

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
Cabot Place, Phase II
Box 4600
St. John's, NL
A1C 5T2
Bid Fax: (709) 772-4603

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Title - Sujet ReProcessed Coastal Altimetry Data	
Solicitation No. - N° de l'invitation F6093-150002/A	Date 2015-07-29
Client Reference No. - N° de référence du client F6093-150002	
GETS Reference No. - N° de référence de SEAG PW-\$XAQ-027-6411	
File No. - N° de dossier XAQ-5-38082 (027)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-08-13	Time Zone Fuseau horaire Newfoundland Daylight Saving Time NDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Howell, Amanda	Buyer Id - Id de l'acheteur xaq027
Telephone No. - N° de téléphone (709) 772-4997 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF FISHERIES AND OCEANS WHITE HILLS NAFC BLDG P.O.BOX 5667 ST JOHNS Newfoundland and Labrador A1C5X1 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

Issuing Office - Bureau de distribution
PWGSC / TPGSC - Nfld. Region
Cabot Place, Phase II, 6th Floor
Box 4600
St. John's, NL
A1C 5T2

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See attachment.

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PART 1 - GENERAL INFORMATION

1.1 Security Requirement

There is no Security Requirement associated with this bid solicitation.

1.2 Requirement

The requirement is detailed under Annex "A" of the resulting contract clauses.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *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.

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

The 2003 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

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

2.3 Enquiries - Bid Solicitation

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

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

2.4 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (1 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [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, bidders 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: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section II: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria [To be completed by the Offeror.]

- *A minimum of producing 1 publication in peer reviewed journal regarding coastal altimetry sets.*
 - Yes or No _____
- *A minimum of producing 1 publication in peer reviewed journal regarding evaluation of sea level altimetry errors.*
 - Yes or No _____
- *Experience:*
 - *5 years of research and development of coastal altimetry data sets.*
 - Yes or No _____
 - *10 years of research and development in global altimetry data sets.*
 - Yes or No _____
 - *Proponent must have been previously engaged in research to develop coastal altimetry sets and deliver them operationally in other regions of the world.*
 - Yes or No _____
 - *Demonstrated capacity to apply altimetry error correction including precise orbit update, instrumental and geophysical corrections, SLA computations, orbit error corrections, along-track filtering and long wavelength error correction*
 - Yes or No _____

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

6.1.1 There is no security requirement applicable to this Contract.

6.2 Requirement

The Contractor must provide the items detailed under the "Requirement" at Annex "A".

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2010C (2015-07-03), General Conditions - Services (Medium Complexity), apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Award to 31 March 2016.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Amanda Howell, A/Contracting Officer
Public Works and Government Services Canada
Acquisitions Branch
The John Cabot Building, 7th floor
10 Barter's Hill, P.O. Box 4600
St. John's, NL A1C 5T2

Telephone: (709)772-4997
Facsimile: (709)772-4603
E-mail address: amanda.howell@pwgsc-tpsgc.gc.ca

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

6.5.2 Project Authority

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The Project Authority for the Contract is: (To be completed at Contract award).

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

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

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

6.5.3 Contractor's Representative [To be completed by Offeror.]

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

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

6.6 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex "A" for a cost of \$ _____.
Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2 Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

6.7.3 SACC Manual Clauses

SACC Manual Clause C0100C (2010-01-11), Discretionary Audit – Commercial Goods and/or Services

6.8 Invoicing Instructions

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

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

6.9 Certifications

6.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2015-07-03), General Conditions – Services (Medium Complexity);
- (c) Annex A, Requirement/Basis of Payment;
- (d) Annex B, Specifications;
- (e) Annex C, Travel and Living Guidelines;
- (f) Annex D, Information for Integrity Provisions;
- (g) the Contractor's bid dated _____ (*insert date of bid*).

6.12 SACC Manual Clauses

SACC Manual Clause B7500C (2006-06-16), Excess Goods

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ANNEX "A"

REQUIREMENT/BASIS OF PAYMENT

Requirement:

The Department of Fisheries and Oceans (DFO) is engaged with Environment Canada and the Department
Please see the Specification at Annex "B".

Basis of Payment: [To be completed by Offeror.]

ITEM DESCRIPTION	QUANTITY	PRICE
Develop a regional altimetry demonstration data product for the Canadian Shelves in eastern Canada.	1	\$ _____
	TOTAL	\$ _____

The Offeror must meet the following criteria:

- A minimum of producing 1 publication in peer reviewed journal regarding coastal altimetry sets.
- A minimum of producing 1 publication in peer reviewed journal regarding evaluation of sea level altimetry errors.
- Experience:
 - 5 years of research and development of coastal altimetry data sets.
 - 10 years of research and development in global altimetry data sets.
 - Proponent must have been previously engaged in research to develop coastal altimetry sets and deliver them operationally in other regions of the world.
 - Demonstrated capacity to apply altimetry error correction including precise orbit update, instrumental and geophysical corrections, SLA computations, orbit error corrections, along-track filtering and long wavelength error correction

Can this be met? Yes or No _____

ANNEX "B"

SPECIFICATION

Demonstration Data Set

Background:

The Department of Fisheries and Oceans (DFO) is engaged with Environment Canada and the Department of National Defense on the research, implementation and operation of environmental prediction systems under a collaboration agreement entitled Canadian Network of Coupled Environmental Prediction Systems (CONCEPTS). As part of this initiative DFO is contributing to the development of an oceanographic data assimilation capability for the oceans around Canada.

