

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**  
**Réception des soumissions - TPSGC / Bid  
Receiving - PWGSC**  
**601-1550, Avenue d'Estimauville**  
**Québec**  
**Québec**  
**G1J 0C7**

**Request For a Standing Offer  
Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

**Comments - Commentaires**

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

**Issuing Office - Bureau de distribution**  
**TPSGC/PWGSC**  
**601-1550, Avenue d'Estimauville**  
**Québec**  
**Québec**  
**G1J 0C7**

<b>Title - Sujet</b> Service soutien scientifique	
<b>Solicitation No. - N° de l'invitation</b> F3707-125018/A	<b>Date</b> 2012-12-20
<b>Client Reference No. - N° de référence du client</b> F3707-125018	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$QCL-028-15104
<b>File No. - N° de dossier</b> QCL-2-35354 (028)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-01-25</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Heure Normale du l'Est HNE	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Roy, Josée	<b>Buyer Id - Id de l'acheteur</b> qcl028
<b>Telephone No. - N° de téléphone</b> (418)649-2932 ( )	<b>FAX No. - N° de FAX</b> (418)648-2209
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DES PECHEs ET DES OCEANS INSTITUT MAURICE LAMONTAGNE 850 ROUTE DE LA MER MONT JOLI Québec G5H3Z4 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

**Telephone No. - N° de téléphone**  
**Facsimile No. - N° de télécopieur**

**Name and title of person authorized to sign on behalf of Vendor/Firm**  
**(type or print)**  
**Nom et titre de la personne autorisée à signer au nom du fournisseur/**  
**de l'entrepreneur (taper ou écrire en caractères d'imprimerie)**

**Signature**  
**Date**

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Buyer ID - Id de l'acheteur

qcl028

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

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- |        |   |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement;   |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;   |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer 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 offer, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided;   |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and  |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:   |
|        | 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;  |
|        | 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.  |

#### List of Attachments:

Attachment 1 Point Rated Technical Criteria

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements Checklist, Insurance Requirements.

### 2. Summary

**Title:** Temporary help - Scientific support services

#### Objective:

The Contractor must provide scientific support services as required in the area of biology, physics and chemistry, in accordance with the job descriptions in Annex A- Statement of Work, for The Maurice Lamontagne Institute (MLI), located near Mont-Joli.

#### Period of the Standing Offer:

The period for making call-ups against the Standing Offer is from issuance to 31 January, 2015, inclusive.

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**Extension of Standing Offer:**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for **two additional one year period** under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

**Security requirement:**

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Insurance Requirements, and Part 7A - Standing Offer. Offerors should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the [Departmental Standard Procurement Documents](#) Web site

**Code of Conduct and Certifications - Standing Offer**

Pursuant to section 01 of Standard Instructions 2006 and 2007, Offerors must submit a complete list of names of all individuals who are currently directors of the Offeror. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form and related documentation.

**Free Trade Agreement:**

The requirement is subject to the Agreement on Internal Trade (AIT).

The requirement is limited to Canadian services.

**3. Security Requirement**

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

**4. Debriefings**

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within **15 working days** of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2012-11-19) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days  
Insert: ninety (90) days

### 2. Submission of Offers

Offers 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 Standing Offers.

### 3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority, preferably via email at [Josee.Roy@tpsgc-pwgsc.gc.ca](mailto:Josee.Roy@tpsgc-pwgsc.gc.ca), no later than **five (5) calendar** days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

### 4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (4 hard copies and 3 soft copies on CD).

Section II: Financial Offer (2 hard copies)

Section III: Certifications (1 hard copy)

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 offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (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 Standing Offers.

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)

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

. To assist Canada in reaching its objectives, offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) 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 Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### Section II: Financial Offer

Offerors must submit their financial bid in accordance with the following:

- a. A firm all-inclusive hourly rate for each category of resources listed in Annex B - Basis of Payment, for each year of the Standing Offer.
- b. Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

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qc1028

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File No. - N° du dossier

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### **Section III: Certifications**

Offerors must submit the certifications required under Part 5.



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

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

#### 1.1. Technical Evaluation

##### 1.1.1 Point Rated Technical Criteria

Refer to Attachment 1, Point Rated Technical Criteria.

#### 1.2 Financial Evaluation

The price will be evaluated according to the approximate percentages of use specified in Annex B - Basis of Payment. The price of the offer will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

### 2. Basis of Selection

#### 2.1 Basis of Selection - Lowest Price Per Point

- 1. To be declared responsive, an offer must:
  - a. comply with all the requirements of the Standing Offer;
  - b. meet all mandatory technical evaluation criteria;
  - c. obtain the required minimum of 70 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 130 points; and
  - d. obtain the required minimum points for the technical evaluation criteria which are subject to point rating.
- 2. Offers not meeting (a) or (b) or (c) or (d) will be declared non-responsive. Neither the responsive offer that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive offer with the lowest evaluated price per point will be recommended for issuance of a Standing Offer.
- 3. If at least two responsive offers present the same lowest price per point, the responsive offer with the lowest evaluated price will be recommended for issuance of a Standing Offer.

### 3. Example of Basis of Selection - Lowest Price Per Point

#### 3.1 Example of calculation of bid price

- a. Anticipated funding for the Work = **266 000.00\$ (including the option period)**

133 000\$(issuing to 31 January 2015)

66 500\$ (1st February 2015 to 31 January 2016)

66 500\$ (1st February 2016 to 31 January 2017)

b. Percentage of use for Biologist - Level 1 - 15%

c. If the average hourly rate for the Offeror 1 = \$60, for the Offeror 2 = \$55 and for the Offeror 3 = \$50 then the average hourly rate for Biologist - Level 1 = \$55

a. Effort available = 266 000\$ X 15% / 55\$ = 725 hrs

b. Labor costs for Biologist - Level 1 :

i. Offeror 1 = 60\$ X 725 hrs = 43 500 \$

ii. Offeror 2 = 55\$ X 725 hrs = 39 875\$

iii. Offeror 3 = 50\$ X 725 hrs = 36 250\$

In this example, there is only the category Biologist for the first period of the Standing Offer that will be evaluated. This is done to make the example below easy to read. The numbers in the table are fictious prices given as an example only.

