be considered complete until the data are successfully loaded into the NFI database.

SPECIFICATIONS:

General

- Photo interpreted attributes constitute the core data set in the NFI. The competence of the interpreter is important, and interpretation must be consistent.
- The photo plots will be 2 km by 2 km square, and will be covered by very high spatial resolution satellite imagery or medium scale aerial photography.

Preparation

Suppliers must:

- Obtain, read and understand all of the NFI photo plot documentation;
- Obtain photo plot imagery / aerial photography;
- Obtain shapefiles of initial photo plot measurement and attributes;
- Obtain and understand supporting documentation, e.g., past treatment, history, land use, existing mapping and inventory data, etc., which could be used to assist in interpretation.

Polygon Delineation

-
- The entire area within the photo plot must be delineated into homogeneous polygons.
 - The automated process **may** be used for the delineation of polygons from the very high spatial resolution satellite imagery in northern Canada. Standard protocols to aid in segmentation are provided in the document: EcoMonitor Segmentation Manual, Version 2.0 (July 06, 2009).
 - The segments generated are intended to be analogous to what an interpreter would typically generate through manual delineation
 - The segmentation procedure follows roughly as (with details in the above manual):
 - o Data preparation: Create necessary intermediate processing layers from image data
 - o Generate and prepare segments: set parameters, execute algorithm, review and rerun if necessary; manually edit to correct for evident issues; classify polygons to cover type; perform final verification and segment export.
 - Existing delineation must be maintained in southern Canada unless there has been a disturbance or the original delineation is clearly incorrect.
 - Photo plots straddling provincial/territorial, national boundaries or coastlines are delineated to the boundary only; the out-of-jurisdiction area is a separate polygon. Note: provinces may wish to cooperate on plots that straddle provincial boundaries e.g., interpreting in full, alternating plots.

Land Cover Delineation

- Polygon delineation must be based on current land cover.
- Polygons are delineated on the basis of significant, observable differences that begin with the more obvious and move to the less obvious. Delineations are made based on stand characteristics such as: species, composition, age class, disturbance, treatment, and stand structure.
- Obvious differences in site form the basis of polygon delineation.
- Forested areas that have been treated in some manner (e.g. harvested, planted, thinned, burned) are delineated separately and are not combined with adjacent stands, even when characteristics appear similar.

Polygon Shape & Size

- Polygon boundaries should not be excessively intricate or overly generalized, and care must be taken to maintain their representative, homogeneous characteristics.
- The recommended minimum polygon size is 2 ha for forested polygons and 0.5 ha for a non-forest type such as water or exposed land.
- Polygons do not have narrow constrictions of less than 20 m in width.

Linear Feature Delineation

- Linear features are delineated and classified to prevent the inclusion of significant features like roads, various right-of-ways, etc., into the forest land base.
- Railroads, transmission lines, pipelines, paved roads and drivable resource roads will be delineated as polygons.
- Very narrow linear features (e.g. less than 20m in width) are not delineated.

Wetland Delineation

- Wetlands are delineated, and classified, using the NFI Land Cover Classification guide, Level 4 (vegetation type) and Level 5 (density).

Other Delineation Guidelines

- In coastal areas, the high tide line is used to delineate between water and land.
- Any stream wider than 20 m is delineated.

Polygon Classification

Attributes to be classified are defined in the National Forest Inventory photo plot database data dictionary for remeasurement v. 5.1.4 and include:

- General information
- Land Cover data (identified in the Land Cover Classification in the Data Dictionary)
- Stand Layer Header data (for vegetated treed polygons)
- Stand Layer Tree Species data (for vegetated treed polygons)
- Stand Layer Origin data (for vegetated treed polygons)
- Stand Layer Treatment data (for vegetated treed polygons)
- Stand Layer Disturbance data (for vegetated treed polygons)

The polygon classification for the very high spatial satellite imagery involves initially providing an NFI class to each non-treed polygon. This enables the interpreter to focus on the treed polygons for complete attribution.

Accuracy Standards

- All levels of the NFI land cover classification must agree with quality assurance audit as follows:
 - Land base (vegetated or non-vegetated) – must be correct 95% of the time
 - Land cover (treed or non-treed for vegetated; land or water for non-vegetated) – must be correct 95% of the time
 - Landscape position (wetland, upland, or alpine) – must be correct 95% of the time
 - Vegetation type (vegetated treed and non-vegetated) – must be correct 95% of the time
 - Vegetation type (vegetated non-treed) – must be correct 85% of the time
 - Density class – must be correct 95% of the time

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

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Amd. No. - N° de la modif.

