

Procurement Hub – Ottawa Office,  
Station 9W081, 9th Floor,  
200 Kent Street,  
Ottawa, Ontario K1A 0E6

February 24, 2015

**ADDENDUM NO. 4**

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

Dear Sir/Madam:

Further to the above-mentioned Request for Proposal, this Addendum (#4) is issued to advise potential bidders of the revisions to documents within the Request for Proposal and those revisions are as follows:

**Delete in its entirety: The covering letter dated January 22, 2015**

**Insert the following: Covering letter dated February 23, 2015 (attached hereto)**

**Delete in its entirety: First, second and third page of Annex 1 dated January 22, 2015**

**Insert the following: First, second & third page of Annex 1 dated February 23, 2015 (attached hereto)**

**Delete in its entirety: Appendix “C”**

**Insert the following: Appendix “C”, dated February 23, 2015 (attached hereto)**

**Delete in its entirety: Appendix “D”**

**Insert the following: Appendix “D” dated February 23, 2015 (attached hereto)**

All other terms and conditions remain unchanged.

**Tenderers are to acknowledge this Addendum by signing in the space provided below and enclosing a copy of this document with their tender submission.**

Yours truly,

(Original signed by)

**Beverly Shawana**

Senior Contracting Officer,

Financial & Materials Management Operations

**RECEIPT ACKNOWLEDGED**

Name of Company

Signature \_\_\_\_\_

**Canada**

## STATEMENT OF WORK

### 1.0 Scope

#### 1.1 Title

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

#### 1.2 Introduction

The Department of Fisheries and Oceans Canada (DFO) has a requirement to establish an Independent Third-Party Evaluator to provide technical assistance to the Pacific Integrated Commercial Fisheries Initiative (PICFI) on an “as and when required” basis.

PICFI supports the enhancement of British Columbia (BC) First Nation (FN) Commercial Fishing Enterprise (CFE) governance, management, administrative and operational structures and practices, to build capacity and ensure long-term sustainability. In support of these objectives, the Enterprise Development element of PICFI provides critical and practical assistance to FN CFEs through capacity building activities, including CFE management and technical human resources development.

In accordance with PICFI’s step-by-step approach to support and funding, those FN CFEs that have demonstrated they have implemented adequate governance structures as well as Business Development Plans with associated management, administrative and operational practices, including implementation of the electronic Fisheries Management System (FMS) or equivalent, will be considered for funding support for strategic investments via the Enterprise Development element of PICFI.

A significant level of funding is available through the PICFI Enterprise Development element; however, the level of support available to each applicant is limited, and a rigorous application review process is required to achieve a fair distribution. A process is also required to protect the confidentiality of the applications and allow for due diligence. To satisfy these requirements, DFO will establish an Independent Third Party Evaluator (Evaluator) to provide technical assistance with the review and assessment process for applications for PICFI Enterprise Development funding.

PICFI has been extended for two years for the period from April 1, 2014 to March 31, 2016.

### **1.3 Estimated Value**

The total value of this contract from this Request for Proposal (RFP) shall not exceed CAD \$220,000.00 including all associated costs such as professional services, miscellaneous, travel and living expenses (excluding all applicable taxes), and excluding four (4) additional one (1) year option period(s).

Based on the previous response to PICFI Enterprise Development element opportunities, a higher volume of applications than originally forecasted may be received which could augment the level of effort of the contractor. In addition, the Department may seek to renew PICFI for one or more Fiscal Years post 2016. Therefore, the flexibility for an amendment, as well as the option to extend the contract by one or more Fiscal Years should be included to accommodate either or both of these scenarios.

### **1.4 Resource Requirement**

DFO requires one (1) qualified private sector contractor who will, on an “as and when required basis”, deliver this requirement as described in this Statement of Work. Please refer to Appendix D (Evaluation Criteria) for further details.

