

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
**1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 1T3
Bid Fax: (902) 496-5016**

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

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

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet AERIAL PHOTOGRAPHY - SCH, OBLIQUES		
Solicitation No. - N° de l'invitation E0225-131357/A	Date 2012-09-13	
Client Reference No. - N° de référence du client E0225-13-1357		
GETS Reference No. - N° de référence de SEAG PW-\$HAL-305-8769		
File No. - N° de dossier HAL-2-69189 (305)	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-09-27		Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Enquiries to: - Adresser toutes questions à: Collier, Susan		Buyer Id - Id de l'acheteur hal305
Telephone No. - N° de téléphone (902) 496-5350 ()		FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA SEE HEREIN Canada		

Instructions: See Herein

Instructions: Voir aux présentes

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

Issuing Office - Bureau de distribution
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 3C9

Delivery Required - Livraison exigée SEE HEREIN	Delivery Offered - Livraison proposée
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

Aerial Photography SCH - Nova Scotia

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hal305

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

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File No. - N° du dossier

HAL-2-69189

CCC No./N° CCC - FMS No/ N° VME

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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with the requirement.

2. Requirement

Public Works and Government Services Canada (PWGSC), on behalf of the Department of Fisheries and Oceans (DFO), for the purpose of administration of the Fisheries Act, requires the services of a qualified vendor for the provision of aerial photography of commercial fishing harbours (Small Craft Harbours (SCH)) sites along parts of the coastline of Nova Scotia.

This aerial photography will consist of oblique, low altitude shots (possibly approximately 500-700 feet above ground level) as per Annex A detailed herein.

Environmental Conditions:

The aerial photography shall be obtained when the sky is clear; free from precipitation, fog, haze, smoke, dust, and cloud shadows. Long shadows (i.e. late-in-the-day shots) will only be permitted for 10% of the photographs taken for the day. The solar angle must be 30 degrees or greater above the horizon at the time of exposure.

Sites:

The services are required for a portion of the SCH scheduled commercial fishing harbours in Nova Scotia. The sites are listed and shown herein.

All imagery acquisition must be performed between October 2012 - November 2012 and deliverables completed by December 14, 2012.

3. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (2012-07-11) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) days

2. Submission of Bids

Bids 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 bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (One (1) hard copy)

Section II: Financial Bid (One (1) hard copy)

Section III: Certifications (One (1) hard copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or 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 IA: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section 1B: Management Bid

In their management bid, bidders must describe their capability and experience, the project management team and provide client contact(s).

Section II: Financial Bid

1.1 Bidders must submit their financial bid in accordance with the Annex "B". The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

(a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical, management and financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

1. Basis for Evaluation of Proposals

Mandatory Requirements

The following information shall be provided to be considered as a valid proposal. The information shall be provided by written portfolios and resumes.

1.1 Technical Evaluation

Bidders are encouraged to include a "Cross Reference" index in their Technical/Management Proposal that identifies the paragraphs and page numbers associated with each of the following criteria.

Rated Criteria MAX 100 points MIN 75 points

1. Basis for Evaluation of Proposals

1.1 Mandatory Requirements

The following information shall be provided to be considered as a valid proposal. The information shall be provided by written portfolios and resumes.

1.1.1 Company Capability (25 points)

The Bidder shall outline the background and relevant experience/competence of their organization proven by describing work similar or related to the scope of services. At least 2 previous examples of related work in the last five (5) years shall be included in the offer detailing tasks and deliverables, client(s), value of project, and success obtained. Also include contact information for the examples.

1.1.2 Personnel (25 points)

The Bidder shall provide a résumé / backgrounder of each project personnel including pilot and photographer detailing similar aerial photography experience.

1.1.3 Schedule and work plan (25 points)

The Bidder shall provide a proposed schedule and work plan.

1.1.4 Equipment (25 points)

The Bidder shall state their proposed aircraft type, camera, and printing equipment.

2. Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

MANDATORY: BIDDERS MUST SUBMIT WITH THEIR BID:**1. Code of Conduct Certifications - Consent to a Criminal Record Verification**

1.1 Bidders must submit with their bid, by the bid solicitation closing date:

(a) a complete list of names of all individuals who are currently directors of the Bidder;

(b) a properly completed and signed form (PWGSC-TPSGC 229), for each individual named in the list.

2. Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to

meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

2.1 Federal Contractors Program - Certification - A3031T (2010-08-16)

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal 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 bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder 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;

D.() has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: _____ .

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

2.2 Former Public Servant Certification - A3025T (2010-01-11)

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or

d.a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c.C-17, the Defence Services Pension Continuation Act, 1970, c.D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c.R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c.R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c.M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? Yes () No ()

If so, the Bidder must provide the following information:

a.name of former public servant;

b.date of termination of employment or retirement from the Public Service.

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? Yes () No ()

If so, the Bidder must provide the following information:

a.name of former public servant;

b.conditions of the lump sum payment incentive;

c.date of termination of employment;

d.amount of lump sum payment;

e.rate of pay on which lump sum payment is based;

f.period of lump sum payment including start date, end date and number of weeks;

g.number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

2.3 Education and Experience

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2.3.1 SACC Manual clause A3010T (2010-08-16) Education and Experience

2.4 Financial Capability

2.4.1 SACC Manual clause A9033T (2011-05-16) Financial Capability

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with the requirement.

2. Requirement

Public Works and Government Services Canada (PWGSC), on behalf of the Department of Fisheries and Oceans (DFO), for the purpose of administration of the Fisheries Act, requires the services of a qualified vendor for the provision of aerial photography of commercial fishing harbours (Small Craft Harbours (SCH)) sites along parts of the coastline of Nova Scotia.

This aerial photography will consist of oblique, low altitude shots (possibly approximately 500-700 feet above ground level) as per Annex A detailed herein.

Environmental Conditions:

The aerial photography shall be obtained when the sky is clear; free from precipitation, fog, haze, smoke, dust, and cloud shadows. Long shadows (i.e. late-in-the-day shots) will only be permitted for 10% of the photographs taken for the day. The solar angle must be 30 degrees or greater above the horizon at the time of exposure.

Sites:

The services are required for a portion of the SCH scheduled commercial fishing harbours in Nova Scotia. The sites are listed and shown herein.

All imagery acquisition must be performed between October 2012 - November 2012 and deliverables completed by December 14, 2012.

3. Standard Clauses and Conditions

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

3.1 General Conditions

2010B (2016-07-16), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

3.2 Supplemental General Conditions Canada to Own Intellectual Property Rights in Foreground Information - 4007 (Date: 2010-08-16), apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

All imagery acquisition must be performed between October 2012 - November 2012 and deliverables completed by December 14, 2012.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Susan Collier
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Telephone: 902-496-5350
Facsimile: 902-496-5016
E-mail address: susan.collier@pwgsc.gc.ca

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

5.2 Project Authority (to be given upon contract award)

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone : _____
Facsimile: _____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

Name: _____

Title: _____

Company: _____

Address: _____

Telephone : _____

Facsimile: _____

E-mail address: _____

6. Payment**6.1 Basis of Payment**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment, Annex "B".

6.2 Limitation of Expenditure

1.Canada's total liability to the Contractor under the Contract must not exceed \$ _____ .

Customs duties are included, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

2.No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

a.when it is 75 percent committed, or

b.four (4) months before the contract expiry date, or

c.as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

3.If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.3 SACC Manual Clauses

H1008C (2008-05-12) Monthly Payment

A9117C (2007-11-30) Direct Reporting by Customer Department

C0711C (2008-05-12) Time Verification

C0705C (2010-01-11) Discretionary Audit

7. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- (a) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- (b) a copy of all reports on work performed if applicable

2. Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

8. Certifications

8.1 Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

8.2 SACC Manual Clauses

Commercial General Liability Insurance - G2001C (2008-05-12)

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.

p. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.

q. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

r. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's

insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

Aviation Liability Insurance - G2030C (2008-05-12)

1.The Contractor must obtain Aviation Liability Insurance for Bodily Injury (including passenger Bodily Injury) and Property Damage, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence and in the annual aggregate.

2.The Aviation Liability policy must include the following:

a.Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, represented by Public Works and Government Services Canada.

b.Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

c.Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

d.Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

e.Employees and, where applicable, Volunteers must be included as Additional Insured.

f.Aviation Passenger Liability and inclusive Medical Payments: If sub-limits are applicable to Contractor's policy conforming to international carriage agreements or otherwise, such sub-limits must in any event be, not less than, \$300,000 per person. The per accident limit should be no less than \$300,000 multiplied by the number of passengers.

g.If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

h.Employers Liability (unless we have confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

i.Hangarkeeper's Liability: To cover loss of and/or damage to aircraft on the ground in the care, custody or control of the Contractor.

j.Products and Completed Operations: To cover liability arising from the sale and service of aviation products, assembly and repair activities, in connection with the Work performed by or on behalf of the Contractor.

k.Airport Tenants' Legal Liability Broad Form: To protect the Contractor for liabilities arising from its occupancy of leased airport premises.

l.Non-owned Aircraft Liability: To protect the Contractor for liabilities arising from its use of aircraft owned by other parties including Canada.

m.Control Tower Liability: To cover for all liabilities arising from the ownership and/or operations of air traffic control towers

n.Permission to Transport Hazardous Goods. The Insured must also obtain all the applicable provincial or federal permission to transport hazardous material in addition to this endorsement.

o.Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,

Quebec Regional Office (Ottawa),

Department of Justice,

284 Wellington Street, Room SAT-6042,

Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,

Civil Litigation Section,

Department of Justice

234 Wellington Street, East Tower

Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's

insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

Insurance - G1005C (2008-05-12)

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

10. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) The supplemental general conditions - Canada to Own Intellectual Property Rights in Foreground Information - 4007 (Date: 2010-08-16);
- (c) the general conditions 2010B (2016-07-16), General Conditions - Professional Services (MediumComplexity) ;
- (d) Annex A, Requirement;
- (e) Annex B, Basis of Payment;
- (f) the Contractor's bid dated _____ (insert date of bid)

11. SACC Manual Clauses

Canadian Content Certification - A3060C (2008-05-12)

ANNEX "A"

REQUIREMENT

Oblique Imagery of Fisheries and Oceans Canada sites in Nova Scotia

General:

Public Works and Government Services Canada (PWGSC), on behalf of the Department of Fisheries and Oceans (DFO), for the purpose of administration of the Fisheries Act, requires the services of a qualified vendor for the provision of aerial photography of commercial fishing harbours (Small Craft Harbours (SCH)) sites along parts of the coastline of Nova Scotia.

This aerial photography will consist of oblique, low altitude shots (possibly approximately 500-700 feet above ground level).

Environmental Conditions:

The aerial photography shall be obtained when the sky is clear; free from precipitation, fog, haze, smoke, dust, and cloud shadows. Long shadows (i.e. late-in-the-day shots) will only be permitted for 10% of the photographs taken for the day. The solar angle must be 30 degrees or greater above the horizon at the time of exposure.

Sites:

The services are required for a portion of the SCH scheduled commercial fishing harbours in Nova Scotia.

The sites are listed and shown herein.

All imagery acquisition must be performed between October 2012 - November 2012 and deliverables completed by December 14, 2012.

Photographic Specifications:

A minimum of four (4) close-up oblique photos for each site are required with each photo being taken from a different directional heading (one approaching from the water, one from each shoreline direction, and one from the back). See Appendices "A - NSE" and "A - NSG" for specifics for each harbour.

A fifth photo, approaching the harbour from the water, with the horizon in the distance, is also required. For the purposes of this requirement oblique images are images taken between 20 degrees from vertically downward out to approximately 45 degrees or more (depending on altitude and camera field of view) but usually not capturing the horizon unless specified.

Additional photos taken at each site will be at the discretion of the photographer, usually depending on the size of the harbour. The photographer will be required to use her/his own judgment in making

determinations as to the most appropriate camera angles, and target distances so as to include the entire site and to avoid excessive glare due to the angle of the sun.

See Appendix B for more Oblique Photo Specifications.

For all harbours (excluding very large harbours), the majority of photos should show the full extent of the harbour limits (all marine structures, parking areas, upland areas, etc.) that are associated with the harbour. For very large harbours, at least two oblique photos will be required to show all harbour related facilities, but the other photos can be of partial areas only of the harbour. The majority of the photos should be zoomed in close enough so that the harbour facilities fill at least 70% the photo. See Appendices "A - NSE" and "A - NSG" for specifics for each harbour.

For costing purposes, assume at least five photos to be provided for each site. For larger sites where more than five photos are required, PWGSC has considered the sites to be "2 or more" (as required) for costing purposes.

