



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

Bid Receiving/Réception des soumissions

Procurement Hub | Centre d'approvisionnement
Fisheries and Oceans Canada | Pêches et Océans Canada
301 Bishop Drive | 301 promenade Bishop
Fredericton, NB E3C 2M6

Email - courriel: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

Proposal to: Fisheries and Oceans Canada

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

Proposition aux : Pêches et Océans Canada

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

Comments: - Commentaries :

Title – Sujet Tahltan Lake Sockeye Egg Collection		Date May 5, 2016
Solicitation No. – N° de l'invitation F5211-160115		
Client Reference No. - No. de référence du client F1622-164002		
Solicitation Closes – L'invitation prend fin At / à : 14:00 ADT(Atlantic Daylight Time) On / le : June 7, 2016		
F.O.B. – F.A.B Destination	GST – TPS See herein — Voir ci-inclus	Duty – Droits See herein — Voir ci-inclus
Destination of Goods and Services – Destinations des biens et services See herein — Voir ci-inclus		
Instructions See herein — Voir ci-inclus		
Address Inquiries to – Adresser toute demande de renseignements à Kimberly Walker Email – courriel: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca		
Delivery Required – Livraison exigée See herein — Voir ci-inclus	Delivery Offered – Livraison proposée	
Vendor Name, Address and Representative – Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	



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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with this bid solicitation

1.2 Statement of Work

The Work to be performed is detailed under Annex A of the resulting contract clauses.

1.3 Debriefings

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

1.4 Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at opo-boa@opo-boa.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Revision to Departmental Name: As this solicitation is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.

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

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

Section 01 – Integrity Provisions – Bid of 2003 referenced above is amended as follows:

Delete section 01 in its entirety.

Section 02 – Procurement Business Number – of 2003 referenced above is amended as follows:

Delete section 02 in its entirety.



2.2 Submission of Bids

Bids must be submitted only to Fisheries and Oceans Canada (DFO) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to DFO will not be accepted.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.



Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force **in the province or territory where the goods and/or services are to be rendered.**

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (one hard copy **OR** one soft copy in PDF format)

Section II: Financial Bid (one hard copy **OR** one soft copy in PDF format)

Section III: Certifications (one hard copy **OR** one soft copy in PDF format)



Please note that DFO prefers receipt of proposals in soft copy to the email address identified on page one of the solicitation. Emails must not exceed 8 MB (if over the limit Bidders are asked to send additional numbered emails)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

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

1. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
2. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Please see Annex C for details

4.1.1.2 Point Rated Technical Criteria

Please see Annex C for details



4.1.2 Financial Evaluation

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

4.2 Basis of Selection

4.2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price

SACC Manual Clause ([A0027T](#)) (2012-07-16)

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of **60** points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of **100** points.
2. Bids not meeting (choose "(a) or (b) or (c)" OR "(a) or (b) or (c) and (d)") will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be **70%** for the technical merit and **30%** for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of **70%**.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of **30%**.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 100 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (80%) and Price (20%)

	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	65/100	80/100	90/100
Bid Evaluated Price	\$45,000.00	\$50,000.00	\$55,000.00
Calculations			
Technical Merit Score	65/100 x 70 = 45.5	80/100 x 70 = 56	90/100 x 70 = 63
Pricing Score	45/45 x 30 = 30	45/50 x 30 = 27	45/55 x 30 = 24.55
Combined Rating	75.5	83	87.55
Overall Rating	3rd	2nd	1st

PART 5 - CERTIFICATIONS

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its



obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1 Certifications Precedent to Contract Award and Certifications Required with the Bid

5.1.1 Certifications Precedent to Contract Award

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

5.1.1.1 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.1.1.2 Insurance

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force.

5.1.2 Certifications Required with the Bid

Bidders must submit the following duly completed certifications with their bid.

5.1.2.1 Contractor's Representative

The Contractor's Representative for the Contract is:

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

5.1.2.2 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:

- a)** 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:

- b)** The status of the contractor (individual, unincorporated business, corporation or partnership:

- c)** 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:

- d)** 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



PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to this Contract.

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this contract is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.

