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The bid solicitation package is to be inserted at this point and forms part of this document.

Le jointe au dossier de demande de soumissions doit être insérée ici et fait partie du présent document.

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Security Requirements
4. Debriefings

PART 2 - SUPPLIER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Arrangements
3. Former Public Servant – Notification
4. Federal Contractors Program for Employment Equity - Notification
5. Enquiries - Request for Supply Arrangements
6. Applicable Laws

PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

1. Arrangement Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection
3. Financial Viability

PART 5 - CERTIFICATIONS

1. Certifications Required Precedent to Issuance of a Supply Arrangement

PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

1. Arrangement
2. Security Requirements
3. Standard Clauses and Conditions
4. Term of Supply Arrangement
5. Authorities
6. Identified Users
7. On-going Opportunity for Qualification
8. Priority of Documents
9. Certifications
10. Applicable Laws
11. SACC Manual Clauses

B. BID SOLICITATION

1. Bid Solicitation Requirements
2. Bid Solicitation Documents
3. Bid Solicitation Process

C. RESULTING CONTRACT CLAUSES

1. General

List of Annexes:

Annex 1	Statement of Work
Annex 2	Evaluation Criteria
Annex 3	Geographical Region (s) Matrix
Annex 4	Non-Disclosure Agreement
Annex 5	Daily Log
Annex 6	Task Requisition/ Bid Solicitation
Annex 7	Criminal Code of Conduct

PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
 - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
 - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
 - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Statement of Work Evaluation Criteria, the Non-Disclosure Agreement, Daily Log and Task Requisition.

2. Summary

The Government of Canada has a requirement to establish a Supply Arrangement for as-and-when-required services to conduct Bathymetric Surveys within Canada. The primary user of the Supply Agreement will be the Canadian Hydrographic Service (CHS) branch of the Department of Fisheries and Oceans (DFO). Natural Resources Canada (NRCan), the department of National Defense and Public Works and Government Services Canada will also utilize this agreement. Accordingly collected hydrographic data will need to be processed and verified to update CHS nautical charts.

The Supply Arrangement applies to the following geographical region(s): Newfoundland & Labrador, the Arctic, Maritimes & Quebec, Saint Lawrence and the Great Lakes, and the Pacific.

Suppliers must identify the geographical area they are proposing to provide services under any resulting SA.

The Canadian Hydrographic Service (CHS) is a division of the Science Branch of the Department of Fisheries and Oceans Canada. Under the Oceans Act, the Minister of Fisheries and Oceans has the authority to conduct hydrographic surveys and to produce and distribute nautical charts and other nautical publications within Canadian territorial waters. The CHS must adhere to rigorous, internationally-recognized standards and guidelines when conducting bathymetric surveys.

The Government of Canada seeks to implement an integrated multi-platform approach to bathymetric surveying in Canada's navigable waters. This allows for the delivery of a flexible, affordable and sustainable hydrographic survey program to meet Canada's foreseeable hydrographic requirements.

The Supply Arrangement will remain valid until such time as Canada no longer considers it to be advantageous to use it.

A Notice will be posted "once a year" on the Government Electronic Tendering Service (GETS) to allow new suppliers to become qualified. Existing qualified suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

This procurement is subject to the provisions of the following Trade Agreements:

- World Trade Organization on Government Procurement (WTO-AGP)
- North American Free Trade Agreement (NAFTA)
- Agreement on Internal Trade (AIT)
- Canada-Chile Free Trade Agreement (CCFTA)
- Canada-Peru Free Trade Agreement (CPFTA)

As per the Integrity Provisions under section 01 of Standard Instructions 2008, suppliers must provide a list of all owners and/or Directors and other associated information as required. Refer to section 4.21 of the Supply Manual for additional information on the Integrity Provisions.

"For services requirements, Suppliers must provide the required information as detailed in article 2.3 of Part 2 of the Request for Supply Arrangements (RFSA), in order to comply with Treasury Board policies and directives on contracts awarded to former public servants."

"As final service delivery locations are undetermined at this stage, but may be for surveys on Canada's navigable waters in areas subject to Comprehensive Land Claims Agreements (CLCAs), CLCAs may apply to the individual task requisitions."

If a task requisition is for service delivery in location subject to CLCAs, this specific task requisition will be subject to the applicable CLCA and may include bid evaluation criteria such as:

- **The existence of head offices, administrative offices or other facilities in a CLCA area;**
- **The employment of CLCA beneficiary labour; engagement of CLCA beneficiary professional services, or use of suppliers that are beneficiaries or beneficiary firms in carrying out the contract; or**
- **The undertaking of commitments, under the contract, with respect to on-the job training or skills development for CLCA beneficiaries.**

3. Security Requirement

There is no security requirement applicable to this Supply Arrangement.