See Appendix A - List of Sites for more details.

Photographs must not show any part of the aircraft. Images must be clear and sharp in detail and uniform in density. The images must not contain any blemishes that interfere with the clarity of the photo. The images must be clear free of distortion and reflections including, but not limited to, such as those that could be caused by shooting through windows.

If the images are not photographed with a digital camera, then the digital photos shall be created by scanning original film negatives using a precision image scanner with a resolution of at least 2,000 x 3,000 pixels.

Deliverables:

The Contractor will provide two sets of the following to the Project Authority:

- (a) All images taken during the flight(s), in JPG format on CD/DVD or non-returnable external hard drive (images sized 8"x10"± or 8"x12"±), with images indexed as per Appendix "C";
- (b) Thumbnail images of all files provided in (a) above, on a separate CD/DVD or non-returnable external hard drive, with images indexed as per "Appendix "C";
- (c) One labeled, 5"x7" print of each mandatory photo on photo quality paper, as per Appendix "D";
- (d) A Microsoft Excel spreadsheet file listing flight details, as per Appendix "E".

Aerial photography that does not comply with the specifications must be re-flown by the Contractor at no additional cost.

General:

Contractors who will tender on this work must make their own appraisal of the resources required and the difficulties pertaining to the execution of the work, the severity, exposure and uncertainty of local weather

conditions, and all other contingent matters. Submission of a tender will be deemed confirmation that the Contractor is conversant with site conditions.

The unit prices provided by the bidder must include all associated fees including, but not limited to, airport fees, fuel surtax charges, cost to cover any Transport Canada waiver for Permissible Low Altitude Flight, and all other costs associated with the successful execution of the work.

Area of Coastline to Be Covered:

Nova Scotia East (NSE) - Harbours located along the eastern shore of mainland Nova Scotia and Cape Breton Island, from Dingwall to, and including, Sambro (south of Halifax). NSE also includes Advocate and Five Islands (in the Minas Basin/Bay of Fundy). The number of harbour sites is 49.

Nova Scotia Gulf (NSG) - Harbours located along the north/northeastern shoreline of mainland Nova Scotia and Cape Breton Island, along the Northumberland Strait, from the NB/NS border to, and including, Bay St. Lawrence. The number of harbour sites is 33.

The sites are listed in Appendix A - List of Sites.

Project Schedule:

Project Start-up Meeting	Early October 2012
Image Acquisition	October - November 2012
Project Delivery	December 14, 2012

Intellectual Property Rights

Upon project completion or termination all interim and completed project deliverables shall become the sole property of the Department of Fisheries and Oceans and must be turned over to PWGSC. The Contractor shall not sell or distribute any of these project deliverables in whole or in part to any third parties. The Contractor, only with the prior expressed written permission of the Project Authority, may be allowed to use limited examples of the completed work for marketing or other uses.

Project Start-up Meeting

There will be a Project Start-up meeting prior to the first flight. PWGSC will host the meeting in Halifax. The meeting will be approximately 2 hours in length. The contractor's project manager and technical specialist and PWGSC's project manager and technical specialist will attend as a minimum. The contractor will develop Meeting Minutes / Record of Decisions for approval and distribution. Separate payment will be made for the Project Start-up meeting for two (2) contractor's representatives.

Site Regulations:

The bidder undertakes and agrees to comply with all standing orders or other regulations, in force on the sites where the work is to be performed, relating to the safety of persons on the sites or protection of property against loss or damage from any and all causes. All Federal, Provincial, Municipal and any other

applicable Laws, Acts, Rules or any Statutes shall be followed in general. The Contractor shall provide persons designates/classifications who are fully qualified and perform using the best practices in their tasks.

Travel and Living Expenses:

Payment will be made for two contractor's representatives at the Project Start-up meeting.

No extra payment will be made for travel and living expenses associated with the image acquisition. Include the cost of travel and living expenses into the unit price for which travel and living expenses are required.

Basis of Payment:

Basis of payment will be per site, upon receipt of deliverables.

Payment will be made for two contractor's representatives at the Project Start-up meeting.

ANNEX "B" BASIS OF PAYMENT

Payment will be made on a per successful site basis after successful delivery and acceptance of imagery, reports and other mission deliverables, and project deliverables such as monthly reports are up-to-date.

The payment rate per site will be based on the imagery type.

There will be no additional payment for travel to and from the project site or for accommodations.

There will be no additional payment for any expenses incurred while waiting for acceptable atmospheric, tidal, ground cover, or any other conditions.

There will be no payment for flights cancelled due to operational, weather or other conditions experienced by the contractor.

Any planned flights cancelled due to persistent inclement weather conditions must include a weather report for each day for the time period. The weather report must be from an authoritative source, such as Environment Canada and/or a local airport.

Multiple delays and cancellations of flights by the contractor for reasons other than valid inclement weather conditions will deem the contractor non-compliant. These reasons for delays and cancellations include but are not limited to: unavailability of aircraft or other equipment, unavailability of personnel, or non-operational equipment.

The contractor must have priority access to suitable equipment to ensure the mission takes the highest priority when flying conditions are acceptable.

Pricing shall be submitted in the following format:

1. Photography:

A firm \$_____ per site, for an estimated 92 sites as per Annex A =

= Total estimated Cost (cost x 92) = \$_____

2. Travel and Living:

There will be a project start up meeting for 2 persons in Halifax, Nova Scotia. The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". All travel must have the prior authorization of the Project Authority, All payments are subject to government audit.

Total Estimated Cost, Travel and Living \$_____

TOTAL ESTIMATED PROJECT COST (Total Estimated Cost, Photography + Total Estimated Cost, Travel and Living)
= \$_____ **EXCLUSIVE OF APPLICABLE TAXES.**

ANNEX C
CODE OF CONDUCT REQUIREMENTS
(ATTACHED HEREIN)

Bidder must submit with their bid, by the bid solicitation closing date:

(a) a complete list of names of all individuals who are currently directors of the Bidder;

(b) a properly completed and signed form Consent to a Criminal Record Verification

Failure to provide the following information **with your bid** will render the bid non-responsive.

Complete Legal Name of Supplier:

Supplier Address:

Supplier PBN:

Solicitation Number:

F5129-123005/A

Contracting Officer Signature Block: Susan Collier

Supply Specialist

Atlantic Region Acquisitions

Public Works and Government Services Canada

5th Floor, Dominion Public Building

1713 Bedford Row, Halifax, NS B3J 3C9

susan.collier@pwgsc-tpsgc.gc.ca

Telephone / Téléphone: (902) 496-5350

Facsimile / Télécopieur: (902) 496-5016

Government of Canada / Gouvernement du Canada

List of Directors: Please provide a list of names of all individuals currently on the Board of Directors of the above company and provide a signed copy of the Form PWGSC 229 -

Consent to a Criminal Record Verification for each name on the list.

Board of Directors: (Please print clearly)

NAME	NAME	NAME	NAME

Attach additional names on a separate sheet if required.

Solicitation No. - N° de l'invitation

E0225-131357/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hal305

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

E0225-13-1357

HAL-2-69189

See attached document PWGSC-TPSGC 229 Consent to a Criminal Record Verification.

Appendix A

MAPS OF SITES

Solicitation No. - N° de l'invitation

E0225-131357/A

Amd. No. - N° de la modif.

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hal305

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

E0225-13-1357

File No. - N° du dossier

HAL-2-69189

CCC No./N° CCC - FMS No/ N° VME

Appendix B

OBLIQUE PHOTO SPECIFICATIONS

Solicitation No. - N° de l'invitation

E0225-131357/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hal305

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

E0225-13-1357

File No. - N° du dossier

HAL-2-69189

CCC No./N° CCC - FMS No/ N° VME

Appendix C

INSTRUCTIONS FOR NAMING OF IMAGES AND DIRECTORY STRUCTURE

Solicitation No. - N° de l'invitation

E0225-131357/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hal305

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

E0225-13-1357

File No. - N° du dossier

HAL-2-69189

CCC No./N° CCC - FMS No/ N° VME

Appendix D
INSTRUCTIONS FOR PROVIDING COPIES OF PHOTOS TO PROJECT AUTHORITY

Solicitation No. - N° de l'invitation

E0225-131357/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hal305

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

File No. - N° du dossier

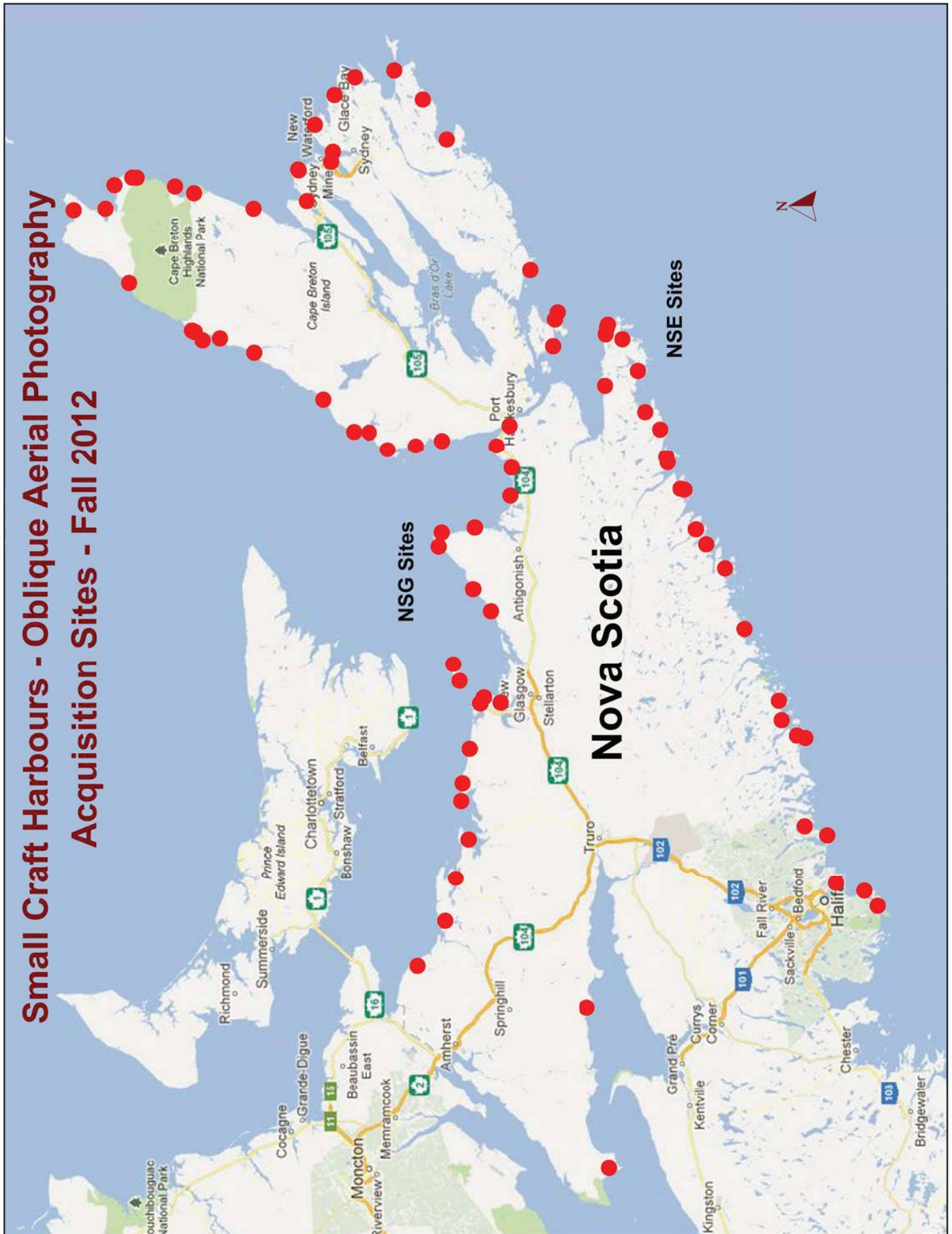
CCC No./N° CCC - FMS No/ N° VME

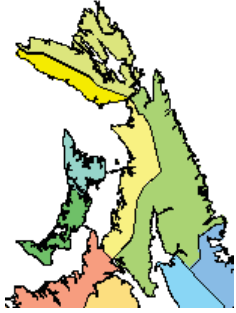
E0225-13-1357

HAL-2-69189

Appendix E
EXCEL SPREADSHEET TO PROJECT AUTHORITY

Appendix A - Map of Sites





Nova Scotia East

Aerial photography assistant

The purpose of this document is to assist photographers to know what structures belong to Small Craft Harbours, as well as areas of interest requiring photos.

