



Materiel and Procurement Services

Financial and Materiel Management Operations
200 Kent Street, 9th Floor
Ottawa, ON K1A 0E6

DFO file: FP802-140212

November 18, 2015

Subject: Request for Proposal No. FP802-140212
Professional Writing Services – Salmonid Enhancement Program

Dear Sir/Madam:

The Department of Fisheries and Oceans (DFO) has a requirement for professional writing services for an upcoming project “The Salmonid Enhancement Program”. The services of up to two (2) resources (consultants) are required for these services which are to be carried out in accordance with the **Statement of Work** attached herein at **Appendix "C"**. The services are to be performed during the period commencing upon the date of award of the contract until March 31, 2016. DFO may offer an option to exercise a renewal of the service contract for up to two (2) one (1) year periods from April 1, 2016 until March 31, 2017 and from April 1, 2017 to March 30, 2018. The duration of the initial contract will be till **March 31, 2016**.

If you are interested in submitting a proposal for undertaking this project, your **electronic proposal**, clearly indicating the title of this Request for Proposal, addressed to the undersigned will be received up to **14:00 hours** (2:00 p.m.) Eastern Standard Time (EST) on **Tuesday December 29, 2015**.

Security Requirement:

There is a security requirement associated with this contract. The personnel security level required is “**reliability**” at time of solicitation closing.

Proposals in response to this Request for Proposal shall be comprised of two (2) volumes as follows:

- a) **CONTENT: – TECHNICAL PROPOSAL (MANDATORY) – one (1) electronic copy**

- b) **CONTENT:– FINANCIAL PROPOSAL (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.



Volume I: Technical Proposal (with no reference to price)

Your proposal ***must include*** the Mandatory Criteria and the Point-Rated Criteria at Appendix "D" the following:

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 you or 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. The above shall be incorporated within the tables at **Appendix "D"** with reference to your proposed resource's resume which must form part of your Technical Proposal submission; and
4. A duly completed Personnel Identification Form (PIF), attached at **Appendix "F"** herein.

Volume II: Financial Proposal (under separate cover)

1. A cost breakdown per diem rate (based on 7 ½ hours a day) and/or the associated rate for the resource being proposed must form part of your Financial Proposal. **Please complete the Pricing Table at Annex "A" herein.**

Proposals will be evaluated in accordance with the Evaluation Criteria attached at **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 Lynda Coulombe, Senior Contracting Officer, Materiel and Procurement Services at (613) 993-2839 or by email at Lynda.Coulombe@dfo-mpo.gc.ca

Bidders should note that all questions regarding this Request for Proposal must be submitted in writing, **no later than Thursday December 17, 2015** to the contracting authority. The department may be unable to respond to questions submitted after that date.

The Department of Fisheries and Oceans will not necessarily accept the lowest or any proposal submitted.

Yours truly,

Lynda Coulombe
Senior Contracting Officer
Materiel and Procurement Services
Financial and Materiel Management Operations
200 Kent Street, 9th Floor
Ottawa, ON K1A 0E6
Telephone: (613) 993-2839
E-mail: Lynda.Coulombe@dfo-mpo.gc.ca



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Department of Fisheries and Oceans Canada

Bid Closing Date: Tuesday, December 29, 2015
Time: 14:00 Hours (2:00 pm) Eastern Standard Time (EST)
RFP File No: FP802-140212

ANNEX 1 – RESULTING CONTRACT CLAUSES

REQUEST FOR PROPOSALS FOR:

“Professional Writing Services – Salmonid Enhancement Program”

1. CONTRACT PERIOD

The services are to be performed during the period commencing upon the date of award of the contract until March 31, 2016.

Optional Contract Extension Period

DFO may exercise an option to renew this service contract for up to two (2) one (1) year periods from April 1, 2016 until March 31, 2017 and from April 1, 2017 to March 30, 2018.

The duration of the initial contract period will be till **March 31, 2016**.

2. SECURITY CLEARANCE

There security requirement associated with this contract is at the level of **reliability**.

3. REPLACEMENT PERSONNEL

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



replacement of personnel shall be effected by a contract amendment.

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

4. CRIMINAL CODE OF CANADA

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

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

- 4.2 It is a term of this contract that the contractor and any of the contractor's employees assigned to the performance of the contract are in compliance with Section 748 of the Criminal Code of Canada which prohibits anyone who has been convicted of an offence under:

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

from holding public office, contracting with the government or receiving a benefit from a government contract, unless the Governor in Council has restored (in whole or in part) these capacities to the individual or the individual has received a pardon.

5. INSPECTION/ACCEPTANCE

- 5.1 All the work performed under this contract shall be subject to inspection by the Departmental Representative, prior to acceptance. Should the work or any portion of the work not be in accordance with the requirements of the contract, the Departmental Representative shall have the right to reject it or require its correction.

6. AUTHORITIES

(a) Contracting Authority

The Contracting Authority for the Contract is:

| | |
|-----------------|--|
| Name: | Lynda Coulombe |
| Title: | Senior Contracting Officer |
| Organization: | Department of Fisheries and Oceans |
| Address: | 200 Kent Street, Station 9W079 |
| Telephone: | (613) 993-2839 |
| E-mail address: | Lynda.Coulombe@dfo-mpo.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.



(b) Technical Authority (To be provided at time of Contract award)

The Technical Authority for the Contract is:

Name: _____
 Title: _____
 Organization: _____
 Address: _____
 Telephone: _____
 Facsimile: _____
 E-mail address: _____

The Technical 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 Technical Authority; however, the Technical 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.

(c) Contractor's Representative (To be provided at time of Contract award)

The Contractor's Representative for the Contract is:

Name: _____
 Title: _____
 Organization: _____
 Address: _____
 Telephone: _____
 Facsimile: _____
 E-mail address: _____

7. CONDUCT OF THE WORK

7.1 The Contractor represents and warrants that:

- (a) it is competent to perform the Work;
- (b) it has everything necessary to perform the Work, including the resources, facilities, labour, technology, equipment, and materials; and
- (c) it has the necessary qualifications, including knowledge skill, know-how and experience, and the ability to use them effectively to perform the Work.

7.2 The Contractor must:

- (a) Perform the Work diligently and efficiently;
- (b) Except for Government Property, supply everything necessary to perform the Work;



(c) use, as a minimum, quality assurance procedures, inspections and controls generally used and recognized by the industry to ensure the degree of quality required by the Contract;

(d) Select and employ a sufficient number of qualified people;

(e) Perform the Work in accordance with standards of quality acceptable to Canada and in full conformity with the Specifications and all the requirements of the Contract;

(f) Provide effective and efficient supervision to ensure that the quality of workmanship meets the requirements of the Contract.

7.3 The Work must not be performed by any person who, in the opinion of Canada, is incompetent, unsuitable or has been conducting himself/herself improperly.

7.4 All services rendered under the Contract must, at the time of acceptance, be free from defects in workmanship and conform to the requirements of the Contract. If the Contractor must correct or replace the Work or any part of the Work, it will be at no cost to Canada.

7.5 Canada's facilities, equipment and personnel are not available to the Contractor to perform the Work unless the Contract specifically provides for it. The Contractor is responsible for advising the Contracting Authority in advance if it requires access to Canada's facilities, equipment or personnel to perform the Work. The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

7.6 Unless the Contracting Authority orders the Contractor to suspend the Work or part of the Work pursuant to section 37, the Contractor must not stop or suspend the Work or part of the Work pending the settlement of any dispute between the Parties about the Contract.

7.7 The Contractor must provide all reports that are required by the Contract and any other information that Canada may reasonably require from time to time.

7.8 The Contractor is fully responsible for performing the Work. Canada will not be responsible for any negative consequences or extra costs if the Contractor follows any advice given by Canada, unless the Contracting Authority provides the advice to the Contractor in writing and includes a statement specifically relieving the Contractor of any responsibility for negative consequences or extra costs that might result from following the advice.

8. SUSPENSION OF THE WORK

8.1 The Contracting Authority may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract for a period of up to one hundred eighty (180) days. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so. While such an order is in effect, the Contractor must not remove any part of the Work from any premises without first obtaining the written consent of the Contracting Authority. Within these one hundred eighty (180) days, the Contracting Authority must either cancel the order or terminate the Contract, in whole or in part, under section 38 or section 39.

8.2 When an order is made under subsection 1, unless the Contracting Authority terminates the Contract by reason of default by the Contractor or the Contractor abandons the Contract, the Contractor will be



entitled to be paid its additional costs incurred as a result of the suspension plus a fair and reasonable profit.

- 8.3 When an order made under subsection 1 is cancelled, the Contractor must resume work in accordance with the Contract as soon as practicable. If the suspension has affected the Contractor's ability to meet any delivery date under the Contract, the date for performing the part of the Work affected by the suspension will be extended for a period equal to the period of suspension plus a period, if any, that in the opinion of the Contracting Authority, following consultation with the Contractor, is necessary for the Contractor to resume the Work. Any equitable adjustments will be made as necessary to any affected conditions of the Contract.