<b>Biologist (75%)</b>	<b>Rate for Offer 1</b>	<b>Price for Offer 1</b>	<b>Rate for Offer 2</b>	<b>Price for Offer 2</b>	<b>Rate for Offer 3</b>	<b>Price for Offer 3</b>
<b>Level 1- (15%)</b>	\$60.00/hr	43 500\$	\$55.00/hr	39 875\$	\$50.00/hr	36 250\$
<b>Level 2 - (80%)</b>	\$60.00/hr	229 320\$	\$57.00/hr	217 854\$	\$50.00/hr	191 100\$
<b>Level 3 - (5%)</b>	\$60.00/hr	14 340\$	\$57.00/hr	13 623\$	\$50.00/hr	11 950\$
<b>Total for category Biologist</b>	N/A	<b>287 160\$</b>	N/A	<b>271 352\$</b>	N/A	<b>239 300\$</b>

### 3.2 Example of Basis of Selection

	<b>Offer 1</b>	<b>Offer 2</b>	<b>Offer 3</b>
<b>Price</b>	\$330 000.00	\$325 000.00	<b>\$300 000.00</b>
<b>Number of point</b>	60 pts	51 pts	<b>55 pts</b>
<b>\$/Point</b>	$\frac{\$330\,000}{60\text{ pts}} = 5\,500\text{ $/pt}$	$\frac{\$325\,000}{51\text{ pts}} = 6\,372.55\text{ $/pt}$	$\frac{\$300\,000}{55\text{ pts}} = 5\,454.54\text{ $/pt}$
<b>Overall rating</b>	3 <sup>rd</sup>	2 <sup>nd</sup>	<b>1<sup>st</sup> (winner)</b>

## PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and related documentation to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications and related documentation are not completed and submitted as requested.

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

### 1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer

#### 1.1 Code of Conduct and Certifications - Related documentation

- 1.1.1** By submitting an offer, the Offeror 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 offer, the Offeror 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 Offeror, 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 offer 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 Offeror and any of the Offeror's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the entire period of the Standing Offer and any call-ups made against the Standing Offer.

Offerors who are incorporated, including those submitting offers as a joint venture, must provide with their offer or promptly thereafter a complete list of names of all individuals who are currently directors of the Offeror. Offerors submitting offers as sole proprietorship, including those submitting offers as a joint venture, must provide the name of the owner with their offer or promptly thereafter. Offerors submitting offers 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 offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply will render the offer non-responsive. Providing the required names is a mandatory requirement for issuance of a standing offer and award of a contract.

Canada may, at any time, request that an Offeror 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 offer being declared non-responsive.

## 2. Additional Certifications Precedent to Issuance of a Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

### 2.1 Federal Contractors Program - Certification

#### 2.1.1 Federal Contractors Program - \$200,000 or more

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 contract award. If the Bidder, or, if the Bidder 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 award of the Contract.

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 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.

2. If the Bidder 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 Bidder 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 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), 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  
(<http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml>).

## 2.2 Former Public Servant Certification

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 Canadian Content Certification**

This procurement is limited to Canadian services.

The Bidder certifies that:

- ( ) the service(s) offered is(are) a Canadian service as defined in paragraph 2 of clause A3050T (2010-01-11).

### **2.4 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder

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and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

## **2.5 Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

## PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

### 1. Security Requirement

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

### 2. Financial Capability

*SACC Manual* clause M9033T (2011-05-16), Financial Capability

### 3. Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex D .

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.



## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

- 1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex A.

#### 2. Security Requirement

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - (b) Industrial Security Manual (Latest Edition).

#### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<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

2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### 3.2 Standing Offers Reporting

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

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

### Report

<b>Standing Offer No:</b>		<b>Reporting period:</b>	
<b>Standing Offer Title:</b>		<b>Supplier name:</b>	
<b>Total of orders for the reporting period:</b>		<b>Total number of orders up to now:</b>	
<b>Total value of orders for the reporting period (including GST/HST):</b>		<b>Total value of orders up to now (incl. GST/HST)</b>	
	\$		\$

The data must be submitted semestriellement to the Standing Offer Authority.  
Voici la répartition des semestres :

First semester : From 1st February to 31 July;

Second semester : From 1st August to 31 January.

The data must be submitted to the Standing Offer Authority no later than **15 calendar days** after the end of the reporting period.

## **4. Term of Standing Offer**

### **4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from issuance to 31 January, 2015, inclusive.

### **4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for **two additional one year period** under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority **thirty (30) days** before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

## 5. Authorities

### 5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Josée Roy  
 Title: Supply Officer  
 Public Works and Government Services Canada  
 Acquisitions Branch  
 Address: 601-1550, D'Estimauville Avenue, Québec (QC), G1J 0C7  
 Telephone: 418 649-2932  
 Facsimile: 418-648-2209  
 E-mail address: Josee.Roy@tpsgc-pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### 5.2 Technical Authority

The Technical Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Technical Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 5.3 Offeror's Representative *(to be completed at issuance of the Standing Offer)*

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
 Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
 E-mail address: \_\_\_\_\_

### 5.4 Contact at Customer Department

For all information related to invoicing and/or payments, you may communicate with *(to be completed at issuance of the Standing Offer)*:

Name : \_\_\_\_\_  
 Telephone : \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
 E-mail : \_\_\_\_\_

## 6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is : Maurice Lamontagne Institute located at Mont-Joli, QC.

## 7. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer, or an electronic version.

## 8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$40 000.00** (Goods and Services Tax or Harmonized Sales Tax included).

## 9. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$133 000.00 / (from issuing to 31 January, 2015)** (Goods and Services Tax or Harmonized Sales Tax excluded) unless otherwise authorized in writing by the Standing Offer Authority. If the Standing Offer is authorized for use beyond the initial period, the total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **66 500.00\$ / year** (Goods and Services Tax or Harmonized Sales Tax excluded) The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for **two additional one year period** under the same conditions and at the rates or prices specified

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010B (2012-11-19), General Conditions - Professional Services (Medium Complexity)
- e) Annex A, Statement of Work;

- 
- f) Annex B, Basis of Payment;
  - g) Annex C, Security Requirements Check List;
  - h) Annex D, Insurance Requirements;
  - i) the Offeror's offer dated \_\_\_\_\_ (***to be completed at issuance of the Standing Offer***).