6.3.1 General Conditions

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

Section 27 – Integrity Provisions – Contract of 2010C referenced above is amended as follows:

Delete section 27 in its entirety.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from on or about August 1, 2016 through to July 31, 2017 inclusive

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 5 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities



6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Kimberly Walker
Title: Senior Contracting Officer
Department: Fisheries and Oceans Canada
Directorate: Materiel and Procurement Services
Address: 301 Bishop Drive, Fredericton, NB E3C 2M6
E-mail address: DFOtenders-soumissionsMPO@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.

6.5.2 Project Authority (name to be provided at contract award)

The Project Authority for the Contract is:

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

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

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

6.5.3 Contractor's Representative (name to be provided at contract award)

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

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



6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

- 6.7.1.1 In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ _____ (*insert amount at contract award*) and Applicable Taxes are extra.
- 6.7.1.2 All prices and amounts of money in the Contract are exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable, unless otherwise indicated. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims for goods supplied or work performed and will be paid by Her Majesty. The Contractor agrees to remit to Canada Revenue Agency any GST or HST paid or due.
- 6.7.1.3 Any payment by Her Majesty under this contract is subject to there being an appropriation for the fiscal year in which the payment is to be made.

6.7.2 Limitation of Expenditure

SACC Manual clause [C6001C \(2013-04-25\)](#) Limitation of Expenditure

6.7.3 Multiple Payments

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

6.8 Invoicing Instructions

6.8.1 Payments will be made provided that:

6.8.1.1 The invoice(s) must be emailed to DFO Accounts Payable, at the email address indicated below:

Email: DFOinvoicing-MPOfacturation@DFO-MPO.GC.CA

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

6.9 Certifications

6.9.1 Compliance



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

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **the province or territory where the goods and/or services are to be rendered.**

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2015-07-03), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment (Schedule of Rates and Pricing Sheet)

6.12 Procurement Ombudsman

6.12.1 The Contractor confirms that it has read the Code of Conduct for Procurement and agrees to be bound by its terms.

6.12.2 The office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000.00 for Goods and under \$100,000.00 for Services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at opo-boa@opo-boa.gc.ca. You can also obtain more information on OPO services available to you on their website at www.opo-boa.gc.ca.

6.12.3 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>

6.13 Insurance G1005C (2016-01-28)

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.



ANNEX "A" STATEMENT OF WORK

1.0 Scope

1.1 Title

2016 - Tahltan Lake Sockeye Egg Collection

1.2 Introduction

Tahltan Lake is located on the Tahltan River, a tributary of the Stikine River in northwestern British Columbia. Tahltan Lake is accessible only by air. It is approximately 25 and 100 air km from Telegraph Creek and Dease Lake respectively, and 125 air km from Snettisham, Alaska. Tahltan Lake Sockeye migrate up the Stikine River encountering the lower river Canadian commercial fishery around mid to late June and enter Tahltan Lake from mid-July to early September. Historic return information and reporting is available from Fisheries and Oceans Canada, the Project Authority.

Tahltan Lake Sockeye are part of a joint enhancement program on Transboundary rivers involving Canada and the United States in which an egg take is conducted to increase fisheries harvest abundance. The Transboundary Rivers Annex of the Pacific Salmon Treaty outlines the enhancement objectives for the Stikine River.

The Tahltan Lake enhancement project has been completed annually since 1989. The enhancement project includes the collection of Sockeye Salmon brood stock from Tahltan Lake for egg takes and transfer of those eggs to Snettisham Hatchery in Juneau, Alaska for incubation.

1.3 Contract Dates

The Contract dates are as follows: Contract Award through to July 31, 2017 with the option to renew the contract for two (2) additional one year periods at the sole discretion of Fisheries and Oceans Canada (DFO)

Option periods if exercised will be August 1, 2017 through to July 31, 2018 and August 1, 2018 through to July 31, 2019.

1.4 Objectives of the Requirement

The Contractor is to collect eggs and milt from the Tahltan Lake Sockeye stock in B.C., fertilize on site, and transport the water hardened eggs to the Port Snettisham Hatchery in Alaska. The annual egg take target amount is 6 million eggs or a maximum of 30 percent of the Tahltan Lake sockeye spawning escapement, whichever is less. Fisheries and Oceans Canada (DFO) will assess annual salmon run size and determine the egg take target annually.