### **1.5 Desirable Skills Set**

The successful contractor (s) must demonstrate the following attributes:

- Adapt and adjust methods and techniques based on the CFE client’s level of knowledge.
- Communicate in a non-threatening way with program participants having widely varying levels of education and expertise.
- Effectively communicate (written, verbal, comprehension) in English.
- Produce concise and accurate progress and summary reports.
- Objectivity and an analytical approach.
- Confidentiality.
- Effective inter-personal relationships including sensitivity, patience, tact and discretion, adaptability and flexibility.
- Knowledge of BC First Nations cultural and economic environments and the challenges they are facing with respect to their integration into the commercial fishing industry.

## 1.6 Objectives of the Requirement

The Evaluator will carry out a review and assessment of applications for PICFI Enterprise Development support from eligible CFEs, particularly in relation to the technical feasibility and practicality of the work proposed and its alignment with the capacity-building and use of the electronic FMS or an equivalent. Additional work shall include a requirement to review/assist in the development of materials, including policy documentation/statistical reports relating to PICFI for use by the PICFI Implementation and Advisory Committee (PIAC), established to review, direct and guide program activity design and implementation during the extension of the PICFI, and for guidance and partnership development beyond the PICFI program.

The PICFI Enterprise Development application and review process outlined below is designed to:

- Achieve fairness and the broadest possible distribution of practical and effective assistance;
- Focus on getting the best return on investment; and
- Help achieve long-term goals of CFE Business Development Plans, e.g., support efforts toward CFE capacity building and sustainability.

Applications will include mandatory supporting documents such as; a Work Plan, Schedule and Estimated Costs, and Business Case.

The PICFI Enterprise Development application and review process is as follows:

- Applications, including the completed application template, a letter from the Chief and Council and other supporting documentation, are submitted by participating CFEs to the DFO Program Authority for PICFI.
- The Evaluator receives the application and, within two weeks of receipt from DFO, verifies each application for completeness and undertakes an evaluation by studying the proposal, visiting the CFE site to conduct any necessary cross-checking of status and relevant CFE activities, consults with other PICFI team members and conducts any necessary additional research.
- Based on this detailed assessment, the Evaluator prepares a report and recommendations for submission to DFO and for application review.

The rigorous application evaluation process will also be carried out under strict

confidentiality by those involved. When projects are approved, details of the work being carried out remain confidential. Decisions concerning the release of business and technical details of the work being carried out under approved projects rests with the CFE doing the work.

## **1.7 Background, Assumptions and Specific Scope of the Requirement**

### Background

In the 2014 Federal Budget, the Government of Canada announced the two-year renewal of the PICFI program in order to continue its commitment to supporting a sustainable, integrated commercial fishery in which all commercial participants harvest under common and transparent rules. The program will run from April 1, 2014 to March 31, 2016.

Initiated in 2007, the PICFI program was designed to assist eligible FNs with the means to develop commercial fisheries capacity and establish CFEs. Eligible FNs could apply for support under PICFI, which comprised the following three elements:

**Element 1: Aboriginal Commercial Fishing Enterprise Development** with two sub-elements:

**Access Acquisition and Distribution** to increase FN participation in BC's integrated commercial fisheries, through voluntary commercial licence and quota relinquishment and redistribution, and vessel/gear acquisition; and

**First Nation Capacity Building** to facilitate the creation of self-sufficient Aboriginal commercial fishing enterprises (CFEs), supported by sound business management approaches and solid governance.

**Element 2: Enhanced Accountability** - to enhance fisheries accountability measures for the commercial fishery, including fisheries monitoring, catch reporting, data utilization and greater enforcement to underpin share-based, integrated fisheries, and to support post-harvest traceability of catch; and

The service providers and organizations involved in the general implementation of the PICFI program include:

- Application Review Team, DFO;

- Access Evaluation Team; DFO Pacific Region
- PICFI Program Authority, DFO National Capital Region;
- PICFI Program Implementation Team, DFO Pacific Region;
- First Nations Fisheries Council; and
- Harvester Training Service Provider: Fish Safe, BC.