## **11. Certifications**

### **11.1 Compliance**

Compliance with the certifications and related documentation provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

## **12. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

## B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### 1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

### 2. Standard Clauses and Conditions

#### 2.1 General Conditions

2010B (2012-11-19), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

### 3. Term of Contract

#### 3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

### 4. Payment

#### 4.1 Basis of Payment

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with Annex B - Basis of Payment. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

#### 4.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ 133 000.00 . 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.

#### **4.3 Limitation of Price**

*SACC Manual* clause A9117C (2007-11-30). T1204 - Direct Request by Customer Department

*SACC Manual* clause C0711C (2008-05-12), Time Verification

*SACC Manual* clause H1008C (2008-05-12), Monthly Payment

*SACC Manual* clause A9068C (2010-01-11), Government Site Regulations

#### **5. Invoicing Instructions**

1. 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 time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;

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.

#### **6. Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## Attachment 1

### Point Rated Technical Criteria

EVALUATION CRITERIA	MAX.	MIN.
<b>1. APPROACH AND METHODOLOGY USED TO MANAGE REQUIRED SERVICES</b>	<b>30</b>	<b>15</b>
1.1 Understanding of the context, scope and objectives	10	-
1.2 Methodology	20	-
<b>2. EXPERTISE OF THE PROPOSED RESOURCE PERSON: THIS PERSON WILL BE RESPONSIBLE FOR EVALUATING TEMPORARY STAFF TO BE REFERRED IN THE CONTEXT OF THIS STANDING OFFER.</b>	<b>80</b>	<b>40</b>
2.1 Education	10	5
2.2 Experience in managing projects related to sea water activity fields	50	-
2.3 Publications and communications related to sea water activity fields	20	-
<b>3. CONTRACTOR'S EXPERIENCE.</b>	<b>20</b>	<b>10</b>
3.1 Contractor's experience in temporary scientific staffing	20	-

Total number of points: 130 points

Passing score: 54% of the points (70 points)

**A maximum of three (3) résumés** from your permanent scientific employees per bid will be considered in the assessment of the rated technical criteria.

**Criteria 1.1 and 1.2** will be scored out of 10, using the "Generic Evaluation Table" attached **at the end of this Attachment 1**, then weighted according to the maximum ratings specified in the above table.

**Criteria 2.1 to 3.1** will be evaluated according to the indications accompanying each of the criteria in the table below.



EVALUATION CRITERIA	MAX.	MIN.
<b>1. APPROACH AND METHODOLOGY USED TO MANAGE REQUIRED SERVICES</b>	<b>30</b>	<b>15</b>
<b>1.1 Understanding of the context, scope and objectives</b>  The bidder should clearly show, in its own words, that it understands the context, scope, objectives and particular nature of the services to be performed. <b>(7 points)</b>  It should present the expected problems and proposed solutions for resolving them. <b>(3 points)</b>	10	-
<b>1.2 Methodology</b>  The bidder should clearly present its proposed approach and methodology, by, for example, stating how it intends to follow up on an order from Fisheries and Oceans Canada. The approach and methodology should be well described, coherent, realistic and relevant for the delivery of services in fisheries science.  The methodology should include, but is not limited to, the following information: - The structure of the team dedicated to managing the services to be provided, including their individual roles and responsibilities.	20	-
<b>2. EXPERTISE OF THE PROPOSED RESOURCE PERSON: THIS PERSON WILL BE RESPONSIBLE FOR EVALUATING TEMPORARY STAFF TO BE REFERRED IN THE CONTEXT OF THIS STANDING OFFER.</b>  <i>The bidder should provide the résumé(s).</i>	<b>80</b>	<b>40</b>
<b>2.1 Education</b>  <i>To obtain points, the bidder should demonstrate that the proposed resource person has the diploma indicated, obtained from a recognized Canadian university or the equivalent established by a recognized credential evaluation service in Canada, if the diploma was obtained outside the country.</i>  <u>Weighting:</u> - The resource person has a bachelor's degree in a discipline related to the biological sciences (for example: biology, biochemistry, microbiology). : <b>(5 points)</b> ; - The resource person has, in addition to the bachelor's degree above, one or more of the following diplomas:  - a master's or a doctorate degree in a specialized area of marine biology, fisheries science or ocean sciences : <b>(3 points)</b>	10	5

EVALUATION CRITERIA	MAX.	MIN.
<ul style="list-style-type: none"> <li>- a diploma related to the field of administration or management: <b>(2 points)</b></li> <li>- Any other situation = 0 points.</li> </ul>		
<p><b>2.2 Experience in managing projects related to sea water activity fields</b></p> <p>Provide a maximum of <b>5 projects</b> managed by the proposed resource person.</p> <p><b>To be considered for this evaluation, each project should meet all of the following conditions:</b></p> <ul style="list-style-type: none"> <li>- The project value should be \$25,000 or more;</li> <li>- Only those projects completed since January 1, 2008 will be considered.</li> <li>- The project should be related to one or more of the following sea water activity fields: <ul style="list-style-type: none"> <li><input type="checkbox"/> Ecology/Habitat,</li> <li><input type="checkbox"/> Chemistry,</li> <li><input type="checkbox"/> Toxicology,</li> <li><input type="checkbox"/> Parasitology,</li> <li><input type="checkbox"/> Biochemistry/Molecular biology,</li> <li><input type="checkbox"/> Microscopy,</li> <li><input type="checkbox"/> Aquaculture,</li> <li><input type="checkbox"/> Physiology,</li> <li><input type="checkbox"/> Biological oceanography,</li> <li><input type="checkbox"/> Physical oceanography,</li> <li><input type="checkbox"/> Fisheries science (stock assessment, fisheries management, among others);</li> </ul> </li> </ul> <p><b>Each project will be scored out of 10 points.</b></p> <p><b>Describe each of the projects as follows:</b></p> <ul style="list-style-type: none"> <li>- title;</li> <li>- client;</li> <li>- start and end dates (indicate the months);</li> <li>- project value;</li> <li>- brief description;</li> <li>- relationship with the sea water activity fields listed above;</li> <li>- involvement and responsibility of the resource person in the project.</li> </ul>	50	-