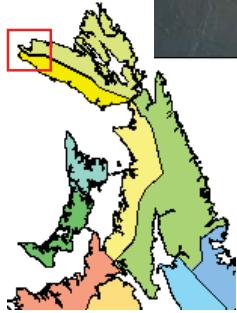
Most sites only require a minimum of four (4) obliques, however in some cases, SCH assets are not all in the same general area, and require additional photos.

IMPORTANT:

CIRCLED AREAS ARE THE AREAS OF INTEREST TO BE INCLUDED IN AS MANY PHOTOS AS POSSIBLE, UNLESS OTHERWISE NOTED.

VERY IMPORTANT:

THE SNAPSHOT IMAGE FOR EACH SITE IS THE AREA THAT AT LEAST ONE OBLIQUE PHOTO SHOULD TRY TO ENCOMPASS THE WHOLE SHORELINE AND HARBOUR AREA
(as much as possible, wherever possible).



Nova Scotia East

Two obliques for the channel entrance breakwaters.



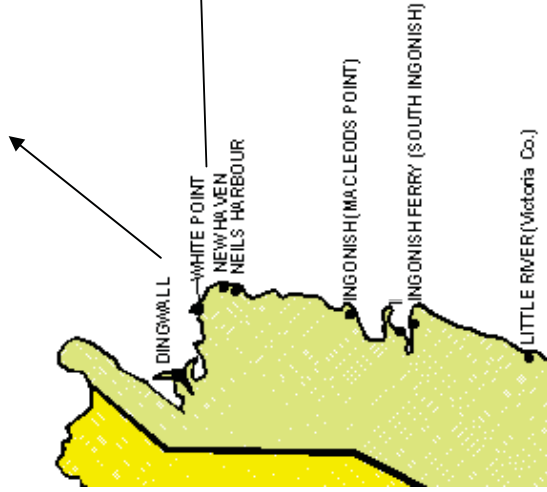
Two obliques for the wharf and causeway area

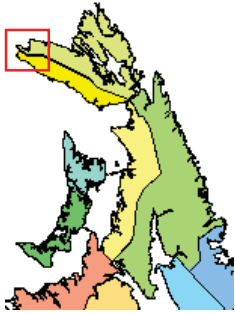
Two obliques for the inner channel area and slipway

Minimum of 9 obliques for Dingwall.

Two obliques for the whole harbour

One oblique to show these groynes, plus our breakwaters in the background.





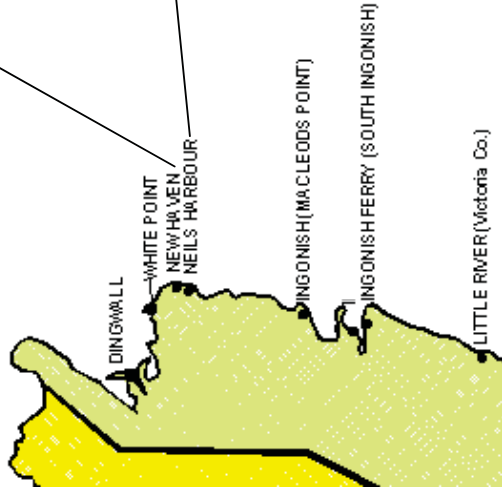
Nova Scotia East

At least one oblique photo to have the whole harbour, including the rest of this cove.

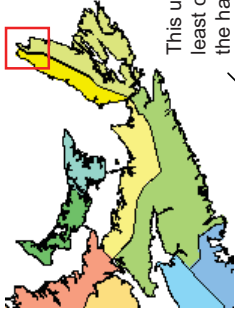


At least one oblique photo needs to have this access road leading to the breakwater, and the intersection where it meets the main road.

At least one oblique photo to have the whole harbour, including the rest of this "island"



Nova Scotia East



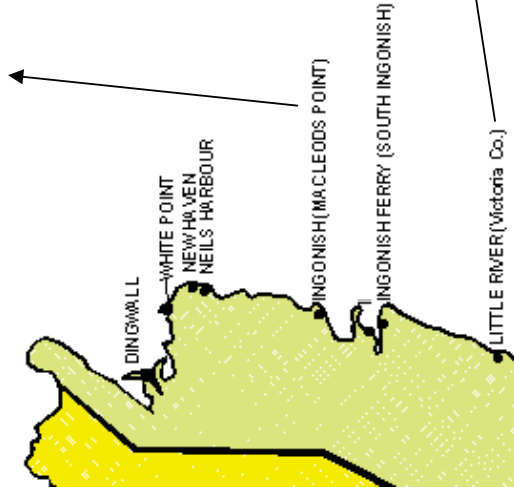
This upland area to also be in at least one photo (with the rest of the harbour)

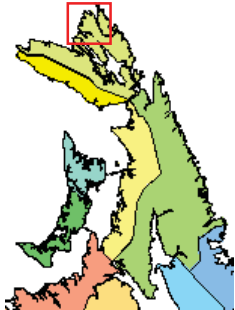


Minimum one oblique showing sandbars and channel entrance with wharf in background.



Minimum three obliques for the circled wharf area.

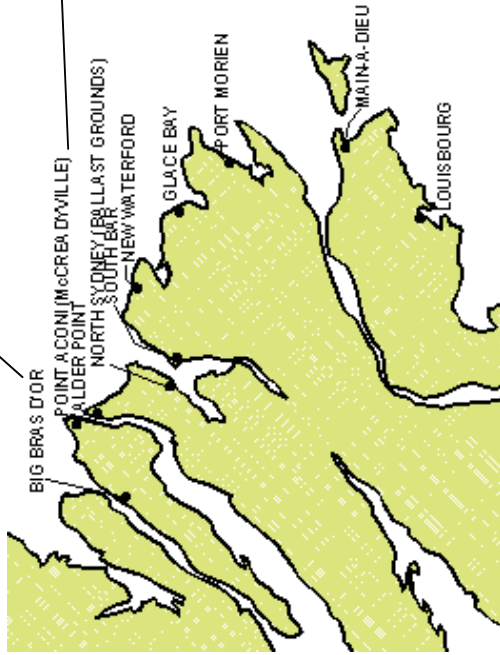


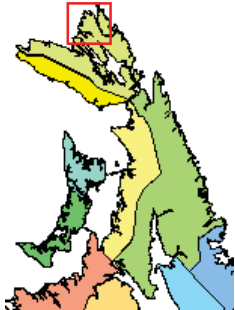


Nova Scotia East



At least one oblique to include the whole harbour, including this private wharf area.

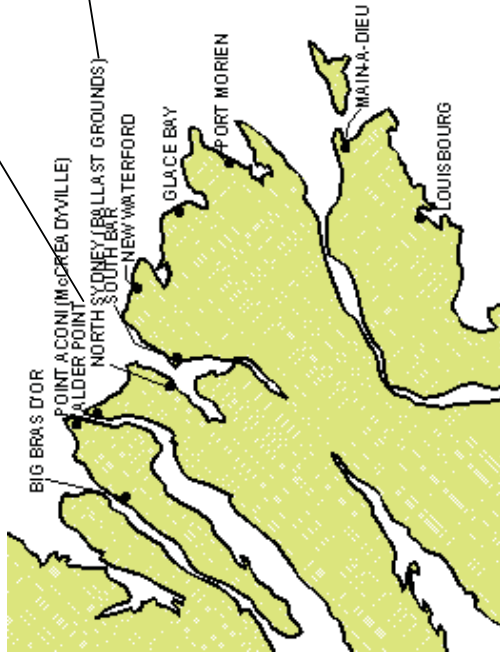


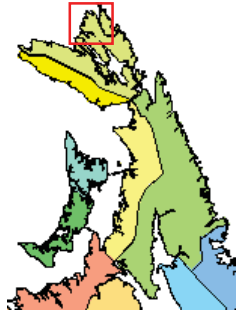


Nova Scotia East

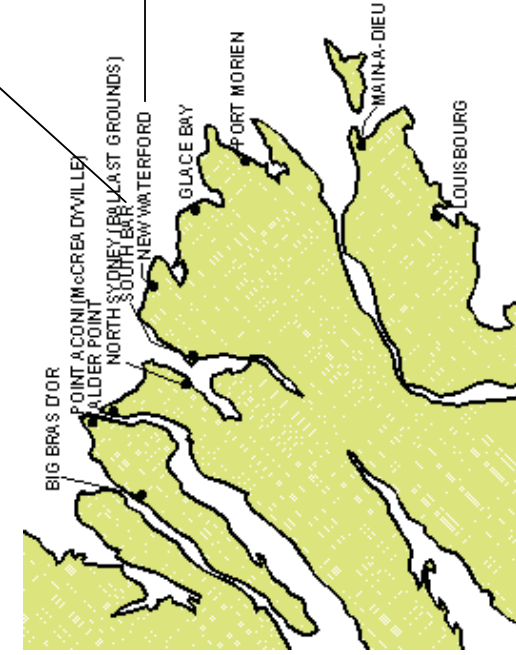


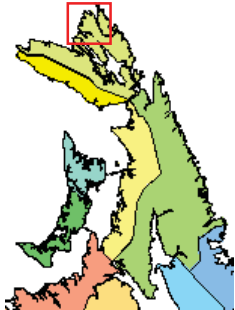
At least one of the minimum four obliques to include the whole harbour, including this private fish plant area.





Nova Scotia East



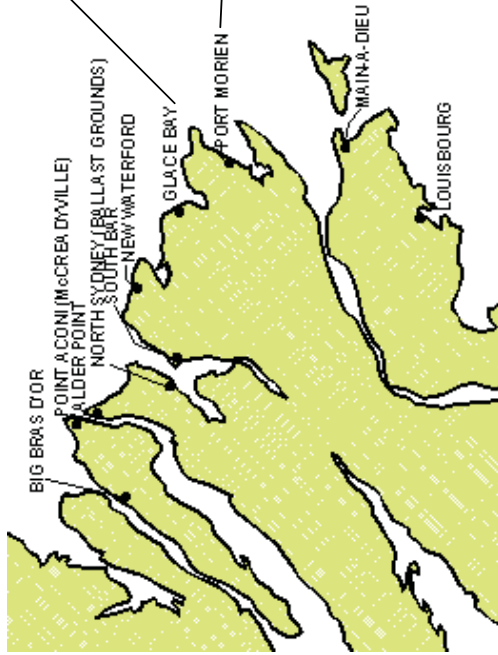


Nova Scotia East

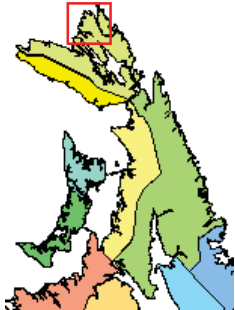
SCH owns from the entrance breakwaters, all the way back to the bridge, therefore one full oblique from each end of the harbour is wanted, plus various obliques for the full length of the basin – closer to see more detail... the areas circled are suggestions for the other obliques.



One extra oblique just of this shoreline.



Minimum four obliques for the circled harbour area.



Nova Scotia East

Minimum two obliques for the full harbour (with all "three structures")

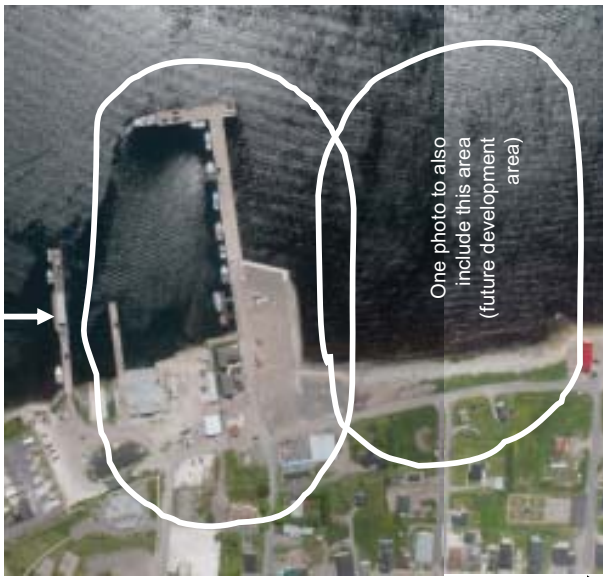


Minimum four obliques for the circled main wharf area.

Minimum two obliques for the circled west breakwater area.

Minimum two obliques for the circled east breakwater area.