9. DISPUTE RESOLUTION

- 9.1 In the event of a disagreement regarding any aspect of the Services or any instructions given under the Agreement:
- (a) The Consultant may give a notice of disagreement to the Departmental Representative. Such notice shall be promptly given and contain the particulars of the disagreement, any changes in time or amounts claimed, and reference to the relevant clauses of the Agreement;
 - (b) The Consultant shall continue to perform the Services in accordance with the instructions of the Departmental Representative; and
 - (c) The Consultant and the Departmental Representative shall attempt to resolve the disagreement by negotiations conducted in good faith. The negotiations shall be conducted, first, at the level of the Consultant's project representative and the Departmental Representative and, secondly and if necessary, at the level of a principal of the Consultant firm and a senior departmental manager.
- 9.2 The Consultant's continued performance of the Services in accordance with the instructions of the Departmental Representative shall not jeopardize the legal position of the Consultant in any disagreement.
- 9.3 If it was subsequently agreed or determined that the instructions given were in error or contrary to the Agreement, Canada shall pay the Consultant those fees the Consultant shall have earned as a result of the change(s) in the Services provided, together with those reasonable disbursements arising from the change(s) and which have been authorized by the Departmental Representative.
- 9.4 The fees mentioned in subsection 3 shall be calculated in accordance with the Terms of Payment set out in the Agreement.
- 9.5 If the disagreement is not settled, the Consultant may make a request to the Departmental Representative for a written departmental decision and the Departmental Representative shall give notice of the departmental decision within fourteen (14) days of receiving the request, setting out the particulars of the response and any relevant clauses of the Agreement.
- 9.6 Within fourteen (14) days of receipt of the written departmental decision, the Consultant shall notify the Departmental Representative if the Consultant accepts or rejects the decision.
- 9.7 If the Consultant rejects the departmental decision, the Consultant, by notice may refer the disagreement to Mediation.



- 9.8 If the disagreement is referred to Mediation, the Mediation shall be conducted with the assistance of a skilled and experienced mediator chosen by the Consultant from a list of mediators proposed by the Minister, and departmental Mediation procedures shall be used unless the parties agree otherwise.
- 9.9 Negotiations conducted under the Agreement, including those conducted during Mediation, shall be without prejudice.

10. CONFIDENTIALITY

- 10.1 The Contractor must keep confidential all information provided to the Contractor by or on behalf of Canada in connection with the Work and all information conceived, developed or produced by the Contractor as part of the Work. Information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and remains the property of Canada.
- 10.2 Subject to the Access to Information Act, R.S.C. 1985, c. A-1, and to any right of Canada under the Contract to release or disclose, Canada agrees not to release or disclose outside the Government of Canada any information delivered to Canada under the Contract that is proprietary to the Contractor or a subcontractor.
- 10.3 The obligations of the Parties set out in this section do not apply to any information where the same information:
- (a) is publicly available from a source other than the other Party; or
 - (b) is or becomes known to a Party from a source other than the other Party, except any source that is known to be under an obligation to the other Party not to disclose the information, or
 - (c) is developed by a Party without use of the information of the other Party.

11. APPROPRIATE LAW

The resulting contract shall be governed by and construed in accordance with the laws in the **Province of British Columbia**.

12. NO EXPRESS COLLABORATION

The Contractor warrants that there has been no express or implied collaboration, action in concert, arrangement, agreement or exchange of preferred information, which would in any way defeat the objectives of the tendering process between the Contractor, its officers, employees or agents and any other person, in respect of the proposal hereby submitted or the preparation of such proposal and the calculations and considerations on which such proposal was prepared and submitted, and the Contractor hereby agrees that, for the purposes of this Article alone, the Contractor shall stand in a fiduciary relationship to Her Majesty.



APPENDIX "A"

GENERAL CONDITIONS PROFESSIONAL SERVICES

1. IN THE CONTRACT,

- 1.1 "Award Date" means the date of the award of the Contract by the Department to the Contractor.
- 1.2 "Contract" means the written agreement between the parties which incorporates these general conditions and every other document specified or referred to in the Contract, as such may be amended by the parties from time to time.
- 1.3 "Contractor" means the vendor and any other party to the Contract other than Her Majesty.
- 1.4 "General Conditions" means this document as amended from time to time.
- 1.5 "Intellectual Property" means any intellectual property right recognized by the law, including any intellectual property through legislation (such as that governing patents, copyright, industrial design, integrated circuit topography, or plant breeders' rights) or arising from protection of information as a trade secret or as confidential information.
- 1.6 "Invention" means any new and useful art, process, machine, manufacture or composition of matter, or any new and useful improvement thereof.
- 1.7 "Minister" means the Minister of Fisheries and Oceans and any other person authorized to act on his or her behalf.
- 1.8 "Per Diem" means a period of 7.5 hours of actual work per day. Where actual hours worked are less than 7.5 hours per day, the amount to be paid will be pro-rated accordingly.
- 1.9 "Person" includes, without limiting the generality of the foregoing, any individual, partnership, firm, company, corporation, joint venture, syndicate, organization or any other form of entity howsoever designated or constituted, or any group, combination or aggregation of any of them.
- 1.10 "Prototypes" includes models, patterns and samples.
- 1.11 "Technical Documentation" includes designs, reports, photographs, drawings, plans, specifications, computer software, surveys, calculations and other data, information and material collected, computed, drawn or produced, including computer printouts.
- 1.12 "Work", unless otherwise expressed in the Contract, means everything that is necessary to be done, furnished or delivered by the Contractor to perform the Contractor's obligations under the Contract.
- 1.13 The headings introducing sections are inserted for convenience of reference only and in no way define, limit, construe or describe the scope or intent of such sections.
- 1.14 A cross reference to a section number is a reference to all its sub-sections.
- 1.15 Words in the singular include the plural and words in the plural include



the singular.

1.16 Words imparting a gender include any other gender.

2. PRIORITY OF DOCUMENTS

2.1 In the event of discrepancies or conflicts between these General Conditions and anything in the other documents that together form the Contract, these General Conditions govern except that if there is a conflict between these General Conditions and the Articles of Agreement, the Offer of Services, or such similar document, then the Articles of Agreement, the Offer of Services, or such similar document, whichever may be the case, shall govern.

3. SUCCESSORS AND ASSIGNS

3.1 The Contract shall ensure to the benefit of and be binding upon the parties hereto and their lawful heirs, executors, administrators, successors and permitted assigns.

4. ASSIGNMENT, NOVATION AND SUBCONTRACTING

4.1 The Contract shall not be assigned without the prior written consent of the Minister. Any assignment made without that consent is void and of no effect.

4.2 No assignment shall relieve the Contractor of any obligation under the Contract or impose any liability upon Her Majesty or the Minister.

4.3 Any assignment by the Minister of Her Majesty's interest in the Contract shall include the novation of the Minister's assignee as a party to the Contract. The Contractor shall be obliged to accept the novation. The parties shall promptly execute and deliver all documents as are reasonably required to give effect to any novation.

4.4 Neither the whole nor any part of the Work may be subcontracted by the Contractor without the prior written consent of the Minister. Every subcontract shall incorporate such terms and conditions of the Contract as may be reasonably applied thereto.

5. TIME OF THE ESSENCE

5.1 Time is of the essence of the Contract and every part thereof, except as may be otherwise provided.

6. FORCE MAJEURE

6.1 A delay in the performance by the Contractor of any obligation under the Contract which is caused solely by an event that:

6.1.1 was beyond the reasonable control of the Contractor;

6.1.2 could not have reasonably been foreseen;



- 6.1.3 could not have reasonably been prevented by means reasonably available to the Contractor;
and
- 6.1.4 occurred without the fault or neglect of the Contractor,

may, subject to subsections 6.2, 6.3 and 6.4 constitute an “excusable delay” provided that the Contractor invokes this subsection by giving notice pursuant to subsection 6.4.

- 6.2 If any delay in the Contractor’s performance of any obligation under the Contract is caused by delay of a subcontractor, such a delay may constitute an “excusable delay” by the Contractor, only if the delay of the subcontractor meets the criteria for an “excusable delay” by the Contractor pursuant to this section and only to the extent that the Contractor has not contributed to the delay.
- 6.3 Notwithstanding subsection 6.1 any delay caused by the Contractor’s lack of financial resources or an event that is a ground for termination pursuant to section 9 or any delay by the Contractor in fulfilling an obligation to deliver a bond, guarantee, letter of credit or other security relating to performance or payment of money shall not qualify as an “excusable delay.”
- 6.4 The Contractor shall not benefit from an “excusable delay” unless the Contractor has:
 - 6.4.1 used its best efforts to minimize the delay and recover lost time;
 - 6.4.2 advised the Minister of the occurrence of the delay, or of the likelihood of a delay occurring, as soon as the Contractor has knowledge of the occurrence of or likelihood of the delay;
 - 6.4.3 within fifteen (15) working days of the beginning of the delay or of the likelihood of a delay coming to the attention of the Contractor, advised the Minister of the full facts or matters giving rise to the delay and provided to the Minister for approval, which shall not be unreasonably withheld, a clear work-around-plan that details the steps the Contractor proposes to take in order to minimize the impact of the event causing the delay or the likely delay. The work-around-plan shall include alternative sources of materials and labour, if the event causing the delay or likely delay involves the supply of them; and
 - 6.4.4 carried out the work-around-plan approved by the Minister.
- 6.5 In the event of an “excusable delay”, any delivery date or other date that is directly affected shall be postponed for a reasonable time not to exceed the duration of the “excusable delay.” The parties shall amend the Contract, as appropriate, to reflect any such change in the dates.
- 6.6 Notwithstanding subsection 6.7, if an “excusable delay” has continued for fifteen (15) working days or more, the Minister may, in his sole discretion, terminate the Contract. In that event, the parties agree that neither of them will make any claim against the other for damages, costs, expected profits or any other loss arising out of the termination or the event that gave rise to the “excusable delay.” The Contractor agrees to immediately repay to Her Majesty, the portion of any advance payment that is unliquidated at the date of the termination. Subsections 9.4, 9.5 and 9.6 apply in the event of termination under this subsection.
- 6.7 Except to the extent that Her Majesty is responsible for the delay for reasons of failure to meet an obligation under the Contract, Her Majesty shall not be liable for any costs or charges of any nature incurred by the Contractor or any of its subcontractors or agents as a result of an “excusable delay.”