EVALUATION CRITERIA	MAX.	MIN.
<p><b><u>Weighting for each of the projects:</u></b></p> <p>Relationship with one or more of the sea water activity fields listed above <b>(3 points)</b>:</p> <ul style="list-style-type: none"> <li>- 1 point per field of activity demonstrated <b>(maximum of 3 points)</b>;</li> </ul> <p>Level of responsibility of the resource person <b>(4 points)</b>:</p> <p>Ad ministrative or scientific responsibilities = <b>2 points</b>;</p> <p>Administrative and scientific responsibilities = <b>4 points</b>.</p> <p>Project value <b>(3 points)</b>:</p> <ul style="list-style-type: none"> <li>- Between \$25,000 and \$99,999 = <b>1 point</b>;</li> <li>- Between \$100,000 and \$499,999 = <b>2 points</b>;</li> <li>- \$500,000 or more = <b>3 points</b>.</li> </ul>		
<p><b>2.3 Publications and communications related to sea water activity fields</b></p> <p>Provide a <b>maximum of 8 publications/communications</b> of which the proposed resource person is the author or co-author.</p> <p><b>To be considered in this evaluation, each publication/communication should meet all of the following conditions:</b></p> <ul style="list-style-type: none"> <li>- Only those scientific publications/communications reviewed by peers will be considered.</li> <li>- Only those publications/communications published since January 1, 2002 will be considered.</li> <li>- The topic of the publication/communication should be related to one or more of the following sea water activities:</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ecology/Habitat,</li> <li><input type="checkbox"/> Chemistry,</li> <li><input type="checkbox"/> Toxicology,</li> <li><input type="checkbox"/> Parasitology,</li> <li><input type="checkbox"/> Biochemistry/Molecular biology,</li> <li><input type="checkbox"/> Microscopy,</li> <li><input type="checkbox"/> Aquaculture,</li> <li><input type="checkbox"/> Physiology,</li> <li><input type="checkbox"/> Biological oceanography,</li> <li><input type="checkbox"/> Physical oceanography,</li> <li><input type="checkbox"/> Fisheries science (stock assessment, fisheries management, among others);</li> </ul>	20	-

EVALUATION CRITERIA	MAX.	MIN.
<p><b>The Offeror should describe each of the publications/communications as follows:</b></p> <ul style="list-style-type: none"> <li>- List the publications like a bibliography;</li> <li>- Provide a short summary of the publication;</li> <li>- Show the relationship(s) with the sea water activity fields listed above.</li> </ul> <p><b>Weighting:</b></p> <p>Quality of publications/communications (<b>maximum 8 points</b>): 1 point per sea water activity field covered by the publications. One publication can cover more than one activity field.</p> <p>Quantity of publications/communications (<b>maximum 8 points</b>): 1–8 publications: 1 point per publication;</p> <p>Year of publication (<b>maximum 4 points</b>): 1 point per publication published on or after January 1, 2008.</p>		
<b>3. CONTRACTOR'S EXPERIENCE.</b>	<b>20</b>	<b>10</b>
<p><b>3.1 Contractor's experience in temporary scientific staffing</b></p> <p>Provide comparable temporary scientific staffing projects.</p> <p><b>To be considered in this evaluation, each project should meet all of the following conditions:</b></p> <p>Only the temporary staff whose contract began on or after January 1, 2010 will be considered.</p> <p>The temporary employees were scientists who met the work description in Appendix A – <i>Work Description</i> for a class I, II or III biologist, chemist or physicist;</p> <p><b>For each client, describe the project by providing the following information:</b></p> <ul style="list-style-type: none"> <li>- Client's name;</li> <li>- List of temporary staff provided. For each temporary employee provided, give the following information:</li> </ul>	20	-

EVALUATION CRITERIA	MAX.	MIN.
<p>⇒ field (biologist, chemist, physicist, etc.)</p> <p>⇒ contract start and end dates (indicate the month)</p> <p>Note: PWGSC reserves the right to verify the information with the client.</p> <p><b><u>Weighting for each of the projects:</u></b></p> <p>Number of clients (<b>maximum of 2 points</b>):</p> <ul style="list-style-type: none"> <li>- 1 point for each different client</li> </ul> <p>Number of chemists or physicists provided. To be considered a chemist or physicist, the temporary employee should meet the work description in Appendix A – <i>Work Description</i> for a class I, II or III chemist or physicist (<b>maximum of 6 points</b>):</p> <ul style="list-style-type: none"> <li>- Between 1 and 6 temporary employees provided = 1 point per employee provided.</li> </ul> <p>Number of biologists provided. To be considered a biologist, the temporary employee should meet the work description in Appendix A – <i>Work Description</i> for a class I, II or III biologist (<b>maximum of 12 points</b>):</p> <ul style="list-style-type: none"> <li>- Between 1 and 6 temporary employees provided = 2 points per employee provided.</li> </ul>		

## ANNEX A

### STATEMENT OF WORK

**Title:** Temporary help - Scientific support services

**Objectives:**

The Contractor must provide scientific support services as required in the area of biology, physics and chemistry, in accordance with the job descriptions in this Annex for The Maurice Lamontagne Institute (MLI), located near Mont-Joli.

**Services provided:**

All the required staff should be available within the following time frames:

- 5 business days after an order is received under normal circumstances.
- 48 hours after an authorized order has been received in an emergency situation.

All the required staff must have security clearance, as indicated in the Standing Offer.

- 1) The Contractor must have an updated list of staff members and provide the Technical Authority with an update if there are any changes. This list must take into account any training the employees have received, approval following a security investigation (enhanced reliability), medical certifications and their expiry date, as well as those individuals with scuba diving certification.
- 2) The Technical Authority will ask staff and the Contractor's new staff to complete the Personnel Screening, Consent and Authorization form for approval by the Department's security officer or PWGSC.
- 3) The Contractor must identify those who have provincial scuba diving certification. The diver is responsible for ensuring that the team has at least three (3) members, including an active diver who will be connected to the surface, a stand-by diver who is ready to respond and a surface assistant (tender).

These people must meet the scuba diving requirements and follow the Department's scuba diving safety procedures. A manual will be given to the Contractor. The divers must keep and submit to the DFO an updated log of all their dives. The Contractor must provide, at its own expense, the required medical certifications, which are renewable every 2 years, according to the DFO's medical certification form for scuba diving.