Altimetry products suitable for data assimilation by oceanographic prediction systems are presently available for global waters excluding coastal regions. In recent years, re-processing of altimeter data has been undertaken for waters near shore, but not for Canadian coastal waters. At this time, a vetted regional altimetric product for the Canadian East Coast is missing. Furthermore, coastal altimetry products in the proximity of seasonal ice are also needed.

DFO is looking for the development of a regional altimetry demonstration data product for the Canadian Shelves in eastern Canada for use in the CONCEPTS regional ocean forecast systems.

What is needed:

A processing method developed and verified for the Canadian Eastern seaboard for along track data from available satellite systems including SARAL/Altika, Cryosat-2 and Jason-2.

The domain of coverage would include Hudson Bay, Baffin Bay, the Newfoundland and Labrador Shelves, the Gulf of St. Lawrence and the Scotian Shelf.

The processing of the altimetry data must be:

- optimized for small scale ocean structures..
- able to resolve ocean processes as close to land as possible
- able to resolve ocean processes close to sea ice

Taking into account the ice coverage and coastal configuration of the Canadian eastern seas and the modelling requirements, we are seeking the development of a high-resolution (1km) along-track sea level anomaly (SLA) dataset:

- computed from full-resolution measurements
- including a regional editing based on waveform classification and iterative strategy
- including regional tuned noise reduction
- including the most accurate available corrections (environmental, geophysical, Mean Sea Surface (MSS))
- including regional tuning of Long Wave Effects (LWE) and orbit error correction
- with tides, Dynamic Atmosphere Correction (DAC) and LWE corrections provided along-track

We expect mainly to improve the spatial coverage of the along-track observations near the sea ice border and near the coasts, including the Gulf of St. Lawrence.

The processing method is to be used to produce a demonstration altimetry derived sea surface height product of along track sea level anomaly data for a period of a year (period to be determined through discussion with contractor and to cover a timeframe having availability of SARAL/Altika data).

The sea level reference data must be included with the coastal sea level anomaly demonstration product. Performance/Error Validation statistics of the altimetry data near ice and land should be presented and benchmarked against presently available global altimetry products for the region.

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A one day face-to-face kick off meeting will take place in St. John's, NL, Canada and the proponent will be required to attend. Additionally, a mid-project meeting and an end of project meeting will be undertaken by telephone. Each telephone meeting will have a duration of 30 minutes to one hour. This will allow for tracking of the project and ensure the projects management.

Timelines and Deliverables:

Tasks	Deliverables	Expected Timelines
Develop a regional altimetry demonstration data product for the Canadian Shelves in eastern Canada.	<p>A processing method developed for and verified for the Canadian Eastern Seaboard, used to produce a demonstration altimetry derived sea surface height product of along track sea level anomaly data for a period of one year.</p> <p>Documentation report of the processing method and demonstration dataset.</p>	March 2016

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ANNEX "C"

TRAVEL AND LIVING GUIDELINES

Travel Rates (Effective 01 April 2015)

MEALS:	Breakfast:	\$16.00	\$16.00	-
	Lunch:	\$16.60	\$16.60	\$16.60
	Dinner:	\$42.80	-	\$42.80
	TOTALS:	\$75.40	\$32.60	\$59.40

Daily Total (Meals and Incidentals): \$92.70

Incidental Expenses: \$17.30 per day Note: includes telephone calls home

If the first and/or last day on travel status is less than a full calendar day, and provided sleeping accommodation is used during the journey, you may claim \$17.30 for incidental expenses (private & commercial).

ACCOMMODATION: at direct cost.

You may claim actual and reasonable expenses incurred for commercial accommodation; luxury accommodation is not permitted. If private accommodation is provided by friends or relatives, etc., you may claim \$50.00 for each occasion this accommodation is used.

TRANSPORTATION:

Travel by air, bus and rail at direct cost. Only coach or economy class travel permitted.

For local transportation, use public transit, airport buses, etc. where practical.

Rent compact size vehicles, unless the number of passengers or load justifies a mid-sized vehicle.

KILOMETRIC RATE:

Newfoundland – 50.0 cents/km; Nova Scotia – 48.0 cents/km; Prince Edward Island – 47.0 cents/km; and New Brunswick – 47.0 cents/km.

Taxi Fare (without receipt): \$10.00

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ANNEX "D"

INFORMATION FOR INTEGRITY PROVISIONS

MUST BE COMPLETED BY OFFEROR WITH BID SUBMISSION

Please provide list of names of the following entities, according to the ownership nature of the company

1. For a Corporation - each current member of the Bidder's Board of Directors;

2. For a Sole Proprietorship or an individual doing business under a firm name - the name of the sole proprietor or individual;

3. For a Joint Venture - the names of all current members of the Joint venture;

4. For an individual - the full name of the person;