7. INDEMNIFICATION

- 7.1 The Contractor shall indemnify and save harmless Her Majesty and the Minister from and against all claims, demands, losses, damages, costs, expenses, actions and other proceedings, by whomsoever



made, sustained, brought, prosecuted, or threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to:

7.1.1 any injury to or death of a person or damage to or loss of property arising from any wilful or negligent act, omission or delay on the part of the Contractor, the Contractor's employees or agents in performing the Work or as a result of the Work;

7.1.2 any lien, attachment, charge, encumbrance or similar claim upon any property vested in Her Majesty under the Contract; and

7.1.3 the use of the invention claimed in a patent, or infringement or alleged infringement of any patent or any registered industrial design or any copyright resulting from the performance of the Contractor's obligations under the contract, and in respect of the use of or disposal by Her Majesty of anything furnished pursuant to the contract.

7.2 The Contractor's liability to indemnify or reimburse Her Majesty under the Contract shall not affect or prejudice Her Majesty from exercising any of Her Majesty's other rights.

8. NOTICES

8.1 Any notice, request, direction or other communication required to be given under the Contract shall be in writing and is effective if delivered by registered mail, facsimile or other electronic means that provides a paper record of the text of the notice and confirmation of its receipt by the person at the address stipulated in the Contract. Any notice, request, direction or other communication shall be deemed to have been given if by registered mail, on the date upon which the postal receipt is signed by the recipient; if by facsimile or other electronic means, on the date on which it was successfully transmitted, and if in person, on the date of delivery.

9. TERMINATION FOR CONVENIENCE

9.1 Notwithstanding anything contained in the Contract, the Minister may, at any time prior to the completion of the Work, by giving notice to the Contractor (termination notice), terminate the Contract as regards all or any part of the Work not completed. Upon a termination notice being given, the Contractor shall cease work in accordance with and to the extent specified in the notice, but shall proceed to complete such part or parts of the Work as are not affected by the termination notice. The Minister may, at any time or from time to time, give one or more additional termination notices with respect to any or all parts of the Work not terminated by any previous termination notice.

9.2 In the event of a termination notice being given pursuant to subsection 9.1, the Contractor shall be entitled to be paid, to the extent that costs have been reasonably and properly incurred for purposes of performing the Contract and to the extent that the Contractor has not already been so paid or reimbursed by Canada:

9.2.1 on the basis of the Contract Price, for all completed work that is inspected and accepted in accordance with the Contract, whether completed before, or after and in compliance with the instructions contained in the termination notice;

9.2.2 the Cost to the Contractor plus a fair and reasonable profit thereon, for all work terminated by the termination notice before completion, the Cost to the Contractor being determined in accordance with the terms of the Contract; and



9.2.3 all costs of and incidental to the termination of the Work or part thereof, but not including the cost of severance payments or damages to employees whose services are no longer required by reason of the termination except wages that the Contractor is obligated by statute to pay them and except for reasonable severance payments or damages paid to employees hired to perform the Contract whose hiring was expressly required by the Contract or approved in writing by the Minister for the purpose of the Contract.

9.3 The Minister may reduce the payment in respect of any of the Work to the extent that, upon inspection, it is deficient in meeting the requirements of the Contract.

9.4 Notwithstanding anything in subsection 9.2, the total of the amounts to which the Contractor is entitled under paragraphs 9.2.1 and 9.2.2, together with any amounts paid or due or becoming due to the Contractor under other provisions of the Contract, shall not exceed the Contract Price or the portion thereof that is applicable to the part of the Work that is terminated.

9.5 In the procuring of materials and parts required for the performance of the Contract and in the subcontracting of any of the Work, the Contractor shall, unless otherwise authorized by the Minister, place purchase orders and subcontracts on terms that will enable the Contractor to terminate the same upon terms and conditions similar in effect to those provided in this section, and generally, the Contractor shall co-operate with the Minister and do everything reasonably within its power at all times to minimize the amount of Canada's obligations in the event of a termination under this section.

9.6 The Contractor shall have no claim for damages, compensation, loss of profit, allowance or otherwise by reason of, or directly or indirectly arising out of, any action taken or termination notice given by the Minister under this section, except to the extent that this section expressly provides.

10. TERMINATION DUE TO DEFAULT OF CONTRACTOR

10.1 The Minister may, by notice to the Contractor, terminate the whole or any part of the Work if:

10.1.1 the Contractor becomes bankrupt, or insolvent or a receiving order is made against the Contractor, or an assignment is made for the benefit of creditors, or an order is made or resolution passed for the winding up of the Contractor, or if the Contractor takes the benefit of any statute for the time being in force relating to bankrupt or insolvent debtors; or

10.1.2 the Contractor fails to perform any of its obligations under the Contract, or in the Minister's view, so fails to make progress as to endanger performance of the Contract in accordance with its terms.

10.2 If the Minister terminates the Work in whole or in part under this section, the Minister may arrange, upon such terms and conditions and in such manner as the Minister deems appropriate, for the Work to be completed that was so terminated, and the Contractor shall be liable to the Minister for any excess costs including additional costs relating to the completion of the Work.

10.3 Upon termination of the Work under subsection 10.1 the Minister may require the Contractor to deliver and transfer title to the Minister, in the manner and to the extent directed by the Minister, in any finished Work which has not been delivered and accepted prior to such termination and in any materials or work-in-process which the Contractor has specifically acquired or produced for the fulfilment of the Contract. The Minister shall pay the Contractor for all such finished Work delivered pursuant to such direction and accepted by the Minister, the cost to the Contractor of such finished



Work plus the proportionate part of any fee fixed by the Contract and shall pay or reimburse the Contractor the fair and reasonable cost to the Contractor of all materials or work-in-process delivered to the Minister pursuant to such direction. The Minister may withhold from the amounts due to the Contractor such sums as the Minister determines to be necessary to protect the Minister against excess costs for the completion of the Work.

- 10.4** The Contractor shall not be entitled to be reimbursed any amount which, taken together with any amounts paid or becoming due to the Contractor under the Contract, exceeds the Contract price applicable to the Work or the particular part thereof.
- 10.5** If after the Minister issues a notice of termination under 10.1, it is determined by the Minister that the default of the Contractor is due to causes beyond the control of the Contractor, such notice of termination shall be deemed to have been issued pursuant to 9.1 and the rights and obligations of the parties hereto shall be governed by section 9.

11. RECORDS TO BE KEPT BY CONTRACTOR

- 11.1** The Contractor shall keep accounts, invoices, receipts, vouchers, records and all other documents of the cost of the Work and of all expenditures or commitments in a manner and to the extent sufficient for audit purposes to the satisfaction of the Minister. Such accounts, invoices, receipts, vouchers and all other documents shall be open to audit and inspection by the Minister who may make copies and take extracts there from.
- 11.2** The Contractor shall provide facilities for audit and inspection purposes and shall provide the Minister with such information as requested by the Minister for those purposes.
- 11.3** The Contractor shall not dispose of any such accounts, invoices, receipts, vouchers, records or other documents without the prior written consent of the Minister and shall preserve and keep them available for audit and inspection by the Minister to his satisfaction, for a six (6) year period plus current year, following completion, termination or suspension of the Work.
- 11.4** The awarding of this contract does not include the authority to safeguard sensitive information on the Contractor's premises. Such information shall be retained upon the premises of the Department's facility unless otherwise authorized to be removed.

12. CONFLICT OF INTEREST AND POST-EMPLOYMENT CODE

- 12.1** It is a term of this contract that no individual, for whom the post-employment provisions of the Conflict of Interest and Post-Employment Code for Public Office Holders (1994) or the Values and Ethics Codes for the Public Services (2003) apply, shall derive a direct benefit from this contract unless that individual is in compliance with the applicable post-employment provisions.
- 12.2** It is a term of this contract that during the term of the contract any persons engaged in carrying out this contract shall conduct themselves in compliance with the principles in the Conflict of Interest and Post-Employment Code for Public Office Holders (1994) which are the same as those in the Conflict of Interest and Post-Employment Code for the Public Service (1985), with the addition that decisions shall be made in the public interest and with regard to the merits of each case. Should an interest be acquired during the life of the contract that would cause a conflict of interest or seem to cause a departure from the principles, the Contractor shall declare it immediately to the Minister.



12.3 It is a term of this contract that any persons engaged in the course of this contract and subsequent to it shall conduct themselves in manner such that there is not and will not be any conflict arising from competing or opposing interests of other clients of the Contractor. Should an interest be acquired during the life of the contract that would cause a conflict of interest, the Contractor shall declare it immediately to the Minister.

13. CONTRACTOR STATUS

13.1 This is a Contract for services and the Contractor is an independent contractor for the sole purpose of providing services under the Contract. Neither the Contractor nor any of its personnel, including but not limited to its officers, agents, employees or sub-contractors is engaged under the Contract as an employee, servant or agent of Her Majesty and entry into the Contract does not result in the appointment or employment of the Contractor or its personnel as an officer, agent or employee of Her Majesty.

13.2 The Contractor shall be entitled only to those benefits and payments specified in the Contract.

13.3 The Contractor shall comply with all federal, provincial and municipal legislation applicable to the Work.

13.4 The Contractor shall be wholly responsible for any payments and/or deductions and the submission of any applications, reports, payments or contributions required by law to be made or deducted by the Contractor, including but not limited to those under the Canada or Quebec Pension Plans, Employment Insurance, Workman's Compensation, Income Tax, Goods and Services Tax, and the Harmonized Sales Tax. The Minister shall not be charged for any costs of the Contractor for the Contractor's doing anything required under this section; such costs having been taken into consideration and included in the Contractor's rates of payment specified in the Contract.