002

File No. - N° du dossier

VIC-0-32402

Buyer ID - Id de l'acheteur

vic250

CCC No./N° CCC - FMS No/ N° VME

ANNEX "B"

BASIS OF PAYMENT

ALL-INCLUSIVE CEILING PRICE PER IMAGE to perform the work in accordance with the Requirement at Annex A.								
SUPPLIER NAME:								
Zone and Category	PARTIAL Year 1 SA Award to 31 Mar 2012 (A)	Year 2 01 Apr 2012 to 31 Mar 2013 (B)	Year 3 2013/14 01 MAY - 30 APR (C)	Year 4 2014/15 01 MAY - 30 APR (D)	Year 5 2015/16 01 MAY - 30 APR (E)	Year 6 2016/17 01 MAY - 30 APR (F)	Year 7 2017/18 01 MAY - 30 APR (G)	Aggregate Price per Zone and Category (H)
Zone 1 - Photo								
Zone 1 - Satellite								
Zone 2 - Photo								
Zone 2 - Satellite								
Zone 3 - Photo								
Zone 3 - Satellite								
Zone 4 - Photo								
Zone 4 - Satellite								
Zone 5 - Photo								
Zone 5 - Satellite								

Aggregate Price per Zone and Category: (A+B+C+D+E+F+G=H)

The ceiling price is subject to downward adjustment so as not to exceed the actual price submitted as per the resulting solicitations within the scope of the Supply Arrangement.

Annex C Mandatory and Rated Technical Evaluation

Suppliers must demonstrate their compliance with the following sections of the solicitation by providing substantial information describing completely and in detail how the requirement is met or addressed.

MANDATORY TECHNICAL CRITERIA	Submission Page #	Compliant (Y / N)
1 The interpreter(s) doing the interpretation must have a minimum of 5 years forest inventory photo interpretation experience or minimum 2 years satellite image classification and interpretation in a federal, provincial or territorial environment. This experience must be supported by a description of relevant projects performed by the interpreter, provincial photo interpretation certifications and references.		
2. The Supplier must be able to demonstrate through references the capability to : A)handle and process digital imagery using remote sensing applications and technologies (such as automated segmentation and individual tree classification) OR; B) to handle and process aerial images using digital or non-digital photogrammetry techniques, OR; C) BOTH A and B, depending on which category(ies) they submit bids for.		
3. The Supplier must provide a list of all project personnel they are submitting for this Supply Arrangement, and a brief explanation of their responsibilities, expertise, and experience related to those responsibilities		

Submissions not meeting the mandatory technical criteria will not be evaluated further.

RATED TECHNICAL CRITERIA	Maximum Points Available	Submission Page #	
		Photo	Satellite
1. Outline the methodology planned to perform the Work, including:	24 Total		
A. Software packages that will be used	6		
B. Not utilized in this requirement	0		
C. Equipment required to carry out the Work	6		
D. Technical approach appropriate for each phase of the Work	6		
E. Personnel and backup personnel who will be responsible for the management and supervision, and for spatial data creation and handling	6		
Sub-total			
2. Supply details of past experience and performance, including:	30 total		
A. Corporate experience in projects of similar nature (brief description of company's experience with three projects of similar size and scope)	15		
B. Details of PROPOSED INTERPRETER(S) experience with NFI, federal, provincial, territorial or industrial forest inventory photo or satellite interpretation projects. NOTE: This is separate from Corporate experience, and must be demonstrated in detail with specific examples. Information submitted regarding Proposed Interpreters MUST demonstrate the experience of those Proposed Interpreters in EACH specific geographic zone, and EACH type of image (photo/satellite) interpretation for which pricing is submitted.	15		
Sub-total			
3. Supply details of how quality control will be conducted for all phases of the Work.	10 total		
TOTAL AVAILABLE POINTS	64		
Minimum required percentage (based on 64 points)	45		
Final Rated points			
COMPLIANT? Yes / No			

Submissions not meeting the MINIMUM of 70% overall for points subject to rated evaluation will be deemed non-compliant and not be evaluated further.

Annex D Certifications

1. Certifications precedent to Issuance of Supply Arrangement and Certifications required with the Arrangement.

1.1 Certifications Precedent to Issuance of 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 so inform the Supplier and provide the Supplier with a time frame within which to meet the requirement. Failure to comply with the request of the Supply Arrangement Authority and meet the requirements within that time period will render the arrangement non-responsive.

1.1.1 Federal Contractors Program - Certification

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to the issuance of a supply arrangement. If the Supplier, or, if the Supplier is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the issuance of a supply arrangement.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any arrangements from ineligible contractors, including an arrangement from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Supplier does not fall within the exceptions enumerated in 3. (a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Supplier must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
3. The Supplier, or, if the Supplier is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Supplier or the member of the joint venture

- (a) () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- (b) () is not subject to the FCP, being a regulated employer

under the Employment Equity Act, S.C. 1995, c. 44;

- (c) () is subject to the requirements of the FCP, having a workforce of 100 or more full- time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- (d) () is subject to the FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC).

Further information on the FCP is available on the HRSDC Web site.

1.2. Certifications Required with the Arrangement

1.2.1 Status and Availability of Resources

S3005T (2010-08-16) Status and Availability of Resources.

1.2.2 Education and Experience

S1010T (2010-08-16) Education and Experience

Certification

By submitting the arrangement, the Supplier certifies that the information submitted by the Supplier in response to the above requirements is accurate and complete.