Currently, DFO is partnering with the First Nations Fisheries Council in BC to establish an “in-house” PICFI Business Development Team (BDT). The BDT is being created to minimize the revolving-door use of outside consultants by First Nations. The BDT provides assistance and guidance in the development of Business Development Plans, governance models, advice on business plan implementation and to help, generally, with informed decision-making with respect to the operations of their commercial fishing enterprises. It is expected that PICFI BDT members will be able to successfully build a “trusted advisor” relationship with all communities and organizations with whom the BDT works.

In September 2014, DFO decided to establish an Independent Third-Party Evaluator for PICFI, to provide support in meeting the program’s objectives of ensuring a fair distribution of practical and effective assistance to applicants; getting the best return on investment; and helping to achieve the long-term goals of the CFEs’ Business Development Plans. Moreover, the specialized nature of the work and heavy workload necessitates the involvement of outside support of an expert who possesses extensive knowledge and experience in fishing operations and related technical knowledge, together with practical experience acquired through many years of participation in the fisheries. The Evaluator will provide technical assistance to the review team evaluating applications, particularly in relation to the technical feasibility and practicality of work proposed and its alignment with the CFE capacity-building and sustainability goals of PICFI. The work will also involve travel to participating communities to meet face-to-face with CFE personnel in order to develop a thorough understanding of the proposed work and conduct any necessary cross-checking, as well as travel to attend DFO / PIAC / DFO ART meetings, as required.

The DFO Application Review and Access Evaluation Teams are designed to maximize support available to eligible BC FNs, and ensure an efficient mechanism for the review and quick turnaround of applications for PICFI support.

The PICFI approach to governance documentation and business planning and development is intended to complement and/or lead to capacity build-up, which will further encourage CFEs to seek support for their commercial fisheries diversification interests, such as opportunities in: fish buying, packaging,

processing and marketing; commercial fisheries services – marine servicing including building and repair of vessels and fishing equipment; aquaculture and fish/shellfish grow-up activities; and recreational tourism.

### Assumptions

PICFI will continue seamlessly on from the previous phase, and run from April 1, 2014 to March 31, 2016. The list of service providers and other organizations referenced above will continue to be involved in the delivery of PICFI to maximize overall FN capacity building opportunities.

The same volume of work (and possibly higher) is expected during PICFI and may add strain to the workload of departmental staff; therefore, outside support of an Independent Third Party Evaluator will be required to ensure the program's service standards are upheld.

### Scope of the Requirement

The Evaluator will provide timely and cost-effective assistance to the DFO ART and DFO personnel by carrying out a full check, analysis and report on the completeness, practicality and relevance of applications for PICFI Enterprise Development support. The projects will be evaluated as efficiently as possible, on a first-come, first served basis.

### Conclusion

During the previous period of PICFI, the majority of participating CFEs benefited greatly from the funding and support provided under the program.

The success thus far of PICFI can to a major extent be attributed to the basic step-by-step approach to support funding and the involvement of First Nation organizations as an integral part of the program delivery system. The step-by-step approach ensures that CFEs develop the necessary capacity before being eligible for the next level of support.

The March 2010 Formative Evaluation of PICFI concluded that the program had been delivered in an effective manner and that there were positive results and progress made. PICFI's design and implementation has been forging a shift to the AICFI delivery model since the Formative Evaluation in 2010 recommended that the Department look at certain components of AICFI as models for the PICFI program. Partnerships have been formed between the two initiatives in the areas of FMS database training, management training, fisheries safety training, harvest training and the development of a PICFI-specific Business Development model to support CFE development and sustainability.

## **2.0 Requirements**

### **2.1 Tasks, Activities, Deliverables and Milestones**

It is estimated that between four and five days is required to evaluate each Receive and review each application and complete analysis/research in preparation for discussing the application with the CFE and BDT;

- Travel to and from meetings and attend meetings with CFE and BDT; and
- Final application analysis, preparation of report and any follow-up work (e.g., discussion with DFO personnel / DFO ART).