14. WARRANTY BY CONTRACTOR

14.1 The Contractor warrants that it is competent to perform the Work and has the required qualifications knowledge, skill and ability to perform the Work.

14.2 The Contractor warrants that it shall provide a quality of service at least equal to generally accepted industry standards for a competent contractor in a like situation.

15. MEMBER OF HOUSE OF COMMONS

15.1 No member of the House of Commons shall be admitted to any share or part of the Contract or to any benefit to arise there from.

16. AMENDMENTS AND WAIVER

16.1 No amendment to the Contract or waiver of any of the terms shall be valid unless effected in writing and signed by all of the parties.

16.2 No increase in the total liability of the Minister or in the price of the Work resulting from any change, modification or interpretation of the Contract shall be authorized or paid to the Contractor unless such change, modification or interpretation has received the prior written approval of the Minister.



17. HARASSMENT IN THE WORKPLACE

- 17.1** The Contractor acknowledges the responsibility of the Minister to ensure, for its employees, a healthy work environment, free of harassment. A copy of the Treasury Board policy named “Policy on the Prevention and Resolution of Harassment in the Workplace” is available at the following address: http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/hw-hmt/hara_e.asp.
- 17.2** The Contractor shall not, either as an individual, or as a corporate or unincorporated entity, through its employees or sub-contractors, harass, abuse, threaten, abuse their authority towards, discriminate against or intimidate any employee, contractor or other individual employed by, or under contract with, the Department of Fisheries and Oceans or appointed by the Minister.
- 17.3** The Contractor accepts, by signing this contract, that every person described in section 17.2 has a right to be treated with respect and dignity and a responsibility to treat others the same way.
- 17.4** The Contractor shall comply with all requests by the Department of Fisheries and Oceans to participate in an internal complaint process, including dispute resolution. If one is initiated to resolve any complaints, informal or formal, arising out of matters described in section 17.2.
- 17.5** The Contractor shall be advised in writing of any complaint referred to in section 17.2 and shall have a right to respond in writing.
- 17.6** Once a complaint is made against a Contractor, the Project Authority shall provide information to the Contractor on the process to be followed by the Department.
- 17.7** If the complaint is found to be well founded against a Contractor as described in section 17.2, this is sufficient to be a default for purposes of termination of the contract in section 9.
- 17.8** If dispute resolution or an investigation is undertaken, the Department may decide to suspend the operation of the contract and reimburse the Contractor, in accordance with section 9.
- 17.9** The Contractor’s obligation, as described in section 17.2 is deemed to be part of the performance of the Contractor in carrying out the Statement of Work described in the contract.
- 17.10** The Contractor shall comply with all laws applicable to the performance of the Work, or any part thereof, as described in section 17.2.

18. OWNERSHIP OF INTELLECTUAL PROPERTY

- 18.1** Technical Documentation and Prototypes produced by the Contractor in the performance of the work under the Contract shall vest in and remain the property of Her Majesty, and the Contractor shall account fully to the Minister in respect of the foregoing in such manner as the Minister shall direct.
- 18.2** Unless instructed otherwise under the supplementary conditions, all right, title and interest relating to Intellectual Property conceived or developed in performing the work under the Contract shall vest in and remain the property of the Contractor except that if the Contractor independently declares that it has no intention or capability of commercially exploiting the said Intellectual Property, the ownership of such Intellectual Property shall vest in Canada.



18.3 The Contractor hereby grants, to Canada, in relation to all Intellectual Property, referred to in subsection 18.2, a non-exclusive, irrevocable, world-wide, fully paid and royalty-free licence to use, have used, make or have made, copy, translate, practice or produce the said Intellectual Property, for any government purpose except commercial sale in competition with the Contractor. Canada's licence to the use of Intellectual Property includes the right to sub-license the use of that property to any other Contractor engaged by Canada for work under this Contract or in any other Contract subsequent to this one. Any such sub-licence shall authorize use of the Intellectual Property solely for the purpose of performing contracts for Canada and require the other contractor to maintain the confidentiality of the Intellectual Property.

19. PAYMENT BY THE MINISTER

19.1 Applicable when the Terms of Payment specify PROGRESS Payments.

19.1.1 Payment by the Minister to the Contractor for the Work shall be made:

- i) in the case of a progress payment other than the final payment, within thirty (30) calendar days following the date of receipt of a duly completed progress claim, or
- ii) in the case of a final payment, within thirty (30) calendar days following the date of receipt of a duly completed final progress claim, or within thirty (30) calendar days following the date on which the Work is completed,

Whichever is later.

19.1.2 The Minister shall notify the Contractor of any objections to the form of the progress claim within fifteen (15) calendar days of its receipt. "Form of the claim" means a claim that contains or is accompanied by such substantiating documentation as requested by the Minister. Failure by the Minister to notify the Contractor of the objection within the fifteen calendar (15) days period will only result in the date specified in subsection 19.1.1 to apply for the sole purpose of calculating interest on overdue accounts.

19.2 Applicable when the Terms of Payment specify payment on COMPLETION.

19.2.1 Payment by the Minister to the Contractor for the Work shall be made within:

- i) thirty (30) calendar days following the date on which all of the Work has been completed and delivered in accordance with the Contract, or
- ii) thirty (30) calendar days following the date on which an invoice and substantiating documentation are received by the Minister in accordance with the Contract,

Whichever is later.

19.2.2 The Minister shall notify the Contractor of any objections to the form of the invoice within fifteen (15) calendar days of its receipt. "Form of the invoice" means an invoice, which contains or is accompanied by such substantiating documentation as requested by the Minister. Failure by the Minister to notify the Contractor within the fifteen (15) calendars



day period will only result in the date specified in subsection 19.2.1 to apply for the sole purpose of calculating interest on overdue accounts.

20. PAYMENT OF INTEREST ON OVERDUE ACCOUNTS

20.1 For the purposes of this Section:

“Average Rate” means the single arithmetic mean of the Bank Rates in effect at 4:00 p.m. (Eastern Standard Time) each day during the calendar month that immediately precedes the calendar month in which payment is made;

”Bank Rate” means the rate of interest established from time to time by the Bank of Canada as the minimum rate at which the Bank of Canada makes short term advances to members of the Canadian Payments Association;

“Date of Payment” means the date of the negotiable instrument drawn by the Receiver General of Canada and given for payment of an amount due and payable;

“Due and payable” means an amount due and payable in accordance with the Contract; and

“Overdue” means an amount that is unpaid on the first day following the day upon which it is due and payable.

20.2 The Minister shall be liable to pay the Contractor simple interest at the average rate plus 3 per cent per annum on any amount that is overdue from the date that such amount becomes overdue until the day prior to the date of payment, inclusive. Interest on an overdue amount will not be payable or paid if the payment is overdue less than fifteen (15) calendar days unless the Contractor requests payment of interest.

20.3 The Minister shall not be liable to pay interest if the Minister is not responsible for the delay in payment.

20.4 The Minister shall not be liable to pay interest on overdue advance payments.

21. SCHEDULE AND LOCATION OF WORK

21.1 If the Work is performed in the offices of the Department of Fisheries and Oceans (DFO), the Contractor will, for better co-ordination with DFO operational needs, follow the same time schedule as employees of DFO.

21.2 If the Work is performed at locations other than DFO’s offices, the time schedule and location of Work shall be in accordance with the Contract.

22. MINISTER’S RESPONSIBILITIES

22.1 The Minister will provide support, guidance, direction, instruction, acceptances, decisions and



information as required under the Contract.

23. CERTIFICATION - CONTINGENCY FEES

- 23.1 The Contractor certifies that it has not directly or indirectly paid, and covenants that it will not, directly or indirectly pay, a contingency fee for the solicitation, negotiation or obtaining of the Contract to any person other than a person acting in the normal course of the person's duties for which a contingency fee is paid.
- 23.2 All accounts and records pertaining to payments of such contingency fees shall be subject to this section.
- 23.3 If the Contractor's certification under this section is false or otherwise erroneous, or if the Contractor does not comply with its covenants under this section, the Minister may, at his sole option, either terminate the Contract for default in accordance with section 9 or recover the full amount of the contingency fee from the Contractor by way of reduction to the Contract price or otherwise or by set off against any monies owing by Her Majesty to the Contractor under the Contract.
- 23.4 In this section:
- 23.4.1 "contingency fee" means any payment or other compensation that is contingent upon or is calculated upon the basis of a degree of success in soliciting or obtaining a federal government contract or negotiating the whole or any part of its terms;
- 23.4.2 "person" includes, but is not limited to an employee, agent or assign of the Contractor, an individual or group of individuals, a corporation, a partnership, an organization or an association and, without restricting the generality of the foregoing, includes any individual who is required to file a return with the registrar pursuant to section 5 of the *Lobbying Act* R.S. 1985 c. 44 (4th Supplement) or as may be amended.

24. PRICE CERTIFICATION

- 24.1 The Contractor certifies that the price/rate shown in the Contract has been computed in accordance with generally accepted accounting principles applicable to all like products/services sold by the Contractor, that such price/rate is not in excess of the lowest price/rate charged anyone else including their most favoured customer for like quality and quantity of the service, and does not include any provision for discounts or commissions to selling agents.

Section 24 is applicable only in sole source contracting situations.