4. Debriefings

After issuance of a supply arrangement, suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

PART 2 - SUPPLIER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The 2008 **(2014-09-25)** Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of 2008, Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: sixty (60) days
Insert: one hundred and twenty (120) days

2. Submission of Arrangements

Arrangements must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Supply Arrangements.

Due to the nature of the Request for Supply Arrangements, transmission of arrangements by facsimile to PWGSC will not be accepted.

3. Former Public Servant - Notification

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, Contracting Policy Notice 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

4. Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on Employment and Social Development Canada (ESDC) - Labour's website.

5. Enquiries - Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than five (5) calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

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

6. Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

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

PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

1. Arrangement Preparation Instructions

Canada requests that suppliers provide the arrangement in separately bound sections as follows:

Section I: Technical Arrangement - Two (2) hard copies required.

Section II: Certifications (one (1) hard copy)

Canada requests that suppliers follow the format instructions described below in the preparation of the arrangement.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Supply Arrangements.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html)(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, suppliers 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 Arrangement

In the technical arrangement, suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Certifications

Suppliers must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical, human resource and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

1.1. Point Rated Technical Evaluation

(Maximum 200 points)

Bidders must demonstrate a technical understanding of the hydrographic survey services required by addressing each of the Items listed below as stipulated in Annex 2 herein.

Each of the above noted criteria stipulated in Annex 2, have been broken down into more specific technical considerations, identified as "Items". Proposals will be evaluated Item by Item within each Criteria, with each Item being assessed a grade from "Not Addressed" to "Excellent". Each Item will then be awarded the number of points shown for the grade received. The points awarded for each item will then be added together to give a total for each of the three criteria.

Maximum points for each criteria are as follows:

- 1. Technical Understanding - 150 points
- 2. Resources - 50 points

When the evaluation is completed, the total marks for each of the criteria will be added together to give an overall mark for the proposal. **The maximum total of points is 200.**

Please note that proposals receiving less than 60% of the total overall points in any of the two Technical Criteria will be considered to be non-compliant and will be rejected.

Item 1.1 Describe the approach and methodology (i.e., a hydrographic survey plan identifying individual steps or sub-tasks) for completing assigned surveys and meeting the specified objectives,

Maximum points for Item 1.1 = 50 points

Item 1.2 Software, hardware, platforms and other resources which will be used to execute the proposed survey methodology,

Maximum points for Item 1.2 = 50 points

- Item 1.3** Provide examples of projects which have been successfully completed, including the names of the clients, the dates, approximate magnitude of the projects and accuracies achieved.

Note: Client information should be detailed enough to establish contact for the sole purpose of validating information provided in the proposal.

Maximum points for Item 1.3 = 50 points

2.0 HUMAN RESOURCES (Maximum 50 points)

Proposals should identify the relevant human resources available to provide the hydrographic survey services required. Bidders are requested to provide the detailed information described in the evaluation Items shown below.

- Item 2.1** Identify key personnel (along with their roles and responsibilities)

Maximum points for Item 2.1 = 50 Points

- Please note: Suppliers must choose to qualify in one or more geographical region (s) and depths for which they wish to be considered. Please complete Geographical region (s) Matrix in Annex 3.

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

The Supplier's proposed services must meet the Statement of Work detailed herein.

2. Basis of Selection

2.1 An arrangement must comply with the requirements of the Request for Supply Arrangements and meet all technical evaluation criteria's to be declared responsive. Proposals receiving less than 60% of the total overall points in any of the two Technical Criteria will be considered to be non-compliant and will be rejected. Please refer to Annex 2 for detailed evaluation criteria's.

3. Financial Viability – S0030T (2014-11-27)

1. **Financial Viability Requirement:** The Supplier must be financially viable to enter into this Supply Arrangement. To determine the Supplier's financial viability, the Supply Arrangement Authority may, by written notice to the Supplier, require the submission of some or all of the financial information detailed below during the evaluation of arrangements. The Supplier must provide the following information to the Supply Arrangement Authority within 15 working days of the request or as specified by the Supply Arrangement Authority in the notice:
 - a. Audited financial statements, if available, or the unaudited financial statements (prepared by the Supplier's outside accounting firm, if available, or prepared in-house if no external statements have been prepared) for the Supplier's last three

fiscal years, or for the years that the Supplier has been in business if this is less than three years (including, as a minimum, the Balance Sheet, the Statement of Retained Earnings, the Income Statement and any notes to the statements).