DFO's Tahltan Lake camp facilities and egg take equipment are to be used for the contract. A description of the facilities and equipment is found below.

The contractor will be responsible for mobilization of the worksite, planning and implementing the egg takes and transportation to Snettisham Hatchery, providing on site supervision, egg take crew members, camp cook, and any other logistical support required. Specific method requirements are identified in following sections.

The contract is carried out in the Iskut and Tahltan First Nations traditional territory. In previous contract years, local fisheries technicians have been employed as the egg take crew.

DFO employees will be on site, periodically participating in the project, conducting project inspections/audits, or involved in other work at the discretion of the Project Authority.



2.0 Requirements

2.1 Tasks, Activities, Deliverables and Milestones

The contractor will coordinate all aspects of mobilising field equipment for the project and maintaining fuels for the camp.

Brood Stock Collection:

Primary brood stock collection methods will include beach seining at a primary spawning location and additional angling effort may also be utilised on an annual review to supplement brood stock collection.

The angling effort requires very proficient experience in order to be successful. The contractor will conduct the brood stock holding, egg disinfection, egg fertilisation and delivery of eggs to Snettisham Hatchery as per the directions from DFO and those descriptions included in this Statement of Work.

6 million eggs, or the eggs from a maximum of 30 percent of the Tahltan Lake spawning escapement are to be taken. The average Tahltan Lake Sockeye escapement has been 31,020 from 1989-2014 and average fecundity is approximately 2,730 eggs/female over the same period. Sufficient males for a 1:1 spawning ratio are to be used.

Brood stock collection will be conducted at the main collection site via the use of a 60m * 6m * 4cm mesh seine net (to be provided by the Contractor) and near the weir during the end of the run when the fish present are ripe and spawning is occurring in the vicinity.

Supplemental collection activities may be required to augment the beach seining collection activities to achieve the egg take target. This additional effort is appropriate, when necessary, during the peak spawning period as described in key dates below. Several methods of alternative collection were piloted in 2010 by DFO staff, rod and reel collection at select sites on the lake proved to be the most effective means of collecting additional brood stock. Refer to Project Authority for angling methods employed.

Brood stock collection will begin on approximately August 28th or as directed by the Project Authority and will be based on estimated annual spawning timing. Past annual projects have begun from August 25 to September 1. The last day for brood stock collection will occur no later than September 25th or sooner should the egg take target be achieved or sufficient brood stock is held in pens.

If necessary, to achieve the egg take target, unripe fish will be held in net pens during progressive egg takes until October 5th. If the penned brood stock is not ripe for egg takes by October 5th, collection of eggs is to cease and penned brood stock released to allow natural spawning to occur unless otherwise directed by the Project Authority.

It is the Contractor's responsibility to obtain a Scientific Fish Collection Permit from the DFO Whitehorse office. http://www.pac.dfo-mpo.gc.ca/yukon/licence_sci-permis_sci-eng.html.

The onus is on the contractor to maintain their permit throughout the entirety of the contract. Please note that this permit must be renewed annually and be available in case of inspection.

Brood Stock Holding:

All female brood stock collected that are not yet ripe (green) and therefore not ready for egg takes must be transported to net pens to hold until ripe for egg takes. Eight net pen structures and two vexar pens will be provided by DFO, the contractor is to assemble and anchor the pens. Fish must be monitored and checked as required for ripeness and presence of disease, as per below egg take procedure, with the intent that handling and disturbance is minimized. Brood stock are to be spread about the available



holding pens to manage appropriate densities. Held fish should be sorted to distinguish ripe from green fish. Net pens must be positioned and managed to minimize disturbance by bears, prevent escapement from holding pens and maintain stability of anchoring. Concerns determined during holding and sorting practices should be communicated to the Project Authority.

