



Fisheries and Oceans  
Canada

Pêches et Océans **(Revised January 22, 2015)**  
Canada

Materiel and Procurement Services  
Station 9W071, 9th Floor,  
200 Kent Street,  
Ottawa, Ontario K1A 0E6

*Our file*      *FP802-140354*

January 22, 2015

Subject:      Request for Proposal No. FP802-140354  
**Independent Third-Party Evaluator for the Pacific Integrated Commercial Fisheries Initiative – Enterprise Development Element**

Dear Sir/Madam:

The Department of Fisheries and Oceans has a requirement for these services to be carried out in accordance with the **Statement of Work** attached hereto as **Appendix "C"**. The required services are to be performed during the period commencing on contract award and are to be completed by **March 31, 2016** with an option to extend the contract for four (4) additional one (1) year period as detailed in the Statement of Work.

**Option to extend the Contract:**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the Contract expiry date. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

If you are interested in undertaking this project, your electronic proposal clearly indicating the title of the work and addressed to the undersigned will be received up to **11:00 hours** (11:00 a.m.) Eastern Daylight Time (EDT) on **January 30, 2015**.

**Security Requirement:**

The Contractor must, at all times during the performance of the Contract hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD),  
**(Revised January 22, 2015)**  
Public Works and Government Services Canada (PWGSC).

The Contractor's 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.

The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s) and the Contractor must ensure that its personnel are made aware of and comply with this restriction.

Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

The Contractor must comply with the provisions of the:

- a. Security Requirements Check List and security guide
- b. Industrial Security Manual (Latest Edition)

To apply for the required level of security status (or if you are uncertain about having the status), you must contact the Security and Contracting Unit at the Department of Fisheries and Oceans at [security@dfp-mpo.gc.ca](mailto:security@dfp-mpo.gc.ca) or at 613-993-3131.

In order for the Department to confirm that your company and all individuals proposed to perform work under this contract meet the required Security Status, you must complete Form "F-1" (Confirmation of Security Status) attached hereto as Appendix "G", providing the name of your company and the full names of individuals and dates of birth of all individuals who will be providing the services.

**Proposals in response to this Request for Proposals shall be comprised of three (3) volumes (sections) as follows:**

- a) **CONTENT: VOLUME 1 – TECHNICAL PROPOSAL (MANDATORY)** – one (1) electronic copy
- b) **CONTENT: VOLUME 2 – FINANCIAL PROPOSAL (MANDATORY)** – one (1) electronic copy
- c) **CONTENT: VOLUME 3 – CERTIFICATIONS (ATTACHED AT APPENDIX C-1) (MANDATORY)** – one (1) electronic copy

Your proposal is required in sufficient detail to form the basis of a contractual agreement and shall address the elements enumerated below.

**Section I: Technical Proposal (with no reference to price)**

## **PROPOSAL-ANNEX2**

*Your proposal must include:*

**(Revised January 22, 2015)**

1. An indication of an understanding of the requirement and objectives of the project;
2. An indication of previous projects of a similar nature successfully completed by the firm; technical information, including a listing and description of these projects with commencement and termination dates and for whom the work was performed;
3. A statement of the name under which the firm is legally incorporated and a Statement of the Canadian and/or foreign ownership of the firm, if applicable, and;

### **Section II: Financial Proposal**

1. A breakdown of the costs tendered in Annex B – Basis of Payment, including a breakdown of the Professional Services and Associated Costs, which indicates the per diem rates (inclusive of overhead and profit) and the number of days assigned; associated costs including, but not limited to, travel and accommodation costs, long distance charges, reproduction costs, courier services, etc.

### **Section III: Certifications**

1. Certifications attached hereto as Appendix “C-1” signed and dated.

Proposals will be evaluated in accordance with the Evaluation Criteria attached as Appendix "D".

**OFFERS WHICH DO NOT CONTAIN THE ABOVE-MENTIONED DOCUMENTATION OR WHICH DEVIATE FROM THE PRESCRIBED COSTING FORMAT WILL BE CONSIDERED INCOMPLETE AND NON-RESPONSIVE AND SHALL BE REJECTED IN THEIR ENTIRETY.**

If additional information is required, you are requested to contact Beverly Shawana, Senior Contracting Officer, NCR Materiel Management at (613) 949-1490 or by email at [beverly.shawana@dfp-mpo.gc.ca](mailto:beverly.shawana@dfp-mpo.gc.ca)

**BIDDERS SHOULD NOTE THAT ALL QUESTIONS REGARDING THIS REQUEST FOR PROPOSALS MUST BE SUBMITTED IN WRITING, NO LATER THAN JANUARY 23, 2015, 11:00 a.m. EASTERN DAYLIGHT TIME (EDT) TO THE CONTRACT AUTHORITY. THE DEPARTMENT WILL BE UNABLE TO RESPOND TO QUESTIONS SUBMITTED AFTER THAT DATE.**

**The Department will not necessarily accept the lowest or any proposal submitted.**

Yours Truly,

Beverly Shawana  
Senior Contracting Officer,  
Materiel and Procurement Services

Attach.