- b. If the date of the financial statements in (a) above is more than five months before the date of the request for information by the Supply Arrangement Authority, the Supplier must also provide, unless this is prohibited by legislation for public companies, the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement), as of two months before the date on which the Supply Arrangement Authority requests this information.
 - c. If the Supplier has not been in business for at least one full fiscal year, the following must be provided:
 - i. the opening Balance Sheet on commencement of business (in the case of a corporation, the date of incorporation); and
 - ii. the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement) as of two months before the date on which the Supply Arrangement Authority requests this information.
 - d. A certification from the Chief Financial Officer or an authorized signing officer of the Supplier that the financial information provided is complete and accurate.
2. If the Supplier is a joint venture, the financial information required by the Supply Arrangement Authority must be provided by each member of the joint venture.
 3. If the Supplier is a subsidiary of another company, then any financial information in 1. (a) to (d) above required by the Supply Arrangement Authority must be provided by the ultimate parent company.
 4. **Financial Information Already Provided to Public Works and Government Services Canada (PWGSC):** The Supplier is not required to resubmit any financial information requested by the Supply Arrangement Authority that is already on file at PWGSC with the Contract Cost Analysis, Audit and Policy Directorate of the Policy, Risk, Integrity and Strategic Management Sector, provided that within the above-noted time frame:
 - a. the Supplier identifies to the Supply Arrangement Authority in writing the specific information that is on file and the requirement for which this information was provided; and
 - b. the Supplier authorizes the use of the information for this requirement.

It is the Supplier's responsibility to confirm with the Supply Arrangement Authority that this information is still on file with PWGSC.

5. **Other Information:** Canada reserves the right to request from the Supplier any other information that Canada requires to conduct a complete financial capability assessment of the Supplier. The Supplier also understands that a complete financial capability review of the Supplier may also be conducted at the time individual bid solicitations are issued under the supply arrangement.

6. **Confidentiality:** If the Supplier provides the information required above to Canada in confidence while indicating that the disclosed information is confidential, then Canada will treat the information in a confidential manner as permitted by the Access to Information Act, R.S., 1985, c. A-1, Section 20(1) (b) and (c).

PART 5 - CERTIFICATIONS

Suppliers must provide the required certifications and associated information to be issued a supply arrangement (SA).

The certifications provided by suppliers to Canada are subject to verification by Canada at all times. Canada will declare an arrangement non-responsive, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

The Supply Arrangement Authority will have the right to ask for additional information to verify the Supplier's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Supply Arrangement Authority may render the arrangement non-responsive, or constitute a default under the Contract.

5.1 Certifications Precedent to Issuance of a Supply Arrangement

The certifications listed below should be completed and submitted with the arrangement, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier of a time frame within which to provide the information. Failure to comply with the request of the Supply Arrangement Authority and to provide the certifications within the time frame provided will render the arrangement non-responsive.

5.1.1 Integrity Provisions - Associated Information

By submitting an arrangement, the Supplier certifies that the Supplier and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Arrangement of Standard Instructions 2008. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.1.2 Additional Certifications Precedent to Issuance of a Supply Arrangement

5.1.2.1 Status and Availability of Resources

5.1.2.1.1 SACC *Manual* clause S3005T (2008-12-12) Status and Availability of Resources.

The Supplier certifies that, should it be issued a supply arrangement as a result of the request for supply arrangements, every individual proposed in the arrangement or individuals with similar qualifications and experience will be available for the term of the supply arrangement.

If the Supplier has proposed any individual who is not an employee of the Supplier, the Supplier 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 Supplier must, upon request from the Supply Arrangement Authority, provide a written confirmation, signed by the individual, of the permission given to the Supplier and of his/her availability.

5.1.2.2 Education and Experience

SACC Manual clause S1010T (2008-12-12) Education and Experience

The Supplier certifies that all the information provided in the résumés and supporting material submitted with the arrangement, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Supplier to be true and accurate.

5.1.2.3 SACC Manual clause A9033T (2012-07-16) Financial Capability

PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

1. Arrangement

The Supply Arrangement covers the Work described in the Statement of Work at Annex "1".

2. Security Requirement

There is no security requirement applicable to this Supply Arrangement.

3. Standard Clauses and Conditions

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

2020 (2014-09-25) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

3.2 Supply Arrangement Reporting

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

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex "4". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Supply Arrangement Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Supply Arrangement Authority no later than thirty (30) calendar days after the end of the reporting period.