Egg Take Procedure:

The Tahltan Sockeye stock is known to naturally carry Infectious Hematopoietic Necrosis Virus (IHNV) and Bacterial Kidney Disease (BKD). To reduce the transmission of these diseases, all spawners are to be inspected and any showing gross signs of BKD (internal or external) are to be removed from the egg take effort. Specific egg take methods are required by the Project Authority. World Health Organisation (OIE) fertilization and disinfection procedures are to be used. Specific methods are available upon request from the Project Authority. These protocols require a saline rinse in advance of and post fertilization, then two iodophor rinses before water hardening with IHNV free water. Special attention is to be given to the handling and sorting of brood stock, initial rinsing of eggs, iodophor disinfection application to eggs and iodophor solution recharging during egg disinfection. To facilitate optimal hatchery incubator loading and to minimize air charter costs, egg takes should be planned so that a minimum of 500,000 eggs are shipped per flight to the Snettisham Hatchery.

Egg Transport:

Water hardened eggs are to be transported along with a small volume of IHNV free water, embedded in ice as appropriate, in tightly sealed plastic bags contained within the coolers. Coolers, ice and IHNV free water is provided by Snettisham Hatchery upon coordination by contractor. Deliveries must be coordinated with U.S. Customs and Alaska Department of Fish and Game (ADF&G) Port Snettisham Hatchery in advance (see list of contacts). The primary means of egg transport will be by float plane based out of Telegraph Creek, BC but in the event that weather prevents the safe passage of the aircraft, then a helicopter based out of Dease Lake, BC or Juneau, Alaska may be used to move eggs in a timely period to maintain high egg survival.

Due to the highly variable weather and challenging flying conditions in the area, members of the egg take crew will not be permitted to be on board the egg transport flights.

A concurrent egg take will be taking place at Tatsamenie Lake, B.C. and it is possible that eggs collected there could be transported by the helicopter deployed to transport the eggs from Tahltan Lake. Communication by the Project Authority will be made with the project manager/egg take crew at Tatsamenie Lake to determine if this will be feasible.

Sampling:

- a. Samples of ovarian fluid and kidney tissue for IHNV/BKD screening will be collected from 60 females at the peak of spawning and forwarded on to ADF&G in Douglas (via Snettisham). Supplies for sampling will be provided upon coordination with Snettisham Hatchery.
- b. Otoliths and post-orbital hypural length data are to be collected from 400 brood stock adults (200 male & 200 female), spread out over the full duration of spawning activities. Vials will be provided by the Project Authority. All samples are to be delivered to the DFO Whitehorse office post project.

Health and Safety:

The Contractor is responsible for maintaining a work environment that is both safe and healthy. It is the responsibility of the Contractor to ensure that the work environment is free of known hazards and proper safe work procedures are used when conducting tasks (i.e. boat use, working near water). All safety and health issues/incidents are to be reported to the Project Authority by the Contractor, immediately. The *Yukon and Transboundary rivers area policy on field activities* which will help guide the Contractor in executing the program objectives. Bears are present in the area and a minimum of one firearm will be supplied by the



Contractor for protection from problem wildlife. Firearm use at a DFO facility must be in accordance with the *DFO Pacific Region Firearms Policy for Non-enforcement Staff*. Contractor staff, or a designated individual, is to be trained and capable of safely handling, storing and using firearms. Policies are available from the Project Authority upon request.

2.2 Specifications and Standards

The Contractor will be required to meet the standards identified particularly operational safety, egg collection and disinfection methods identified, daily reporting of activities, and timely delivery of fertilised viable eggs to Snettisham Hatchery. The Hatchery will provide feedback upon receipt of eggs describing the health of the shipments. Draft and Final reporting must meet timelines specified in 4.0 to inform DFO for project requirements. DFO will use the measure of annual egg's collected and health information from Snettisham to determine project success.

2.3 Technical, Operational and Organizational Environment

The project will be conducted in a remote camp with nearest fuel and air services located in Telegraph Creek BC. The camp has internet communication.