- 4) All of the Contractor's employees must participate in the mandatory workplace health and safety training, namely Transportation of Dangerous Goods (4 hours) and WHMIS (1 hour) offered by the Department.
- 5) When necessary, radiation protection training can be offered by the Department.

**Working language**

The working language for this Standing Offer is French; occasionally, the staff may be required to have a basic knowledge of English.

## Required level

When the order specifies the level of the staff who must perform the work, the Contractor is obligated to provide the services.

If it is unable, for reasons beyond its control, to provide services for a need identified in the order, the Contractor must provide the services of a replacement whose knowledge, degree and experience are equal to or greater than the level indicated on the order. The Contractor will notify the Department within five (5) calendar days if it is unable to provide a higher level replacement:

- a. reason for the replacement,
- b. specifications of available resources,
- c. proof that the resource has the required security clearance granted by Canada,
- d. corrected hourly rate to reflect the level of the replacement resource,

The Technical Authority can order that a replacement stop performing the work and the Contractor must comply with that order without delay, and retain the services of another replacement.

The fact that the Technical Authority has not ordered that a replacement stop performing work does not relieve the Contractor of its obligation to fulfill the contract requirements.

## Authorizations

It is the Contractor's responsibility to keep all required permits licences and certificates up to date to perform the work pursuant to the relevant federal, provincial and municipal laws.

It is the Contractor's responsibility to update a list of staff with the following training: medical and scuba diving certificates and enhanced security screening and their expiry dates. A copy of this list must be returned to the Standing Offer Authority after any changes are made.

The Contractor must, at its own expense, provide a valid medical certificate (CCG form) renewable every two years for employees under 45 years old and every year for those over 45 years old. Employees must participate in a mandatory 8-hour training session on the risks inherent in working at sea, which is provided for free by the Department. If necessary, they must also participate in a 70-hour small boat operator training program (the Department will pay for the training but the Contractor must pay the employees' hours).

## Scuba diving activities of the Contractor's staff.

1. Employees who, in the performance of their work duty, must scuba dive, will be able to use the equipment of Fisheries and Oceans Canada (F&O) to carry out their scuba diving operations.
2. The Contractor is responsible for ensuring that its staff has the required certifications and appropriate insurance coverage for scuba diving activities.
3. The Contractor must be a member of the CAUS (Canadian Association for Underwater Science).

Solicitation No. - N° de l'invitation

F3707-125018/A

Amd. No. - N° de la modif.

File No. - N° du dossier

QCL-2-35354

Buyer ID - Id de l'acheteur

qcl028

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

F3707-125018

CCC No./N° CCC - FMS No/ N° VME

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### **Government-owned vehicles**

The Contractor's staff may have to use government-owned vehicles. As a result:

- a) The staff provided by the Contractor must be in possession of a valid driver's licence.
- b) For the duration of the Standing Order, the Contractor must have an insurance policy in accordance with Annex D, "Insurance Requirements."



## Work Description

NOTE: *All candidates may have to participate in missions at sea or field work.*

### **BIOLOGIST**

#### **A) Biologist, level 1:**

Collect, manage, analyze, interpret marine biology data and contribute scientific information and advice in support of research projects in the section to develop new knowledge and concepts in marine biology.

Methodologies and software for collecting, managing and analyzing marine biology data for the Department of Fisheries and Oceans to advance marine biology research skills.

#### **Activities:**

1. Organize and engage in field and/or laboratory studies in support of the section's marine biology research projects.
2. Evaluate, analyze and interpret marine biology data and develop or adapt related methodologies and software.
3. Provide functional guidance and specialized training to the technicians.
4. Produce scientific data and data products at the request of section colleagues and staff.
5. Help the project authority to develop information and advice on marine biology for the clientele, which supports sound management of fisheries resources and the marine environment from a scientific perspective.
6. Provide the project authority with information and advice on technical matters related to collecting, managing, analyzing and interpreting marine biology data.
7. Participate in departmental reviews, environmental impact statements, project referrals for regulatory application and data presentations.

#### **Knowledge and work experience:**

1. Mastery of the concepts, theories, principles, methods and practices in a specialized field of marine biology.
2. Have completed a bachelor's program in a field related to the position's duties: biology, oceanography, environment, etc.
3. In general, these candidates have little to no experience in the field.

**B) Biologist, level 2:****Activities:**

1. Organize and undertake part of the research projects assigned to create new biology and marine ecology knowledge and methods.
2. Provide scientific information and advice and recommend relevant strategies for managing fisheries and ocean resources.
3. Participate in the development of new instruments, methods, technologies and control and quality assurance procedures for collecting and analyzing biological data in a marine environment.
4. Store and protect biological samples, banks of samples, equipment and scientific instruments and all of the data.
5. Participate in short-term projects, such as in multidisciplinary missions in the field.
6. Contribute to and participate in writing scientific articles and reports in the field of marine biology and participate as a team member by revising scientific manuscripts submitted by colleagues.
7. Review and evaluate knowledge and progress in marine biology and in resource management to stay current on new approaches, techniques, methods and changes in the context of research.

**Knowledge and work experience:**

1. The work requires application and a solid understanding of the concepts, theories, principles, methods, techniques and procedures in a specialized field of marine biology, fisheries and oceanic sciences, data analysis and technical writing techniques.
2. Have a bachelor's degree in a field related to the position's duties.
3. Have at least one year of experience in one or more of the following specializations: molecular and genetic biology, experience in tank rooms, histology/pathology, plankton taxonomy and marine benthos, field biology, parasitology, physiology and microbiology/bacterioplankton.

**C) Biologist, level 3:****Activities:**

1. Plan and undertake approved research projects to create new biology and marine ecology knowledge and methods.
2. Provide scientific information and advice. Recommend policies, strategies, standards and relevant methods of managing fisheries and ocean resources.
3. Develop new instruments, methods, technologies and control and quality assurance procedures for collecting and analyzing biological data in a marine environment.
4. Store and protect biological samples, banks of samples, equipment and scientific instruments and all of the data.
5. Participate in short-term projects in the context of multidisciplinary missions in the field.
6. Participate in conferences, workshops and scientific meetings and encourage scientific collaboration between the Department and the scientific community.
7. Help with writing scientific articles and reports in the field of ecology and marine biology and revise scientific manuscripts submitted by the Department's colleagues.
8. Examine and evaluate new knowledge and progress in the field of ecology and marine biology and resource management to stay current on new approaches, techniques, methods and the changing context of research programs.