4. Term of Supply Arrangement

3.1 Period of the Supply Arrangement

The Supply Arrangement has no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use it.

The period for awarding contracts under the Supply Arrangement begins **TBD**.

5. Authorities

5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Name: Susan Collier
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Atlantic Region
Address: *1713 Bedford Row*
Halifax, Nova Scotia B3J 3C9

Telephone: 902-496-5350
Facsimile: 902-496-5016
E-mail address: susan.collier@pwgsc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

5.2 Supplier's Representatives

Name:
Title:
Company Name:
Address:
Telephone:
Facsimile:
Email address:

6. Identified Users

The Identified User is:

- Public Works and Government Services Canada
- Natural Resources Canada (NRcan)
- Fisheries and Oceans Canada, Canadian Hydrographic Service
- Department of National Defense (DND)

7. On-going Opportunity for Qualification

A Notice will be posted "once a year" on the Government Electronic Tendering Service (GETS) to allow new suppliers to become qualified. Existing qualified suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

8. Priority of Documents

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

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

- (a) the articles of the Supply Arrangement;
- (b) the general conditions 2020 (2014-09-25), General Conditions - Supply Arrangement - Goods or Services
- (c) Annex 1, Statement of Work;
- (d) the Supplier's arrangement dated _____ (*insert date of arrangement*)

9. Certifications

9.1 Compliance

The continuous compliance with the certifications provided by the Supplier in its arrangement and the ongoing cooperation in providing associated information are conditions of issuance of the Supply Arrangement (SA). Certifications are subject to verification by Canada during the entire period of the SA and of any resulting contract that would continue beyond the period of the SA. If the Supplier does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Supplier in the arrangement is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and suspend or cancel the Supply Arrangement.

10. Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

11. SACC Manual Clauses

G1005C	Insurance	2008-05-12
H1001C	Multiple Payments	2008-05-12
C6000C	Limitation of Price	2011-05-16
A9117C	Direct Reporting by Customer Department	2007-11-30
C0711C	Time Verification	2008-05-12
C0705C	Discretionary Audit	2010-01-11
A7017C	Replacement of Specific Individuals	2008-05-12
A3025C	Proactive Disclosure of Contracts with Former Public Servants	2013-03-21
A2000C	Foreign Nationals (Canadian Contractor)	2006-06-16
A2001C	Foreign Nationals (Foreign Contractor)	2006-06-16

B. BID SOLICITATION

Canada will use the following bid solicitation templates based on the estimated dollar value and complexity of the requirement:

- Medium Complexity (MC) for medium complexity requirements;
- High Complexity (HC) for more complex requirements.

A copy of the template(s) can be provided upon request by contacting the Procurement Process Tools Division by sending a query to Outilsd'approvisionnement.ProcurementTools@tpsgc-pwgsc.gc.ca.

Note: References to the HC, MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

The bid solicitation will contain as a minimum the following:

- (a) security requirements (*if applicable*);
- (b) a complete description of the Work to be performed;
- (c) 2003, Standard Instructions - Goods or Services - Competitive Requirements; **OR** 2004, Standard Instructions - Goods or Services - Non-competitive Requirements;

"Subsections 04 and 05 of Section 01, Integrity Provisions - Bid of the Standard Instructions (insert, as applicable: 2003 or 2004) incorporated by reference above are deleted in their entirety and replaced with the following:

- 4. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner, at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA). These bidders must diligently inform Canada in writing of any changes affecting the list of directors during this procurement process as well as during the contract period.
 - 5. Canada may, at any time, request that a bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals mentioned above within a specified time frame. Failure to provide such consent forms and associated information within the time frame provided, or failure to cooperate to the verification process, will result in the bid being declared non-responsive."
- (d) bid preparation instructions;
 - (e) instructions for the submission of bids (address for submission of bids, bid closing date and time);
 - (f) evaluation procedures and basis of selection;
 - (g) financial capability (*if applicable*);
 - (h) certifications;

- **Federal Contractors Program (FCP) for Employment Equity - Notification**

Certifications obtained under the Request for Supply Arrangements must not be included in the bid solicitation with the exception of the following certifications:

SACC Manual
A3005T- Status and Availability of Resources

A3010T - Education and Experience
for service requirements when specific individuals will be proposed for the work;

• **5.1.1 Integrity Provisions - Associated Information**

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003 (**OR insert 2004, as applicable**). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

(i) conditions of the resulting contract.