**Bid Closing Date: January 30, 2015**

**Time: 11:00 Hours Eastern Daylight Time (EDT)**

**RFP File No: FP802-140354**

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**ANNEX 1 – RESULTING CONTRACT CLAUSES  
REQUEST FOR PROPOSALS FOR:**

**Independent Third-Party Evaluator for the Pacific Integrated Commercial  
Fisheries Initiative – Enterprise Development Element**

**1. CONTRACT PERIOD**

The required services are to be performed from contract award and are to be completed by **March 31, 2016** with an option to extend the contract for four (4) additional one (1) year periods as detailed in the Statement of Work

**OPTION TO EXTEND THE CONTRACT:**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended periods of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the Contract expiry date. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

**2. SECURITY CLEARANCE**

The Contractor must, at all times during the performance of the Contract hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

The Contractor's 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.

The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s) and the Contractor must ensure that its personnel are made aware of and comply with this restriction.

**(Revised January 22, 2015)**

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To apply for the required level of security status (or if you are uncertain about having the status), you must contact the Security and Contracting Unit at the Department of Fisheries and Oceans at [security@dfo-mpo.gc.ca](mailto:security@dfo-mpo.gc.ca) or at 613-993-3131.

In order for the Department to confirm that your company and all individuals proposed to perform work under this contract meet the required Security Status, you must complete Form "F-1" (Confirmation of Security Status) attached hereto as Appendix "G", providing the name of your company and the full names of individuals and dates of birth of all individuals who will be providing the services.

Compliance with the mandatory security requirements is the sole responsibility of the bidder.

### **3. REPLACEMENT PERSONNEL**

- 3.1 The Contractor shall provide the services of the persons named in the proposal which is referenced in the Statement of Work and any additional persons necessary to perform the work and provide the services required under this contract, unless the Contractor is unable to do so for reasons beyond the Contractor's control.
- 3.2 Should the Contractor, at any time, be unable to provide their services, the Contractor shall be responsible for providing replacements who shall be of similar ability and attainment and who shall be acceptable to the Departmental Representative. In such case the Contractor shall notify the Departmental Representative in writing and provide:
  - 3.2.1 The reason for the removal of the named person from the project;
  - 3.2.2 The name of the proposed replacement;
  - 3.2.3 An outline of the qualifications and experience of the proposed replacement;
  - 3.2.4 An accepted security clearance certificate, if applicable.
- 3.3 The notice shall be sent at least seven (7) days in advance of the date upon which the replacement is to commence work. Any change in the terms and conditions of this

contract which result from a replacement of personnel shall be effected by a contract amendment.

3.4 Notwithstanding the foregoing, the Contractor is required to perform the work and provide the services in accordance with the terms of this contract.

**4. CRIMINAL CODE OF CANADA**

4.1 The contractor certifies that the company has never been convicted of an offence under the following sections of the Criminal Code of Canada:

Section 121, Frauds on the government;  
Section 124, Selling or purchasing office; or  
Section 418, Selling defective stores to Her Majesty.

4.2 It is a term of this contract that the contractor and any of the contractor's employees assigned to the performance of the contract are in compliance with Section 748 of the

**(Appendix “B” - Revised January 22, 2015)**

**For Evaluation Purposes the total of the initial period and all option years will be considered.**

The price quoted above includes all expenses that may be incurred in providing the services, such as profit, overhead, administrative costs, equipment and materials. The price **does not include authorized travel and accommodation expenses.**

- 6.4** Option Period(s) is/are optional with exercising of the option(s) at the sole discretion of the Minister. In the event the Minister chooses not to exercise the option, the Contract Agreement shall be considered complete and ended upon satisfactory delivery of all work under any previously completed Period of the contract Agreement.
- 6.5** The Contractor will be paid for authorized reasonable and proper travel and living expenses incurred in the performance of the work, without any allowance therein for overhead or profit, and these costs will be reimbursed in accordance with the National Joint Council (NJC) Travel Directive attached hereto as Appendix “B-1”. All expenses for travel, accommodation and associated services shall be reimbursed at cost and with all **original** receipts, vouchers or other appropriate documentation attached.

All payments are subject to Government Audit.

All travel must have prior authorization of the Project Authority.

The Contract awarded as a result of this Request for Proposals will include a Provisional Cost Allowance to cover authorized travel and living expenses, if required.

**7. SCHEDULE OF PAYMENTS**

Claims for travel, accommodation and other expenses may be submitted as costs are incurred. Where required, these must be supported by receipts. Expenses will be reimbursed at actual cost, with no allowance for overhead and/or profit, as permitted by the current Treasury Board Secretariat Travel Directive.

- 7.1** Payment for services rendered will be made by Her Majesty to the Contractor on monthly intervals upon receipt of an itemized invoice setting out, in detail, the work performed, the progress towards the completion of the tasks/deliverables identified in the contract and the number of person days expended, and the certificate of the Departmental Representative that the invoice is true and exact and that the Contractor has during the period covered by the invoice proceeded with the performance of the work.