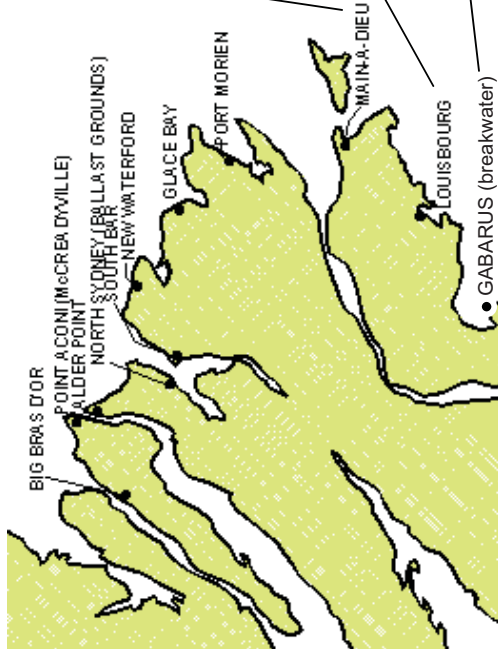
At least one oblique to include this private wharf in the photo



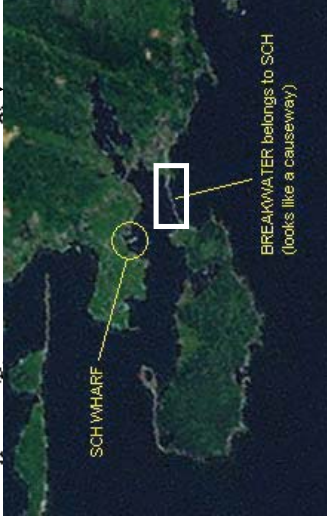
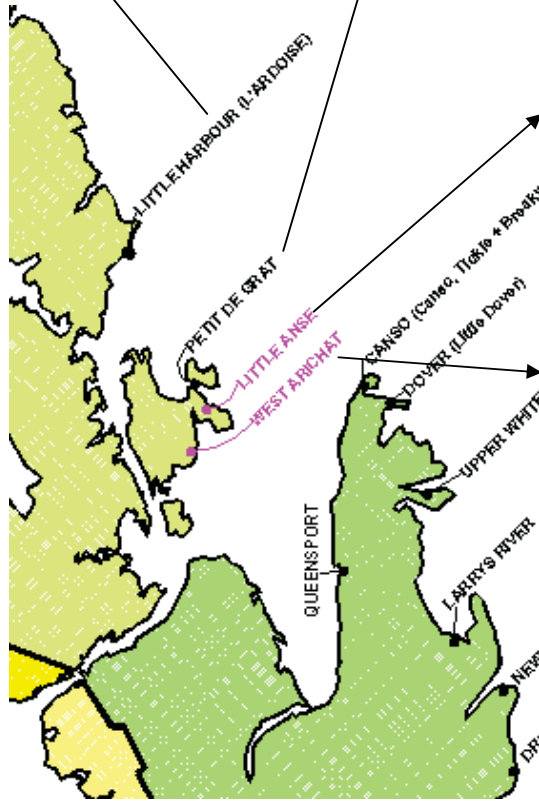
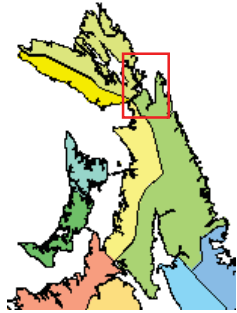
One photo to also include this area (future development area)



Two obliques of the breakwater structure, and two of the whole area (which includes the road leading to the b/w, and the lighthouse).



Nova Scotia East



West Archat - No photos needed for the wharf site. Photos (minimum four obliques) needed for the "breakwater / causeway" between the mainland and Chrichton Island.



Little Anse - minimum two obliques for the "island" + breakwater structure; one oblique for the municipal wharf, and one oblique for the whole cove in this photo.



Three obliques for the circled area and one for the whole area shown in this photo.

We own the road leading to the wharf.

Minimum two obliques for the entrance breakwater and sandbar (circled) at Petit-de-Grat.

Minimum three obliques for each circled area and two for the whole area shown in this photo (one from each end).



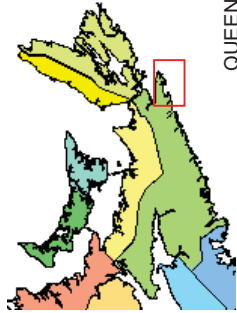
Petit-de-Grat (main wharf)



Petit-de-Grat (Co-op wharf)

WILL BE COUNTED AS TWO SITES due to large size... at least one photo per site for whole areas in these two photos.

Nova Scotia East



Two obliques for the breakwater and two others for the whole area shown in this photo (to include adjacent private facilities).



CANSO (BREAKWATER)



CANSO (MAIN WHARF)

Minimum four obliques for the circled area and one for the whole area (with the "river" in the background).



CANSO (TICKLE)

Three obliques for the circled area and one for the whole area shown in this photo.



Nova Scotia East

Three obliques for the circled wharf area, two for the breakwater (see photo #2), and one for the whole area shown in photo #1.

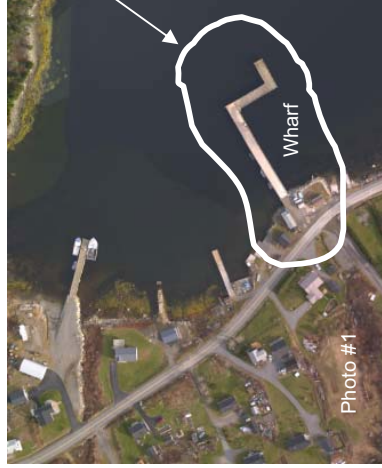
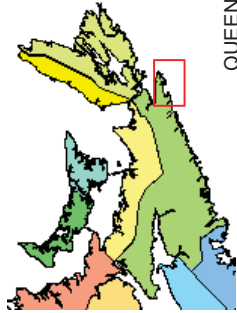


Photo #1



Photo #2

Three obliques for the circled area, and one for the whole cove shown in this photo.

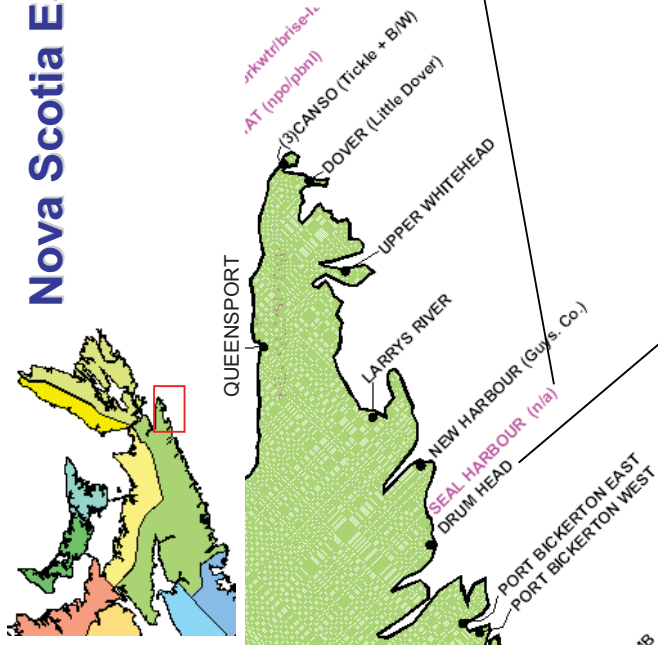


Minimum three obliques for circled wharf area, and one for the slipway site.

Minimum of 7 photos for this site.

Minimum two obliques for the wharf, two obliques for the east breakwater, one oblique for the "causeway", one oblique for the small breakwater (and island), and one oblique for the whole area shown in this photo.

Nova Scotia East



Minimum one oblique of the west breakwater, one oblique of the east breakwater, and two obliques of the whole protected cove.

Two obliques for the circled wharf area



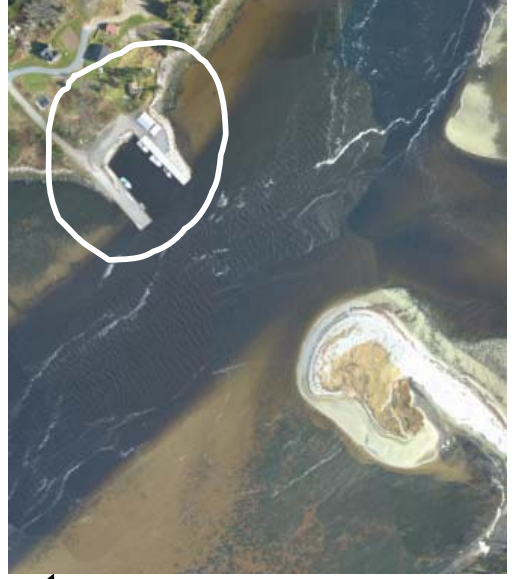
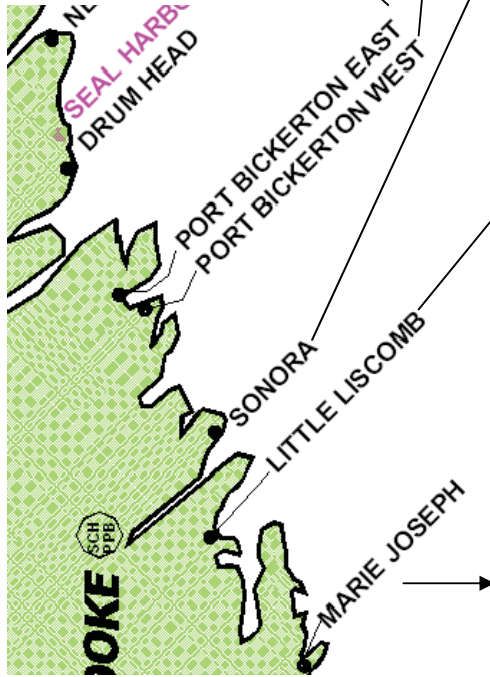
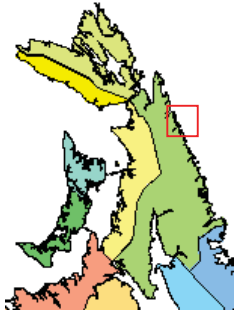
Minimum three obliques for the circled west structures.

Minimum two obliques of the whole area in this photo (to show the wharf, east and west structures in one photo).

Three obliques for the circled east structures

Minimum of 10 photos for this site.

Nova Scotia East



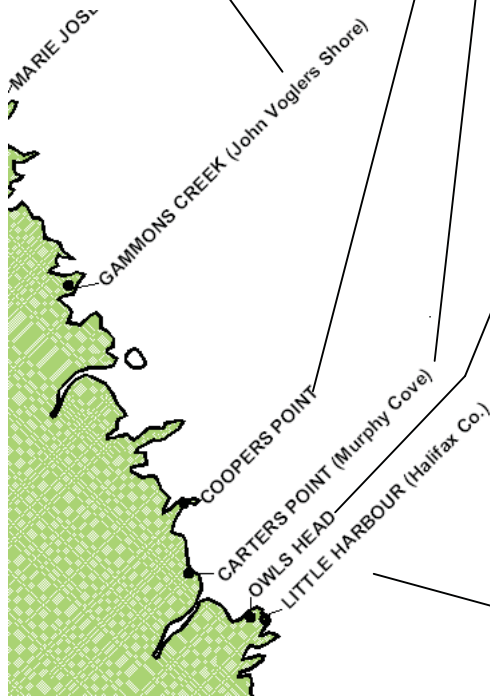
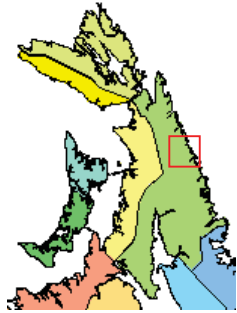
Three obliques for the circled area and one for the whole area shown in these photos.



Three obliques for the circled area and one for the whole area shown in these photos.



Nova Scotia East



Three obliques for the circled area and one for the whole area shown in this photo.



Three obliques for the circled area and one for the whole area shown in this photo.

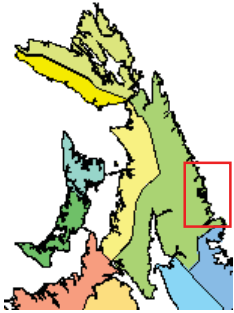


Three obliques for the circled area and one for the whole area shown in this photo.



Minimum three obliques for the circled area and one for the whole area shown in this photo.





Nova Scotia East

Minimum two obliques of the wharf area, one of the whole area in the photo, and one showing the channel leading to the wharf.



Minimum three obliques for "SCH FACILITIES area in the while circled area (wharf and new infill area which is not shown in this photo)", one for B/W#1, one for B/W#2, one for B/W#3, and two for the whole area in the photo.