1. Bid Solicitation Requirements

2.1 For all requirements up to an estimated value of \$400,000.00 (HST included), the Identified user must issue a "Task Requisition" to a subset of the (SA) Holders.

2.2 For all requirements that exceed \$400,000.00 (HST included), must be sent to PWGSC office for processing.

2. Bid Solicitation Documents

The bid solicitation will contain as a minimum the following:

- (a) a complete description of the requirement;
- (b) bid preparation instructions;
- (c) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (d) evaluation procedures and basis of selection;
- (e) conditions of the resulting contract.

0. Bid Solicitation Process

3.1 Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from suppliers who have been issued a SA.

3.2 The bid solicitation will be sent directly to suppliers.

- As work arises under the Supply Arrangement, the Identified Users:
- Public Works and Government Services Canada
- Natural Resources Canada (NRcan)
- Fisheries and Oceans Canada, Canadian Hydrographic Service
- Department of National Defense (DND)

Will direct Request for Quotations to Supply Arrangement holders under the following framework:

A). Work estimated at less than \$400,000.00 (HSTI):
- these requirements will be sent to all SA holders on the supply arrangement by the identified users listed above.

B). Work estimated over \$400,000.00 (HSTI) :
- these requirements will be sent to all SA holders on the supply arrangement by PWGSC directly with the above identified users acting solely as the technical authority.

Requirements will be sent directly to supply arrangement holders in the form of a Bid Solicitation - Request for Quotation (RFQ), a sample of which is attached at Annex D. Each RFQ will contain specific detail on the services required, specific location of the requirement, required certification, and instructions to submit quotation and a basis of payment.

The following forms must be used for the first page of the bid solicitation document and the first page of the resulting contract document. These forms are available on the [Electronic Forms Catalogue](http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html) (http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html) website.

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

C. RESULTING CONTRACT CLAUSES

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

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using the template:

- (a) **Simple** (for low dollar value requirements), general conditions 2029 will apply to the resulting contract;
- (b) **MC** (for medium complexity requirements), general conditions _____ (*insert the general conditions that will apply to any resulting contract based on the level of complexity of the requirement covered by the supply arrangement*) will apply to the resulting contract;
- (c) **HC** (for high complexity requirements), general conditions _____ (*insert the general conditions that will apply to any resulting contract based on the level of complexity of the requirement covered by the supply arrangement*) will apply to the resulting contract.

A copy of the template(s) can be provided upon request by contacting the Procurement Process Tools Division by sending a query to Outilsd'approvisionnement.ProcurementTools@tpsgc-pwgsc.gc.ca.

Note: References to the HC, MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

ANNEX 1
STATEMENT OF WORK
HYDROGRAPHIC SURVEYING

1. Introduction

The detailed requirements of any particular survey tasking will be contained in a Task Requisition. Please note that “General Information” section explains; how taskings will be made against the Supply Arrangement; identifies the reporting requirements of Suppliers; provides instructions in the preparation of proposals and other related administrative details.

2. Description of Required Services

The Government of Canada requires hydrographic survey services, *in accordance with the 2013 CHS Standards for Hydrographic Surveys* <http://www.cartes.gc.ca/data-gestion/hydrographic/hydrographic-eng.asp> to augment its internal capacity.

3. Objective and Scope

Hydrographic surveying is a specialized field, requiring technical expertise as well as platform support for the collection of data. To produce nautical products that meet the requirements of the *Nautical Charts and Publications Regulations, 1995* made pursuant to the *Canada Shipping Act, 2001*, the Government of Canada requires accurate survey data calibrated to a stringent set of standards. The Government of Canada would like to enhance its capacity for data acquisition through the development of a Supply Arrangement for Bathymetric Surveying.

The Government of Canada intends to implement an integrated multi-platform approach to Hydrographic surveying in Canada’s navigable waters. This allows for the delivery of a flexible, affordable and sustainable hydrographic survey program to meet Canada’s foreseeable hydrographic requirements. Private sector bathymetric surveys are part of this multi-platform approach.

4. Requirements

The *2013 CHS Standards for Hydrographic Surveys* is the document that specifies the requirements for hydrographic surveys in order that resulting hydrographic data meet specific standards. This document quantifies various accuracy requirements for different areas according to their importance for the safety of navigation. All hydrographic surveys carried out by CHS, or by Suppliers on its behalf, must adhere to the various CHS standards: <http://www.cartes.gc.ca/data-gestion/hydrographic/standards-normes-eng.asp>

Every Task Requisition will be specific to the standard that must be respected.