DFO collaborates with the State of Alaska to enhance sockeye stocks in the Stikine River drainage to improve fishery resources as part of the Pacific Salmon Treaty Transboundary Rivers Annex 4. Guidance for project objectives comes annually from the Transboundary River panel, of which DFO contributes. DFO manages this field project to collect sufficient eggs to meet these objectives in partnership with Snettisham Hatchery which incubates the eggs leading to the subsequent fry release back into Canadian lakes. The Canadian Food Inspection Agency regulates animal imports into Canada and requires the procedures specified in the Statement of Work. The project is conducted in Tahltan First Nation traditional territory. Subsequent to the project the results are assessed by DFO as the contract manager and the target results are assessed by the Transboundary Rivers Panel to determine fishery catch allocation values for each country. If project targets are not achieved Canada's fishery catch allocation may be penalised. Since 1989 this project has increased sockeye stocks in the Stikine drainage. This project includes the successful collection and delivery of the target number of eggs to Snettisham Hatchery in Juneau, Alaska.

2.4 Method and Source of Acceptance

Daily communication of activities meeting the objectives identified in the statement of work will assist in determining project satisfaction. In all aspects of the project the contractor must endeavour to maintain the health of the eggs from brood stock collection through to delivery. DFO will use the measure of annual egg's collected and health information from Snettisham to determine project success.

2.5 Reporting Requirements

The Contractor is to maintain a daily site log, detailing all fish culture procedures, brood stock capture, holding, sorting, spawning, egg-transport and contacts with ADF&G and DFO which are related to this statement of work. Daily updates will be provided to the Project Authority by the Contractor, via email, detailing the number of brood stock holding, the number ripe and green and eggs collected to date and any other issues that may arise. The contractor will also provide information on sockeye abundance in the collection area(s) over the course of the project and determine a plan to meet the egg collection target during the project.

A Draft summary report, and a copy of all field notes, detailing the biological/operational procedures and results will be submitted to the Project Authority by November 10, 2016. DFO will provide comments if necessary and a final summary report with comments incorporated must be submitted by November 30, 2016.

2.6 Project Management Control Procedures



The contractor's lead person for this project will be identified as the project lead (or termed as manager, coordinator or technical authority), managing the day to day activities during the project and must ensure that all project activities are consistently conducted as per the instructions listed in the Statement of Work and report daily on those activities according to reporting requirements. Daily communication between the contractor and DFO may include additional direction from DFO to meet project objectives.

2.7 Change Management Procedures

Changes in project scope may occur based on changes in project objectives, project requirements or annual direction from DFO. DFO may require changes in season or between contract years. In instances where it is identified by DFO and the contractor that this may require a modification to labour or equipment resources, an agreement will be reached that DFO accepts before proceeding.

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however the 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.

3.0 Other Terms and Conditions of the SOW

3.1 DFO Support

The DFO Tahltan Lake Camp facility is made up of ten structures to provide housing, cleaning, equipment storage and food preparation.

- One combination building of cooking, eating and single office space
- One 5 person accommodation cabin
- One 2 person supervisor's cabin
- One wall tent foundation platform (approx. 12ft x 20ft)
- Two storage sheds for equipment
- One shed for Washer and Dryer and food storage
- One cabin with shower and on demand hot water (propane)
- One outhouse
- One fuel storage shed

In addition to this, the lake outlet weir is directly adjacent to camp and two docks provide mooring.

The DFO facility at Tahltan Lake may be in use for ongoing programs, therefore the Contractor should be prepared to provide additional accommodations for staff and a generator (120V) to power the facility. Contact the Project Authority for information annual field plans. A reliable means of communication (satellite phone) will be required.

DFO and previous year equipment available includes:

- one 16ft aluminum boat c/w 40 hp. Outboard
- one 14ft aluminum boat c/w 20 hp. Outboard
- one 15ft aluminum boat c/w 30 hp. Outboard
- HF radio and antenna (DFO frequencies)
- Satellite Internet service for project communication
- 3000w Honda Generator (weekly oil changes required)



- 6500w Honda Generator (weekly oil changes required if used)
- Washer and Dryer
- 1 Large DFO tote for transporting anesthetized angled fish
- 1 Large white carcass tote
- 35 Metal Incubation trays
- 2 Coolers of muslin cloth for wet incubators
- 5 20L ovadine mixing jugs
- 2 Coolers of egg transport bags
- 2 Small sample coolers (BKD and IHNV)

3.2 Contractor's Obligations

Title to the equipment/furnishings charged against this Contract shall vest in Canada upon payment of invoiced amounts and shall remain so vested at all times.