Minimum of 8 photos for this site.

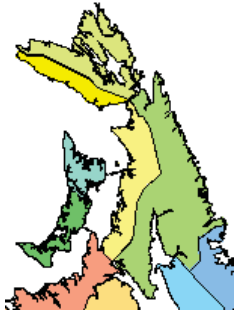
Minimum four obliques of the circled area, and one of the whole area in the photo.



The circled areas are SCH assets. Four obliques, as required, to see the circled areas, in relation to surrounding areas.



Minimum two obliques of the circled area, and two of the whole area in the photo.



Nova Scotia East ... in the Minas Basin

Advocate: Minimum two obliques of the wharf area, one of the whole area in the photo, and one showing the channel leading to the wharf.



Five Island: Minimum two obliques of the circled wharf area, and minimum two showing the channel leading to the wharf.





Nova Scotia Gulf

Aerial photography assistant

The purpose of this document is to assist photographers to know what structures belong to Small Craft Harbours, as well as areas of interest requiring photos.

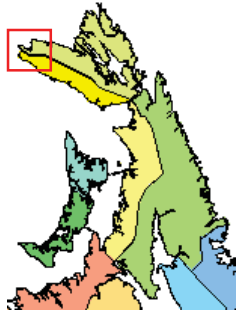
Most sites only require a minimum of four (4) obliques, however in some cases, SCH assets are not all in the same general area, and require additional photos.

IMPORTANT:

CIRCLED AREAS ARE THE AREAS OF INTEREST TO BE INCLUDED IN AS MANY PHOTOS AS POSSIBLE, UNLESS OTHERWISE NOTED.

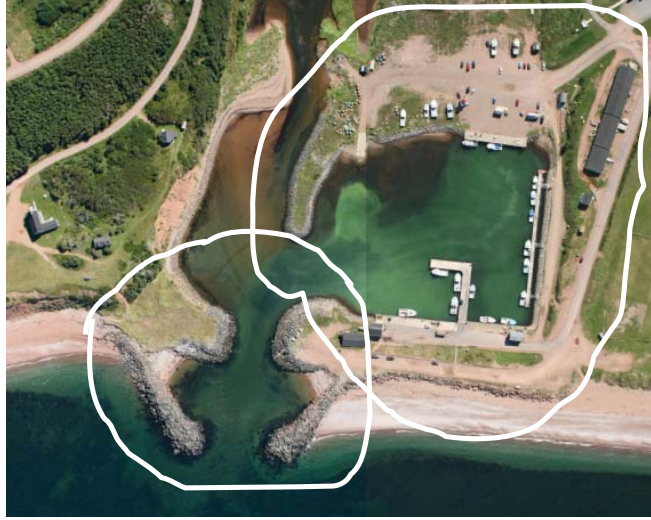
VERY IMPORTANT:

THE SNAPSHOT IMAGE FOR EACH SITE IS THE AREA THAT AT LEAST ONE OBLIQUE PHOTO SHOULD TRY TO ENCOMPASS THE WHOLE SHORELINE AND HARBOUR AREA
(as much as possible, wherever possible).



Nova Scotia Gulf

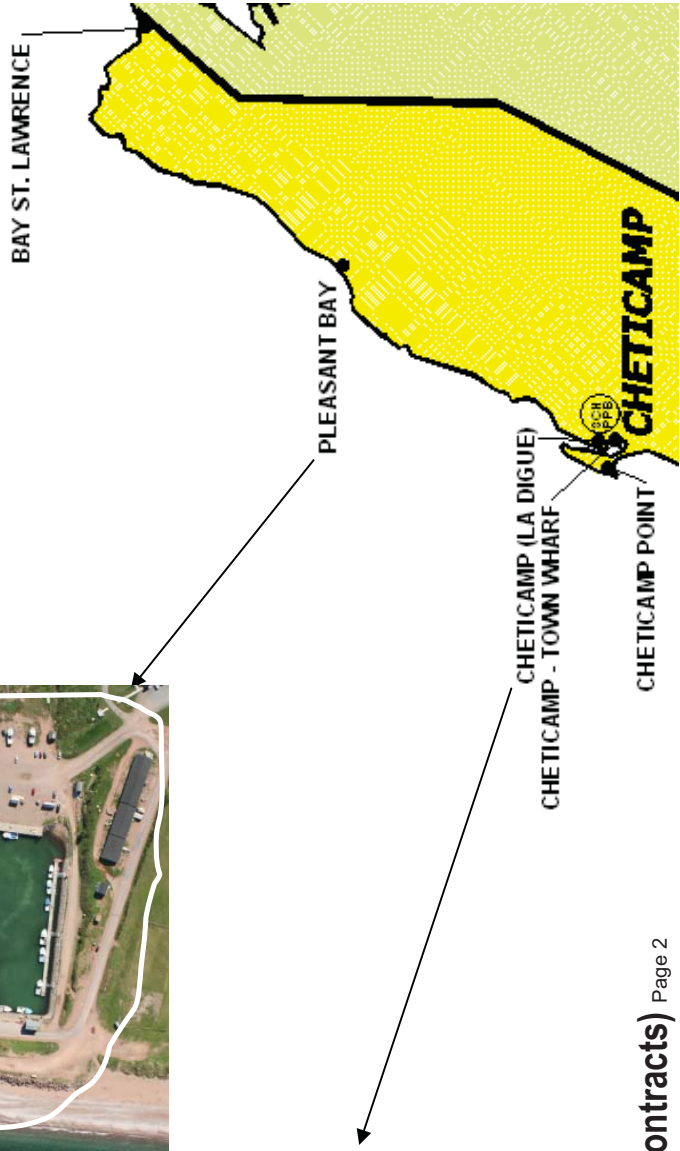
Pleasant Bay: Minimum two obliques for each circled area, plus two for the full harbour as shown in this photo.

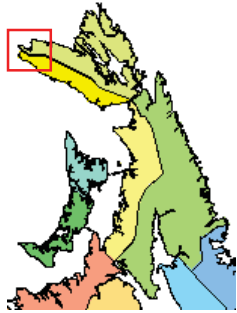


Cheticamp (La Digue): Minimum two obliques for each circled area, plus two for the full harbour as shown in this photo.



Bay St. Lawrence: Minimum two obliques for each circled area, plus two for the full harbour as shown in this photo.



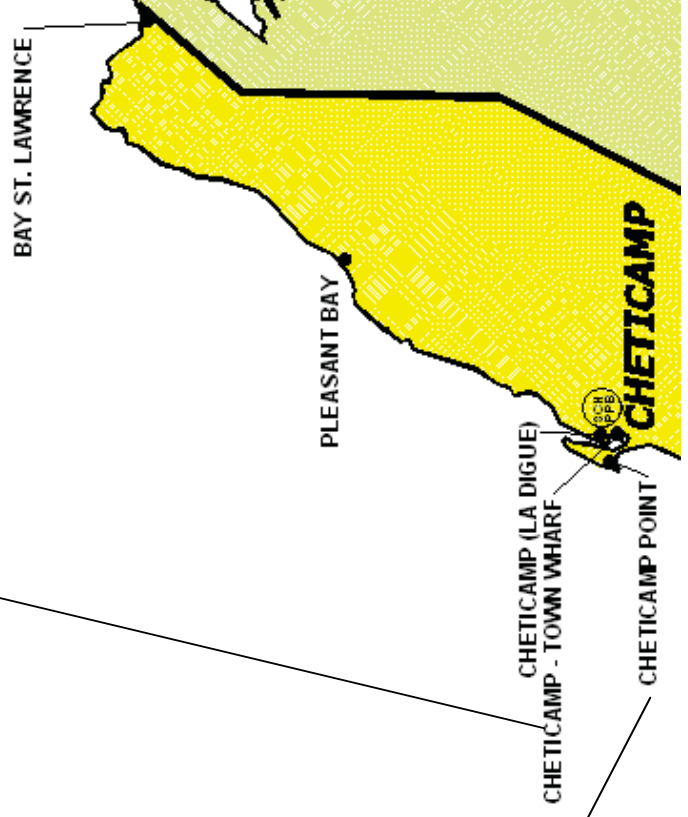


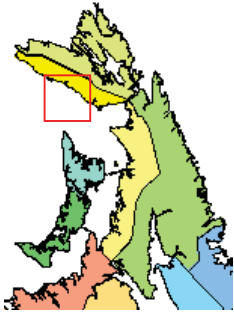
Nova Scotia Gulf



Cheticamp Town:
Minimum three obliques for the circled area.

Cheticamp Point:
Minimum three obliques for the circled area, plus one for the whole area shown in this photo..



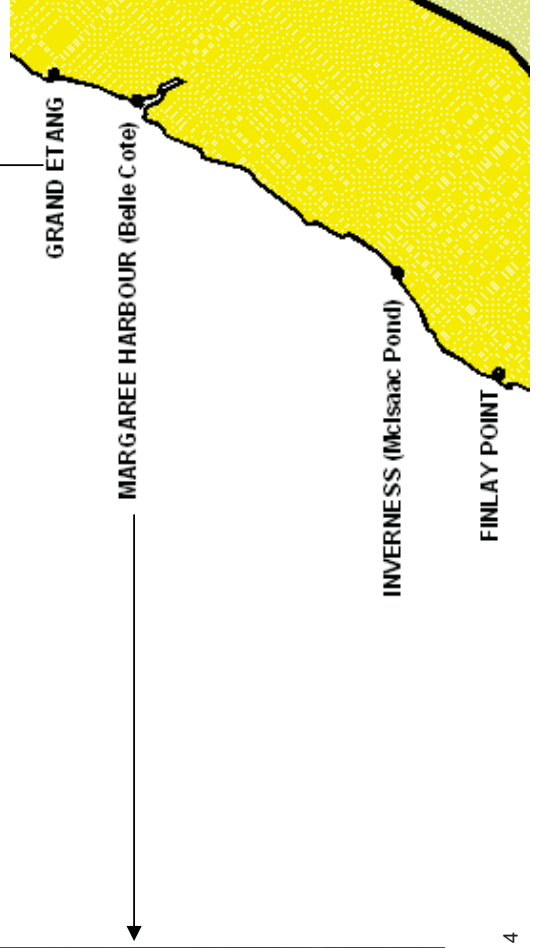


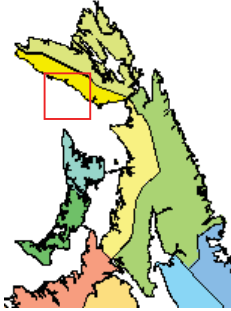
Nova Scotia Gulf

Grand Etang: Minimum two obliques for each circled area, plus minimum two for the full harbour as shown in this photo.



Margaree: Minimum two obliques for each circled area, plus minimum two for the full harbour as shown in this photo.





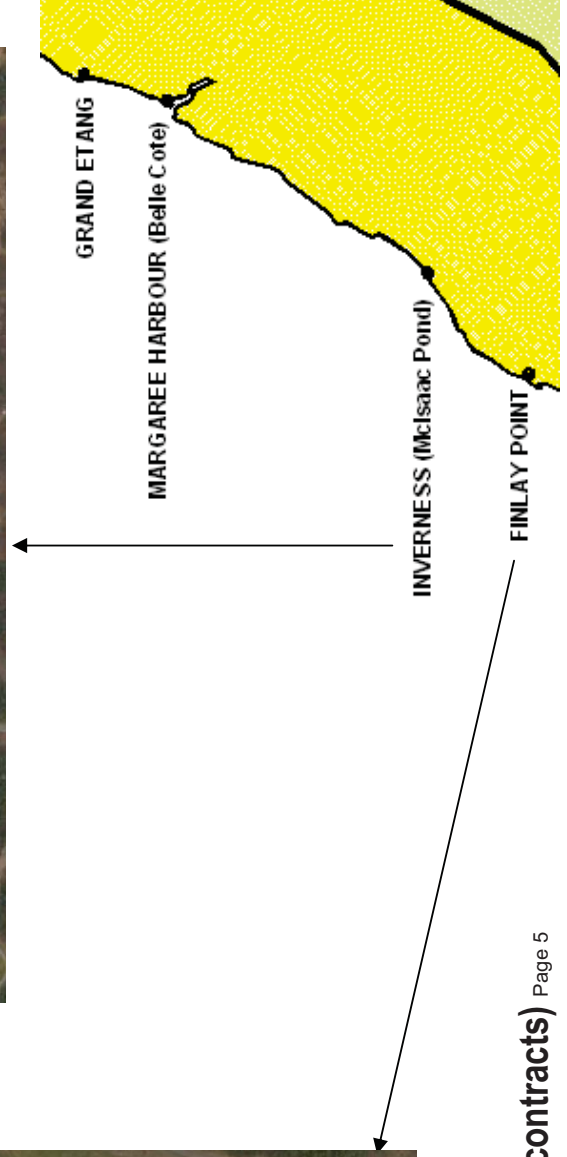
Nova Scotia Gulf

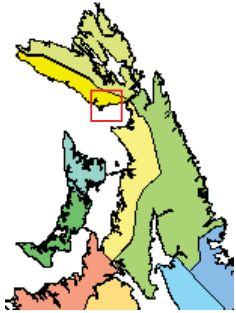
Inverness: Minimum two obliques for each circled area, plus minimum two for the full harbour as shown in this photo.