Latest CHS guidelines for processing and analysis are available to contractors. <http://www.cartes.gc.ca/data-gestion/hydrographic/hydrographic-eng.asp>

The following details are the minimum required technical specifications for acoustic sonar systems along with the operational requirements, data collection techniques, data processing, quality control, client responsibilities, Supplier responsibilities, reporting, deliverables, contingency planning and Contract options.

The words "shall", "must", "essential", "will" and "required" are to be interpreted as mandatory requirements. Any proposal which fails to meet any of the mandatory requirements will be deemed non responsive and will receive no further consideration.

1. Reference systems

Reference systems (horizontal and vertical) to be used will be specified in SOW.

2. Data collection

- a. All raw sensor data must be logged and time tagged precisely
- b. GPS Base station and antenna height must be logged and provided if utilized.
- c. Independent Tidal verification (ie. Temporary gauge, water levelling) must be logged to validate GPS derived Tide
- d. Check lines must be done at the end of every day of work
- e. All logged data should be portable into CARIS HIPS. If using other than CARIS you must submit sample project files with submission.
- f. Daily logs of survey operations must be filled (See Annex 4)

3. Processing

- a. Processing (Multibeam only) must be done with a software package that allows for CUBE surface generation and auto processing following CHS CUBE Bathymetric data Processing and Analysis <http://www.cartes.gc.ca/data-gestion/hydrographic/bathymetric-traitement-eng.asp>. Other types of sonar collection can use any software as long as sections 2d to 2e are met.
- b. Bathymetric data in adherence to all of the requirements of the Task Requisition in the areas as indicated on specific site sketches (to be provided)
- c. A Processing log shall be provided, detailing steps taken in the processing pipeline.

4. Quality Control

The following data processing requirements must be met:

- a. The Supplier shall complete system calibrations in accordance with manufacturer's specifications prior to deployment. Uncertainty values for all sensors must be provided along with uncertainty models.
- b. The Supplier shall produce a Quality Assurance report to include, but not be limited to the following:
 - i. Results and reports from the Calibration, system alignment, and field verification procedures
 - ii. Outline of the procedures, processes and corrections used during data collection to ensure data quality and accuracy requirements were met.
 - iii. Coverage plots/images to demonstrate that data collection requirements were met – coverage limits and data density
 - iv. Documented methodology used for GPS positioning, vertical reference and ellipsoid details and epochs
 - v. Identify any anomalies, biases, outliers, GPS outages, data gaps, accuracy/quality degradation or any other problems/issues that presented challenges or degraded the data quality.

5. Client Responsibilities

The following client responsibilities will be met and/or provided by the Project Authority:

- a. Client will provide GPS control stations. (horizontal and vertical references)
- b. Client will provide the most recent bathymetric data to be used by the Supplier for planning the limits of the survey coverage and for quality control or ground truthing
- c. Client will provide minimum quality records that will be required for the final Project Report

- d. Client will assign a scientific Project Authority to every project. Meetings, teleconference and/or on-site visit will be scheduled as required.

6. Supplier Responsibilities

The following Supplier responsibilities will be met and/or provided by the Supplier:

- a. The Supplier shall provide all the personnel, equipment, resources, licences, permits, accommodations, etc. required to conduct the project and prepare the deliverables in accordance with the Statement of Work
- b. The Supplier shall provide the Project Authority or their delegate with a hands-on demonstration of processing methods utilized for creation of deliverables outlines in Section 8
- c. The Supplier shall confer with the Project Authority on a daily basis or as required during the project to discuss progress, plans and priorities.

7. Reporting Responsibilities

The following reporting responsibilities must be met:

- a. Daily and weekly reports shall be submitted to the Project Authority throughout the project period.
- b. A Project Report including the previously referenced Quality Assurance Report shall be submitted to the Project Authority as stated in the project SOW.

8. Deliverables

The following deliverables must be provided:

- a. GPS Base station Raw data
- b. Survey Platform Raw data
- c. Tide gauge calibration
- d. Tide gauge data
- e. Independent tidal verification
- f. SVP profiles
- g. Vessel configuration files
- h. Processed Surface with all CUBE layers
- i. Equipment calibration records for the entire project period
- j. Metadata (to be specified in SOW)
- k. Project Report

9. Contingency Planning

The following contingency planning requirements must be met:

- a. The Supplier will allow for reasonable contingency planning for equipment malfunction, weather conditions, etc.
- b. The contingency planning must be done in consultation with the Project Authority prior to any deviation from the requirements being exercised under the Contract

10. Project Costing

The following method shall be utilized to cost the surveys:

- a. Provide the number of days to complete project Task Requisition and associated cost for data acquisition
- b. Provide processing costs and approximate time of delivery
- c. Provide mobilization and de-mobilization costs
- d. Any additional costs

11. Intellectual Property

Suppliers working on behalf of the Government of Canada may be given access to Intellectual Property for the duration of a task. A Supplier must provide appropriate security coverage to protect the Intellectual Property in its possession and must return the Intellectual Property at the end of a task. Any background Intellectual Property, such as enhancements, must be acquired directly from the manufacturer.