**Knowledge and work experience:**

1. The work requires extensive knowledge of the instruments, techniques, methods, standard and procedures related to collecting, processing, quality assurance, analysis, interpretation and management of marine biology data to develop and carry out missions in the field, offer knowledge and technical advice to other scientists and ensure that the conclusions reached are scientifically and statistically valid and examined by peers in accordance with internationally-recognized standards.
2. The candidate must have a master's or a doctorate degree in the following: biology, physiology or a related field.

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**CHEMIST****D) Chemist, level 1:****Activities:**

1. Organize and engage in field and/or laboratory studies in support of the section's aquatic chemistry research projects.
2. Collect, verify and interpret chemical data and participate in developing and adapting methods and software applicable to the fields of study.
3. Produce scientific data and data products at the request of section colleagues and professionals.
4. Participate in developing information and scientific advice in aquatic chemistry for the clientele, which supports sound management of fisheries and oceans resources and the marine environment from a scientific perspective.
5. Provide the project authority with information and advice on technical matters related to collecting, managing, analyzing and interpreting scientific data in aquatic chemistry.
6. Contribute to and participate in the preparation of scientific reports and publications regarding aquatic chemistry.
7. Participate in work groups to examine aquatic chemistry files.
8. Review and evaluate knowledge and progress in chemistry to stay current on new approaches, techniques, methods and changes in the context of research.

**Knowledge and work experience:**

1. The work requires application and a solid understanding of the concepts, theories, principles, methods, techniques and procedures in a specialized area of aquatic chemistry.
2. Have a bachelor's degree in an area related to the position's duties.
3. In general, these candidates have little to no experience in the field in question.

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**E) Chemist, level 2:****Activities:**

1. Organize and engage in field and/or laboratory studies in support of the section's aquatic chemistry research projects.
2. Provide scientific information and advice and recommend relevant strategies for managing fisheries and ocean resources.
3. Participate in the development of new instruments, methods, technologies and control and quality assurance procedures for collecting and analyzing chemical data in an aquatic environment.
4. Store and protect samples for chemical analysis, banks of samples, equipment and scientific instruments and all of the data.
5. Participate in short-term projects, such as multidisciplinary missions in the field.
6. Contribute to and participate in the preparation of scientific reports and publications regarding aquatic chemistry.
7. Participate in work groups to examine aquatic chemistry files.
8. Review and evaluate knowledge and progress in chemistry to stay current on new approaches, techniques, methods and changes in the context of research.

**Knowledge and work experience:**

1. The work requires application and a solid understanding of the concepts, theories, principles, methods, techniques and procedures in a specialized area of aquatic chemistry.
2. This knowledge includes extensive technical knowledge of the principles, methods, procedures and standards for collecting and processing aquatic chemistry samples. In fisheries and aquatic sciences, data analysis techniques, technical writing and first aid.
3. Have a bachelor's degree in an area related to the position's duties.
4. Have at least one year of experience in one or more of the following areas of specialization: chemistry, analytic chemistry, marine chemistry, chemical oceanography, biochemistry, etc.

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**F) Chemist, level 3:****Activities:**

1. Plan and undertake approved research projects to create new biology and marine ecology knowledge and methods.
2. Provide scientific information and advice. Recommend policies, strategies, standards and relevant methods of managing fisheries and ocean resources.
3. Develop new instruments, methods, technologies and control and quality assurance procedures for collecting and analyzing chemical data in a marine environment.
4. Store and protect chemical samples, banks of samples, equipment and scientific instruments and all of the data.
5. Participate in short-term projects in the context of multidisciplinary missions in the field.
6. Participate in conferences, workshops and scientific meetings and encourage scientific collaboration between the Department and the scientific community.
7. Help with writing scientific articles and reports in the field of chemistry, analytical chemistry, marine chemistry, chemical oceanography, biochemistry, etc.
8. Examine and evaluate new knowledge and progress in the field of chemistry and resource management to stay current on new approaches, techniques, methods and the changing context of research programs.

**Knowledge and work experience:**

1. The work requires extensive knowledge of the instruments, techniques, methods, standards and procedures related to collecting, processing, quality assurance, analysis, interpretation and management of marine chemistry data to develop and carry out missions in the field, offer knowledge and technical advice to other scientists and ensure that the conclusions reached are scientifically and statistically valid and examined by peers in accordance with internationally-recognized standards.
2. The candidate must have a master's or doctorate degree in one of the following: chemistry, analytical chemistry, marine chemistry, chemical oceanography, biochemistry, etc.

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**Physicist****G) Physicist, level 1:****Activities:**

1. Completion of a part or a phase of a project or scientific study.
2. Apply the scientific procedures under supervision.
3. Organize and engage in field and/or laboratory studies in support of the section's aquatic chemistry research projects.
4. Collect, verify and interpret physical data and participate in developing and adapting methods and software applicable to the fields of study.
5. Produce data, samplings, measurements and data products at the request of section colleagues and professionals.
6. Participate in developing information and scientific advice in aquatic physics for the clientele, which supports sound management of fisheries and oceans resources and the marine environment from a scientific perspective.
7. Capture, decode, validate and analyze data on a computer.
8. Provide the project authority with information and advice on technical matters related to collecting, managing, analyzing and interpreting scientific data in physics.
9. Develop data processing systems.
10. Contribute to and participate in the preparation of scientific reports and publications about physics.
11. Participate in work groups to examine physics files.
12. Review and evaluate knowledge and progress in physics to stay current on new approaches, techniques, methods and changes in the context of research.

**Knowledge and work experience:**

1. The work requires application and a solid understanding of the concepts, theories, principles, methods, techniques and procedures in a specialized area of aquatic physics.
2. Have a bachelor's degree in a field related to the position's duties: physics, mathematics, computer science, engineering, etc.
3. In general, these candidates have little to no experience in the field in question.
4. Have basic knowledge of computer science (DOS operating system and FORTRAN language, for example).