25. LUMP SUM PAYMENT – WORK FORCE REDUCTION PROGRAMS

- 25.1 It is a term of the Contract that:
- 25.1.1 The Contractor has declared to the Minister any lump sum payment he received pursuant to any work force reduction program, including but not limited to the Executive Employment Transition Policy, which have been implemented to reduce the public service;
- 25.1.2 the Contractor has informed the Minister of the terms and conditions of such work force reduction program pursuant to which the Contractor was made a lump sum payment and the



rate of pay on which the lump sum payment was based.

26. INTERNATIONAL SANCTIONS

- 26.1 Persons and companies in Canada are bound by economic sanctions imposed by Canada by regulations passed pursuant to the United Nations Act, R.S.C. 1985, c. U-2, the Special Economic Measures Act, S.C. 1992, c. 17, or the Export and Import Permits Act, R.S.C. 1985, c. E-19. As a result, the Government of Canada cannot accept delivery of goods or services that originate, either directly or indirectly, from the countries subject to economic sanctions. At the time of contract award, the following regulations implement economic sanctions can be found at: <http://www.dfait-maeci.gc.ca/trade/sanctions-en.asp>.
- 26.2 It is a condition of the Contract that the Contractor shall not supply any goods or services to the Government of Canada that are subject to economic sanctions as described in subsection 26.1.
- 26.3 If, during the performance of the Contract, the addition of a country to the list of sanctioned countries or the addition of a good or service to the list of sanctioned goods or services cause an impossibility of performance of the Contract by the Contractor, the situation will be treated by the parties as an excusable delay. The Contractor shall forthwith inform the Minister of the situation and the procedures applicable to section 6 shall then apply.

27. OFFICIAL LANGUAGES

- 27.1 Services and communications provided by the Contractor in performance of the Work shall be provided in English.

28. ENTIRE AGREEMENT

- 28.1 This Contract constitutes the entire agreement between the parties respecting the subject matter of the Contract and supersedes all previous negotiations, communications and other agreements relating to it unless they are expressly incorporated by reference into the Contract.

29. ENVIRONMENTAL CONSIDERATIONS

- 29.1 Whenever practical and economically feasible, submissions, contract reports or written communication will be made electronically via email (with attachment), on recycled, double-sided paper or on disk where appropriate.
- 29.2 Preference will be given to goods and services considered to be environmentally superior within the bounds of established technology and economic capability. Selection of goods and services will be based on their efficient use of energy and natural resources, potential to re-use or recycle, and safe means of disposal.
- 29.3 Every effort should be made to purchase products that bear other environmental certification, or use their best judgment to obtain products with the least harmful impact on the environment.
- 29.4 Contractors performing work under this contract must comply fully with the Canadian Environmental Protection Act, 1999, the Canadian Environmental Assessment Act, the Fisheries Act and regulations such as the Arctic Wavers Pollution Prevention Regulations and with all



Department of Fisheries and Ocean's Standing Orders, Policies and Procedures relating to environmental protection.

- 29.5 Contractors will be fully aware of their obligations as defined under the Act "Canadian Environment Protection Act, 1999" which requires that "A person must take practicable and reasonable steps to prevent or minimize environmental harm or environmental nuisance caused, or likely to be caused, by their activities".
- 29.6 Anything done or omitted to be done by the Contractor or its employees which compromises the Department of Fisheries and Oceans in relation to environmental legislation may result in immediate termination of the Contract. Any fines, costs or expenses imposed on the Minister as a result of breaches of the "Canadian Environment Protection Act, 1999" caused by the Contractor or his employees will be fully recovered from the Contractor.

30. HEALTH AND SAFETY

- 30.1 The Contractor shall be responsible for the health and safety of all persons involved in the performance of the Work and shall comply with all federal, provincial and municipal legislation, policies and procedures respecting health and safety, whichever may be the more stringent, applicable to the performance of the Work.

31. CONFIDENTIALITY - SECURITY AND PROTECTION OF THE WORK

- 31.1 The Contractor shall keep confidential all information provided to the Contractor by or on behalf of Canada in connection with the Work, including any information that is confidential or proprietary to third parties, and all information conceived, developed or produced by the Contractor as part of the Work where the Intellectual Property in such information (except a license) vests in Canada under the Contract. The Contractor shall not disclose any such information to any person without the written permission of the Minister, except that the Contractor may disclose to a subcontractor authorized in accordance with section 4 information necessary for the performance of the subcontract, on the condition that the subcontractor agrees that it will be used solely for the purposes of such subcontract. Information provided to the Contractor by or on behalf of Canada shall be used solely for the purpose of the Contract and shall remain the property of Canada or the third party, as the case may be. Unless the Contract otherwise expressly provides, the Contractor shall deliver to Canada all such information, together with every copy, draft, working paper and note thereof that contains such information, upon completion or termination of the Contract or at such earlier time as the Minister may require.
- 31.2 Subject to the Access to Information Act, and to any right of Canada under this Contract to release or disclose, Canada shall not release or disclose outside the Government of Canada any information delivered to Canada under the Contract that is proprietary to the Contractor or a Subcontractor.
- 31.3 The obligations of the Parties set out in this section do not apply to any information where the same information: (a) is publicly available from a source other than the other Party; or (b) is or becomes known to a Party from a source other than the other Party, except any source that is known to be under an obligation to the other Party not to disclose the information, or (c) is developed by a Party without use of the information of the other Party.
- 31.4 Wherever practical, the Contractor shall mark or identify any proprietary information delivered to Canada under the Contract as "Property of (Contractor's name), permitted Government uses defined



under Department of Fisheries and Oceans (DFO) Contract No. **FP802-140212**, and Canada shall not be liable for any unauthorized use or disclosure of information that could have been so marked or identified and was not.

- 31.5 When the Contract, the Work, or any information referred to in subsection 31.1 is identified as TOP SECRET, SECRET, CONFIDENTIAL, or PROTECTED by Canada, the Contractor shall at all times take all measures reasonably necessary for the safeguarding of the material so identified, including those set out in any PWGSC policy respecting security and any other instructions issued by the Minister.
- 31.6 Without limiting the generality of subsections 31.1 and 31.2, when the Contract, the Work, or any information referred to in subsection 1 is identified as TOP SECRET, SECRET, CONFIDENTIAL, or PROTECTED by Canada, the Minister shall be entitled to inspect the Contractor's premises and the premises of a subcontractor at any tier for security purposes at any time during the term of the Contract, and the Contractor shall comply with, and ensure that any such subcontractor complies with, all written instructions issued by the Minister dealing with the material so identified, including any requirement that employees of the Contractor or of any such subcontractor execute and deliver declarations relating to reliability screenings, security clearances and other procedures.
- 31.7 Any proposed change in the security requirements after the effective date of the Contract that would involve a significant increase in cost to the Contractor shall require an amendment to the Contract under the provisions of section 16.

32. THE CODE OF CONDUCT FOR PROCUREMENT

- 32.1 The Contractor confirms that it has read the Code of Conduct for Procurement and agrees to be bound by its terms.
- 32.2 For further information, the Contractor may refer to the following PWGSC site :
<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>.



APPENDIX “B”

TERMS OF PAYMENT

1. DEFINITION

- 1.1 Progress payment is a payment made by or on behalf of Her Majesty after the performance of the part of the Contract in respect of which payment is made but before the performance of the whole contract.

2. BASIS OF PAYMENT

- 2.1 In consideration of the Contractor meeting all obligations under the terms and conditions of this Contract, the Contractor shall receive payment in accordance with **Annex “A”, Basis of Payment** (*Bidders’ Financial Proposal*).

3. METHOD OF PAYMENT

- 3.1 Payment to the Contractor shall be made upon completion of all work to the satisfaction of the Departmental Representative and upon submission of an invoice.
- 3.2 Neither a progress report nor a payment by Her Majesty shall be construed as evidence that the work or any part thereof is complete, is satisfactory or is in accordance with the Contract.
- 3.3 Delay by Her Majesty in making payment when it becomes due or payable pursuant to the Contract or Terms of Payment shall be deemed not to be a breach of the Contract.
- 3.4 In the event that the Contract is terminated pursuant to General Condition 9 of the General Conditions, the Contractor shall have no claim against Her Majesty except to be paid for services performed up to the date of the said termination, less any sums previously paid on account. In the event of termination, Her Majesty will as soon as practicable under the circumstances, pay to the Contractor the amount, if any, payable to the Contractor.

4. INVOICE ADDRESS

Invoices are to be submitted in duplicate, quoting Contract/File No.**FP802-140212** the Contractor’s GST/HST Registration Number and the Financial Coding to the following address:
(*to be completed upon contract award*)

5. LIMITATION OF EXPENDITURE

The Contractor shall not be obliged to perform any work or provide any service that would cause the total liability of Canada to be exceeded, unless an increase is authorized by the Contracting Authority. The Contractor shall notify the Contracting Authority specified herein as to the adequacy of the amount when it is 75% committed; however, if at any other time, the Contractor considers that the Limitation of Expenditure may be exceeded, the Contractor shall promptly notify both the Departmental Representative and the Contracting Authority.



6. PROVINCIAL SALES TAX

The Contractor shall not invoice or collect any ad valorem sales tax levied by the province in which the goods or taxable services are delivered to federal government departments and agencies under authority of the following provincial sales tax licenses:

| | |
|----------------------|--------------|
| Prince Edward Island | OP-10000-250 |
| Manitoba | 390516-0 |

The Contractor is not relieved of any obligation to pay provincial sales taxes on goods or taxable services used or consumed in the performance of this Contract.

It should be noted that the exemption license number should be quoted for only those provinces where the goods or services are being purchased/delivered.

Quebec Sales Tax (QST)

“This is to certify that the property and/or services ordered/purchased hereby are for the use of, and are being purchased by the Department of Fisheries and Oceans with funds pertaining to Canada, and are therefore not subject to Quebec Sales Tax.”