#### **TASKS**

The Contractor will be required to perform the following tasks:

- Verify each application for completeness of information needed to carry out a technical evaluation of the proposal, especially in relation to the Work Plan, Schedule and Breakdown of Estimated Costs, and the Business Case.
- Confirm that an up-to-date Business Development Plan is in use or is being implemented and that the FMS (or equivalent) is in use for the fishing licenses, vessels and gear involved in the proposed work. This may involve consulting with the PICFI BDT.
- Evaluate the Work Plan and Schedule and Breakdown of Estimated Costs to determine the practicality of the project, particularly in relation to CFE capacity to carry out the work within the Fiscal Year.
- Review the Business Case to assess the extent to which it provides an effective justification of the work proposed and how well the work aligns with the PICFI program and the CFE's long-term goals of capacity-building and improved enterprise sustainability.
- If the application is complete and the project is confirmed to be relevant to the long-term goals of the CFE and PICFI's objectives, the Evaluator will prepare a report and recommendations on the application.
- Assist with and/or review policy documentation/statistical reports, and provide technical advice on issues relating to PICFI and other aspects of the fisheries management, if required.

The following activities will be needed to satisfy the requirements:

- Site visits to participating CFEs to conduct any necessary cross-checking of



status and relevant CFE activities.

- Travel to attend meetings with DFO / DFO ART, as required.
- On the contract award, the successful bidder will be expected to attend a two-day orientation session at a central location in BC.

### Deliverables

The Contractor will submit the following reports:

- All documents relating to the application, analysis and report and recommendations are to be submitted as soon as the work has been completed to the PICFI Program Authority for onward submission to the ART. (The report on the evaluation of the application must include an explanation of the analysis of the work carried out, levels of funding required, project timing and the results of the evaluation, and be accompanied by recommendations regarding the completeness, practicality and relevance of the project to capacity-building goals of the CFE.).
- A verbal presentation of the application evaluation at ART meetings, as required.
- Documentation/materials for the PIAC meetings are to be submitted to DFO, as required.

Taking into account the Evaluator's report and other relevant information, the ART reviews and provides confidential advice to DFO concerning each application. Once the PICFI Program Authority receives the ART report, departmental processes are applied, including use of evaluation tools, to determine level of funding support available. If the support available is acceptable to the CFE, a contribution agreement (CA) is negotiated with the CFE.

The Department and participating CFE will negotiate and sign a CA, based on the approved activities listed in the Evaluator's Report and endorsed by the DFO ART.

### Reporting Requirements

The contractor will submit monthly progress reports to the PICFI Program Authority detailing status and plans related to all applications received.

Detailed Evaluator time and cost reports are also required on a monthly basis.

## Level of Effort

Professional services may be required on an “*as-and-when required*” basis, from the contract award date to March 31, 2016, for a total estimated effort of 190 working days.

DFO reserves the right to exercise four (4) additional one (1) year contract option period(s) of 190 working days per year, from April 1, 2016 to March 31, 2017 and April 1, 2017 to March 31, 2018, and April 1, 2018 to March 31, 2019, and April 1, 2019 to March 31, 2020.

The level of effort is only an estimate made in good faith and is not to be considered in anyway as a commitment from the Government of Canada.

Estimated Level of effort (days)				
Initial contract Starting at Contract Award to March 31-2016	Option Period 1 (April 1, 2016 to March 31, 2017)	Option Period 2 (April 1, 2017 to March 31, 2018)	Option Period 3 (April 1, 2018 to March 31, 2019)	Option Period 4 (April 1, 2019 to March 31, 2020)
Pre-Authorized Travel & Living Expenses \$28,000	Pre-Authorized Travel & Living Expenses \$28,000	Pre-Authorized Travel & Living Expenses \$28,000	Pre-Authorized Travel & Living Expenses \$28,000	Pre-Authorized Travel & Living Expenses \$28,000
Miscellaneous Expenses \$2,000	Miscellaneous Expenses \$2,000	Miscellaneous Expenses \$2,000	Miscellaneous Expenses \$2,000	Miscellaneous Expenses \$2,000
190 days	190 days	190 days	190 days	190 days

The exact number of applications expected for review for the period of the contract is not known. For budgetary purposes, it should be assumed that the number of applications received during the contract will be approximately 40.