For each pre-approved item of equipment/furnishings that is purchased, the Contractor is to record the name, manufacturer, model number, serial number, optional equipment, supplier and price and forward this information to the Project Authority.

The Contractor must label all equipment/furnishings as being the property of Canada.

Notwithstanding the fact that the equipment/furnishings under this Contract become vested in Canada, the equipment/furnishings must remain within the custody and control of the Contractor until such time as the Project Authority provides instructions for its delivery. During this period of time, the Contractor must take reasonable and proper care of the equipment/furnishings.

The contractor must inventory materials and equipment for reporting that are remaining at the end of the project and will store what can withstand cold winter conditions in the storage shed onsite for subsequent project activities. The contractor will report on the problems with the condition of the camp, boats and field equipment as necessary so as to assist DFO in maintaining an operational camp.

The Contractor must maintain their 'Firearm Possession Only Licence (POL) or Firearms Possession and Acquisition License (PAL)' as applicable throughout the duration of the contract.

The Contractor will ensure that at least one member of the team will have bear awareness training.

3.3 Location of Work, Work site and Delivery Point

Due to existing workload and deadlines, all personnel assigned to the contract must be ready to work in close and frequent contact with the Departmental Representative and other departmental personnel.

The contractor is responsible for mobilizing equipment and personnel to the project site. Normal access is vehicle to Telegraph Creek then by floatplane to Tahltan Lake. All operational fieldwork will occur at Tahltan Lake and crews are expected to reside there for the duration of the project.

3.4 Language of Work

All project operations and reporting are to be in English.

3.5 Special Requirements

It is the Contractor's responsibility to obtain a Scientific Fish Collection Permit from the DFO Whitehorse office. http://www.pac.dfo-mpo.gc.ca/yukon/licence_sci-permis_sci-eng.html.

Cross border deliveries must be coordinated with U.S. Customs. Typical coordination is between the contractor and the air service supplier with sufficient time that the air charter can secure border crossing approval. Additional coordination with the ADF&G Port Snettisham Hatchery in advance of deliveries to



enable preparation to receive the eggs is required (contact names provided at contract award).

4.0 Project Schedule

The services of the Contractor will be required for a period of approximately 1 month commencing on or about August 25, 2016. The expected completion date of the field portion of this project is September 28 to October 5, 2016 depending on progress to date in achieving the target and holding broodstock. Final project reporting is to conclude by November 30, 2016.

Brood Stock collection	August 28 th – September 25 th
Peak spawning period	September 10 th - 25 th
Spawning period	August 25 th - September 30 th
Egg Collection Period	August 28 th to October 5 th
Fecundity	~ 2,730
Adults to be used	~ 4,400

Entry of Sockeye into the lake occurs in mid-July and continues into early September. Adults remain deep in the lake until ripe, then beach spawn at 1 to 3+ meter depths.

Activity	Approximate Dates	Responsibility
Assemble and mobilise equipment, supplies and crew to Tahltan Lake	By August 25, 2016	Contractor
Organise camp and egg take site for operations	August 26 and 27, 2016	Contractor
Conduct broodstock collection, sorting, egg collection and shipment with daily updates.	August 28-Sept 25, 2016 (Held brood stock may be sorted and eggs collected until Oct 5, 2016 upon which all are released)	Contractor
Demobilise camp, store remaining materials, document maintenance required for reporting.	End of field project component, late September	Contractor
Draft Reporting submission	November 10, 2016	Contractor
Review and finalisation of Project Report	November 30, 2016	DFO/Contractor
Receipt and processing of Invoicing	By Dec 31, 2016	DFO



ANNEX "B" BASIS OF PAYMENT

Pricing and Basis of Payment

For the provision of all professional services, including all associated costs necessary to carry out the required work

Initial Contract Period August 1, 2016 – July 31, 2017

All Inclusive Total Cost \$ _____ + HST/GST

1st Option Year – August 1, 2017 – July 31, 2018

All Inclusive Total Cost \$ _____ + HST/GST

2nd Option Year – August 1, 2018 – July 31, 2019

All Inclusive Total Cost \$ _____ + HST/GST



ANNEX "C" EVALUATION CRITERIA

PROPOSALS:

The bidder's proposal must demonstrate that similar services to those described in the Statement of Work have been provided.