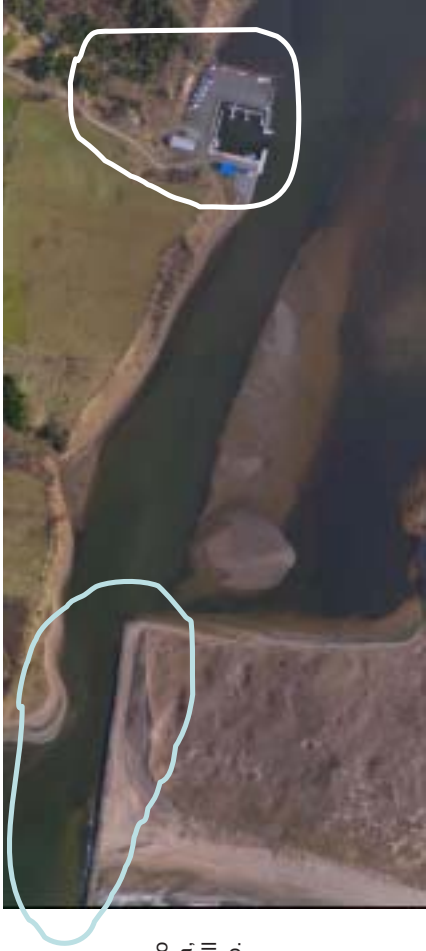
Finlay Point:

Minimum three obliques for the circled area, plus one for the whole area shown in this photo.





Nova Scotia Gulf

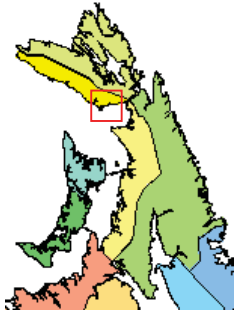


Mabou Harbour: Minimum two obliques for each circled area, plus minimum two for the full harbour as shown in this photo.



Murphys Pond: Minimum three obliques for the yellow circled area, plus one oblique for each white circled area, plus a minimum of two obliques for the full harbour as shown in this photo.





Nova Scotia Gulf

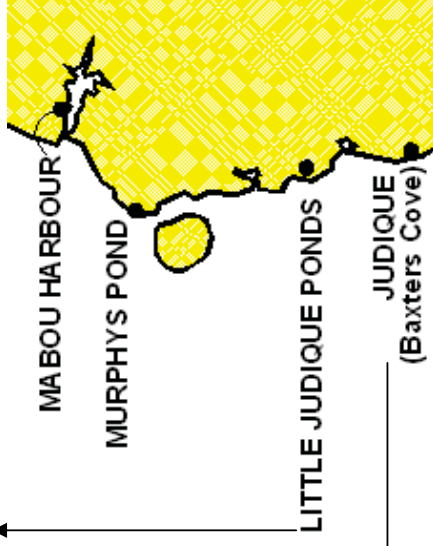
Little Judique Ponds: Minimum three obliques for the circled area, plus minimum one oblique for the full harbour as shown in this photo, PLUS the road from the wharf site to the main road (if possible).

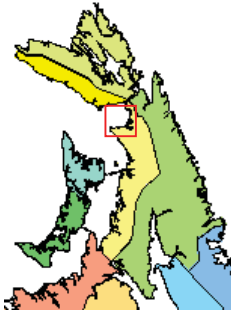


This road
(to the
main
road)



Judique (Baxters Cove): Minimum three obliques for the circled area, plus minimum one oblique for the full harbour as shown in this photo, PLUS as extra photo for the road from the wharf site to the main road (if possible).





Nova Scotia Gulf

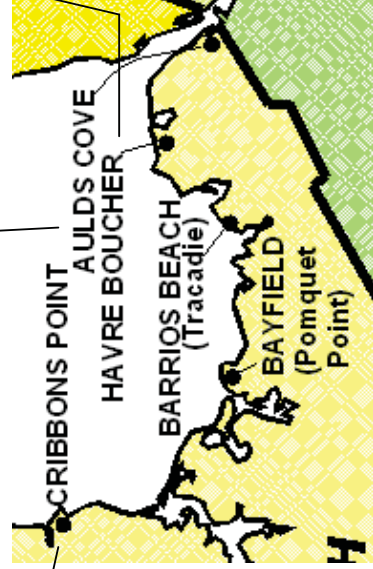
Aulds Cove: Minimum three obliques for the white circled area, plus minimum one oblique for the full harbour as shown in this photo.

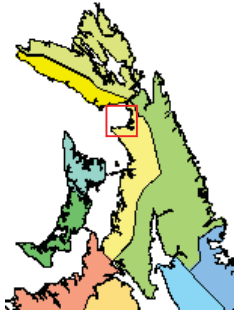


Cribbons Point: Minimum three obliques for the white circled area, plus minimum one oblique for the full harbour as shown in this photo.



Havre Boucher: Minimum three obliques for the white circled area, plus minimum one oblique for the full harbour as outlined in light blue in this photo.





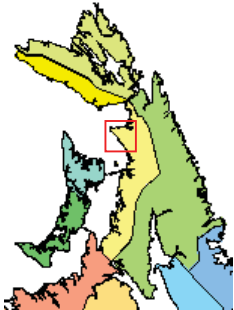
Nova Scotia Gulf

Barrios Beach: Minimum two obliques for each circled area, plus minimum two for the full harbour as shown in this photo.



Bayfield: Minimum two obliques for each circled area, plus minimum two for the full harbour as shown in this photo.





Nova Scotia Gulf

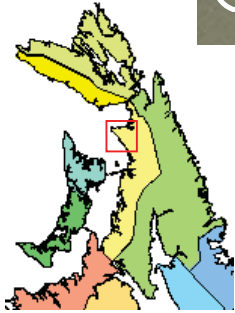
Ballantynes Cove: Minimum three obliques for the white circled area, plus minimum one oblique for the full harbour as shown in this photo.



Livingstone Cove: Minimum three obliques for the white circled area, plus minimum one oblique for the full harbour as shown in this photo.



Arisaig: Minimum three obliques for the white circled area, plus one oblique for the yellow circled area, plus minimum two obliques for the full harbour as shown in this photo.

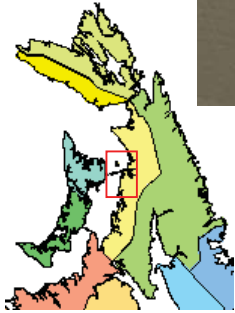


Nova Scotia Gulf



Baileys Brook: Minimum one oblique for the two white circled areas, plus minimum three obliques for the full harbour as shown in this photo.





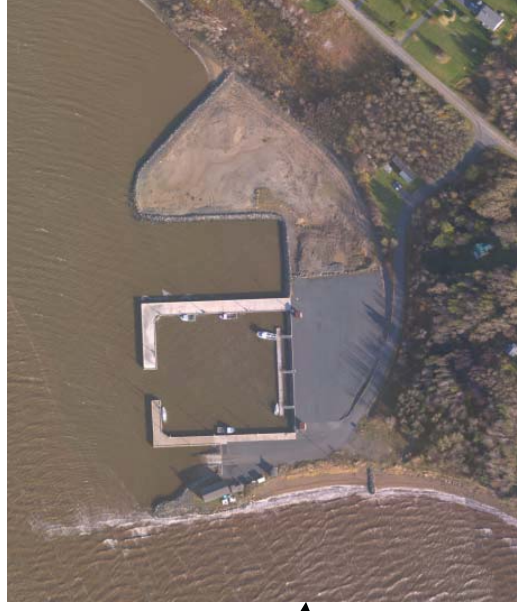
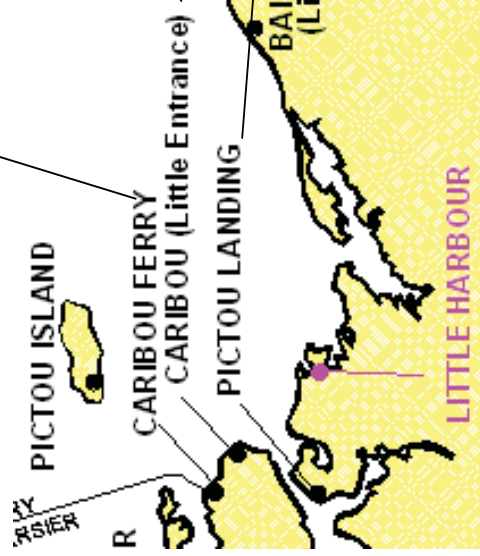
Nova Scotia Gulf



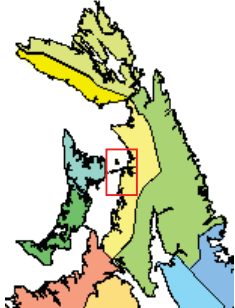
Caribou (Ferry):
Minimum three obliques for the white circled area, plus minimum one oblique for the full harbour as shown in this photo.



Caribou (Little Entrance): Minimum two obliques for the full harbour as shown in this photo.



Pictou Landing: Minimum four obliques for the full harbour as shown in this photo.

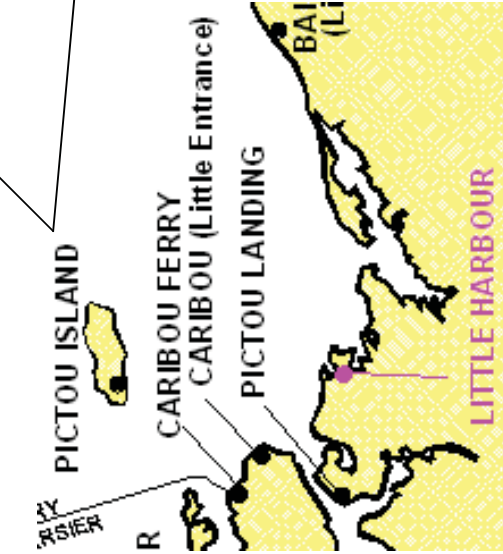


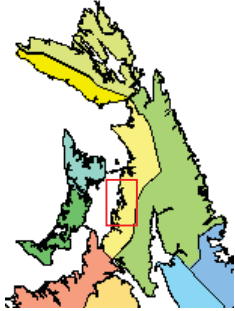
Nova Scotia Gulf



Pictou Island (main):
Minimum three obliques
for the white circled area,
plus minimum one oblique
for the full harbour
as shown in this photo.

Pictou Island (breaker):
Minimum two obliques for the
white circled area, plus minimum
one oblique for the full harbour
as shown in this photo.





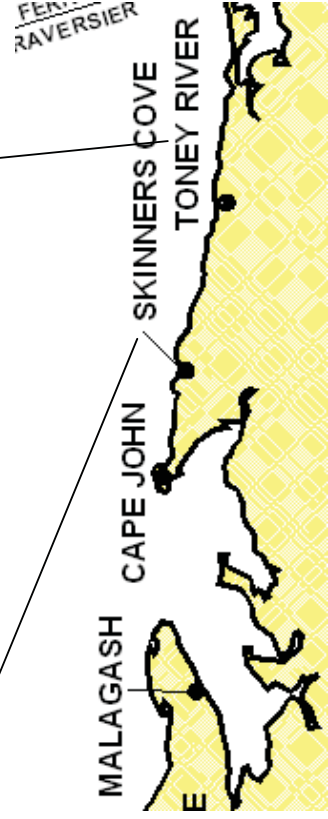
Nova Scotia Gulf

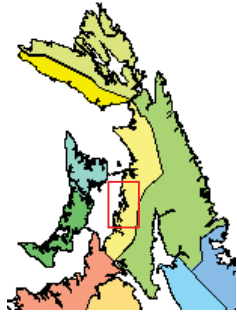


Skinnners Cove: Minimum three obliques for the white circled area, plus minimum one oblique for the yellow circled area, plus minimum two obliques for the full harbour as shown in this photo.