## **2.2 Specifications and Standards**

Wherever possible, assessment tools to quantify the work, costs and risks will be used rather than more vague quality measures and presented to the PICFI Program Authority.

## **2.3 Technical, Operational and Organizational Environment**

To contain the travel time and associated disbursements within the resources available, the successful bidder must work from a base of operation located within BC, from which travel distances within the project area will be calculated. Until such time that the contractor holds a valid DOS and DSC clearance issued by the CISD/PSGSC, the work will be conducted in office space provided by DFO at various locations through BC, including the Pacific Regional Headquarters Office.

Upon receiving a DOS and DSC, the contractor will be permitted to work from his/her place of business, provided that it is located in the Province of BC.

#### **2.4 Method and Source of Acceptance**

Detailed assessments of applications will be carried out with CFEs. Based on the results of the application, the Evaluator prepares a report and recommendations for DFO and for presentation to, and use by the DFO ART.

#### **2.5 Project Management Control Procedures**

The PICFI Program Authority will monitor the project to ensure the objectives identified in Section 1.6 of this document are satisfied; and that the work will be completed on time, on budget and the deliverables are of an acceptable quality.

#### **2.6 Change Management Procedures**

The PICFI Program Authority will consult with the DFO Contracting Authority should there be a change in the scope of the requirement to determine the options available to accommodate the requirement.

#### **2.7 Ownership of Intellectual Property**

Deliverables resulting from this contract will be subject to the Treasury Board Policy on Title to Intellectual Property Rights Arising under Crown Procurement Contracts Policy – Exception 6.5 – Copyright, and thus will be Crown Owned.

#### **2.8 Billing**

The contractor will be paid on a monthly basis for work performed during the month covered by an invoice in accordance with services rendered.

### **3.0 Other Terms and Conditions of the Statement of Work**

#### **3.1 Authorities**

The Department has delegated the Director, Integrated Commercial Fisheries Initiatives (ICFI) as the Program Authority. As the PICFI Program Authority, the Director, ICFI will oversee the administration of the contract, including processing invoices and tracking the activities and act as the liaison between the Contractor and the DFO Contracting Officer.

#### **3.2 DFO Obligations**

The PICFI Program Authority shall provide the Contractor with:

- Access to information pertinent to the work, including government and departmental policies and procedures, publications, etc.;
- Immediate response on the deliverables received; and
- Guidance upon request.

### 3.3 Contractor’s Obligations

See Section 2.1 – Tasks, Deliverables and Reporting Requirements.

### 3.4 Location of Work, Work site and Delivery Point

As stated above, the work will be conducted in at the DFO office at various locations through BC. Upon receiving a DOS and DSC, the majority of the work will be conducted from the contractor’s place of business. The work will also include site visits to participating communities and their CFEs. However, due to existing workload and deadlines, all personnel assigned to this contract resulting from this RFP must be ready to work in close and frequent contact with the PICFI Program Authority and other departmental personnel.

### 3.5 Language of Work

The work will be carried out in English.

The proposed resource **must** be fluent in English. Fluent is defined as Written, Verbal, and Comprehension at an advance level. Please see below legend.

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 will have 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/Offeror must provide evidence, upon submission of the bid, that an application to obtain a Designated Organization Screening (DOS) has been submitted to the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

The Contractor/Offeror must to obtain an approved Document Safeguarding Capability (DSC) at the level of **PROTECTED B**, issued by the CISSD/PWGSC.

The Contractor/Offeror **MUST NOT** remove any **PROTECTED** information or assets from the identified work site(s) until the DFO or the CISD/PWGSC has issued written approval. After approval has been granted, information or assets may be stored at the Contractor's premises up to the level of **PROTECTED B**, and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.