MANDATORY REQUIREMENTS:

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

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

No.	Mandatory Criteria	Meets Criteria (✓)	Proposal Page No.
M1	Bidders must demonstrate they have successfully provided services similar to those identified in the statement of work (SOW). To demonstrate their experience, bidders must provide details on two (2) previous projects that have been completed or ongoing within the last seven (7) years from the closing date of this RFP. The projects must have included a range of requirements similar to those outlined in the SOW. Bidders must identify: <ul style="list-style-type: none"> • the name of the client; • the period during which the service was provided; • a detailed outline of the services provided; and • contact names, positions/titles and contact information (telephone numbers, email addresses, etc.) for verification purposes. 		
M2	The proposal must include details of a Health and Safety Plan.		



RATED REQUIREMENTS:

Bidder must achieve a minimum score of 60 possible points (60%) of the Rated Criteria in order to be considered technically responsive. Bids failing to meet the minimum score required will be deemed non-compliant and given no further consideration.

Total points (R1 & R2): 100 points maximum / Pass = 60 points minimum

Criterion	Max Points	Evaluation Grid	Evaluated Score	Reference to Résumé: Page # & Project #
R1	Approach and Methodology (max 60 points)			
a	20	Description is: - Not included: 0 points - Minimum details are provided. Details are incomplete: 5 points - Details provided demonstrate a good understanding of the requirements: 10 points - Details provided are clear and demonstrate a complete and thorough understanding of the requirements: 15 points		
b	15	Description is: - Not included: 0 points - Minimum details are provided. Details are incomplete: 5 points - Details provided demonstrate a good understanding of the requirements: 10 points - Details provided are clear and demonstrate a complete and thorough understanding of the requirements: 15 points		



Criterion		Max Points	Evaluation Grid	Evaluated Score	Reference to Résumé: Page # & Project #
c	Describe aspects of quality control and contingency planning	15	Description is: - Not included: 0 points - Minimum details are provided. Details are incomplete: 5 points - Details provided demonstrate a good understanding of the requirements: 10 points - Details provided are clear and demonstrate a complete and thorough understanding of the requirements: 15 points		
d	A listing of personnel you propose to assign to carry out this work, the specific responsibilities for each member of the team, and resumes of each individual's qualifications and experience, particularly as it relates to this project.	15	Description is: - Not included: 0 points - Minimum details are provided. Details are incomplete: 5 points - Details provided demonstrate a good understanding of the requirements: 10 points - Details provided are clear and demonstrate a complete and thorough understanding of the requirements: 15 points		
R2	Project Team Experience (max 40 points) Bidders should provide details on the Project Manager, the Assistant Manager and fish technicians to be assigned to the project.				
a	Please provide proof of the proposed Project Manager's number of cumulative years' experience in completing projects of similar scope and value.	15	Project Manager: Less than 3 years = 0 points 3 - 5 years = 5 points 6 – 7 years = 10 points 7 - 8 years = 12 points		



Criterion		Max Points	Evaluation Grid	Evaluated Score	Reference to Résumé: Page # & Project #
			8 or more years = 15 points		
b	Please provide proof of the proposed Field Supervisor's number of cumulative years' experience in conducting similar projects and supervision of a minimum of three (3) staff.	15	Field Supervisor Less than 5 years = 0 points 5 years = 10 points 6 – 7 years = 12 points 8 or more years = 15 points		
c	Demonstrate the fish technician's experience. The minimum requirement for at least one of the technicians is two (2) cumulative years of experience in similar activities.	10	Technician Less than 2 years = 0 points 2 years = 5 points 4 – 6 years = 8 points 7 or more years = 10 points		

Cost Evaluation (total maximum of 100 points)

Of those proposals determined to be technically responsive, the lowest cost proposal will be awarded the maximum number of points assigned for cost (100 points). The points for cost for the remaining technically responsive proposals will be allocated on a pro-rata basis.

BASIS OF SELECTION:

The compliant bidder with the highest combined rated criteria points (70%) and price points (30%) shall be selected as the bidder providing best value and recommended for contract award.