Signature of Contracting Authority

The Contractor is not relieved of any obligation to pay Quebec Sales Tax on taxable goods or services used or consumed in the performance of this Contract.

7. SUPPLEMENTARY CONTRACTOR INFORMATION

Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4-A supplementary slip.

To enable the Department of Fisheries and Oceans to comply with this requirement, the Contractor hereby agrees to provide the following information which it certifies to be correct, complete, and fully discloses the identification of this Contractor:

7.1 The legal name of the entity or individual, as applicable (the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code:

7.2 The status of the contractor (individual, unincorporated business, corporation or partnership:

7.3 For individuals and unincorporated businesses, the contractor’s SIN and, if applicable, the BN, or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number:



- 7.4 For corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, the T2 Corporation Tax number must be shown:
-

The following certification signed by the contractor or an authorized officer:

"I certify that I have examined the information provided above and that it is correct and complete"

Signature

Print Name of Signatory



APPENDIX “C”

STATEMENT OF WORK

Project Title:

Professional writing-drafting Services in Support of Planning and Evaluation of the DFO Salmonid Enhancement Program.

Start & Completion Dates:

Start Date: Upon contract award

End Date: April 15, 2016

Optional Extension:

Two, one (1) year optional periods of twelve (12) months may be exercised by DFO from April 1, 2016 to March 31, 2017 and April 1, 2017 to March 30, 2018.

Background

The Salmonid Enhancement Program (SEP) plays a key role in the work that Fisheries and Oceans Canada (DFO) undertakes to conserve and manage Pacific salmon stocks. SEP emphasis includes ecosystem wide and socio-economic benefits by rebuilding vulnerable salmon stocks, providing harvest opportunities, working with First Nations and coastal communities in stewardship and public education activities, and improving fish habitat to sustain salmon populations.

SEP activities include planning, operation, maintenance and assessment of major fish production facilities, building community involvement, and habitat restoration.

SEP undergoes continuous development in response to changing scientific, legal, policy, and operating environments.

Scope of Work:

SEP requires drafting or updating of documents for planning and evaluation purposes to support ongoing development of its programs and facilities in response to changing scientific, legal, policy, and operating environments.

Purpose of this contract

To engage the services of one (1) or up to two (2) resources, to develop strategic and operational planning documents for the Salmonid Enhancement Program.

Objectives

Objective 1:

Review and development of selected components of the SEP Strategic Management Framework, the Framework consisting of:



- a. Production Planning Framework to align production objectives with other departmental priorities such as harvest opportunities, stock assessment, research, and other objectives including conservation, salmon stock rebuilding, stewardship and education.
- b. Biological Risk Management Framework and supporting documents that incorporate scientific advice including genetic, disease and ecological considerations into enhancement operations to reduce risk to wild Pacific salmon stocks. This is an evolving field with emerging science on fitness that generates requests for new scientific investigations.
- c. SEP Assessment Framework to measure performance, and links to the Regional Assessment Framework to support regional stock assessment for the management of domestic and international Pacific salmon fisheries.

Objective 2:

Review and development of selected Operational Planning documents from those listed below, for SEP enhancement facilities:

- a. SEP Asset Class Strategies that guide the design, construction and maintenance of SEP infrastructure to achieve program objectives using a sound and cost effective approach while addressing other government objectives such as health & safety, security and the environment.
- b. Under the SEP Asset Class Strategies, reviews of the design, maintenance and operation of SEP infrastructure, identifying gaps and priorities, and developing submissions for rebuilding.
- c. Facility investigations to develop improved fish culture technology, improve effectiveness and efficiency of enhancement facility operations in achieving their program objectives, and assess the capacity and flexibility of facilities to achieve future objectives of SEP, fisheries management and regional assessment programs.

Details of any constraints imposed:

The contractor will work on specific projects with minimal direction to gather, analyse and summarize information.

Information may be obtained from various sources, such as websites, interviews, unpublished records and documents in varying states of draft.

Meetings and information gathering may require travel to Vancouver, Nanaimo, or enhancement facilities that are primarily located on Vancouver Island or in and around the Vancouver/Fraser Valley area.

Site visits to facilities to obtain information will require coordination with facility management staff and may be subject to operational activities.



Departmental Support:

The contractor will provide their own work location, computer and other office equipment. The contractor may visit DFO offices and facilities for meetings and to obtain information for the project, but will not have access to protected or classified information, or DFO computer networks.

Specific Responsibilities of the client & contractor:

For the Client:

- To provide access to available documents and information relevant to the project as agreed in the work plan; and
- To provide feedback for completion of the project as agreed in the work plan.

For the Contractor:

- To consult with and provide interim and final reports to the Project Authority as agreed in the work plan

Requirements for progress meetings

As determined during development of the work plan.

Deliverables to be provided.

The contractor will provide draft and final reports as required, electronically in Microsoft Office Suite

Deliverables for each work plan will be discussed and agreed upon after contract award, by the DFO Project Authority and the contractor.

Estimate of anticipated level of effort required for initial contract period:

Approximately 40 days for the Strategic Management framework resource activities and approximately 40 days for Operational Planning resource activities.

Location of work:

The contractor will provide their own work location.

Travel for Strategic Framework:

Each year, estimate one initial meeting in Vancouver, BC with DFO Project Authority to establish workplan(s), one meeting in Nanaimo, BC with Science Branch staff, and two trips to SEP enhancement facilities to gather on-site information. Anticipate trips to a limited number of facilities on Vancouver Island and in the Vancouver/Fraser Valley area.

Travel for Operational Planning:

Each year, estimate one initial meeting in Vancouver, BC with DFO Project Authority to establish workplan(s), up to two trips to SEP enhancement facilities to gather on-site information to develop infrastructure submissions, and up to two trips to SEP enhancement facilities for facility investigations. Anticipate trips to a limited number of facilities on Vancouver Island and in the Vancouver/Fraser Valley area.

*****Travel costs for meetings are to be absorbed by the contractor in their per diem rate.***



Language Requirement:

English only

Security Requirement:

Reliability Status

Insurance Requirement:

Not Applicable

Resource (s) required:

One (1) for each classification for a total of up to two (2) resources.



APPENDIX “D”

EVALUATION CRITERIA

MANDATORY REQUIREMENTS:

Proposals will be evaluated in accordance with the mandatory evaluation criteria, as illustrated below. Bidders’ proposals must clearly show that they meet all of the mandatory requirements of the request for proposal to move on to the next evaluation stage. (Point-Rated Criteria)

***The Bidder must include the following table in their Technical Proposal, indicating that their proposal meets the Mandatory Criteria, providing the proposal page number and section that contains information to verify that the criteria has been met or inserted the information within the appropriate table.**

Proposals that do not meet the mandatory criteria will be deemed non-compliant.

| No. | Mandatory Criteria | Meets the criteria Yes or No | Bidder to insert response here or provide Proposal Page number and section |
|--|--|---------------------------------|--|
| STRATEGIC MANAGEMENT FRAMEWORK RESOURCE | | | |
| M1 | The Bidder MUST include with their Proposal a detailed Curriculum Vitae (CV) for the Proposed Resource named in their Proposal for this Strategic Management Framework type of resource. | | |
| M2 | <p>The Bidder MUST demonstrate that the proposed Resource has at least five (5) years of experience within the federal government, provincial government and/or associations, as a consultant, providing advice, guidance and an understanding of enhancement techniques for Pacific salmon programs.</p> <p>The Bidder MUST demonstrate the above by providing two (2) project summaries, that the Proposed Resource has recently (within the last five (5) years) undertaken which demonstrates significant** experience in providing advice, guidance and an understanding of enhancement techniques for Pacific salmon programs.</p> <p><u>Project Summaries MUST include, as a minimum:</u></p> <ul style="list-style-type: none"> a) The full legal name and a brief description of the client organization; b) The dates/duration of the project; c) A brief description of the project, including scope, deliverables, objectives to be achieved, issues, intent and the results/outcomes of the work; d) The extent of the Proposed Resources’ involvement in the | | |



| | | | |
|------------------|---|--|--|
| | <p>project; and e) Client Reference: at a minimum, include the name, telephone number and e-mail of the client Project Authority.</p> <p>** Significant experience, in the context of this criterion, means experience to have been a core part of the candidate's employment for a total period of at least three (3) years.</p> <p>NOTE – Canada reserves the right to contact the referenced Project Authority to verify the accuracy of information provided within each project summary. Failure on the part of the Bidder to provide accurate and current contact information may result in the Bidder’s Proposal being deemed non-compliant and be given no further consideration in the evaluation process.</p> | | |
| <p>M3</p> | <p>The Bidder must demonstrate a sound familiarity with planning processes and assessment techniques for Pacific salmon.</p> <p>The Bidder MUST demonstrate the above by providing one (1) project summary, that the Proposed Resource has recently (within the last five (5) years) undertaken which demonstrates experience in demonstrating a sound familiarity with planning processes and assessment techniques for Pacific salmon.</p> <p><u>Project Summary MUST include, as a minimum:</u></p> <p>a) The full legal name and a brief description of the client organization; b) The dates/duration of the project; c) A brief description of the project; and d) Client Reference: at a minimum, include the name, telephone number and e-mail of the client Project Authority.</p> <p>NOTE – Canada reserves the right to contact the referenced Project Authority to verify the accuracy of information provided within each project summary. Failure on the part of the Bidder to provide accurate and current contact information may result in the Bidder’s Proposal being deemed non-compliant and be given no further consideration in the evaluation process.</p> | | |
| <p>M4</p> | <p>The Bidder MUST demonstrate their ability to write technical and planning reports related to the Pacific fisheries resource.</p> | | |