The Crown will own IP for all information created under the Supply Arrangement, including material, rough notes, file information, charts, data, computer software and source code and reports – invoking exception 6.4 of the Treasury Board policy on Title to Intellectual Property Arising Under Crown Procurement contracts (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=13697§ion=text>), where the main purpose of the Crown Procurement Contract, or of the deliverables contracted for, is: (as per item 6.4.1) “to generate knowledge and information for public dissemination”.

GENERAL INFORMATION

Project Tasking

A Supply Arrangement is not a contract. It is an agreement between a company and the government to provide services in the service categories covered by the arrangement, when required by the individual departments, based on prices contained in the arrangement.

When the Government of Canada wishes to engage the services of a holder of a Supply Arrangement, the following steps will be followed:

- A Supply Arrangement Task Requisition form (see Annex “6”), will be used wherein the client will prepare a description of the task,
- This will then be sent to qualified companies,
- The responding company(ies) will specify, among other things, how the task will be completed, the time required and the cost estimate to complete the work,
- When there is mutual agreement between the Client and the company, the requisition will be approved by the designated Project Authority and it becomes a contract with the company to complete the task at the agreed upon terms and conditions.

ANNEX 2

EVALUATION CRITERIA

HYDROGRAPHIC SURVEYS

INTRODUCTION

This document describes the criteria and methodology which will be used to evaluate proposals. It is the responsibility of the bidder to use these criteria as a framework to clearly demonstrate to the evaluators that the company has the knowledge, experience, management and resources necessary to provide the required services.

In evaluating the proposals particular attention will be paid to:

- Coherence and clarity of the presentation of the proposal.
- The commitment to carry out specific tasks to completion and to achieve goals.
- General credibility, supported by a thorough description of technical qualifications, experience and resources.

TECHNICAL EVALUATION CRITERIA

The examination and evaluation of proposals will concentrate on two **Technical Criteria**:

1. **Technical Understanding** of the required service,
2. The **Resources** which will be available to provide the service

Bidders should strive to structure the technical portion of their proposal to present their data in the order indicated above.

Marking System

To assist in the evaluation process, each of the above noted criteria have been broken down into more specific technical considerations, identified as "Items". Proposals will be evaluated Item by Item within each Criteria, with each Item being assessed a grade from "Not Addressed" to "Excellent". Each Item will then be awarded the number of points shown for the grade received. The points awarded for each item will then be added together to give a total for each of the three criteria.

Maximum points for each criteria are as follows:

- | | | | |
|----|-------------------------|---|------------|
| 3. | Technical Understanding | - | 150 points |
| 4. | Resources | - | 50 points |

When the evaluation is completed, the total marks for each of the criteria will be added together to give an overall mark for the proposal. **The maximum total of points is 200.**

Please note that proposals receiving less than 60% of the total overall points in any of the two Technical Criteria will be considered to be non-compliant and will be rejected.

The qualified companies will be evaluated to determine which specific CHS standards they can meet. For example company XXXX can be qualified only for Order 1A CHS while company YYYY can qualify for Exclusive, Special and Order 1A. Every "Task Requisition" will specify the CHS standard that must be achieved.

1.0 TECHNICAL UNDERSTANDING (Maximum 150 points)

Bidders must demonstrate a technical understanding of the hydrographic survey services required by addressing each of the Items listed below.