The Contractor/Offeror personnel requiring access to **PROTECTED** information, assets or work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by the CISD/PWGSC

The Contractor **MUST NOT** utilize its Information Technology systems to electronically process, produce or store **PROTECTED** information until the DFO or the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of **PROTECTED B**.

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

The Contractor/Offeror must comply with the provisions of the:

- a. Security Requirements Check List and security guide (if applicable);
- 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**

## 6.1 Relevant Terms, Acronyms and Glossaries

AANDC	Aboriginal Affairs and Northern Development Canada
ART	Application Review Team
BC	British Columbia
BDT	Business Development Team
CFE	Commercial Fishing Enterprise
DFO	Department of Fisheries and Oceans Canada
Evaluator	Independent Third Party Evaluator
FMS	Fisheries Management System
FN	First Nation
PIAC	PICFI Implementation and Advisory Committee
PICFI	Pacific Integrated Commercial Fisheries Initiative
RFP	Request for Proposal

**APPENDIX “D”**

**Revised February 23, 2015**

**EVALUATION CRITERIA**

**MANDATORY REQUIREMENTS:**

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders’ Proposals must clearly demonstrate that they meet all Mandatory Requirements for the proposal to be considered for further evaluation. Proposals not meeting the mandatory criteria will be excluded from further consideration.

**The proponent must include the following table in their proposal, indicating that their proposal meets the mandatory criteria, and providing the proposal page number or section that contains information to verify that the criteria has been met.**

It is mandatory that the following information be provided by the Supplier:

The Proponent must meet all mandatory criteria listed. Any bid not meeting any one of the mandatory criteria below will be deemed non-compliant and will not be given further consideration.

For all experience cited, the following information must be identified in the proposed resources’ resumes:

- i) The name of the client organization to whom the services were provided;
- ii) A brief description of the type and scope of the services that meets the identified criteria provided by the resource;
- iii) The dates and duration of the work (including the years/ months of engagement and the start and end dates of the work).

<b>No.</b>	<b>Mandatory Criteria</b> <b>NOTE: Each project summary must not exceed one page in length.</b>	<b>Meets Criteria (✓)</b>	<b>Proposal Page No.</b>
<b>M1</b>	<u>Clearance:</u> a) The Contractor/Offeror <b>must</b> provide evidence, upon submission of the bid, that an application to obtain a Designated Organization Screening (DOS) has been submitted to the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).  b) The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid <b>RELIABILITY STATUS</b> , granted or approved by the CISD/PWGSC		



<b>M2</b>	The bidder/firm <b>must</b> provide a signed copy of the Certifications of Availability detailed in Appendix “C-1” to this Request for Proposal at the time of bid closing.		
<b>M3</b>	The bidder <b>must</b> submit a detailed résumé of the proposed resource(s) holding/obtaining any recognized professional business or accounting designation of the following areas: Certified General Accountant, or Master of Business Management or education (university degree) or any training course or program in other fields. Or a minimum of 15 years of experience involvement in technical operations and/or management of marine commercial fisheries will be acceptable if resource can provide a copy of education or equivalence that is relevant to the scope of work of this Statement of Work.		
<b>M4</b>	The bidder or a proposed resource <b>must</b> provide two (2) samples of work.  Samples <b>must</b> meet the following specifications exactly: -Must demonstrate that the proposed resource has experience in assessing, monitoring, analysing and reporting on proposals for license purchases, vessel purchases, vessel upgrades, business expansions or general equipment and site requirements of commercial fishing enterprises.		

\*\*\* Proposals **not meeting** the above noted **Mandatory Criteria** shall be deemed non-compliant and therefore will not be given any further consideration.\*\*\*

**RATED REQUIREMENTS:**

The Bidder MUST achieve a minimum score of 75% possible points overall of the Point- Rated Criteria. Any bid which fails to meet the minimum required score on the Point-Rated Criteria will be deemed non-compliant and given no further consideration

For all experience cited, the following information must be identified in the proposed resources’ resumes:

- i) The name of the client organization to whom the services were provided;
- ii) A brief description of the type and scope of the services that meets the identified criteria provided by the resource;
- iii) The dates and duration of the work (including the years/ months of engagement and the start and end dates of the work).