Toney River: Minimum three obliques for the white circled area, plus minimum one oblique for the full harbour as shown in this photo.



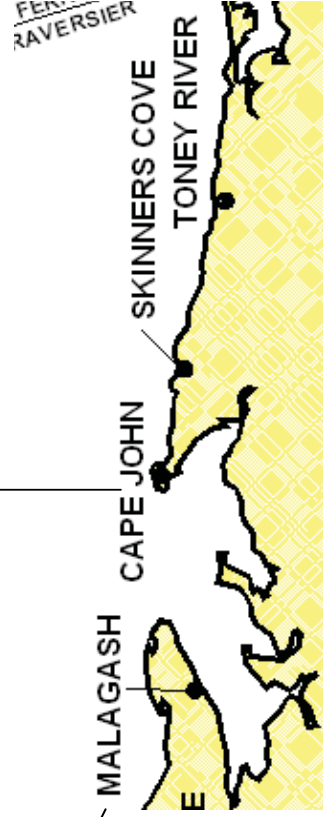


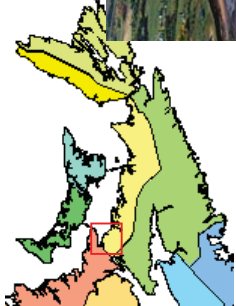
Nova Scotia Gulf

Cape John: Minimum three obliques for the white circled area, plus minimum one oblique for the full harbour as shown in this photo.



Malagash: Minimum three obliques for the white circled area, plus minimum one oblique for the full harbour as shown in this photo.





Nova Scotia Gulf



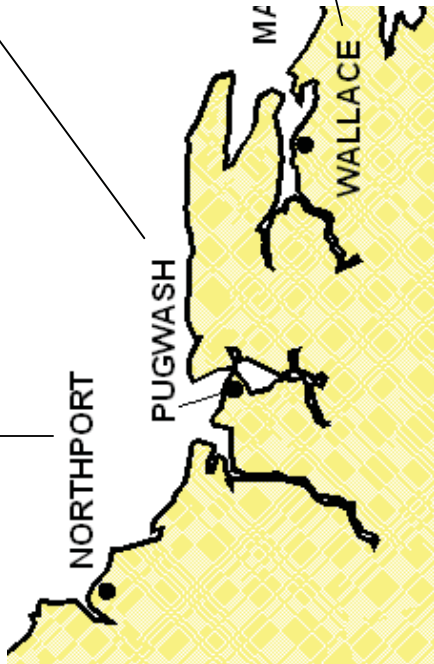
Northport:
Minimum two obliques for the white circled area, plus one oblique for the full harbour as shown in this photo, plus minimum one oblique to show the harbour PLUS the channel out to the Strait.



Pugwash:
Minimum two obliques for the white circled area, plus one oblique for the yellow circled area, plus minimum two obliques for the full harbour as shown in this photo.



Wallace: Minimum three obliques for the white circled area, plus minimum one oblique for the full harbour as shown in this photo.



Appendix A - List of Sites

Site Number	Prov	Sector	SCH Code	SCH Location	County	Latitude	Longitude	Site Equivalent	Comments
1	NS	NSE	1002	ADVOCATE	Cumberland	45.3324	-64.7757	3	Due to distance.
2	NS	NSE	1003	ALDER POINT	Cape Breton	46.3087	-60.2835	1	
3	NS	NSE	1027	BIG BRAS D'OR	Victoria	46.2815	-60.4247	1	
4	NS	NSE	1042	CANSO (MAIN WHARF)	Guysborough	45.3390	-60.9978	1	
5	NS	NSE	1042	CANSO (BREAKWATER)	Guysborough	45.3429	-61.0269	1	
6	NS	NSE	1042	CANSO (TICKLE)	Guysborough	45.3359	-60.9841	1	
7	NS	NSE	1049	CARTERS POINT (MURPHY COVE)	Halifax	44.7853	-62.7624	1	
8	NS	NSE	1074	COOPERS POINT	Halifax	44.7943	-62.6754	1	
9	NS	NSE	1088	DINGWALL	Victoria	46.9030	-60.4588	2	Large site
10	NS	NSE	1154	DOVER (LITTLE DOVER)	Guysborough	45.2901	-61.0487	1	
11	NS	NSE	1089	DRUM HEAD	Guysborough	45.1466	-61.6033	2	Large site
12	NS	NSE	1064	EAST CHEZZETCOOK	Halifax	44.7111	-63.2366	1	
13	NS	NSE	1098	EASTERN PASSAGE	Halifax	44.6110	-63.4969	1	
14	NS	NSE	1107	FIVE ISLANDS	Colchester	45.4033	-64.0551	2	Due to distance.
15	NS	NSE	1113	GABARUS (BREAKWATER SITE)	Cape Breton	45.8430	-60.1495	1	
16	NS	NSE	1136	GAMMONS CREEK (JOHN VOGLERS SHORE)	Halifax	44.9038	-62.3498	1	
17	NS	NSE	1114	GLACE BAY	Cape Breton	46.1956	-59.9507	2	Large site
18	NS	NSE	1224	INGONISH (MACLEODS POINT)	Victoria	46.6884	-60.3591	1	
19	NS	NSE	1130	INGONISH FERRY (SOUTH INGONISH)	Victoria	46.6298	-60.3893	1	
20	NS	NSE	1147	LARRYS RIVER	Guysborough	45.2179	-61.3737	1	
21	NS	NSE	1151	LITTLE ANSE	Richmond	45.4968	-60.9292	1	
22	NS	NSE	1155	LITTLE HARBOUR (HALIFAX CO.)	Halifax	44.7093	-62.8418	1	
23	NS	NSE	1158	LITTLE HARBOUR (L'ARDOISE)	Richmond	45.5827	-60.7403	1	
24	NS	NSE	1163	LITTLE LISCOMB	Guysborough	45.0258	-61.9718	1	
25	NS	NSE	1165	LITTLE RIVER (VICTORIA CO.)	Victoria	46.4454	-60.4591	1	
26	NS	NSE	1175	LOUISBOURG	Cape Breton	45.9178	-59.9706	1	
27	NS	NSE	1192	MAIN-A-DIEU	Cape Breton	46.0066	-59.8412	2	Large site
28	NS	NSE	1197	MARIE JOSEPH	Guysborough	44.9657	-62.0790	1	
29	NS	NSE	1216	NEILS HARBOUR	Victoria	46.8070	-60.3206	1	
30	NS	NSE	1219	NEW HARBOUR (GUYSBOROUGH CO.)	Guysborough	45.170300	-61.451600	1	
31	NS	NSE	1221	NEW HAVEN	Victoria	46.8206	-60.3198	1	
32	NS	NSE	1222	NEW WATERFORD	Cape Breton	46.2564	-60.0837	1	
33	NS	NSE	1226	NORTH SYDNEY (BALLAST GROUNDS)	Cape Breton	46.2064	-60.2489	1	
34	NS	NSE	1232	OWLS HEAD	Halifax	44.7364	-62.8313	1	
35	NS	NSE	1408	PETIT-DE-GRAT	Richmond	45.5058	-60.9604	2	Large site
36	NS	NSE	1244	POINT ACONI (MCCREADYVILLE)	Victoria	46.3071	-60.2875	1	
37	NS	NSE	1248	PORT BICKERTON EAST	Guysborough	45.1058	-61.7227	1	
38	NS	NSE	1249	PORT BICKERTON WEST	Guysborough	45.0947	-61.7270	1	
39	NS	NSE	1261	PORT MORIEN	Cape Breton	46.1316	-59.8719	1	
40	NS	NSE	1267	PORTUGUESE COVE	Halifax	44.5204	-63.5314	1	
41	NS	NSE	1272	QUEENSPORT	Guysborough	45.3448	-61.2560	1	
42	NS	NSE	1280	SAMBRO	Halifax	44.4779	-63.5994	1	
43	NS	NSE	1289	SEAL HARBOUR (BREAKWATER)	Guysborough	45.1505	-61.5807	1	
44	NS	NSE	1300	SONORA	Guysborough	45.0576	-61.9045	1	
45	NS	NSE	1301	SOUTH BAR	Cape Breton	46.2004	-60.2039	1	
46	NS	NSE	1320	THREE FATHOM HARBOUR	Halifax	44.6391	-63.2768	1	
47	NS	NSE	1356	UPPER WHITEHEAD	Guysborough	45.2409	-61.1895	1	
48	NS	NSE	1339	WEST ARICHAT (BREAKWATER)	Richmond	45.5113	-61.0794	1	
49	NS	NSE	1353	WHITE POINT	Victoria	46.8754	-60.3534	1	
							Total NSE sites	57	
1	NS	NSG	1007	ARISAIG	Antigonish	45.7610	-62.1720	1	
2	NS	NSG	1010	AULDS COVE	Antigonish	45.6482	-61.4352	1	
3	NS	NSG	1012	BAILEYS BROOK (LISMORE)	Pictou	45.7060	-62.2703	1	
4	NS	NSG	1014	BALLANTYNES COVE	Antigonish	45.8587	-61.9186	1	
5	NS	NSG	1018	BARRIOS BEACH (TRACADIE)	Antigonish	45.6411	-61.6275	1	
6	NS	NSG	1020	BAY ST. LAWRENCE	Victoria	47.0006	-60.4656	1	
7	NS	NSG	1021	BAYFIELD (POMQUET POINT)	Antigonish	45.6453	-61.7537	1	
8	NS	NSG	1044	CAPE JOHN	Pictou	45.7980	-63.1239	1	
9	NS	NSG	1048	CARIBOU (LITTLE CARIBOU ENTRANCE)	Pictou	45.7276	-62.6603	1	
10	NS	NSG	1364	CARIBOU FERRY	Pictou	45.7390	-62.6875	1	
11	NS	NSG	1061	CHETICAMP (TOWN WHARF)	Inverness	46.6270	-61.0166	1	
12	NS	NSG	1411	CHETICAMP (LA DIGUE)	Inverness	46.6362	-61.0101	1	
13	NS	NSG	1063	CHETICAMP POINT	Inverness	46.6031	-61.0538	1	
14	NS	NSG	1078	CRIBBONS POINT	Antigonish	45.7559	-61.8966	1	
15	NS	NSG	1105	FINLAY POINT	Inverness	46.1341	-61.4623	1	
16	NS	NSG	1117	GRAND ETANG	Inverness	46.5495	-61.0448	1	
17	NS	NSG	1124	HAVRE BOUCHER	Antigonish	45.6888	-61.5277	1	
18	NS	NSG	1131	INVERNESS (MCISAAC POND)	Inverness	46.2302	-61.3174	1	
19	NS	NSG	1139	JUDIQUE (BAXTERS COVE)	Inverness	45.8580	-61.5035	1	
20	NS	NSG	1162	LITTLE JUDIQUE PONDS	Inverness	45.9397	-61.5275	1	

Appendix A - List of Sites

Site Number	Prov	Sector	SCH Code	SCH Location	County	Latitude	Longitude	Site Equivalent	Comments
21	NS	NSG	1170	LIVINGSTONE COVE	Antigonish	45.8682	-61.9817	1	
22	NS	NSG	1189	MABOU HARBOUR	Inverness	46.0860	-61.4649	1	
23	NS	NSG	1193	MALAGASH	Cumberland	45.7748	-63.2962	1	
24	NS	NSG	1195	MARGAREE HARBOUR (BELLE COTE)	Inverness	46.4436	-61.1086	1	
25	NS	NSG	1215	MURPHYS POND	Inverness	46.0274	-61.5446	1	
26	NS	NSG	1227	NORTHPORT	Cumberland	45.9342	-63.8685	1	
27	NS	NSG	1239	PICTOU ISLAND	Pictou	45.8031	-62.5857	2	Large site
28	NS	NSG	1240	PICTOU ISLAND (BREAKWATER)	Pictou	45.8225	-62.5098	1	
28	NS	NSG	1240	PICTOU LANDING	Pictou	45.6759	-62.6840	1	
29	NS	NSG	1243	PLEASANT BAY	Inverness	46.8304	-60.7978	1	
30	NS	NSG	1270	PUGWASH	Cumberland	45.8477	-63.6669	1	
31	NS	NSG	1295	SKINNERS COVE	Pictou	45.7935	-63.0446	1	
32	NS	NSG	1325	TONEY RIVER	Pictou	45.7716	-62.8906	1	
33	NS	NSG	1337	WALLACE	Cumberland	45.8148	-63.4731	1	
Total NSG sites								35	
Total Sites								92	

Appendix B

Oblique Photo Specifications

The contractor can take unlimited photos at each harbour, however normally only a minimum of four obliques need to be ‘printed’ (5”x7”) for the majority of sites; preferably one approaching the SCH facilities from the water, one from each shoreline direction, and one from the back. A few of the larger sites (see Appendix A for list) will require more than the minimum number of obliques. For these larger sites, the contractor will have to judge as to how many photos would be preferable to SCH. The PHOTOcode (see Appendix C) at the end of these oblique JPG filenames will be “Q”.