**H) Physicist, level 2:****Activities:**

1. Organize and engage in field and/or laboratory studies in support of the section's physics research projects.
2. Complete part of a project or scientific study.
3. Provide scientific information and advice and recommend relevant strategies for managing the project.
4. Participate in the development of new data processing systems.
5. Participate in short-term projects, such as multidisciplinary missions in the field or at sea.
6. Contribute to and participate in the preparation of scientific reports and publications.
7. Participate in work groups to examine files.
8. Review and evaluate knowledge and progress in physics to stay current on new approaches, techniques, methods and changes in the context of research.
9. Analyze data and interpret the results.

**Knowledge and work experience:**

1. The work requires application and a solid understanding of the concepts, theories, principles, methods, techniques and procedures in a specialized area of physics.
2. This knowledge includes extensive technical knowledge of computer science (DOS, UNIX, VAX/VMS operating systems and FORTRAN and C programming languages, for example).
3. Have a bachelor's degree in a field related to the position's duties: physics, mathematics, computer science, engineering, etc.
4. Have at least one year of experience in one or more of the following areas of specialization: remote sensing (knowledge of satellite image analysis techniques and software), numerical modeling (knowledge of numerical methods, analysis of field data (knowledge of the steps involved in decoding, processing and analyzing current data, temperature, salinity determined using several types of instruments (Aanderraa current meter, ADCP, tide gauge, thermistor strings, thermographs, TD/CTD profilers, etc.).



**I) Physicist, level 3:****Activities:**

1. Organize and engage in field and/or laboratory studies in support of the section's physics research projects.
2. Complete part of a project or scientific study.
3. Provide scientific information and advice and recommend relevant strategies for managing the project.
4. Participate in the development of new data processing systems.
5. Participate in short-term projects, such as multidisciplinary missions in the field or at sea.
6. Contribute to and participate in the preparation of scientific reports and publications.
7. Participate in work groups to examine files.
8. Review and evaluate knowledge and progress in physics to stay current on new approaches, techniques, methods and changes in the context of research.
9. Analyze data and interpret the results.

**Knowledge and work experience:**

1. The work requires application and a solid understanding of the concepts, theories, principles, methods, techniques and procedures in a specialized area of physics.
2. This includes extensive technical knowledge of computer science (DOS, UNIX, VAX/VMS operating systems and FORTRAN and C programming languages, for example).
3. Have at least one year of experience in one or more of the following areas of specialization: remote sensing (knowledge of satellite image analysis techniques and software), numerical modeling (knowledge of numerical methods, analysis of field data (knowledge of the steps involved in decoding, processing and analyzing current data, temperature, salinity determined using several types of instruments (Aanderraa current meter, ADCP, tide gauge, thermistor strings, thermographs, TD/CTD profilers, etc.)).
4. The work is essentially the same as that of a physicist in the class below. However, the candidate must have a master's or a doctorate degree that corresponds with the position, such as in physics, mathematics, computer science or engineering.

**ANNEX B****BASIS OF PAYMENT**

The percentages indicated in parentheses in the "Category of Personnel" column of the table below reflect the estimated requirements for each category and level of personnel for each year of the Standing Offer.

Overtime is estimated at 5% of hours worked.

For diving tasks, an allowance of \$25/hour will be added to the rate specified at Table Pricing fixing. The allowance will be for a minimum of two hours for SCUBA diving.

A dive corresponds to the total duration of one or several periods within an eight-hour time frame during which the employee has to work underwater with the aid of a self-contained breathing apparatus.

**Overtime**

*Definition: hours worked in excess of 40 hours a week.*

No overtime can be worked under the Standing Offer without the prior written permission of the Technical Authority.

All requests for payment must be accompanied by a copy of the overtime authorization and a report stating all details required by Canada with regard to overtime worked under the written authorization.

**Work week**

For billing purposes and to calculate overtime, the first day of the work week is Monday.

A minimum of four hours will be paid per offer. If more than four hours are worked, time actually worked will be paid.

A normal work day is eight hours, making the normal work week 40 hours. Beyond this, hours worked will be payable in overtime at time and a half.

**Table Price fixing**

	<b>1<sup>st</sup> period of the Standing Offer Issuance to 31 January 2015</b>	<b>1<sup>st</sup> option period 1 February 2015 to 31 January 2016</b>	<b>2<sup>nd</sup> option period 1 February 2016 to 31 January 2017</b>
Category of Personnel	Straight time	Straight time	Straight time
<b>Biologists (75%)</b>			
Class 1 (15%)	\$____/hr.	\$____/hr.	\$____/hr.
Class 2 (80%)	\$____/hr.	\$____/hr.	\$____/hr.
Class 3 (5%)			

	\$____/hr.	\$____/hr.	\$____/hr.
<b>Chemists (15%)</b>			
Class 1 (45%)	\$____/hr.	\$____/hr.	\$____/hr.
Class 2 (5%)	\$____/hr.	\$____/hr.	\$____/hr.
Class 3 (50%)	\$____/hr.	\$____/hr.	\$____/hr.
<b>Physicists (10%)</b>			
Class 1 (45%)	\$____/hr.	\$____/hr.	\$____/hr.
Class 2 (45%)	\$____/hr.	\$____/hr.	\$____/hr.
Class 3 (10%)	\$____/hr.	\$____/hr.	\$____/hr.

### TRAVEL AND LIVING EXPENSES

- (a) Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work for:
- (i) any travel between the Contractor's place of business and the Maurice Lamontagne Institute.
- (b) For services provided outside the Maurice Lamontagne Institute location, the Contractor will be reimbursed for the authorized travel and living expenses, reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the Treasury Board Travel Directive (<http://www.njc-cnm.gc.ca/directive/index.php?did=10&dlabel=travel-voyage&lang=eng&merge=2&sid=98&slabel=td-dv-a3>) and with the other provisions of the Directive referring to "travellers" rather than those referring to "employees."
- (c) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Standing Offer.
- (d) All travel must have the prior authorization of the Technical Authority. All payments are subject to government audit.