<p style="text-align: center;"><b>Evaluation Criteria</b></p> <p><b>NOTE: Each project summary must not exceed one page in length.</b></p>	<p style="text-align: center;"><b>Points</b></p>	<p style="text-align: center;"><b>Maximum Score</b></p>
<p><b>R1)</b> The proposed resource should demonstrate, using project descriptions, a minimum of ten (10) years of experience in accounting or business that involves the following activities:</p> <p><b>a)</b> Business planning techniques, methods and evaluation. Use of up-to-date business economic analysis techniques and tools. Development and monitoring of business improvement plans at the organizational level. (5 points)</p> <p><b>b)</b> Experience in developing management/human resources improvement plans and identifying innovations and practices aimed at enhancing knowledge, abilities or other capacities of a business enterprise. (5 points)</p> <p><b>c)</b> Experience in providing business advice and pointing out alternative ways of achieving the same business goals. (5 points)</p> <p><b>d)</b> Experience to conduct feasibility studies and business evaluations of work plans in relation to schedules and estimated costs. (5 points)</p> <p><b>e)</b> Experience in applying analytical capabilities to business activities and related financial reports. (5 points)</p>	<p>5 points will be assigned for each activity to a maximum of 20 points.</p>	<p style="text-align: center;">20</p>
<p><b>R2)</b> The proposed resource should demonstrate, using project descriptions, a minimum of five (5) years of experience in marine commercial fisheries operations harvesting or processing that will include the following activities:</p> <p><b>a)</b> Have received any training in relation to inshore and/or mid-shore fisheries as follows: (5 points)</p> <ul style="list-style-type: none"> <li>➤ Pacific commercial fisheries operations.</li> <li>➤ The Pacific commercial fishing industry.</li> <li>➤ A solid grounding in fisheries technology in relation to vessels, gear, and other marine-related facilities</li> </ul>	<p>5 points will be assigned for each activity to a maximum of 30 points.</p>	<p style="text-align: center;">30</p>

<p><b>b)</b> Experience in evaluating operational and individual capacities for managing mid-shore and/or inshore commercial fishing operations. (5 points)</p> <p><b>c)</b> Experience in working with business improvement plans and identifying innovations and practices aimed at incrementally building technical capacity to improve long-term sustainability of in-shore and/or mid-shore <u>commercial fisheries enterprises</u>. (5 points)</p> <p><b>d)</b> Experience in evaluating and fine-tuning harvesting operations and equipment management to best achieve harvesting goals of commercial fishing enterprises. (5 points)</p> <p><b>e)</b> Experience to conduct techno-economic feasibility studies and evaluate proposed changes to commercial fishing operations in the context of associated schedules, estimated costs and expected outcomes. (5 points)</p> <p><b>f)</b> Experience in working with fisheries science issues (including technical changes to fishing strategies and environmental impacts of fishing gear and techniques) and fisheries management (involving fishing grounds, access and quotas). (5 points)</p>		
<p><b>R3)</b> The proposed resource should demonstrate, using project descriptions, a minimum of five (5) years of experience in working with the following activities:</p> <ul style="list-style-type: none"> <li>➤ Experience in working with First Nation communities in relation to marine commercial fisheries issues/projects/training. (5 points).</li> <li>➤ Should demonstrate an understanding of Pacific First Nations cultural and economic environments and challenges in relation to marine commercial fisheries. (5 points)</li> </ul>	<p>5 points will be assigned for each activity to a maximum of 10 points.</p>	<p>10</p>
<b>TOTAL</b>		<b>60</b>

Bids **MUST** receive a minimum score of 75%, of the above 3 rated categories in order to be considered technically responsive.