If “extra” oblique photos are provided on the CD (but are not printed or labeled as part of the contract), the PHOTOcode at the end of the JPG filenames will be “QX”.

It is preferred by SCH that the elevation of the plane be adjusted, when safely possible, to go higher for the larger harbours (most of them listed in Appendix A), so that all of the SCH marine/harbour facilities can be easily seen in the photos. If the plane is too low, only facilities in the foreground are seen the best – but it is preferred to be able to see the whole harbour in the photos. See next page for examples of oblique photos.

APPENDIX B – Page 2

Example of a preferable oblique of a larger harbour. The elevation of the plane is high enough to be able to see all of the SCH facilities in the one photo.



Examples of oblique photos that don't really show SCH facilities very well (due to plane elevation being too low and/or too far away). These types of photos are not preferred by SCH, whenever possible.



Appendix C

Instructions for naming of images and directory structure

There is a predetermined standardized format for the digital image file names.

The full format for the JPG filenames is LocationName_Location Code_Image Date_ 'Negative Number'_ Image Type Code and the .jpg extension. Pay particular attention to the single word location name, the lack of spaces, the formatting of Upper and Lower Case letters and the use of the underscore character instead of spacing.

The Location Name shall not have any spaces in it, and each multiple word should start with an Upper Case letter.

The Location Code is a 4-digit number.

The format for the date is DDMMYY where:

DD is the date, expressed as two digits, for example 01 or 19;

MMM is the month as three Upper Case characters, for example SEP for September; and

YY is the last two digits of the calendar year, in this case 12 for 2012.

The 'Negative Number' is a sequential image number, starting at 1 for each new site and each new day.

The Image Type Code is 'Q', for Oblique.

Example 1: Advocate_1002_19SEP12_01_Q.jpg

Example 1: EasternPassage_1098_19SEP12_01_Q.jpg

Example 1: MainADieu_1098_19SEP12_01_Q.jpg

Directory names can be plain English, with spaces, such as 'Eastern Passage'.

Appendix D

Instructions for providing copies of photos to Project Authority

Part of the deliverables are to provide the Project Authority with **two sets** of 5"x7" prints of all photos being provided on the CD(s).

The prints are to be provided as 5"x7" prints on 5"x7" matte (or glossy) photo paper, or as two 5"x7" prints on 8_{1/2}"x11" matte (or glossy) photo paper (see next page for accepted layout). If the latter is chosen, the two pictures on the 8_{1/2}"x11" page must be of the same SCH location.

The JPG filename (see Appendix C for format) OR the SCH location name, harbour location CODE, date of photo and "negative" number (printed from Appendix E) is to be on the back of each 5"x7" photo, on a white label. ARIAL font to be used for labelling.

Example label #1 (to match JPG filename): EasternPassage_1098_19SEP12_01_Q

Example label #2 (printed from Appendix "E"): EASTERN PASSAGE 1098 19SEP12 01



Appendix E

Excel spreadsheet to Project Authority

Part of the deliverables are to provide the Project Authority with a Microsoft Excel spreadsheet listing all of the photo details including SCH location name, location code, elevation of plane when photo taken and date when photo taken. Additional columns of information can be provided if the contractor needs to keep track of extra info.

The Project Authority will provide information from Appendices A and C in electronic format to the contractor, so that information does not have to be duplicated to prepare Appendix E.

The latitude and longitude are provided to the contractor as per the most up-to-date info available to SCH. The preferred latitude and longitude to have on file is a point somewhere over the actual marine facilities (wharves) of the harbour. If the contractor deems any of the values to be incorrect, or would like to have corrected values for next flight, the contractor will provide the corrected latitude and/or longitude value in the spreadsheet (with the spreadsheet cell shaded in light yellow and the text changed to red - to indicate a correction was done). The contractor does not have to indicate the corrected latitude and longitude for each photo taken.

The contractor can also use Appendix E to print off the labels for the 5"x7" prints (see Appendix "D").

Note: The values in the example on the next page are for sample purposes only – they are not actual values from previous flights.

Contractor: **ABC Photography Inc.**
 (555) 555-5555 Mr. John Smith

SCH location (sorted by Sector)	SCH CODE	Flight Date	Image #	Elevation (feet)	HarbourName (JPG filename prefix)	Image Filename
DINGWALL	1088	19SEP12	01	4000	Dingwall	Dingwall_1088_19SEP12_01_Q
DINGWALL	1088	19SEP12	02	4000	Dingwall	Dingwall_1088_19SEP12_02_Q
DINGWALL	1088	19SEP12	03	4000	Dingwall	Dingwall_1088_19SEP12_03_Q
DINGWALL	1088	19SEP12	04	4000	Dingwall	Dingwall_1088_19SEP12_04_Q
DINGWALL	1088	19SEP12	05	4000	Dingwall	Dingwall_1088_19SEP12_05_Q
DINGWALL	1088	19SEP12	06	4000	Dingwall	Dingwall_1088_19SEP12_06_Q
DINGWALL	1088	19SEP12	07	4000	Dingwall	Dingwall_1088_19SEP12_07_Q
DINGWALL	1088	19SEP12	08	4000	Dingwall	Dingwall_1088_19SEP12_08_Q
DINGWALL	1088	20SEP12	01	1000	Dingwall	Dingwall_1088_20SEP12_01_Q
DINGWALL	1088	20SEP12	02	1000	Dingwall	Dingwall_1088_20SEP12_02_Q
DINGWALL	1088	20SEP12	03	1000	Dingwall	Dingwall_1088_20SEP12_03_Q
DINGWALL	1088	20SEP12	04	1000	Dingwall	Dingwall_1088_20SEP12_04_Q
WHITE POINT	1353	19SEP12	01	3500	WhitePoint	WhitePoint_1353_19SEP12_01_Q
WHITE POINT	1353	19SEP12	02	3500	WhitePoint	WhitePoint_1353_19SEP12_02_Q
WHITE POINT	1353	19SEP12	03	3500	WhitePoint	WhitePoint_1353_19SEP12_03_Q
WHITE POINT	1353	19SEP12	04	3500	WhitePoint	WhitePoint_1353_19SEP12_04_Q
WHITE POINT	1353	20SEP12	01	600	WhitePoint	WhitePoint_1353_20SEP12_01_Q
WHITE POINT	1353	20SEP12	02	600	WhitePoint	WhitePoint_1353_20SEP12_02_Q
WHITE POINT	1353	20SEP12	03	600	WhitePoint	WhitePoint_1353_20SEP12_03_Q
WHITE POINT	1353	20SEP12	04	600	WhitePoint	WhitePoint_1353_20SEP12_04_Q
NEILS HARBOUR	1216	19SEP12	01	3500	NeilsHarbour	NeilsHarbour_1216_19SEP12_01_Q
NEILS HARBOUR	1216	19SEP12	02	3500	NeilsHarbour	NeilsHarbour_1216_19SEP12_02_Q
NEILS HARBOUR	1216	19SEP12	03	3500	NeilsHarbour	NeilsHarbour_1216_19SEP12_03_Q
NEILS HARBOUR	1216	19SEP12	04	3500	NeilsHarbour	NeilsHarbour_1216_19SEP12_04_Q
NEILS HARBOUR	1216	20SEP12	01	600	NeilsHarbour	NeilsHarbour_1216_20SEP12_01_Q



FOR GOVERNMENT USE ONLY POUR USAGE DU GOUVERNEMENT SEULEMENT	
Special Investigations Directorate File No. N° de dossier de la Direction des enquêtes spéciales	Date Received (Y-A M D-J) Date de réception

CONSENT TO A CRIMINAL RECORD VERIFICATION CONSENTEMENT À LA VÉRIFICATION DE L'EXISTENCE D'UN CASIER JUDICIAIRE

This form must be completed and signed by each individual who is currently on the Board of Directors of the Bidder/Offeror/Supplier and provided with the Bid/Offer/Arrangement.
Le présent formulaire doit être rempli et signé par chaque membre du conseil d'administration du soumissionnaire/de l'offrant/du fournisseur et fourni avec la soumission/l'offre/l'arrangement.

A PRIVACY ACT STATEMENT ÉNONCÉ CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

The personal information requested on this form is collected under the authority of subsection 750(3) of the *Criminal Code*, paragraph 42(1(c)) of the *Financial Administration Act*, and sections 7 and 21 of the *Department of Public Works and Government Services Act*. The information will be used for validating the criminal conviction certifications necessary for obtaining or maintaining a procurement instrument. It may be shared with other government departments, agencies, as well as provincial, territorial, and federal courts, within the limits of what is required to conduct the criminal conviction verification.

A refusal to provide information will result in the bid/offer/arrangement being rejected or the contract terminated, the standing offer being set-aside or the supply arrangement being cancelled, as applicable.

The personal information is described in personal information bank PWGSC PPU 184 - Integrity Assessment Program. Individuals have a right of access to, correction of and protection of their information in accordance with the *Privacy Act*.

Les renseignements personnels demandés dans le présent formulaire sont recueillis en vertu du paragraphe 750(3) du *Code criminel*, du paragraphe 42(1(c)) de la *Loi sur la gestion des finances publiques* et des articles 7 et 21 de la *Loi sur le ministère des Travaux publics et des Services gouvernementaux*. Ces renseignements seront utilisés pour valider les attestations de condamnation au criminel nécessaires pour obtenir ou conserver un instrument d'approvisionnement. Les renseignements peuvent être diffusés à d'autres ministères et organismes fédéraux, ainsi qu'à des tribunaux provinciaux, territoriaux et fédéraux, dans les limites de ce qui est requis pour la vérification des condamnations au criminel.

À défaut de fournir les renseignements demandés, la soumission/l'offre/l'arrangement sera rejeté ou le contrat résilié, l'offre à commandes sera mise de côté ou l'arrangement en matière d'approvisionnement sera annulé, selon le cas.

Les renseignements personnels sont décrits dans les fichiers de renseignement personnels n° TPSGC PPU 184 - Programme de l'évaluation de l'intégrité. Les personnes ont le droit d'accéder aux renseignements personnels qui les concernent, ainsi que de les faire corriger ou protéger, conformément à la *Loi sur la protection des renseignements personnels*.

B BIOGRAPHICAL INFORMATION - Must be completed by the individual RENSEIGNEMENTS BIOGRAPHIQUES - À remplir par l'individu

Family Name (Last Name) - Nom (de famille)	Family Name at Birth - Nom de famille à la naissance
Full Given Names (No initials) - Prénoms au complet (aucune initiale)	
All other previously used names (i.e. maiden name, previously married names, legal name change, nicknames) Tout autre nom utilisé (tel que nom de jeune fille, noms maritaux précédents, changement de nom légaux, sobriquets)	
Gender - Sexe <input type="checkbox"/> Male Masculin <input type="checkbox"/> Female Féminin	Date of Birth - Date de naissance (Y-A M D-J)

Current Residential Information Information résidentielle actuelle

Apartment No. - N° d'appartement	Street No. - N° civique	Street Name - Nom de la rue
City - Ville	Province	Postal Code - Code postal

C	CONSENT - Must be signed by the individual CONSENTEMENT - Doit être signé par l'individu
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I, the undersigned, confirm that I have read and understand the above *Privacy Act* statement and that I consent to the collection and use of my personal information as described therein.

Je, soussigné, confirme avoir pris connaissance de l'Énoncé concernant la *Loi sur la protection des renseignements personnels* et consens à la collecte et à l'utilisation des renseignements personnels fournis aux présentes.

Signature	
Print Name - Nom en lettres moulées	Date (Y-A M D-J)

D	ADMINISTRATIVE INFORMATION - Internal Government Use Only RENSEIGNEMENTS ADMINISTRATIFS - Pour usage interne du gouvernement seulement	
Requesting Branch/Sector/Directorate/Division - Direction générale/Secteur/Direction/Division requérante		
Solicitation/Proposed Contract No. - N° de la demande de soumission/N° du contrat		Date of Request (Y-A M D-J) Date de la demande
Requesting Contact Person - Personne-ressource requérante		Contact Person Tel. No. - N° de tél. de la personne-ressource