**(Appendix “C” - Revised January 22, 2015)**

Legend/Légende	Oral	Comprehension	Written
Basic	A person speaking at this level can: <ul style="list-style-type: none"> <li>· ask and answer simple questions;</li> <li>· give simple instructions; and,</li> <li>· give uncomplicated directions relating to routine work situations.</li> </ul>	A person reading at this level can: <ul style="list-style-type: none"> <li>· fully understand very simple texts;</li> <li>· grasp the main idea of texts about familiar topics; and,</li> <li>· read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks.</li> </ul>	A person writing at this level can: <ul style="list-style-type: none"> <li>· write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.</li> </ul>
Intermediate	A person speaking at this level can: <ul style="list-style-type: none"> <li>· sustain a conversation on concrete topics; report on actions taken;</li> <li>· give straightforward instructions to employees; and,</li> <li>· provide factual descriptions and explanations.</li> </ul>	A person reading at this level can: <ul style="list-style-type: none"> <li>· grasp the main idea of most work-related texts;</li> <li>· identify specific details; and,</li> <li>· distinguish main from subsidiary ideas.</li> </ul>	A person writing at this level can: <ul style="list-style-type: none"> <li>· deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.</li> </ul>
Advanced	A person speaking at this level can: <ul style="list-style-type: none"> <li>· support opinions; and understand and express hypothetical and conditional ideas</li> </ul>	A person reading at this level can: <ul style="list-style-type: none"> <li>· understand most complex details, inferences and fine points of meaning; and,</li> <li>· have a good comprehension of specialized or less familiar material.</li> </ul>	A person writing at this level can: <ul style="list-style-type: none"> <li>· write texts where ideas are developed and presented in a coherent manner.</li> </ul>

**3.6 Special Requirements**

Criteria (for the successful bidder/applicant):

- All information contained in applications being reviewed or from other sources must be held strictly confidential.
- The incumbent or contractor has an exclusive relationship with DFO and must disclose any potential conflicts of interest prior to engagement.
- Past or present involvement with any FN band administration or First Nation controlled commercial fishing enterprise must be fully disclosed to ensure that the Department’s objective of a fair and equitable assessment process is upheld.

**3.7 Security Requirements – Upon submission at the time of bid closing**

The Contractor must, at all times during the performance of the Contract hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

The Contractor’s 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.

The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s) and the Contractor must ensure that its personnel are made aware of and comply with this restriction.

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The Contractor must comply with the provisions of the:

- a. Security Requirements Check List and security guide
- b. Industrial Security Manual (Latest Edition)

### **3.8 Insurance Requirements**

There are no insurance requirements.

### **3.9 Travel and Living**

Claims for travel and accommodation may be submitted monthly with all original receipts, vouchers or other appropriate documents attached to the Departmental Representative. The DFO Program Authority shall provide advance approval of all travel to be undertaken by the contractor in association to this requirement.

**Note that the current National Joint Council's Travel Directive will apply:**

<http://www.njc-cnm.gc.ca/directive/index.php?did=10&lang=eng>

## **4.0 Project Schedule**

### **4.1 Expected Start and Completion Dates**

The work will commence upon the award of the contract and is expected to be completed by March 31, 2016.

### **4.2 Schedule and Estimated Level of Effort (Work Breakdown Structure)**

The total estimated value during the initial period of the contract, including professional services, travel and miscellaneous expenses is \$220,000.00 (plus applicable provincial/federal taxes).

An estimated level of effort of 190 days will be required. The following table provides a breakdown of the work structure:

<b>Professional Services</b>	<b>No. of Days</b>
Orientation	25
Evaluations of applications	155
Assist with preparation of materials for PICFI Implementation and Advisory Committee meetings	10

The proposed option periods referenced under Section 2.1 of this Statement of Work will be exercised at the discretion of DFO.

## **5.0 Required Resources or Types of Roles to be Performed**

See Section 2.1 of this Statement of Work.

## **6.0 Applicable Documents and Glossary**



**APPENDIX "G"**  
**PERSONNEL IDENTIFICATION FORM (PIF)**  
**DEPARTMENT OF FISHERIES AND OCEANS CANADA**

**Contract / file number:** FP802-140354

**PROJECT TITLE:** Independent Third-Party Evaluator for the Pacific Integrated Commercial Fisheries Initiative – Enterprise Development Element

Company Name:	
Address:	
Telephone number:	
Fax number:	
<b>PWGSC file or Certificate #:</b>	

**Professional Services** (Add second page if more space needed, please print clearly)

Resource Person working on this project	Date of birth YYY/MM/DD	PWGSC file or certificate #	Security Level	Meet	Does not Meet	Comments

**Contractor's Authorized Signatory:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(For Official Use)**

Company Clearance	Required	Security Level	Meet / Does not Meet / Comments (Official Use Only)
Designated Organization Screening			
Facility Security Clearance			
<b>Document Safeguarding Capability</b>			

**For Use at Fisheries and Oceans Canada**  
**Authorization of Contracting Security Authority**

- I approve
- I do not approve based on:

\_\_\_\_\_

**Contracting Security Authority:** \_\_\_\_\_ **Date:** \_\_\_\_\_