**Basis for Selection**

The compliant bidder with the highest combined rated criteria points (75%) and price (25%) shall

be selected as the best value supplier. An average per diem rate shall be used in the Best Value Determination if different per diem rates are bid for the initial year and the extension periods except that if a bidder quotes lower rates for the option year than for year one, the year one rate will be used for the purposes of evaluation.

**For example** if the bid per diem rates are \$700 in year 1, \$750 in year 2, the average per diem rate of \$725 would be used in the Best Value determination. If the bid per diem rates are \$925 in year 1, \$800 in year 2, the year 1 rate of \$925 would be used in the Best Value determination. An example of the Best Value determination is shown below:

Best Value Determination

	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Rated Criteria Points</b>	10	12	15
<b>Per Diem Rate</b>	\$700.00	\$725.00	\$925.00
<b>Calculation</b>			
	<b>Technical Points</b>	<b>Rated Price Points</b>	<b>Total Points</b>
Bidder 1	$10/15^* \times 75\% = 33.33$	$700^{**}/700 \times 25\% = 25.00$	$33.33 + 25.00 = 58.33$
Bidder 2	$12/15^* \times 75\% = 48.00$	$700^{**}/725 \times 25\% = 24.14$	$48.00 + 24.14 = 72.14$
Bidder 3	$15/15^* \times 75\% = 75.00$	$700^{**}/925 \times 25\% = 18.92$	$75.00 + 18.92 = 93.92$
* Represents the highest technical score			
** Represents the lowest priced proposal			
Assumption: The Highest technical score and the lowest price proposal received full rated percentage and other proposals are prorated accordingly.			
The winner is the bidder scoring the highest total points established by adding the technical and rated price points.			
Based on the above calculation, a contract would be awarded to Bidder 3.			



Fisheries and Oceans

Pêches et Océans **(Revised February 23, 2015)**  
Canada

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

February 23, 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 **March 03, 2015.**

**Security Requirement:**

The Contractor/Offeror must provide evidence, upon submission of the bid, that an application to obtain a Designated Organization Screening (DOS) has been submitted to the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

The Contractor/Offeror must to obtain an approved Document Safeguarding Capability (DSC) at the level of **PROTECTED B**, issued by the CISSD/PWGSC.

The Contractor/Offeror **MUST NOT** remove any **PROTECTED** information or assets from the identified work site(s) until the DFO or the CISD/PWGSC has issued written approval. After

approval has been granted, information or assets may be stored at the Contractor's premises up to the level of **PROTECTED B**, and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.

The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the CISD/PWGSC.

The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the DFO or the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of **PROTECTED B**.

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

The Contractor/Offeror must comply with the provisions of the:

- a. Security Requirements Check List and security guide (if applicable);
- 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@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.

**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:*

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.





**(Annex 1 - Revised February 23, 2015)**

**Department of Fisheries and Oceans**

**Bid Closing Date: March 03, 2015**

**Time: 11:00 Hours Eastern Daylight Time (EDT) RFP File No: FP802-140354**

---

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

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

**1.0 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.

**2.0 SECURITY CLEARANCE**

The Contractor/Offeror must provide evidence, upon submission of the bid, that an application to obtain a Designated Organization Screening (DOS) has been submitted to the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

The Contractor/Offeror must to obtain an approved Document Safeguarding Capability (DSC) at the level of **PROTECTED B**, issued by the CISSD/PWGSC.

The Contractor/Offeror **MUST NOT** remove any **PROTECTED** information or assets from the identified work site(s) until the DFO or the CISD/PWGSC has issued written approval. After approval has been granted, information or assets may be stored at the Contractor's premises up to the level of **PROTECTED B**, and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.



The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the CISD/PWGSC

The Contractor **MUST NOT** utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the DFO or the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of **PROTECTED B**.

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

The Contractor/Offeror must comply with the provisions of the:

- c. Security Requirements Check List and security guide (if applicable);
- d. *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@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.

### **3.0 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.

#### **4.0 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