Item 1.1 Describe the approach and methodology (i.e., a hydrographic survey plan identifying individual steps or sub-tasks) for completing assigned surveys and meeting the specified objectives,

Maximum points for Item 1.1 = 50 points

Subjective Rating Criteria for Approach and Methodology

RATING LEVEL	EVALUATION CRITERIA	POINTS
Not Adequate	Required information is missing or methodology does not meet requirements	0
Fair	Illustrates only a basic understanding of technical requirements and objectives. Project methodology stated in very general terms.	20
Good	Illustrates a good understanding of technical requirements and objectives. Project methodology is adequate.	35
Excellent	Illustrates an excellent understanding of technical details and objectives. Project methodology is well presented and detailed.	50

Item 1.2 Software, hardware, platforms and other resources which will be used to execute the proposed survey methodology,

Maximum points for Item 1.2 = 50 points

Subjective Rating Criteria for Required Software, Hardware and Other Resources

RATING LEVEL	EVALUATION CRITERIA	POINTS
Not Adequate	Required information is missing or not adequate	0
Fair	Basic resources identified.	20
Good	Detailed resources identified.	35
Excellent	Detailed resource requirement accompanied by detailed system integration of hardware, software and methodology.	50

Item 1.3 Provide examples of projects which have been successfully completed, including the names of the clients, the dates, approximate magnitude of the projects and accuracies achieved.

Note: Client information should be detailed enough to establish contact for the sole purpose of validating information provided in the proposal.

Maximum points for Item 1.3 = 50 points

RATING LEVEL	EVALUATION CRITERIA	POINTS
Not Addressed	Required information is missing or not adequate	0
Fair	Few example projects provided, with poor descriptions and/or questionable relevance to hydrographic survey requirements. No contact information and other required information is missing.	20
Acceptable	Examples of past experience provided, with good descriptions	35

	with relevance to the survey requirements. Names of clients and contact information are specified.	
Complete	Examples of past projects presented with thorough descriptions and with relevance to survey requirements. All required information is provided.	50

2.0 HUMAN RESOURCES (Maximum 50 points)

Proposals should identify the relevant human resources available to provide the hydrographic survey services required. Bidders are requested to provide the detailed information described in the evaluation Items shown below.

Item 2.1 Identify key personnel (along with their roles and responsibilities)

Maximum points for Item 2.1 = 50 Points

Subjective Rating Criteria for Available Personnel

RATING LEVEL	EVALUATION CRITERIA	POINTS
Not Addressed	Required information is missing	0
Fair	Minimal personnel identified. Their roles and responsibilities in the hydrographic survey process are not identified.	10
Good	Experienced personnel available to undertake the majority of survey tasking. Roles and responsibilities within the survey process are well defined.	30
Excellent	Wide selection of available experienced personnel with a clear understanding of their roles and responsibilities in the hydrographic survey process, and able to undertake smaller and larger tasks simultaneously.	50

**ANNEX 3
GEOGRAPHICAL REGION (S) LOCATIONS MATRIX**

Your proposal is required in sufficient detail and the supplier must address the following elements:

1. Suppliers must identify in their submission the geographical region(s) and depth(s) for which they wish to be considered:

SUPPLIER NAME: _____

Newfoundland & Labrador	YES	NO
A. 0 to 50 meters		
B. 50 to 500 meters		
C. 500 meters and more		

SUPPLIER NAME: _____

Arctic	YES	NO
A. 0 to 50 meters		
B. 50 to 500 meters		
C. 500 meters and more		

SUPPLIER NAME: _____

Maritimes & Quebec	YES	NO
A. 0 to 50 meters		
B. 50 to 500 meters		
C. 500 meters and more		

**ANNEX 3
GEOGRAPHICAL REGION (S) LOCATIONS MATRIX (continued)**

Your proposal is required in sufficient detail and the supplier must address the following elements:

1. Suppliers must identify in their submission the geographical region(s) and depth(s) for which they wish to be considered:

SUPPLIER NAME: _____

Saint Lawrence and Great Lakes	YES	NO
A. 0 to 50 meters		
B. 50 to 500 meters		
C. 500 meters and more		

SUPPLIER NAME: _____

Pacific	YES	NO
A. 0 to 50 meters		
B. 50 to 500 meters		
C. 500 meters and more		

Annex 4

NON-DISCLOSURE AGREEMENT

I, _____, recognize that in the course of my work as an employee or sub Supplier of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No _____ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and _____, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Supplier as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Supplier by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No: _____.

Signature

Date

Annex 6 - Task Requisition

PROJECT TITLE: _____

OBJECTIVE AND SCOPE:

PROJECT SITES (Including Diagrams):

ANNEX 7

CRIMINAL CODE OF CONDUCT

BOARD OF DIRECTORS

**COMPLETE LIST OF EACH INDIVIDUAL WHO ARE CURRENTLY DIRECTORS OF THE
BIDDER**

**NOTE TO BIDDERS:
WRITE DIRECTORS SURNAMENAMES AND GIVEN NAMES IN BLOCK LETTERS**

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

* ADD MORE LINES IF NEEDED.