| | | | |
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| | <p>The Bidder MUST demonstrate the above by providing one (1) project summary, that the Proposed Resource has recently (within the last five (5) years) undertaken which demonstrates experience in demonstrating their ability to write technical and planning reports as it relates to the Pacific fisheries resource.</p> <p><u>Project Summary MUST include, as a minimum:</u></p> <p>a) The full legal name and a brief description of the client organization; b) The dates/duration of the project; c) A brief description of the project; and d) Client Reference: at a minimum, include the name, telephone number and e-mail of the client Project Authority.</p> <p>NOTE – Canada reserves the right to contact the referenced Project Authority to verify the accuracy of information provided within each project summary. Failure on the part of the Bidder to provide accurate and current contact information may result in the Bidder’s Proposal being deemed non-compliant and be given no further consideration in the evaluation process.</p> | | |
| OPERATIONAL PLANNING RESOURCE | | | |
| M1 | <p>The Bidder MUST include with their Proposal a detailed Curriculum Vitae (CV) for the Proposed Resource named in their Proposal for this Operational Planning type of Resource.</p> | | |
| M2 | <p>The Bidder must demonstrate an understanding of operational program requirements for large scale fish production facilities.</p> <p>The Bidder MUST demonstrate that the proposed Resource has at least five (5) years of experience within the federal government, provincial government and/or associations, as a consultant, providing an understanding of operational program requirements for large scale fish production facilities.</p> <p>The Bidder MUST demonstrate the above by providing two (2) project summaries, that the Proposed Resource has recently (within the last five (5) years) undertaken which demonstrates significant** experience in the understanding of</p> | | |



| | | | |
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| | <p>operational program requirements for large scale fish production facilities.</p> <p><u>Project Summaries MUST include, as a minimum:</u></p> <ul style="list-style-type: none"> a) The full legal name and a brief description of the client organization; b) The dates/duration of the project; c) A brief description of the project, including scope, deliverables, objectives to be achieved, issues, intent and the results/outcomes of the work; d) The extent of the Proposed Resources' involvement in the project; and e) Client Reference: at a minimum, include the name, telephone number and e-mail of the client Project Authority. <p>** Significant experience, in the context of this criterion, means experience to have been a core part of the candidate's employment for a total period of at least three (3) years.</p> <p>NOTE – Canada reserves the right to contact the referenced Project Authority to verify the accuracy of information provided within each project summary. Failure on the part of the Bidder to provide accurate and current contact information may result in the Bidder's Proposal being deemed non-compliant and be given no further consideration in the evaluation process.</p> | | |
| M3 | <p>The Bidder must demonstrate familiarity with maintenance and renovation programs for large scale fish production facilities.</p> <p>The Bidder MUST demonstrate the above by providing one (1) project summary, that the Proposed Resource has recently (within the last five (5) years) undertaken which demonstrates experience in demonstrating familiarity with maintenance and renovation programs for large scale fish production facilities.</p> <p><u>Project Summary MUST include, as a minimum:</u></p> <ul style="list-style-type: none"> a) The full legal name and a brief description of the client organization; b) The dates/duration of the project; c) A brief description of the project; and d) Client Reference: at a minimum, include the name, telephone number and e-mail of the client Project Authority. <p>NOTE – Canada reserves the right to contact the referenced Project Authority to verify the accuracy of</p> | | |



| | | | |
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| | <p>information provided within each project summary. Failure on the part of the Bidder to provide accurate and current contact information may result in the Bidder's Proposal being deemed non-compliant and be given no further consideration in the evaluation process.</p> | | |
| <p>M4</p> | <p>The Bidder MUST demonstrate their ability to write technical and planning reports related to the Pacific fisheries resource.</p> <p>The Bidder MUST demonstrate the above by providing one (1) project summary, that the Proposed Resource has recently (within the last five (5) years) undertaken which demonstrates experience in demonstrating their ability to write technical and planning reports as it relates to the Pacific Fisheries resource.</p> <p><u>Project Summary MUST include, as a minimum:</u></p> <ul style="list-style-type: none"> a) The full legal name and a brief description of the client organization; b) The dates/duration of the project; c) A brief description of the project; and d) Client Reference: at a minimum, include the name, telephone number and e-mail of the client Project Authority. <p>NOTE – Canada reserves the right to contact the referenced Project Authority to verify the accuracy of information provided within each project summary. Failure on the part of the Bidder to provide accurate and current contact information may result in the Bidder's Proposal being deemed non-compliant and be given no further consideration in the evaluation process.</p> | | |



RATED REQUIREMENTS:

Proposals that meet **ALL** of the mandatory criteria will be rated and scored using the evaluation tools specified for each criteria based on the following scale. In order for the evaluators to score the proposals, it is imperative that the bidder describes in detail how his or her proposal meets the mandatory criteria.

In order for a proposal to meet the requirements, the bidder must score at minimum of **70% out of 100 to pass the overall Technical evaluation**. Proposals that do not receive at least 70% will be screened out of the process and will not be evaluated further.

| No. | Evaluation criterion | Scale | Maximum score | Bidder to insert response here or provide Proposal Page number and section |
|--|---|---|---------------|--|
| STRATEGIC MANAGEMENT FRAMEWORK RESOURCE | | | | |
| R1 | Clearly demonstrate an understanding of enhancement for Pacific salmon as related to Objective 1 of the Statement of Work | <p>15 pts – Demonstrated understanding of planning and evaluation processes for management and enhancement of Pacific salmon.</p> <p>15 pts – Demonstrated understanding of current science and management considerations related to enhancement of Pacific salmon.</p> <p>15 pts – Familiarity with relevant enhancement and assessment techniques for Pacific salmon.</p> <p>15 pts – Similar experience related to this type of project (Strategic Management Framework for Pacific Salmon).</p> | 60 pts | |
| R2 | Demonstration of an approach to be used to carry out the work, including methodology and reporting, related to Objective 1 of the Statement of Work | <p>5 pts – Demonstrated understanding of appropriate sources of information.</p> <p>5 pts – Demonstrated ability to work with minimal supervision.</p> <p>5 pts – Detailed summary of tasks and activities the contractor is responsible for during each phase of a call-up.</p> | 15 pts | |



| | | | | |
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| | | | | |
| R3 | Clearly demonstrate an ability to successfully complete the project, including development of a work plan, related to Objective 1 of the Statement of Work | <p>5 pts – Description of how a work plan will be established.</p> <p>5 pts – Description of your reporting approach.</p> <p>5 pts – Outline of expected timelines and how deadlines will be met.</p> | 15 pts | |
| R4 | <p>Please provide up to two (2) Project References that are directly related to the scope of Objective 1 of the Statement of Work.</p> <p>*Bidder is to provide for evaluation purposes the following for each project:</p> <ol style="list-style-type: none"> 1. Project title 2. Project Authority Contact information (name, position, telephone number, email) 3. Project duration | <p>5 pts – Projects that are somewhat related to the scope of work.</p> <p>10 pts – Projects that are very related to the scope of work.</p> | 10 pts | |
| OPERATIONAL PLANNING RESOURCE | | | | |
| R1 | Clearly demonstrate an understanding of operating and maintaining major facilities as related to Objective 2 of the Statement of Work. | <p>5 pts – Demonstrated understanding of Government Asset Management planning related to production facilities for Pacific salmon.</p> <p>5 pts – Demonstrated understanding of maintenance programs applicable to major fish production facilities, including preventative maintenance, repairs and renovation.</p> <p>5 pts – Demonstrated understanding of operational requirements for major fish production facilities.</p> | 15 pts | |
| R2 | Demonstration of an approach to be used to carry out the work, including methodology | 5 pts – Demonstrated understanding of appropriate sources of information. | 15 pts | |



| | | | | |
|--------------------|---|--|------------|--|
| | and reporting, related to Objective 2 of the Statement of Work. | <p>5 pts – Demonstrated ability to work with minimal supervision.</p> <p>5 pts – Detailed summary of tasks and activities the contractor is responsible for during each phase of a call-up.</p> | | |
| R3 | Clearly demonstrate an ability to successfully complete the project, including development of a work plan, related to Objective 1 of the Statement of Work. | <p>5 pts – Description of how a work plan will be established.</p> <p>5 pts – Description of your reporting approach.</p> <p>5 pts – Outline of expected timelines and how deadlines will be met.</p> | 15 pts | |
| R4 | <p>Please provide up to two (2) Project References that are directly related to the scope of Objective 2 of the Statement of Work.</p> <p>*Bidder is to provide for evaluation purposes the following for each project:</p> <ol style="list-style-type: none"> 1. Project title 2. Project Authority Contact information (name, position, telephone number, email) 3. Project duration | <p>5 pts –Projects that are somewhat related to the scope of work.</p> <p>10 pts –Projects that are very related to the scope of work.</p> | 10 pts | |
| TOTAL SCORE | | | 100 | |

TOTAL POINTS (R1 TO R4): 100 POINTS MAXIMUM

Bidders must attain a rating of **at least 70% of the maximum possible points in the Point-Rated Criteria Requirement categories** in order to be considered compliant. Proposals which fail to attain at least 70% in each of these categories will be considered technically non-responsive and no further evaluation will be conducted.



COST EVALUATION (PRICE): 30 POINTS MAXIMUM

(Submitted by the Bidders' Financial Proposal)

Of those proposals determined to be Technically Compliant and having achieved a minimum score of 70/100, the lowest cost proposal will be awarded the maximum number of points assigned for cost (30 points). The points for cost for the remaining Technically Compliant proposals with their achieved overall Point-Rated Score will be allocated on a pro-rata basis.

SELECTION CRITERIA:

The bidder who meets the Mandatory Criteria, achieves a minimum score of 70% on the Rated Criteria and receives the highest combined rating of **Technical merit (70%) and Financial (30%)** (i.e. achieves the highest score, based on a combination of technical points and price points) will be awarded the contract.

OVERALLBASIS OF SELECTION

The overall Compliant Bidder with the highest combined rated criteria points and price points shall be selected as the Bidder providing best value to DFO and awarded a contract for this project.



APPENDIX "E"

INSTRUCTIONS TO BIDDERS

1. DEFINITIONS

In the Request for Proposal

- 1.1. The terms Proposal, tender and proposal may be used interchangeably.
- 1.2. "Minister" includes a person acting for, or if the office is vacant, in place of the Minister of Fisheries and Oceans and the Minister's successors in the office, and the Minister's or their representatives appointed for the purpose of the Request for Proposal.
- 1.3. "Solicitation Closing Time" refers to the hour and minute expressed in the local time of the Tendering Office, after which no further bids will be accepted.

2. BID CLOSING

- 2.1. Electronic bid submission will be received at the Tendering Contract Officers' email address until the Tender Closing Time stipulated in the Request for Proposal. Bids received after Closing Time will not be considered and will be returned unopened.
- 2.2. Notwithstanding the foregoing, the Department of Fisheries and Oceans reserves the right to postpone bid closing, at which time all tenderers will be advised formally of the new date and time.

3. TENDER OPENING

In the case of a Public Tender Opening

- 3.1. Tenders are opened in public at a location specified in the Request for Proposal as soon as possible after closing time unless specific instructions to the contrary regarding tender opening are included in the Request for Proposal.
- 3.2. Where only one tender is received, the Department reserves the right not to disclose the amount of the tender at the public opening. The amount of the tender will be made public if a contract is awarded



4. OFFICIAL TENDER FORMAT

4.1. Tenders must be submitted in the format provided and must be properly executed and submitted as instructed. Tenders not submitted in the format provided will not be considered.

5. REVISION OF BIDS

5.1. Bids may be revised by email or printed telecommunication (Fax) provided that revisions are received before the Solicitation Closing Time. Any change resulting in an increase in the bid price must be supported by a suitable increase in the bid security, if applicable.

6. TENDER SECURITY

6.1. If specified in the Request for Proposal, the tenderer will provide tender security, at the tenderer's own cost, in accordance with the document entitled Tender Security Requirements.

6.2. All tender securities will be returned except that of the successful tenderer, which will be retained until the successful tenderer has provided contract security in accordance with Article 8 below.

7. CONTRACT SECURITY

7.1. If specified in the Request for Proposal, the successful tenderer will provide contract security, at the tenderer's own cost, prior to contract award in accordance with the Document entitled Contract Security Requirements.

7.2. Where contract security is a requirement, all tenders must be accompanied by evidence from a bank, financial institution or a surety company that the required contract security will be provided upon notification of contract award to the successful tenderer.

8. INSURANCE

8.1. If specified in the Request for Proposal, the successful tenderer will be required to provide contract insurance, at the tenderer's own cost, within fourteen (14) days of contract award in accordance with the document entitled Insurance Conditions.

8.2. Where insurance is a requirement, all tenders must be accompanied by confirmation from the tenderer's insurance company that the required insurance will be available upon contract award.



9. FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY

9.1. The Federal Contractors Program for Employment Equity applies to contracts for the provision of all goods and services, but not to the purchase or lease of real property or to construction contracts. Where a tender for the provision of goods or services is valued at \$200,000 or more and the tenderer's organization employs 100 or more permanent full-time or permanent part-time employees, it is **mandatory** that the requirements contained in the attached documentation on the Federal Contractors Program for Employment Equity be met or the tender will not be considered.

10. TENDER VALIDITY PERIOD

10.1. Unless otherwise specified in the Request for Proposal, tenders are to remain firm and in effect for a period of sixty (60) days following the Tender Closing Time.

10.2. Notwithstanding Article 10.1, in the event the Minister deems it necessary to extend the sixty (60) day period for acceptance of tenders for a further sixty (60) day period, the Minister shall, prior to the expiration of such period, notify the tenderer by written notice to that effect, whereupon the tenderer shall have fifteen (15) days from the date of receipt of such written notice to, in writing, either accept the requested extension as referred to in the Ministerial notice or withdraw its tender.

10.3. In the event tender security was provided and in the event of withdrawal of tender as herein provided, the Tender Security Deposit shall be reimbursed or returned without penalty or interest. In the event the tenderer accepts the requested extension, the acceptance period shall be extended as referred to in the Ministerial notice. In the event the tenderer does not respond to the Ministerial notice hereinabove referred to, the tenderer shall be conclusively deemed to have accepted the extension referred to in the Ministerial notice.

11. INCOMPLETE TENDERS

11.1. Incomplete or conditional tenders will be rejected.

11.2. Tenders that omit any mandatory requirements specified in the Request for Proposal will be rejected.

11.3. In the event that tender security is required and is not provided with the tender, the tender will be rejected.



12. REFERENCES

12.1. The Department of Fisheries and Oceans reserves the right, before awarding the contract, to require the successful tenderer to submit such evidence of qualifications as it may deem necessary, and will consider evidence concerning the financial, technical and other qualifications and abilities of the tenderer.

13. LOWEST TENDER NOT NECESSARILY ACCEPTED

13.1. The lowest or any tender will not necessarily be accepted

14. RIGHTS OF CANADA

14.1. Canada reserves the right to:

- (a) reject any or all bids received in response to the bid solicitation;
- (b) enter into negotiations with bidders on any or all aspects of their bids;
- (c) accept any bid in whole or in part without negotiations;
- (d) cancel the bid solicitation at any time;
- (e) reissue the bid solicitation;
- (f) if no responsive bids are received and the requirement is not substantially modified, reissue the bid solicitation by inviting only the bidders who bid to resubmit bids within a period designated by Canada; and,
- (g) negotiate with the sole responsive Bidder to ensure best value to Canada.



APPENDIX “F”

SECURITY REQUIREMENTS

RELIABILITY STATUS

1. Contractor personnel who require access to DESIGNATED information, assets or sensitive work sites shall EACH hold a valid **RELIABILITY STATUS** screening, granted or approved by CIISD.
2. The Contractor SHALL NOT remove any DESIGNATED information or assets from the identified work site (s), and the Contractor shall ensure that its personnel are made aware of and comply with this restriction.
3. The Contractor shall comply with the provisions of:
 - a) The Security Requirements Check List (SRCL), attached at Appendix F-1 (for reference)
 - b) The Industrial Security Manual (June 1992).
4. The Contractor must complete the Personnel Identification Form (PIF), attached hereto as Appendix F-1 providing the company name and address and full names and dates of birth of all individuals who will be providing services under this contract.



APPENDIX "F-1"

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

Contract / file number: **FP802-140212**

PROJECT TITLE:

“Professional Writing Services – Salmonid Enhancement Program ”

| | |
|-------------------------|--|
| Company Name | |
| Contact person | |
| Address | |
| Telephone number | |
| Fax number | |
| E-mail | |

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

| Resource Person proposed for this project | Date of birth YYY/MM/DD | Position title for this DFO Project | Comments |
|--|------------------------------------|--|-----------------|
| | | | |
| | | | |

Contractor's Authorized Signatory: _____ **Date:** _____

(For Official Use)

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

For Use at Fisheries and Oceans Canada

Authorization of Contracting Security Authority

- I approve
- I do not approve based on:

Contracting Security Authority: _____ **Date:** _____



ANNEX "A"

BASIS OF PAYMENT (Financial Proposal)

DFO will provide payment to the contractor based on the objectives and associated developed workplan on a monthly bases upon receipt of, and approval of, the delivered and approved objectives. The basis of payment will comply with the "all-inclusive per-diem rate" based on a daily or hourly rate. (The hourly rate is the daily per-diem rate divided by 7.5 hours). The contractor is responsible to submit their invoice with the appropriate objective completed to the Project Authority.

In consideration of the Contractor meeting all obligations under the terms and conditions of this Contract, the Contractor shall receive payment in accordance with the Basis of Payment detailed in the Appendix "C", Statement of Work, Objectives to be performed pursuant associated with the workplan development to the Contract.

| | Period | All-inclusive fixed Per-Diem Rate | Volumetric Data (estimated) | Total |
|-------------------------------|---|--|------------------------------------|----------------------|
| | | A | B | C = A x B |
| 1 | Period 1 – Upon contract award to March 31, 2016 | | | |
| 1a | Resource (Strategic Management Framework) | | 40 days | |
| 1b | Resource (Operational Planning) | | 40 days | |
| Total Period 1: | | | | |
| 2 | Optional Period Year 1- April 1, 2016 to March 31, 2017 | | | |
| 2a | Resource (Strategic Management Framework) | | 40 days | |
| 2b | Resource (Operational Planning) | | 40 days | |
| Total Option Period 1: | | | | |
| 3 | Optional Period Year 2- April 1, 2017 to March 30, 2018 | | | |
| 3a | Resource (Strategic Management Framework) | | 40 days | |
| 3b | Resource (Operational Planning) | | 40 days | |
| Total Option Period 2: | | | | |
| 4 | Evaluated Price (Applicable Taxes excluded): (i.e., sum of: Total Period 1 + Total Optional Period 1 and 2) \$ _____ | | | |
| 5 | Applicable Taxes | Insert the amount, as applicable: | | GST: HST: PST: |