

## LETTER OF INTEREST

### Printing Logbooks and Combined Forms for Fisheries and Oceans Canada

#### Overview

Fisheries and Oceans Canada (DFO) requires fish harvesters to record information about their fishing catch and effort, and to submit this data in specific Logbooks or Combined Forms. Logbook keeping is mandatory under Section 61 of the *Fisheries Act*, the particulars of which are outlined in the licence conditions specific to each fishery in Canada.

As of January 1, 2013, fish harvesters assumed responsibility for obtaining their own Logbooks and/or Combined Forms. While DFO was able to provide its remaining inventory of logbooks to many participants in the 2013 fishing season, fish harvesters across Canada must now acquire these documents from suppliers prequalified by the Department.

To facilitate the prequalification process, DFO is soliciting the interest of companies and/or fishing organizations and/or Aboriginal groups (hereafter, referred to as "supplier") that are capable of printing and distributing Logbooks and Combined Forms to individual fish harvesters and/or groups of participants in specific fisheries.

Applications may be submitted **at any time** during the period covered by this Letter of Interest (December xx, 2015 to December 29, 2017); however, please note that the timeframe of a particular fishery may limit the application period to be eligible to provide Logbooks and/or Combined Forms to its participants. Suppliers should also be aware that the start date of the majority of fisheries is **April 1<sup>st</sup>**.

Once an applicant has been prequalified by DFO as a Logbook and/or Combined Forms supplier, its contact information will be added to the current list of suppliers posted at [www.dfo-mpo.gc.ca/fm-gp/sdc-cps/nir-nei/log-suppliers-eng.htm](http://www.dfo-mpo.gc.ca/fm-gp/sdc-cps/nir-nei/log-suppliers-eng.htm).

#### Qualification Process

There are many different Logbooks and Combined Forms used by fish harvesters across Canada. The requirements of these forms must be in compliance with criteria specific to the regionally established licence conditions of each fishery. There may also be specific administrative requirements of the DFO Region responsible for processing these forms.

Suppliers may contact the Regional Logbooks Coordinators listed below to obtain required information pertaining to the Region-specific fishery of interest, including the applicable regional criteria, Logbooks and/or Combined Forms templates or requirements, printing instructions or any other relevant documentation.

While DFO does not guarantee the number of forms that will be ordered by fish harvesters, where the information is available, approximations of the expected volume of orders for each Logbook and/or Combined Forms will be provided to potential suppliers.

#### *National Criteria*

Interested suppliers should be aware of, and comply with, the following requirements in order to be prequalified by DFO as a Logbook and/or Combined Forms supplier:

- Provide a statement to the Department that confirms the company's capability to take orders by at least two of the following methods: e-mail, fax, website, or telephone.
- Provide a statement to the Department that confirms the company's capability to produce and deliver Logbooks and/or Combined Forms to fish harvesters within six weeks of order.

- Provide public access, via website or upon request, to the price per unit for each of the documents the company intends to offer to a specific fishery. Please note that DFO retains the right to request this information as part of its qualification process, if needed.
- Provide to the Department estimates of delivery costs. This may be based on a per-unit or bulk-order basis, as well as a rush/emergency basis.
- Provide a statement to the Department that confirms the company's commitment to retain a minimal inventory of documents at all times to assure fish harvesters have access to additional or replacement Logbooks or Combined Forms during their fishing season.
- Obtain prior written consent from the Department for any modifications to the Logbook and Combined Form templates.
- Prequalified logbook suppliers who did not receive notice of any major problems during the previous cycle (2014-2015) may roll over their Statement of Capabilities for the period covered by the current letter of interest (2016-2017). A new Statement of Capabilities may be requested if changes are required on the national or regional criteria, for operational or other reasons.

### **Request for Proposal Publication**

A Request for Proposal will not follow this letter of interest as Fisheries and Oceans Canada will not be placing any orders as a result of this process.

### **Disclaimers**

- Fisheries and Oceans Canada in no way guarantees the number of forms that may be ordered by fish harvesters.
- Prequalification by Fisheries and Oceans Canada does not create any binding agreement or a contract between the company and the Department.
- It is the sole discretion of Fisheries and Oceans Canada to determine whether an applicant meets the qualification requirements.
- Prequalification by Fisheries and Oceans Canada is for the 2016 and 2017 fishing season only. It does not guarantee prequalification for subsequent years.
- Failure to comply at any time with national or regional criteria, statements of capability and/or commitments outlined above may result in the supplier being removed from Department's list of prequalified suppliers.

**Time and closing date for submission of a Statement of Capabilities for the actual process: December 29, 2017**

### **General Enquiries**

Toll free telephone: 1-877-535-7307, email: [fishing-peche@dfo-mpo.gc.ca](mailto:fishing-peche@dfo-mpo.gc.ca)

### **Regional Logbook Coordinators**

#### **Central & Arctic**

[XCAEAAInfo@dfo-mpo.gc.ca](mailto:XCAEAAInfo@dfo-mpo.gc.ca), Telephone: 867-979-8005, Fax: 867-979-8039  
P.O. Box 358, Iqaluit, NU X0A 0H0

#### **Gulf Region:**

Gaëlle Lemay: [StatisticsGLF@dfo-mpo.gc.ca](mailto:StatisticsGLF@dfo-mpo.gc.ca), Telephone: 506-851-7822

#### **Maritimes Region:**

Aaron Gillis: [Aaron.Gillis@dfo-mpo.gc.ca](mailto:Aaron.Gillis@dfo-mpo.gc.ca), Telephone: 902-426-6769

#### **Newfoundland and Labrador Region:**

Leslie Norman : [Leslie.Norman@dfo-mpo.gc.ca](mailto:Leslie.Norman@dfo-mpo.gc.ca) , Telephone: 709-772-4343

#### **Quebec Region:**

[Infostatqc@dfo-mpo.gc.ca](mailto:Infostatqc@dfo-mpo.gc.ca), Telephone: 418-648-2481