Solicitation No. - N° de l'invitation

F3707-125018/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

qc1028

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

F3707-125018

File No. - N° du dossier

QCL-2-35354

CCC No./N° CCC - FMS No/ N° VME

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## **ANNEX C**

### **SECURITY REQUIREMENTS CHECK LIST**

The Security Requirements Check List (SRCL) (Annex C) appended to the bid solicitation package is to be inserted at this point and forms part of this document

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**ANNEX D****INSURANCE REQUIREMENTS****1. Commercial General Liability Insurance**

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.

## 2. Automobile Liability Insurance

1. The Contractor must obtain Automobile 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.
2. The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
  - e. OPCF/SEF/QEF #3 - Drive Government Automobiles Endorsement

## Tableau d'évaluation générique

Le Comité d'évaluation de TPSGC évaluera les points forts et faiblesses de la réponse du soumissionnaire selon les critères d'évaluation et attribuera une cote de 0, 2, 4, 6, 8 ou 10 points pour chaque critère d'évaluation selon le tableau d'évaluation générique qui suit:

	INADÉQUAT	FAIBLE	ADÉQUAT	PLEINEMENT SATISFAISANT	SOLIDE
0 point	2 points	4 points	6 points	8 points	10 points
N'a pas fourni de renseignements pouvant être évalués	Ne comprend pas du tout ou comprend mal les exigences	Connaît jusqu'à un certain point les exigences mais ne comprend pas suffisamment certains aspects des exigences	Démontre une bonne compréhension des exigences	Démontre une très bonne compréhension des exigences	Démontre une excellente compréhension des exigences
	Faiblesse ne peut être corrigée	De façon générale, il est peu probable que les faiblesses puissent être corrigées	Faiblesse pouvant facilement être corrigée	Aucune faiblesse significative	Aucune faiblesse apparente
	Le proposant manque de qualifications et d'expérience	Le proposant ne possède pas le minimum de qualifications et d'expérience	Le proposant possède le minimum de qualifications et d'expérience	Le proposant possède les qualifications et l'expérience	Le proposant est hautement qualifié et expérimenté
	Peu probable que l'équipe proposée soit en mesure de répondre aux besoins	Équipe ne compte pas tous les éléments ou expérience globale faible	Équipe compte tous les éléments et satisfera probablement aux exigences	Équipe compte tous les éléments - certains membres ont travaillé ensemble	Équipe solide - les membres ont travaillé efficacement ensemble à des projets similaires
	Projets antérieurs non connexes aux exigences du présent projet	Généralement les projets antérieurs ne sont pas connexes aux exigences du présent projet	Projets antérieurs généralement connexes aux exigences du présent projet	Projets antérieurs directement connexes aux exigences du présent projet	Principal responsable de projets antérieurs directement connexes aux exigences du présent projet
	Extrêmement faible; ne pourra pas satisfaire aux exigences de rendement	Peu de possibilité de satisfaire aux exigences de rendement	Capacité minimale acceptable; devrait satisfaire aux exigences minimales de rendement	Capacité satisfaisante - devrait obtenir des résultats efficaces	Capacité supérieure; devrait obtenir des résultats très efficaces

## Generic Evaluation Table

The PWGSC Evaluation Board will evaluate the strengths and weaknesses of the Proponent's response to the evaluation criteria and will rate each criterion with even numbers (0, 2, 4, 6, 8 or 10) using the generic evaluation table below:

<b>NON RESPONSIVE</b>	<b>INADEQUATE</b>	<b>WEAK</b>	<b>ADEQUATE</b>	<b>FULLY SATISFACTORY</b>	<b>STRONG</b>
<b>0 point</b>	<b>2 points</b>	<b>4 points</b>	<b>6 points</b>	<b>8 points</b>	<b>10 points</b>
Did not submit information which could be evaluated	Lacks complete or almost complete understanding of the requirements.	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements.	Demonstrates a good understanding of the requirements.	Demonstrates a very good understanding of the requirements.	Demonstrates expert understanding of the requirements.
	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be easily corrected	No significant weaknesses	No apparent weaknesses
	Proponent lacks qualifications and experience	Proponent does not have minimum qualifications and experience	Proponent has minimum qualifications and experience	Proponent is qualified and experienced	Proponent is highly qualified and experienced
	Team proposed is not likely able to meet requirements	Team does not cover all components or overall experience is weak	Team covers all components and will likely meet requirements	Team covers all components - some members have worked successfully together	Strong team - has worked successfully together on comparable projects
	Sample projects not related to this project's needs	Sample projects generally not related to this project's needs	Sample projects generally related to this project's needs	Sample projects directly related to this project's needs	Leads in sample projects directly related to this project's needs
	Extremely poor, insufficient to meet performance requirements	Little capability to meet performance requirements	Minimum acceptable capability, should meet minimum performance	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results





Government of Canada  
Gouvernement du Canada

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SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine Pêches et Océans Canada		2. Branch or Directorate / Direction générale ou Direction Direction régionale des sciences, Direction régionale des océans	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work - Brève description du travail Fournir les services d'aide temporaire pour du personnel scientifique (chimistes, biologistes et physiciens)			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. Indicate the type of access required - Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>			TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

Security Classification / Classification de sécurité





Government of Canada  
Gouvernement du Canada

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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité : ☒ No ☐ Yes  
Non Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☒ RELIABILITY STATUS  
COTE DE FIABILITÉ

☐ CONFIDENTIAL  
CONFIDENTIEL

☐ SECRET  
SECRET

☐ TOP SECRET  
TRÈS SECRET

☐ TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL  
NATO CONFIDENTIEL

☐ NATO SECRET  
NATO SECRET

☐ COSMIC TOP SECRET  
COSMIC TRÈS SECRET

☐ SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted:

Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes  
Non Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes  
Non Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non Oui

Security Classification / Classification de sécurité



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat  
F3707-125018

Security Classification / Classification de sécurité

**PART C (continued) / PARTIE C (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉE			NATO				COMSEC					
	A	B	C	Confidential	Secret	Top Secret	NATO Restricted	NATO Confidential	NATO Secret	COSMIC Top Secret	Protected Protégé			Confidential	Secret	Top Secret
				Confidential		Très Secret	NATO Diffusion Restreinte	NATO Confidential		COSMIC Très Secret	A	B	C	Confidential		Très Secret
Information / Assets Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée.

12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité