

**RETURN OFFERS TO:  
RETOURNER LES OFFRES À:**

Bid Receiving/Réception des  
sousmissions

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

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soumissionsMPO@dfo-mpo.gc.ca](mailto:DFOTenders-soumissionsMPO@dfo-mpo.gc.ca)

**REQUEST FOR STANDING  
OFFER**

**DEMANDE D'OFFRES À  
COMMANDES**

Offer 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.

Offre 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 :

<b>Title – Sujet</b> BC Interior Fraser and Thompson River Catch Monitoring Program		<b>Date</b> June 20, 2016
<b>Solicitation No. – N° de l'invitation</b> F5211-160086		
<b>Client Reference No. - No. De Référence du Client</b> F1652-150055		
<b>Solicitation Closes – L'invitation prend fin</b> <b>At / à :</b> 14:00 ADT ADT (Atlantic Daylight Time)/ HAA (heure avancée de l'Atlantique) <b>On / le :</b> July 20, 2016		
<b>F.O.B. – F.A.B</b> Destination	<b>GST – TPS</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir aux présentes		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Jennifer Beamish Senior Contracting Officer Fisheries and Oceans Canada <b>Email – courriel:</b> <a href="mailto:DFOTenders-soumissionsMPO@dfo-mpo.gc.ca">DFOTenders-soumissionsMPO@dfo-mpo.gc.ca</a>		
<b>Delivery Required – Livraison exigée</b> See herein — Voir aux présentes	<b>Delivery Offered – Livraison proposée</b>	
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:</b>		
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>		
<b>Signature</b>	<b>Date</b>	

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1            General Information: provides a general description of the requirement;
- Part 2            Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3            Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4            Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5            Certifications: includes the certifications to be provided;
- Part 6            Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7            7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, and any other annexes

### **1.2 Summary**

Fisheries and Oceans Canada requires up to 13 Standing Offers to carry out work associated with the First Nations Food, Social & Ceremonial (FSC) fishery and the Recreational fishery. Catch Monitoring activities are based throughout several geographical areas and includes multiple sites on the Fraser River and Thompson River watersheds within the British Columbia Interior (BCI) area. The Offeror and their resources (monitors) are required to carry out the work as described under the tasks section of the applicable Appendix based on project name and geographical location, and oversee the work to ensure it is performed properly and completely.

This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see [Annex 9.4](#) of the *Supply Manual*.

This procurement is set aside from the international trade agreements under the provision each has for set-asides for small and minority businesses.

Further to Article 1802 of the Agreement on Internal Trade (AIT), AIT does not apply to this procurement.

### **1.3 Debriefings**

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers 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](mailto: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](http://www.opo-boa.gc.ca).

## **PART 2 - OFFEROR INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2015-07-03) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Section 01 – Integrity Provisions – Offer of 2006 referenced above is amended as follows:

Delete section 01 in its entirety.

Section 02 – Procurement Business Number – of 2006 referenced above is amended as follows:

Delete section 02 in its entirety.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

### **2.2 Submission of Offers**

Offers 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 Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to DFO will not be accepted.

### **2.3 Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than **SEVEN (7)** calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors 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 Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

## 2.4 **Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in **British Columbia**.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 Offerors.

## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1. Offer Preparation Instructions**

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I:	Technical Offer	(one (1) hard copy <b>OR</b> one (1) soft copy in PDF format)
Section II:	Financial Offer	(one (1) hard copy <b>OR</b> one (1) soft copy in PDF format)
Section III:	Certifications	(one (1) hard copy <b>OR</b> one (1) soft copy in PDF format)

**Please note that DFO prefers receipt of offers in soft copy to the email address identified on page one of the solicitation. Emails must not exceed 8 MB (if over the limit Offerors 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 offer only. No prices must be indicated in any other section of the offer.

Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

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

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, Offerors 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 Offer**

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

#### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the Appendix #B to Annex A - Statement of Work, Basis of Payment for the geographical area which they are providing an offer. The total amount of Applicable Taxes must be shown separately.

##### **3.1.1 Payment by Credit Card**

Canada requests that Offerors complete one of the following:

- (a) ( ) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.



The following credit card(s) are accepted:

Master Card \_\_\_\_\_

- (b) ( ) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

### **3.1.2 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

### **Section III: Certifications**

Offerors must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Please see Appendix #C to Annex A – Statement of Work for Details

##### **4.1.1.2 Point Rated Technical Criteria**

Please see Appendix #C to Annex A – Statement of Work for Details

#### **4.1.2 Financial Evaluation**

*SACC Manual* Clause [M0220T](#) (2016-01-28), Evaluation of Price

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

### **4.2 Basis Of Selection – Highest Combined Rating Of Technical Merit (60%) And Price (40%)**

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 20 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 75 points.

2. Bids not meeting (a) or (b) or (c) 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 60% for the technical merit and 40% 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 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
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 an agreement.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

<b>Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)</b>				
		<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	<b>Pricing Score</b>	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
<b>Combined Rating</b>		83.84	75.56	80.89
<b>Overall Rating</b>		1st	3rd	2nd

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### **5.1 Certifications Required with the Offer**

Offerors must submit the following duly completed certifications as part of their offer.

#### **5.1.1 Set-aside for Aboriginal Business**

1. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see [Annex 9.4](#) of the *Supply Manual*.
2. The Offeror:
  - i. certifies that it meets, and will continue to meet throughout the duration of the Offer, the requirements described in the above-mentioned annex.
  - ii. agrees that any subcontractor it engages under the Offer must satisfy the requirements described in the above-mentioned annex.
  - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Offeror must check the applicable box below:
  - i.  The Offeror is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.

**OR**

  - ii.  The Offeror is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.
4. The Offeror must check the applicable box below:
  - i.  The Aboriginal business has fewer than six full-time employees.

**OR**

  - ii.  The Aboriginal business has six or more full-time employees.
5. The Offeror must, upon request by Canada, provide all information and evidence supporting this certification. The Offeror must ensure that this evidence will be

available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Offeror must provide all reasonably required facilities for any audits.

6. By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

#### 5.1.1.1 Owner/Employee Certification - Set-aside for Aboriginal Business

If requested by the Standing Offer Authority, the Offeror must provide the following certification for each owner and employee who is Aboriginal:

1. I am \_\_\_\_\_ (*insert "an owner" and/or "a full-time employee"*) of \_\_\_\_\_ (*insert name of business*), and an Aboriginal person, as defined in [Annex 9.4](#) of the *Supply Manual* entitled "Requirements for the Set-Aside Program for Aboriginal Business".
2. I certify that the above statement is true and consent to its verification upon request by Canada.

\_\_\_\_\_  
Printed name of owner and/or employee

\_\_\_\_\_  
Signature of owner and/or employee

\_\_\_\_\_  
Date

## 5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

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

### 5.2.1 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada-Labour's](#) website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

### 5.2.2 Additional Certifications Precedent to Issuance of a Standing Offer

#### 5.2.2.1 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as

required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

### 5.2.2.2 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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension?

YES ( )                      NO ( )

If so, the Offeror must provide the following information, for all FPS 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

YES ( )                      NO ( )

If so, the Offeror 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.

#### 5.2.2.3 Offeror's Representative

The Offeror's Representative for the Agreement is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### 5.2.2.4 Supplementary Offeror 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 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **6.1 Security Requirements**

There is no security requirement applicable to this Standing Offer.

### **6.2 Insurance Requirements**

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex D.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### A7.1 Offer

The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

#### A7.2 Security Requirements

There is no security requirement applicable to this Standing Offer.

#### A7.3 Standard Clauses and Conditions

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

##### A7.3.1 General Conditions

[2005](#) (2015-09-03) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

Section 11 – Integrity Provisions – Standing Offer of 2005 referenced above is amended as follows:

Delete section 11 in its entirety.

##### A7.3.2 Standing Offers Reporting

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

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

The data must be submitted on a **semi-annual** basis to the Standing Offer Authority.

The semi-annual reporting periods are defined as follows:

- Report 1: April 1 to September 30;
- Report 2: October 1 to March 31;

The data must be submitted to the Standing Offer Authority no later than 30 calendar days after the end of the reporting period.

## **A7.4 Term of Standing Offer**

### **A7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from Offer Award to March 31, 2018, with four (4) options to extend the Standing Offer, each for an additional one (1) year period.

### **A7.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional **four (4) one (1) year periods**, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority **five (5)** days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

## **A7.5. Authorities**

### **A7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Morgan Marchand  
Title: A/Senior Contracting Officer  
Department: Fisheries and Oceans Canada  
Directorate: Materiel Management and Procurement Services  
Address: 301 Bishop Drive, Fredericton, New Brunswick, E3C 2M6

Telephone: 506-452-3660  
E-mail address: DFOtenders\_soumissionsMPO@DFO-MPO.GC.CA

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### **A7.5.2 Technical Authority**

The Technical Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Technical Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### **A7.5.3 Offeror's Representative**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

#### **A7.6 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.

#### **A7.7 Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is: Fisheries and Oceans Canada.

#### **A7.8 Call-up Procedures**

A7.8.1 Any call-up for Work against this Standing Offer will be processed as follows:

A7.8.1.1 The Technical Authority will provide the Offeror with the following information:

- i. the description of the services required and the location coordinates;
- ii. the schedule deemed acceptable by the identified User, if applicable.

A7.8.1.2 The cost per service call will be established in accordance with the Basis of Payment, attached hereto as Appendix “#B”

A7.8.1.3 The Offeror will be authorized by the identified User to proceed with the Work by the issuance of a duly completed and signed Call-up from a Purchase Order form. The Offeror shall not commence any work until it has received a Call-up which is signed by the Identified User. The Offeror acknowledges that any and all work performed in the absence of a signed call-up will be done at its own risk, and Canada shall not be liable for payment therefore.

A7.8.2 A call-up made against this Standing Offer shall form a contract only for those goods or services, or both, which have been called-up, provided always that such call-up is made in accordance with the provisions of this Standing Offer.

#### **A7.9 Call-up Instrument**

The Work will be authorized or confirmed by the Identified User(s) using a Call-up Form.

#### **A7.10 Limitation of Call-ups**

To be inserted at Offer Award

#### **A7.11 Financial Limitation**

To be Inserted at Offer Award

## **A7.12 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2015-09-03), General Conditions - Standing Offers - Goods or Services
- d) the general conditions [2010C](#) (2015-09-03), General Conditions - Services (Medium Complexity) ;
- e) Annex A, Statement of Work;
- f) Appendix "#A", Statement of Work
- g) Appendix "#B", Basis of Payment;
- h) Annex B, Security Requirements Check List;
- i) Annex C, Insurance Requirements;
- j) Annex D, Standing Offers Reporting;
- k) the Offeror's offer dated \_\_\_\_\_.

## **A7.13 Certifications**

### **A7.13.1 Compliance**

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing additional information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

### **A7.13.2 Status and Availability of Resources**

If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror is unable to provide a substitute with similar qualifications and experience, Canada may set aside the standing offer.

### **A7.13.3 Aboriginal Business Certification**

1. The Contractor warrants that its certification of compliance is accurate and complete and in accordance with the "Requirements for the Set-aside Program for Aboriginal Business" detailed in [Annex 9.4](#) of the *Supply Manual*.

2. The Contractor must keep proper records and documentation relating to the accuracy of the certification provided to Canada. The Contractor must obtain the written consent of the Contracting Authority before disposing of any such records or documentation before the expiration of six years after final payment under the Contract, or until settlement of all outstanding claims and disputes, under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audits.
3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

#### **A7.14 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (*Insert the name of the province or territory as specified by the Offeror in its offer, if applicable*)

#### **A7.15 Insurance – Specific Requirements**

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

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. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors; coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

#### **A7.16 SACC Manual Clauses**

SACC Manual clause	<a href="#">A0285C</a> (2007-05-25)	Workers Compensation
SACC Manual clause	<a href="#">A9068C</a> (2010-01-11)	Government Site Regulations
SACC Manual clause	<a href="#">B6802C</a> (2007-11-30)	Government Property

## B. RESULTING CONTRACT CLAUSES

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

### B7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

### B7.2 Standard Clauses and Conditions

[2010C](#) (2015-09-03), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 - Interest on Overdue Accounts, of [2010C](#) (2015-09-03), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

Section 27 – Integrity Provisions – Contract of [2010C](#) (2015-09-03) referenced above is amended as follows:

Delete section 27 in its entirety.

### B7.3 Term of Contract

#### B7.3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

### B7.4 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.

### B7.5 Payment

#### B7.5.1 Basis of Payment

B7.5.1.1 In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit prices as specified in Appendix #B for a cost of \$ \_\_\_\_\_ (*insert the mount at contract award*). Customs duties are included and Applicable Taxes are extra.

B7.5.1.2 Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### **B7.5.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **B7.5.3 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 performed has been accepted by Canada.

### **B7.5.4 SACC Manual Clauses**

SACC Manual Clause C2000C (2007-11-30) Taxes - Foreign-based Contractor

### **B7.5.5 Payment by Credit Card**

The following credit card is accepted: \_\_\_\_\_.

## **B7.6 Invoicing Instructions**

- (a) The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.



- (b) Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Technical Authority.
- (c) The Contractor must provide the original of each invoice to the Technical Authority and a copy must be emailed to DFO Accounts Payable, at the email address indicated below:

Email: [DFOinvoicing-MPOfacturation@DFO-MPO.GC.CA](mailto:DFOinvoicing-MPOfacturation@DFO-MPO.GC.CA)

## **ANNEX A - STATEMENT OF WORK**

### **1.0 TITLE: BC INTERIOR FRASER/THOMPSON CATCH MONITORING PROGRAM**

#### **2.0 Introduction**

The Department of Fisheries and Oceans Canada (DFO) has a mandate to lead the federal role in managing Canada's fisheries and safeguarding its waters. DFO works with First Nations and stakeholders to manage the salmon harvest and ensure long-term conservation requirements are met. Reliable, timely, and accessible fisheries information is the foundation of sustainable management. Key pieces of information required for management include estimates of catch and effort and DFO requires fisheries Monitors to collect information to produce estimates of catch. Monitors interview fishers to collect harvest and release information and monitor fishing effort. Information is then forwarded to DFO.

#### **2.1 Objectives of the Requirement**

Fisheries and Oceans Canada requires up to 13 Standing Offers to carry out work associated with the First Nations Food, Social & Ceremonial (FSC) fishery and the Recreational fishery. Catch Monitoring activities are based throughout several geographical areas and includes multiple sites on the Fraser River and Thompson River watersheds within the British Columbia Interior (BCI) area. The Offeror and their resources (monitors) are required to carry out the work as described under the tasks section of the applicable Appendix based on project name and geographical location, and oversee the work to ensure it is performed properly and completely.

#### **3.0 Requirements**

##### **3.1 Tasks, Activities, Deliverables and Milestones**

The BCI Fraser/Thompson catch monitoring program extends throughout a large area with multiple project areas as further described in the following Appendices:

1. Mid Fraser Food, Social, Ceremonial Catch Monitoring Program - Fraser River Sawmill Creek to Texas Creek
2. Mid Fraser Food, Social, Ceremonial, & Recreational Catch Monitoring Program - Fraser River Texas Creek to Kelly Creek
3. Upper Fraser Food, Social, Ceremonial Catch Monitoring Program - Deadman Creek to Naver Creek/Chilcotin River
4. Recreational Catch Monitoring Program - South Thompson River
5. Recreational Catch Monitoring Program - Thompson River at Juniper Beach and Ashcroft
6. Recreational Catch Monitoring Program - Osoyoos Lake
7. Recreational Catch Monitoring Program - Thompson River at Savona
8. Recreational Catch Monitoring Program - North Thompson/ Clearwater River
9. Recreational Catch Monitoring Program - Fraser River at Seton
10. Recreational Catch Monitoring Program - Thompson River at Spence's Bridge
11. Recreational Catch Monitoring Program - Mabel Lake Marina
12. Recreational Catch Monitoring Program - Mabel Lake Resort
13. Recreational Catch Monitoring Program - Middle Shuswap River

Monitors must conduct patrols to interview fishers for the purpose of collecting harvest information such as type of gear used, length of time spent fishing, species caught and released, hourly levels of effort by gear type(fishing activity), biological sampling, relay of fishing opening or closure information, and reporting of illegal fishing activities.

### **3.2 Specifications and Standards**

The Offeror must ensure that the resources fulfill duties of the job and submit accurate and complete data by the agreed upon deadline. The Offeror must provide the deliverables outlined in each Appendix of interest in this Statement of Work within the outlined timeframe.

### **3.3 Technical, Operational and Organizational Environment**

These tasks must be carried out at numerous locations on the Fraser River and Thompson River watersheds within the BCI. Monitors can expect to work in adverse weather conditions, complex terrain, remote areas, close to swift moving water, and must be able to communicate with fishers in a knowledgeable and professional manner. Therefore monitors must be in good health, and will be required to work long days in a wide range of climatic conditions.

### **3.4 Method and Source of Acceptance**

Monitors will be required to sample the effort and catch in First Nations Food, Social and Ceremonial and/or recreational fisheries. Monitors will also be required to collect biological samples from various salmon species as required.

Monitoring information will be acquired through observation and communication with fishers, recorded on datasheets supplied by DFO and securely maintained until submitted to the Program Administrator. Data sheets and biological samples will be reviewed by assigned DFO personal to determine performance. Testing to measure quality of the work includes the ability to use deliverables to produce a defensible estimate of harvest and the provision of stock composition information.

### **3.5 Reporting Requirements**

The Offeror must ensure that all shifts are completed and all data is provided to DFO on specified timelines.

The Offeror must also ensure that all data collected is accurate and complete.

### **3.6 Project Management Control Procedures**

The individual to be identified in the contract as the Project Manager or Technical Authority shall consult with the Offeror as required during the duration of the contract to identify or resolve any issues that may arise.

### **3.7 Change Management Procedures**

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up the Contracting Authority is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

## **4.0 Other Terms and Conditions of the SOW**

### **4.1 Authorities**

**Standing Offer Project Authority**  
*To be named on Offer award*

## 4.2 DFO Responsibilities

DFO, British Columbia Interior (BCI), Resource Management Catch Monitoring staff will provide technical assistance and/or advice as required.

Both parties to the agreement will participate in an in person pre-contract start up meeting on a date that is mutually convenient.

## 4.3 Offeror's Responsibilities

**All equipment and gear provided to the Offeror to carry out the described work is the property of DFO and shall be returned on completion of the project.**

It is recommended that the Offeror also name an alternate designated to fill in for sick days, holidays, or any event that requires coverage.

Incomplete shift coverage or data collection, which does not produce a defensible catch estimate, will result in non-payment by the Crown.

### 4.3.1 Offeror Qualifications:

The Offeror shall oversee the work as stipulated with each of the applicable tasks and provide accurate and complete data in accordance with the specifications described.

Monitors can expect to work in adverse weather conditions, complex terrain, remote areas, close to swift moving water, and must be able to communicate with fishers in a knowledgeable and professional manner. Therefore monitors must be in good health, and will be required to work long days in a wide range of climatic conditions.

It is **preferred** that Monitors have:

- Past fisheries monitoring experience
- A valid B.C driver's license
- Valid Level 1 First Aid & CPR
- Swift Water Awareness or Swift Water Rescue
- Bear Awareness Training

## 4.4 Location of Work, Work site and Delivery Point

The tasks must be carried out as detailed in each Appendix at the location specified on the Fraser River and Thompson River watersheds within the British Columbia Interior area.

## 4.5 Language of Work

The language of work and deliverables is English.

## 4.6 Insurance Requirements

The Offeror shall, concurrently with the execution of this contract, place and maintain at all times during the execution of the work covered by this contract, Worker's Compensation Insurance **or** like Personal Injury Insurance. It is also a requirement of the contract that all safety protocols outlined at the orientation session be adhered to and all applicable safety gear worn at all times.

#### **4.7 Travel and Living**

Any authorized travel and living expenses will be reimbursed in accordance with the Treasury Board guidelines applicable at the time for the mileage incurred as part of the work.

#### **5.0 Annual Work Schedule**

##### **5.1 Expected Start and Completion Dates**

The offer period is from approximately May 1 to April 30 each year; however the work period must be completed as specified in each Appendix.

## **APPENDIX 1: MID FRASER FOOD, SOCIAL, CEREMONIAL CATCH MONITORING PROGRAM - FRASER RIVER SAWMILL CREEK TO TEXAS CREEK**

## **Appendix 1A: STATEMENT OF WORK FOR THE MID FRASER FOOD, SOCIAL, CEREMONIAL CATCH MONITORING PROGRAM - FRASER RIVER SAWMILL CREEK TO TEXAS CREEK**

### **TASK A - FIRST NATIONS FISHERY CATCH MONITORING (Food, Social & Ceremonial)**

#### **BACKGROUND:**

The First Nations Catch Monitoring Program covers a broad geographic area on the Fraser River from Sawmill Creek in the south to Naver Creek in the north, part of the Chilcotin River and the Thompson River downstream of the Bonaparte River. The catch monitoring program produces estimates of food, social and ceremonial (FSC) harvest of salmon on an annual basis for management purposes. This information is used pre-season in the development of fishing plans, in-season for making management decisions, and post-season as a gauge on how well fisheries and fisheries management decisions met the needs of conservation and allocation requirements.

#### **OBJECTIVE:**

The objective of the catch monitoring program is to produce accurate and timely estimates of FSC harvest of salmon by First Nations in the Mid-Fraser River, Thompson River and Upper Fraser River system to support sound management decisions. The importance of reliable catch estimates is paramount in the development of more accurate management plans to reduce impacts on stocks of concern and to ensure that the number of stocks of concern does not increase. The knowledge of when and where particular stocks or run timing groups are being harvested, and indicators of abundance, such as measures of catch per unit effort (CPUE), are vital tools in making in-season management decisions. To generate accurate and defensible estimates of harvest, monitors must be diligent in accurately completing all areas of the data forms provided by the DFO.

#### **ACTIVITIES:**

The Mid Fraser First Nations Catch Monitoring Program – Fraser River, Sawmill Creek to Texas Creek covers a broad geographic area within the Nlaka'pamux Nation Tribal Council traditional fishing area. Monitors must conduct patrols to interview fishers for the purpose of collecting harvest information such as:

- type of gear used;
- length of time spent fishing;
- species caught and released;
- hourly levels of effort by gear type(fishing activity);
- biological sampling including scale & DNA sampling time permitting;
- relay of fishing opening or closure information; and
- reporting of illegal fishing activities.

Fixed schedules must be collaboratively developed in-season to ensure adequate coverage is provided for the monitoring and sampling programs as a result of changing fishing plans. Pre-season fishing plans are developed based on the anticipated levels of return of numerous stock/run timing groups. Run timing and abundance estimates are derived from the best available information at the time. Fishing plans are often adjusted in-season on a weekly basis as new information becomes available on what the "actual" timing/run size may be. This requires program structures to be flexible, such as the catch monitoring program, to quickly adapt to the changing monitoring needs of a given fishery in-season when decisions are being made.

- Shift schedules and monitors must be flexible to accommodate for in-season changes to fishing openings and closures.
- Actual program coverage will be adjusted in-season to accommodate for changes in fishery openings and/or government priorities.
- Days monitored must be random including weekends, weekdays, before noon and afternoon.

- All shifts must be completed and all data provided to DFO in a timely fashion.
- Transportation for monitoring remains the responsibility of Offeror.
  
- Ensure all data collected is accurate and complete.

**DELIVERABLES:**

All data captured from the First Nations fishery catch monitoring activities outlined above, must be submitted weekly, by Monday the following work week.

- For the Mid Fraser River area, submission can be made by facsimile or delivered directly to the DFO Lillooet office (*location and number to be provided at award*).

**REPORTING REQUIREMENT:**

First Nations Fishery catch monitoring, completed data forms must be submitted by 10:00 a.m. Monday, including forms where no interviews were conducted.

**ESTIMATED LEVEL OF EFFORT:**

It is anticipated the work of the First Nations fishery catch monitoring projects will take the following time to complete:

Task	Location	Estimated Level of Effort (Hours)	# of Primary Resources Required	# of Back-up Resources Required
A	1) Mid Fraser Food, Social, Ceremonial Catch Monitoring Program - Fraser River Sawmill Creek to Texas Creek	It is anticipated the work of the project will take up to a ceiling of <b>3300</b> hours depending on sockeye abundance, fishery openings and government priorities to complete as determined by Fisheries and Oceans Canada.	10*	2

\*At least one of the primary resource having previous experience fisheries monitoring experience should be onsite at all time when work is being conducted.

**WORK PERIOD:**

**Expected Start and Completion Dates**

The offer period is from May 1 to April 30 each year; however the work period shall be as follows:

Period	Task A - First Nations Fishery Catch Monitoring (Food, Social & Ceremonial):
Firm Period	July 1, 2017 to September 30, 2017
Optional Period One	July 1, 2018 to September 30, 2018
Optional Period Two	July 1, 2019 to September 30, 2019
Optional Period Three	July 1, 2020 to September 30, 2020
Optional Period Four	July 1, 2021 to September 30, 2021



**APPENDIX 1B: BASIS OF PAYMENT FOR THE MID FRASER FOOD, SOCIAL, CEREMONIAL CATCH MONITORING PROGRAM - FRASER RIVER SAWMILL CREEK TO TEXAS CREEK**

The following is to be inserted at A7.10 and A7.11 at Standing Offer Award:

**A7.10 Limitation of Call-ups**

Individual call-ups against the Standing Offer processed by the Technical Authority must not exceed \$ 80,000.00 (Applicable taxes excluded).

Individual call-ups against the Standing Offer exceeding \$ 80,000.00 (Applicable taxes excluded) will be processed by the Standing Offer Authority up to the financial limitation.

**A7.11 Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$ 85,000.00 (Applicable Taxes excluded)** per year unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

**Note:**

- The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the above will be consistent with this data.
- No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

**Section A: Initial Period Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Offer Period is from date of Award to March 31, 2018 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

<b>TABLE A1: Professional Service Fees</b>				
<b>Description</b>		<b>Volumetric Data* (hours) (A)</b>	<b>Firm All-Inclusive Rate [GST/HST extra] (B)</b>	<b>Extended Estimated Price (A x B)</b>
1	All-inclusive cost for monitor hours	3300	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				<b>\$_____</b>

TABLE A2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <u>Treasury Board Travel Directive</u>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 10,000.00</b>

**Section B: Optional Period 1 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 1 is from date of April 1, 2018 to March 31, 2019 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

TABLE B1: Professional Service Fees			
Description	Volumetric Data* (hours) (A)	Firm All-Inclusive Rate [GST/HST extra] (B)	Extended Estimated Price (A x B)
1 All-inclusive cost for monitor hours	3300	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>			\$_____

TABLE B2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <u>Treasury Board Travel Directive</u>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 10,000.00</b>

**Section B: Optional Period 2 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 2 is from date of April 1, 2019 to March 31, 2020 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

TABLE B1: Professional Service Fees			
Description	Volumetric Data* (hours) (A)	Firm All-Inclusive Rate [GST/HST extra] (B)	Extended Estimated Price (A x B)
1 All-inclusive cost for monitor hours	3300	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>			\$_____

TABLE B2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <u>Treasury Board Travel Directive</u>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 10,000.00</b>

**Section B: Optional Period 3 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 3 is from date of April 1, 2020 to March 31, 2021 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

TABLE B1: Professional Service Fees			
Description	Volumetric Data* (hours) (A)	Firm All-Inclusive Rate [GST/HST extra] (B)	Extended Estimated Price (A x B)
1 All-inclusive cost for monitor hours	3300	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>			\$_____

TABLE B2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <u>Treasury Board Travel Directive</u>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 10,000.00</b>

**Section B: Optional Period 4 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 4 is from date of April 1, 2021 to March 31, 2022 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

<b>TABLE B1: Professional Service Fees</b>				
<b>Description</b>		<b>Volumetric Data* (hours) (A)</b>	<b>Firm All-Inclusive Rate [GST/HST extra] (B)</b>	<b>Extended Estimated Price (A x B)</b>
1	All-inclusive cost for monitor hours	3300	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				\$_____

<b>TABLE B2: Authorized Travel and Living Expenses</b>	
<b>Description</b>	<b>Limitation of Expenditure (in CDN)</b>
<p>1 The Contractor will be reimbursed for the authorized travel reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <u>Treasury Board Travel Directive</u>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 10,000.00</b>

**APPENDIX 1C: EVALUATION CRITERIA & SELECTION METHODOLOGY FOR THE MID FRASER FOOD, SOCIAL, CEREMONIAL CATCH MONITORING PROGRAM - FRASER RIVER SAWMILL CREEK TO TEXAS CREEK**

**MANDATORY CRITERIA:**

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

**The Offeror should include the following tables in their Offer, indicating that their Offer meets the mandatory criteria, and providing the Offer page number or section that contains information to verify that the criteria has been met.**

Mandatory Criteria		Meets Criteria (✓)	Offer Page No.
M1	The Offeror must, provide, with their Offer, a certification stating that they meet the definition of an Aboriginal business, according to the definition provided, on the date that the Offer was submitted, and an undertaking that the business will continue to meet this definition throughout the life of the agreement.		
M2	The Offeror must certify that they are able to provide the number of monitoring resources required (primary and back-up) for the geographical area with at least one primary monitor having completed a minimum of one (1) fisheries related project in the last five years.		

**RATED CRITERIA:**

Offeror must achieve a **minimum score of 10** possible points of the Rated Criteria in order to be considered technically responsive. Offers failing to meet the minimum score required will be deemed non-compliant and given no further consideration.

'R1' The Offeror				
Point Rated Technical Criterion	Max Points Available	Point Breakdown Structure	Evaluated Score [DFO use only]	Offer Page No. [Supplier to Fill-in]
R1.A Demonstrate relevant, previous work experience in fishery catch monitoring  *Relevant is defined as fisheries related experience	15	<ul style="list-style-type: none"> <li>The Offeror has completed more than 3 relevant projects in the past five years – <b>15 points</b></li> <li>The Offeror has completed 2-3 relevant projects in the past 5 years – <b>10 points</b></li> <li>The Offeror has completed 1 relevant project in the past 5 years – <b>5 points</b></li> <li>No information provided – <b>0 points</b></li> </ul>		
<b>TOTAL POINTS for R1</b>			<b>/15</b>	

<b>'R2' The Offeror's Proposed Resource</b>				
Offerors should provide a brief description or resume for the proposed resources(s) (primary and secondary) stating the individual's work experience, which indicates that the individual meets the below stated qualifications.				
Point Rated Technical Criterion	Max Points Available	Point Breakdown Structure	Evaluated Score [DFO use only]	Offer Page No. [Supplier to Fill-in]
<b>R2.A</b>	<b>15</b>	<ul style="list-style-type: none"> <li>• Primary Monitor having 2+ years of fishery monitoring experience – <b>15 Points</b></li> <li>• Primary Monitor having &lt; 2 years fishery monitoring – <b>10 points</b></li> <li>• Primary Monitor has relevant fisheries experience that is not monitoring – <b>5 points</b></li> <li>• Primary Monitor has no fisheries experience – <b>0 points</b></li> </ul>		
<b>R2.C</b>	<b>20</b>	<p>At least one named primary resource should have proof of the following valid certifications</p> <ul style="list-style-type: none"> <li>• Swift water awareness or Swift water Rescue training</li> <li>• Basic First Aid including CPR</li> <li>• A valid drivers licence</li> <li>• Bear Awareness Training</li> </ul> <p><i>*to demonstrate proof Offerors must provide a copy of the valid certification</i></p>	<p>Per certification to a maximum of 1 monitor:</p> <ul style="list-style-type: none"> <li>• <b>5 points</b> per certification listed per Monitor</li> <li>• <b>0 points</b> if certification was not provided</li> </ul>	
<b>TOTAL POINTS for R2</b>			<b>/35</b>	

<p><b>Rated Criterion 3: Knowledge and Understanding</b></p> <p><b>For the following criterion:</b></p> <p><b>0 points:</b> Unsatisfactory: No details provided. No approach and/or methodology and/or understanding was proposed.</p> <p><b>1 point:</b> Incomplete or limited explanation of how it will meet this requirement. The approach and/or methodology and/or understanding lack structure and coherence. Very few details are provided and some elements were not clearly addressed; major deficiencies exist with the objective and expected outcomes of this requirement. The Offeror does not demonstrate the minimum capability to meet any of the elements of the requirement.</p>
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**2 points:** Poor explanation of how it will meet this requirement. The approach and/or methodology and/or understanding has limited structure and coherence; the approach is rarely logical and often disorganized. There are several major deficiencies with the objective and expected outcomes of this requirement. Some major elements were not clearly addressed. The Offeror may meet the minimum capability to meet minor elements, but does not demonstrate the minimum capability to meet all of the major elements of the requirement.

**3 points:** Acceptable and adequate explanation of how it will meet this requirement. The approach and/or methodology and/or understanding is structured and coherent; although most of the major necessary details are provided, there are several minor deficiencies with the objective and expected outcomes of this requirement. Some minor elements were not clearly addressed. The Offeror demonstrates the minimum acceptable capability to meet most elements.

**4 points:** Good explanation of how it will meet this requirement. The approach and/or methodology and/or understanding structured and coherent and most of the necessary details are provided; minor deficiencies exist with the objective and expected outcomes of this requirement. The Offeror demonstrates the capability to adequately meet all elements of the requirement.

**5 points:** Excellent and in-depth and specific explanation on how it will meet this requirement. The approach and/or methodology and/or understanding is structured, coherent, and all necessary details are provided. No deficiencies exist. The Offeror demonstrates an understanding of the objective and expected outcomes of this requirement. The Offeror demonstrates the capability to fully meet all elements of the requirement.

Point Rated Technical Criterion		Max Points Available	Point Breakdown Structure	Evaluated Score [DFO use only]	Offer Page No. [Supplier to Fill-in]
R3.A	The Offeror should clearly describe the proposed approach and methodology to meet the requirements outlined in Annex A - Statement of work	5	Unsatisfactory = <b>0 points</b> Incomplete or limited explanation = <b>1 point</b> Poor explanation = <b>2 points</b> Acceptable explanation = <b>3 points</b> Good explanation = <b>4 points</b> Excellent/Comprehensive explanation = <b>5 points</b>		
<b>TOTAL POINTS for R3</b>				<b>/5</b>	

<b>Total Evaluated Score Minimum (20 points)</b>	<b>/55</b>
R1	/15
R2	/35
R3	/5

**APPENDIX 2: MID FRASER FOOD, SOCIAL, CEREMONIAL &  
RECREATIONAL CATCH MONITORING PROGRAM - FRASER RIVER TEXAS  
CREEK TO KELLY CREEK**



## **Appendix 2A: STATEMENT OF WORK FOR THE MID FRASER FOOD, SOCIAL, CEREMONIAL & RECREATIONAL CATCH MONITORING PROGRAM - FRASER RIVER TEXAS CREEK TO KELLY CREEK**

### **TASK A - FIRST NATIONS FISHERY CATCH MONITORING (Food, Social & Ceremonial)**

#### **BACKGROUND:**

The First Nations Catch Monitoring Program covers a broad geographic area on the Fraser River from Sawmill Creek in the south to Naver Creek in the north, part of the Chilcotin River and the Thompson River downstream of the Bonaparte River. The catch monitoring program produces estimates of food, social and ceremonial (FSC) harvest of salmon on an annual basis for management purposes. This information is used pre-season in the development of fishing plans, in-season for making management decisions, and post-season as a gauge on how well fisheries and fisheries management decisions met the needs of conservation and allocation requirements.

#### **OBJECTIVE:**

The objective of the catch monitoring program is to produce accurate and timely estimates of FSC harvest of salmon by First Nations in the Mid-Fraser River, Thompson River and Upper Fraser River system to support sound management decisions. The importance of reliable catch estimates is paramount in the development of more accurate management plans to reduce impacts on stocks of concern and to ensure that the number of stocks of concern does not increase. The knowledge of when and where particular stocks or run timing groups are being harvested, and indicators of abundance, such as measures of catch per unit effort (CPUE), are vital tools in making in-season management decisions. To generate accurate and defensible estimates of harvest, monitors must be diligent in accurately completing all areas of the data forms provided by the DFO.

#### **ACTIVITIES:**

The Mid Fraser First Nations Catch Monitoring Program – Fraser River, Texas Creek to Kelly Creek covers a broad geographic area within the Stl'atl'imx Nation Tribal Council traditional fishing area. Monitors must conduct patrols to interview fishers for the purpose of collecting harvest information such as:

- type of gear used;
- length of time spent fishing;
- species caught and released;
- hourly levels of effort by gear type(fishing activity);
- biological sampling including scale & DNA sampling time permitting;
- relay of fishing opening or closure information; and
- reporting of illegal fishing activities.

Fixed schedules must be collaboratively developed in-season to ensure adequate coverage is provided for the monitoring and sampling programs as a result of changing fishing plans. Pre-season fishing plans are developed based on the anticipated levels of return of numerous stock/run timing groups. Run timing and abundance estimates are derived from the best available information at the time. Fishing plans are often adjusted in-season on a weekly basis as new information becomes available on what the "actual" timing/run size may be. This requires program structures to be flexible, such as the catch monitoring program, to quickly adapt to the changing monitoring needs of a given fishery in-season when decisions are being made.

- Shift schedules and monitors must be flexible to accommodate for in-season changes to fishing openings and closures.
- Actual program coverage will be adjusted in-season to accommodate for changes in fishery openings and/or government priorities.

- Days monitored must be random including weekends, weekdays, before noon and afternoon.
- All shifts must be completed and all data provided to DFO in a timely fashion.
- Transportation for monitoring remains the responsibility of Offeror.
  
- Ensure all data collected is accurate and complete.

## **TASK B - RECREATIONAL FISHERY CATCH MONITORING**

### **BACKGROUND:**

The Fraser River and Thompson River both represent major salmon sports fishing locations. Poor returns of Chinook salmon to the Fraser River system resulted in the closure of all river sport fisheries for Chinook adults in 1980. Since then, returns have improved to an extent that has permitted the reopening of sport fisheries in selected areas. Creel surveys are a vital tool to monitor fishery performance, evaluate stock impacts, and provide the data upon which future management decisions can be made.

### **OBJECTIVE:**

Creel surveys are used to estimate total angler catch and effort. The information gathered in this survey will be used to determine the total number of salmon caught by recreational anglers and the amount of angler effort exerted during the opening of Fraser River and Thompson River watershed sport fisheries. Monitors must monitor fishing activities and interview fishermen to collect catch and effort information.

### **ACTIVITIES:**

The Bridge River Recreational fishery is located within the Stl'atl'imx Nation Tribal Council traditional fishing area. Provision of fishery Monitors is required to participate in this program. Monitors are required to gather information for the creel survey during open fishing times.

Monitors must conduct patrols to interview fishers for the purpose of collecting harvest information such as:

- type of gear used;
- length of time spent fishing;
- species caught or released;
- hourly levels of effort by gear type (fishing activity);
- biological sampling including scale and DNA sampling;
- relay of fishing opening or closure information; and
- reporting of illegal fishing activities.

Fixed schedules must be collaboratively developed to ensure adequate coverage is provided for the Recreational Sports Fishery. Pre-season fishing plans are developed based on the anticipated levels of return of numerous stock/run timing groups. Run timing and abundance estimates are derived from the best available information at the time.

- Shift schedules and monitors must be flexible to accommodate for in-season changes to fishing openings and closures.
- Actual program coverage will be adjusted in-season to accommodate for changes in fishery openings and/or government priorities.
- Days monitored must be random including weekends, weekdays, before noon and afternoon.
- All shifts must be completed and all data provided to DFO in a timely fashion.
- Transportation for monitoring remains the responsibility of Offeror.
- Ensure all data collected is accurate and complete.

**DELIVERABLES:**

**TASK A:** All data captured from the First Nations fishery catch monitoring activities outlined above, must be submitted weekly, by Monday the following work week. For the Mid Fraser River area, submission can be made by facsimile or delivered directly to the DFO Lillooet office (*location and number to be provided at award*).

**TASK B:** All data captured from the Recreational fishery catch monitoring activities outlined above must be submitted to the DFO Kamloops office (*location to be provided at award*), no later than one week following the last scheduled day of monitoring.

**REPORTING REQUIREMENT:**

- For TASK A - First Nations Fishery catch monitoring, completed data forms must be submitted by 10:00 a.m. Monday, including forms where no interviews were conducted.
- For TASK B - Recreational Fishery monitoring, all data forms must be submitted within one week from the last scheduled day of the creel survey.

**ESTIMATED LEVEL OF EFFORT:**

It is anticipated the work of the First Nations fishery catch monitoring projects will take the following time to complete:

Task	Location	Estimated Level of Effort (Hours)	# of Primary Resources Required	# of Back-up Resources Required
A	2) Mid Fraser Food, Social, Ceremonial, Catch Monitoring Program - Fraser River Texas Creek to Kelly Creek	It is anticipated the work of the project will take up to a ceiling of <b>1100</b> hours depending on sockeye abundance, fishery openings and government priorities to complete as determined by Fisheries and Oceans Canada.	2*	1
B	2) Mid Fraser Recreational Catch Monitoring Program - Bridge River			

\*At least one of the primary resource having previous experience fisheries monitoring experience should be onsite at all time when work is being conducted.

**WORK PERIOD:**

**Expected Start and Completion Dates**

The offer period is from May 1 to April 30 each year; however the work period shall be as follows:

Period	Task A - First Nations Fishery Catch Monitoring (Food, Social & Ceremonial):	Task B - Recreational Fishery Catch Monitoring
Firm Period	July 1, 2017 to September 30, 2017	June 1, 2017 to October 15, 2017
Optional Period One	July 1, 2018 to September 30, 2018	June 1, 2018 to October 15, 2018
Optional Period Two	July 1, 2019 to September 30, 2019	June 1, 2019 to October 15, 2019
Optional Period Three	July 1, 2020 to September 30, 2020	June 1, 2020 to October 15, 2020
Optional Period Four	July 1, 2021 to September 30, 2021	June 1, 2021 to October 15, 2021

**APPENDIX 2B: BASIS OF PAYMENT FOR THE MID FRASER FOOD, SOCIAL, CEREMONIAL & RECREATIONAL CATCH MONITORING PROGRAM - FRASER RIVER TEXAS CREEK TO KELLY CREEK**

The following is to be inserted at A7.10 and A7.11 at Standing Offer Award:

**A7.10 Limitation of Call-ups**

Individual call-ups against the Standing Offer processed by the Technical Authority must not exceed \$ 25,000.00 (Applicable taxes excluded).

Individual call-ups against the Standing Offer exceeding \$ 25,000.00 (Applicable taxes excluded) will be processed by the Standing Offer Authority up to the financial limitation.

**A7.11 Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$ 30,000.00 (Applicable Taxes excluded)** per year unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

**Note:**

- The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the above will be consistent with this data.
- No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

**Section A: Initial Period Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Offer Period is from date of Award to March 31, 2018 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

<b>TABLE A1: Professional Service Fees</b>				
<b>Description</b>		<b>Volumetric Data* (hours) (A)</b>	<b>Firm All-Inclusive Rate [GST/HST extra] (B)</b>	<b>Extended Estimated Price (A x B)</b>
1	All-inclusive cost for monitor hours	1100	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				<b>\$_____</b>

TABLE A2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <u>Treasury Board Travel Directive</u>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 1,000.00</b>

**Section B: Optional Period 1 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 1 is from date of April 1, 2018 to March 31, 2019 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

TABLE B1: Professional Service Fees			
Description	Volumetric Data* (hours) (A)	Firm All-Inclusive Rate [GST/HST extra] (B) \$_____ Per Hour	Extended Estimated Price (A x B) \$_____
1 All-inclusive cost for monitor hours	1100	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>			<b>\$_____</b>

TABLE B2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
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**Section B: Optional Period 2 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 2 is from date of April 1, 2019 to March 31, 2020 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

TABLE B1: Professional Service Fees				
Description		Volumetric Data* (hours) (A)	Firm All-Inclusive Rate [GST/HST extra] (B) \$_____ Per Hour	Extended Estimated Price (A x B) \$_____
1	All-inclusive cost for monitor hours	1100	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				\$_____

TABLE B2: Authorized Travel and Living Expenses		
Description		Limitation of Expenditure (in CDN)
1	<p>The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <u>Treasury Board Travel Directive</u>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 1,000.00</b>

**Section B: Optional Period 3 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 3 is from date of April 1, 2020 to March 31, 2021 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

TABLE B1: Professional Service Fees				
Description		Volumetric Data* (hours) (A)	Firm All-Inclusive Rate [GST/HST extra] (B) \$_____ Per Hour	Extended Estimated Price (A x B) \$_____
1	All-inclusive cost for monitor hours	1100	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				\$_____

TABLE B2: Authorized Travel and Living Expenses		
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**Section B: Optional Period 4 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 4 is from date of April 1, 2021 to March 31, 2022 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

<b>TABLE B1: Professional Service Fees</b>				
<b>Description</b>		<b>Volumetric Data* (hours)</b> <b>(A)</b>	<b>Firm All-Inclusive Rate</b> [GST/HST extra] <b>(B)</b>	<b>Extended Estimated Price</b> <b>(A x B)</b>
1	All-inclusive cost for monitor hours	1100	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				\$_____

<b>TABLE B2: Authorized Travel and Living Expenses</b>	
<b>Description</b>	<b>Limitation of Expenditure</b> (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <u>Treasury Board Travel Directive</u>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 1,000.00</b>

**APPENDIX 2C: EVALUATION CRITERIA & SELECTION METHODOLOGY FOR THE MID FRASER FOOD, SOCIAL, CEREMONIAL & RECREATIONAL CATCH MONITORING PROGRAM - FRASER RIVER TEXAS CREEK TO KELLY CREEK**

**MANDATORY CRITERIA:**

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

**The Offeror should include the following tables in their Offer, indicating that their Offer meets the mandatory criteria, and providing the Offer page number or section that contains information to verify that the criteria has been met.**

Mandatory Criteria		Meets Criteria (✓)	Offer Page No.
M1	The Offeror must, provide, with their Offer, a certification stating that they meet the definition of an Aboriginal business, according to the definition provided, on the date that the Offer was submitted, and an undertaking that the business will continue to meet this definition throughout the life of the agreement.		
M2	The Offeror must certify that they are able to provide the number of monitoring resources required (primary and back-up) for the geographical area with at least one primary monitor having completed a minimum of one (1) fisheries related project in the last five years.		

**RATED CRITERIA:**

Offeror must achieve a **minimum score of 10** possible points of the Rated Criteria in order to be considered technically responsive. Offers failing to meet the minimum score required will be deemed non-compliant and given no further consideration.

'R1' The Offeror				
Point Rated Technical Criterion	Max Points Available	Point Breakdown Structure	Evaluated Score [DFO use only]	Offer Page No. [Supplier to Fill-in]
R1.A Demonstrate relevant, previous work experience in fishery catch monitoring  *Relevant is defined as fisheries related experience	15	<ul style="list-style-type: none"> <li>The Offeror has completed more than 3 relevant projects in the past five years – <b>15 points</b></li> <li>The Offeror has completed 2-3 relevant projects in the past 5 years – <b>10 points</b></li> <li>The Offeror has completed 1 relevant project in the past 5 years – <b>5 points</b></li> <li>No information provided – <b>0 points</b></li> </ul>		
<b>TOTAL POINTS for R1</b>				<b>/15</b>



<b>'R2' The Offeror's Proposed Resource</b>				
Offerors should provide a brief description or resume for the proposed resources(s) (primary and secondary) stating the individual's work experience, which indicates that the individual meets the below stated qualifications.				
<b>Point Rated Technical Criterion</b>	<b>Max Points Available</b>	<b>Point Breakdown Structure</b>	<b>Evaluated Score</b> [DFO use only]	<b>Offer Page No.</b> [Supplier to Fill-in]
<b>R2.A</b>	<b>15</b>	<ul style="list-style-type: none"> <li>• Primary Monitor having 2+ years of fishery monitoring experience – <b>15 Points</b></li> <li>• Primary Monitor having &lt; 2 years fishery monitoring – <b>10 points</b></li> <li>• Primary Monitor has relevant fisheries experience that is not monitoring – <b>5 points</b></li> <li>• Primary Monitor has no fisheries experience – <b>0 points</b></li> </ul>		
<b>R2.C</b>	<b>20</b>	<p>Per certification to a maximum of 1 monitor:</p> <ul style="list-style-type: none"> <li>• <b>5 points</b> per certification listed per Monitor</li> <li>• <b>0 points</b> if certification was not provided</li> </ul>		
<b>TOTAL POINTS for R2</b>			<b>/35</b>	

**Rated Criterion 3: Knowledge and Understanding**

**For the following criterion:**

**0 points:** Unsatisfactory: No details provided. No approach and/or methodology and/or understanding was proposed.

**1 point:** Incomplete or limited explanation of how it will meet this requirement. The approach and/or methodology and/or understanding lack structure and coherence. Very few details are provided and some elements were not clearly addressed; major deficiencies exist with the objective and expected outcomes of this requirement. The Offeror does not demonstrate the minimum capability to meet any of the elements of the requirement.

**2 points:** Poor explanation of how it will meet this requirement. The approach and/or methodology and/or understanding has limited structure and coherence; the approach is rarely logical and often disorganized. There are several major deficiencies with the objective and expected outcomes of this requirement. Some major elements were not clearly addressed. The Offeror may meet the minimum capability to meet minor elements, but does not demonstrate the minimum capability to meet all of the major elements of the requirement.

**3 points:** Acceptable and adequate explanation of how it will meet this requirement. The approach and/or methodology and/or understanding is structured and coherent; although most of the major necessary details are provided, there are several minor deficiencies with the objective and expected outcomes of this requirement. Some minor elements were not clearly addressed. The Offeror demonstrates the minimum acceptable capability to meet most elements.

**4 points:** Good explanation of how it will meet this requirement. The approach and/or methodology and/or understanding structured and coherent and most of the necessary details are provided; minor deficiencies exist with the objective and expected outcomes of this requirement. The Offeror demonstrates the capability to adequately meet all elements of the requirement.

**5 points:** Excellent and in-depth and specific explanation on how it will meet this requirement. The approach and/or methodology and/or understanding is structured, coherent, and all necessary details are provided. No deficiencies exist. The Offeror demonstrates an understanding of the objective and expected outcomes of this requirement. The Offeror demonstrates the capability to fully meet all elements of the requirement.

Point Rated Technical Criterion		Max Points Available	Point Breakdown Structure	Evaluated Score [DFO use only]	Offer Page No. [Supplier to Fill-in]
R3.A	The Offeror should clearly describe the proposed approach and methodology to meet the requirements outlined in Annex A - Statement of work	5	Unsatisfactory = <b>0 points</b> Incomplete or limited explanation = <b>1 point</b> Poor explanation = <b>2 points</b> Acceptable explanation = <b>3 points</b> Good explanation = <b>4 points</b> Excellent/Comprehensive explanation = <b>5 points</b>		
<b>TOTAL POINTS for R3</b>				<b>/5</b>	

<b>Total Evaluated Score Minimum (20 points)</b>	<b>/55</b>
R1	/15
R2	/35
R3	/5

**APPENDIX 3: UPPER FRASER FOOD, SOCIAL, CEREMONIAL CATCH  
MONITORING PROGRAM - DEADMAN CREEK TO NAVER  
CREEK/CHILCOTIN RIVER**

## **APPENDIX 3A: STATEMENT OF WORK FOR THE UPPER FRASER FOOD, SOCIAL, CEREMONIAL CATCH MONITORING PROGRAM - DEADMAN CREEK TO NAVER CREEK/CHILCOTIN RIVER**

### **TASK A - FIRST NATIONS FISHERY CATCH MONITORING (Food, Social & Ceremonial)**

#### **BACKGROUND:**

The First Nations Catch Monitoring Program covers a broad geographic area on the Fraser River from Sawmill Creek in the south to Naver Creek in the north, part of the Chilcotin River and the Thompson River downstream of the Bonaparte River. The catch monitoring program produces estimates of food, social and ceremonial (FSC) harvest of salmon on an annual basis for management purposes. This information is used pre-season in the development of fishing plans, in-season for making management decisions, and post-season as a gauge on how well fisheries and fisheries management decisions met the needs of conservation and allocation requirements.

#### **OBJECTIVE:**

The objective of the catch monitoring program is to produce accurate and timely estimates of FSC harvest of salmon by First Nations in the Mid-Fraser River, Thompson River and Upper Fraser River system to support sound management decisions. The importance of reliable catch estimates is paramount in the development of more accurate management plans to reduce impacts on stocks of concern and to ensure that the number of stocks of concern does not increase. The knowledge of when and where particular stocks or run timing groups are being harvested, and indicators of abundance, such as measures of catch per unit effort (CPUE), are vital tools in making in-season management decisions. To generate accurate and defensible estimates of harvest, monitors must be diligent in accurately completing all areas of the data forms provided by the DFO.

#### **ACTIVITIES:**

The Upper Fraser First Nations Catch Monitoring Program – Deadman Creek to Naver Creek/Chilcotin River covers a broad geographic area from the Deadman Creek confluence in the south to approximately the Marguerite Ferry Site in the North, and also includes sections of the Chilcotin within the Northern Shuswap Tribal Council traditional fishing area. Monitors must conduct patrols to interview fishers for the purpose of collecting harvest information such as:

- type of gear used;
- length of time spent fishing;
- species caught and released;
- hourly levels of effort by gear type(fishing activity);
- biological sampling including scale & DNA sampling time permitting;
- relay of fishing opening or closure information; and
- reporting of illegal fishing activities.

Fixed schedules must be collaboratively developed in-season to ensure adequate coverage is provided for the monitoring and sampling programs as a result of changing fishing plans. Pre-season fishing plans are developed based on the anticipated levels of return of numerous stock/run timing groups. Run timing and abundance estimates are derived from the best available information at the time. Fishing plans are often adjusted in-season on a weekly basis as new information becomes available on what the “actual” timing/run size may be. This requires program structures to be flexible, such as the catch monitoring program, to quickly adapt to the changing monitoring needs of a given fishery in-season when decisions are being made.

- Shift schedules and monitors must be flexible to accommodate for in-season changes to fishing openings and closures.
- Actual program coverage will be adjusted in-season to accommodate for changes in fishery openings and/or government priorities.

- Days monitored must be random including weekends, weekdays, before noon and afternoon.
- All shifts must be completed and all data provided to DFO in a timely fashion.
- Transportation for monitoring remains the responsibility of Offeror.
  
- Ensure all data collected is accurate and complete.

**DELIVERABLES:**

All data captured from the First Nations fishery catch monitoring activities outlined above, must be submitted weekly, by Monday the following work week.

- For the Upper Fraser River area, submission can be made by facsimile or delivered directly to the DFO Williams Lake office (*location and number to be provided at award*).

**REPORTING REQUIREMENT:**

First Nations Fishery catch monitoring, completed data forms must be submitted by 10:00 a.m. Monday, including forms where no interviews were conducted.

**ESTIMATED LEVEL OF EFFORT:**

It is anticipated the work of the First Nations fishery catch monitoring projects will take the following time to complete:

Task	Location	Estimated Level of Effort (Hours)	# of Primary Resources Required	# of Back-up Resources Required
A	3) Upper Fraser Food, Social, Ceremonial Catch Monitoring Program - Deadman Creek to Naver Creek/ Chilcotin River	It is anticipated the work of the project will take up to a ceiling of <b>750</b> hours depending on sockeye abundance, fishery openings and government priorities to complete as determined by Fisheries and Oceans Canada.	8*	2

\*At least one of the primary resource having previous experience fisheries monitoring experience should be onsite at all time when work is being conducted.

**WORK PERIOD:**

**Expected Start and Completion Dates**

The offer period is from May 1 to April 30 each year; however the work period shall be as follows:

Period	Task A - First Nations Fishery Catch Monitoring (Food, Social & Ceremonial):
Firm Period	July 1, 2017 to September 30, 2017
Optional Period One	July 1, 2018 to September 30, 2018
Optional Period Two	July 1, 2019 to September 30, 2019
Optional Period Three	July 1, 2020 to September 30, 2020
Optional Period Four	July 1, 2021 to September 30, 2021

**APPENDIX 3B: Upper Fraser Food, Social, Ceremonial Catch Monitoring Program - Deadman Creek to Naver Creek/Chilcotin River BASIS OF PAYMENT**

The following is to be inserted at A7.10 and A7.11 at Standing Offer Award:

**A7.10 Limitation of Call-ups**

Individual call-ups against the Standing Offer processed by the Technical Authority must not exceed \$ 10,000.00 (Applicable taxes excluded).

Individual call-ups against the Standing Offer exceeding \$ 10,000.00 (Applicable taxes excluded) will be processed by the Standing Offer Authority up to the financial limitation.

**A7.11 Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$ 15,000.00 (Applicable Taxes excluded)** per year unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

**Note:**

- The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the above will be consistent with this data.
- No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

**Section A: Initial Period Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Offer Period is from date of Award to March 31, 2018 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

<b>TABLE A1: Professional Service Fees</b>				
<b>Description</b>		<b>Volumetric Data* (hours)</b>	<b>Firm All-Inclusive Rate</b> <small>[GST/HST extra]</small>	<b>Extended Estimated Price</b>
		<b>(A)</b>	<b>(B)</b>	<b>(A x B)</b>
1	All-inclusive cost for monitor hours	750	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				<b>\$_____</b>

TABLE A2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <i>Treasury Board Travel Directive</i>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<p><b>\$ 2,000.00</b></p>

**Section B: Optional Period 1 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 1 is from date of April 1, 2018 to March 31, 2019 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

TABLE B1: Professional Service Fees			
Description	Volumetric Data* (hours) (A)	Firm All-Inclusive Rate [GST/HST extra] (B) \$_____ Per Hour	Extended Estimated Price (A x B) \$_____
1 All-inclusive cost for monitor hours	750		
<b>Total Estimated Price (Initial Period)</b>			<b>\$_____</b>

TABLE B2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <i>Treasury Board Travel Directive</i>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<p><b>\$ 2,000.00</b></p>

**Section B: Optional Period 2 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 2 is from date of April 1, 2019 to March 31, 2020 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

TABLE B1: Professional Service Fees				
Description		Volumetric Data* (hours) (A)	Firm All-Inclusive Rate [GST/HST extra] (B)	Extended Estimated Price (A x B)
1	All-inclusive cost for monitor hours	750	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				\$_____

TABLE B2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <u>Treasury Board Travel Directive</u>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 2,000.00</b>

**Section B: Optional Period 3 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 3 is from date of April 1, 2020 to March 31, 2021 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

TABLE B1: Professional Service Fees				
Description		Volumetric Data* (hours) (A)	Firm All-Inclusive Rate [GST/HST extra] (B)	Extended Estimated Price (A x B)
1	All-inclusive cost for monitor hours	750	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				\$_____

TABLE B2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <u>Treasury Board Travel Directive</u>, and with the other provisions of the directive referring to "travellers", rather than those referring to</p>	<b>\$ 2,000.00</b>



	<p>"employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	
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**Section B: Optional Period 4 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 4 is from date of April 1, 2021 to March 31, 2022 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

<b>TABLE B1: Professional Service Fees</b>				
	Description	Volumetric Data* (hours)  (A)	Firm All-Inclusive Rate [GST/HST extra] (B)	Extended Estimated Price  (A x B)
1	All-inclusive cost for monitor hours	750	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				\$_____

<b>TABLE B2: Authorized Travel and Living Expenses</b>		
	Description	Limitation of Expenditure (in CDN)
1	<p>The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <u>Treasury Board Travel Directive</u>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 2,000.00</b>

**APPENDIX 3C: EVALUATION CRITERIA & SELECTION METHODOLOGY FOR THE UPPER FRASER FOOD, SOCIAL, CEREMONIAL CATCH MONITORING PROGRAM - DEADMAN CREEK TO NAVER CREEK/CHILCOTIN RIVER**

**MANDATORY CRITERIA:**

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

**The Offeror should include the following tables in their Offer, indicating that their Offer meets the mandatory criteria, and providing the Offer page number or section that contains information to verify that the criteria has been met.**

Mandatory Criteria		Meets Criteria (✓)	Offer Page No.
M1	The Offeror must, provide, with their Offer, a certification stating that they meet the definition of an Aboriginal business, according to the definition provided, on the date that the Offer was submitted, and an undertaking that the business will continue to meet this definition throughout the life of the agreement.		
M2	The Offeror must certify that they are able to provide the number of monitoring resources required (primary and back-up) for the geographical area with at least one primary monitor having completed a minimum of one (1) fisheries related project in the last five years.		

**RATED CRITERIA:**

Offeror must achieve a **minimum score of 10** possible points of the Rated Criteria in order to be considered technically responsive. Offers failing to meet the minimum score required will be deemed non-compliant and given no further consideration.

'R1' The Offeror				
Point Rated Technical Criterion	Max Points Available	Point Breakdown Structure	Evaluated Score [DFO use only]	Offer Page No. [Supplier to Fill-in]
R1.A Demonstrate relevant, previous work experience in fishery catch monitoring  *Relevant is defined as fisheries related experience	15	<ul style="list-style-type: none"> <li>The Offeror has completed more than 3 relevant projects in the past five years – <b>15 points</b></li> <li>The Offeror has completed 2-3 relevant projects in the past 5 years – <b>10 points</b></li> <li>The Offeror has completed 1 relevant project in the past 5 years – <b>5 points</b></li> <li>No information provided – <b>0 points</b></li> </ul>		
<b>TOTAL POINTS for R1</b>			<b>/15</b>	

<b>'R2' The Offeror's Proposed Resource</b>				
Offerors should provide a brief description or resume for the proposed resources(s) (primary and secondary) stating the individual's work experience, which indicates that the individual meets the below stated qualifications.				
<b>Point Rated Technical Criterion</b>	<b>Max Points Available</b>	<b>Point Breakdown Structure</b>	<b>Evaluated Score</b> [DFO use only]	<b>Offer Page No.</b> [Supplier to Fill-in]
<b>R2.A</b>	<b>15</b>	<ul style="list-style-type: none"> <li>• Primary Monitor having 2+ years of fishery monitoring experience – <b>15 Points</b></li> <li>• Primary Monitor having &lt; 2 years fishery monitoring – <b>10 points</b></li> <li>• Primary Monitor has relevant fisheries experience that is not monitoring – <b>5 points</b></li> <li>• Primary Monitor has no fisheries experience – <b>0 points</b></li> </ul>		
<b>R2.C</b>	<b>20</b>	<p>At least one named primary resource should have proof of the following valid certifications</p> <ul style="list-style-type: none"> <li>• Swift water awareness or Swift water Rescue training</li> <li>• Basic First Aid including CPR</li> <li>• A valid drivers licence</li> <li>• Bear Awareness Training</li> </ul> <p><i>*to demonstrate proof Offerors must provide a copy of the valid certification</i></p>	<p>Per certification to a maximum of 1 monitor:</p> <ul style="list-style-type: none"> <li>• <b>5 points</b> per certification listed per Monitor</li> <li>• <b>0 points</b> if certification was not provided</li> </ul>	
<b>TOTAL POINTS for R2</b>			<b>/35</b>	

<p><b>Rated Criterion 3: Knowledge and Understanding</b></p> <p><b>For the following criterion:</b></p> <p><b>0 points:</b> Unsatisfactory: No details provided. No approach and/or methodology and/or understanding was proposed.</p> <p><b>1 point:</b> Incomplete or limited explanation of how it will meet this requirement. The approach and/or methodology and/or understanding lack structure and coherence. Very few details are provided and some elements were not clearly addressed; major deficiencies exist with the objective and expected outcomes of this requirement. The Offeror does not demonstrate the minimum capability to meet any of the elements of the requirement.</p>
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**2 points:** Poor explanation of how it will meet this requirement. The approach and/or methodology and/or understanding has limited structure and coherence; the approach is rarely logical and often disorganized. There are several major deficiencies with the objective and expected outcomes of this requirement. Some major elements were not clearly addressed. The Offeror may meet the minimum capability to meet minor elements, but does not demonstrate the minimum capability to meet all of the major elements of the requirement.

**3 points:** Acceptable and adequate explanation of how it will meet this requirement. The approach and/or methodology and/or understanding is structured and coherent; although most of the major necessary details are provided, there are several minor deficiencies with the objective and expected outcomes of this requirement. Some minor elements were not clearly addressed. The Offeror demonstrates the minimum acceptable capability to meet most elements.

**4 points:** Good explanation of how it will meet this requirement. The approach and/or methodology and/or understanding structured and coherent and most of the necessary details are provided; minor deficiencies exist with the objective and expected outcomes of this requirement. The Offeror demonstrates the capability to adequately meet all elements of the requirement.

**5 points:** Excellent and in-depth and specific explanation on how it will meet this requirement. The approach and/or methodology and/or understanding is structured, coherent, and all necessary details are provided. No deficiencies exist. The Offeror demonstrates an understanding of the objective and expected outcomes of this requirement. The Offeror demonstrates the capability to fully meet all elements of the requirement.

Point Rated Technical Criterion		Max Points Available	Point Breakdown Structure	Evaluated Score [DFO use only]	Offer Page No. [Supplier to Fill-in]
R3.A	The Offeror should clearly describe the proposed approach and methodology to meet the requirements outlined in Annex A - Statement of work	5	Unsatisfactory = <b>0 points</b> Incomplete or limited explanation = <b>1 point</b> Poor explanation = <b>2 points</b> Acceptable explanation = <b>3 points</b> Good explanation = <b>4 points</b> Excellent/Comprehensive explanation = <b>5 points</b>		
<b>TOTAL POINTS for R3</b>				<b>/5</b>	

<b>Total Evaluated Score Minimum (20 points)</b>	<b>/55</b>
R1	/15
R2	/35
R3	/5

## **APPENDIX 4: RECREATIONAL CATCH MONITORING PROGRAM – SOUTH THOMPSON RIVER**

## **Appendix 4A: STATEMENT OF WORK FOR THE RECREATIONAL CATCH MONITORING PROGRAM – SOUTH THOMPSON RIVER**

### **TASK B - RECREATIONAL FISHERY CATCH MONITORING**

#### **BACKGROUND:**

The Fraser River and Thompson River both represent major salmon sports fishing locations. Poor returns of Chinook salmon to the Fraser River system resulted in the closure of all river sport fisheries for Chinook adults in 1980. Since then, returns have improved to an extent that has permitted the reopening of sport fisheries in selected areas. Creel surveys are a vital tool to monitor fishery performance, evaluate stock impacts, and provide the data upon which future management decisions can be made.

#### **OBJECTIVE:**

Creel surveys are used to estimate total angler catch and effort. The information gathered in this survey will be used to determine the total number of salmon caught by recreational anglers and the amount of angler effort exerted during the opening of Fraser River and Thompson River watershed sport fisheries. Monitors must monitor fishing activities and interview fishermen to collect catch and effort information.

#### **ACTIVITIES:**

The South Thompson River recreational fishery is within the Shuswap Nation Tribal Council's traditional fishing area. The work is to be conducted at the South Thompson River, BC (at Chase Bridge, Hoffman's Bluff and Pritchard Bridge). Provision of fishery Monitors is required to participate in this program. Monitors are required to gather information for the creel survey during open fishing times.

Monitors must conduct patrols to interview fishers for the purpose of collecting harvest information such as:

- type of gear used;
- length of time spent fishing;
- species caught or released;
- hourly levels of effort by gear type (fishing activity);
- biological sampling including scale and DNA sampling;
- relay of fishing opening or closure information; and
- reporting of illegal fishing activities.

Fixed schedules must be collaboratively developed to ensure adequate coverage is provided for the Recreational Sports Fishery. Pre-season fishing plans are developed based on the anticipated levels of return of numerous stock/run timing groups. Run timing and abundance estimates are derived from the best available information at the time.

- Shift schedules and monitors must be flexible to accommodate for in-season changes to fishing openings and closures.
- Actual program coverage will be adjusted in-season to accommodate for changes in fishery openings and/or government priorities.
- Days monitored must be random including weekends, weekdays, before noon and afternoon.
- All shifts must be completed and all data provided to DFO in a timely fashion.
- Transportation for monitoring remains the responsibility of Offeror.
- Ensure all data collected is accurate and complete.

**DELIVERABLES:**

All data captured from the Recreational fishery catch monitoring activities outlined above must be submitted to the DFO Kamloops office (*location to be provided at award*), no later than one week following the last scheduled day of monitoring.

**REPORTING REQUIREMENTS**

Recreational Fishery monitoring, all data forms must be submitted within one week from the last scheduled day of the creel survey.

**ESTIMATED LEVEL OF EFFORT:**

It is anticipated the work of the Recreational fishery catch monitoring projects will take the following time to complete:

Task	Location	Estimated Level of Effort (Hours)	# of Primary Resources Required	# of Back-up Resources Required
B	4) Recreational Catch Monitoring Program – South Thompson River	It is anticipated the work of the project will take up to a ceiling of <b>660</b> hours depending on sockeye abundance, fishery openings and government priorities to complete as determined by Fisheries and Oceans Canada.	3*	1

\*At least one of the primary resource having previous experience fisheries monitoring experience should be onsite at all time when work is being conducted.

**WORK PERIOD:**

**Expected Start and Completion Dates**

The offer period is from May 1 to April 30 each year; however the work period shall be as follows:

Period	Task B - Recreational Fishery Catch Monitoring
Firm Period	June 1, 2017 to October 15, 2017
Optional Period One	June 1, 2018 to October 15, 2018
Optional Period Two	June 1, 2019 to October 15, 2019
Optional Period Three	June 1, 2020 to October 15, 2020
Optional Period Four	June 1, 2021 to October 15, 2021

**APPENDIX 4B: BASIS OF PAYMENT FOR THE RECREATIONAL CATCH MONITORING PROGRAM  
– SOUTH THOMPSON RIVER**

The following is to be inserted at A7.10 and A7.11 at Standing Offer Award:

**A7.10 Limitation of Call-ups**

Individual call-ups against the Standing Offer processed by the Technical Authority must not exceed \$ 20,000.00 (Applicable taxes excluded).

Individual call-ups against the Standing Offer exceeding \$ 20,000.00 (Applicable taxes excluded) will be processed by the Standing Offer Authority up to the financial limitation.

**A7.11 Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$ 25,000.00 (Applicable Taxes excluded)** per year unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

**Note:**

- The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the above will be consistent with this data.
- No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

**Section A: Initial Period Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Offer Period is from date of Award to March 31, 2018 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

<b>TABLE A1: Professional Service Fees</b>				
<b>Description</b>		<b>Volumetric Data* (hours)</b>	<b>Firm All-Inclusive Rate</b> <small>[GST/HST extra]</small>	<b>Extended Estimated Price</b>
		<b>(A)</b>	<b>(B)</b>	<b>(A x B)</b>
1	All-inclusive cost for monitor hours	660	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				\$_____



TABLE A2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendices B of the <i>Treasury Board Travel Directive</i>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 2,000.00</b>

**Section B: Optional Period 1 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 1 is from date of April 1, 2018 to March 31, 2019 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

TABLE B1: Professional Service Fees			
Description	Volumetric Data* (hours) (A)	Firm All-Inclusive Rate [GST/HST extra] (B)	Extended Estimated Price (A x B)
1 All-inclusive cost for monitor hours	660	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>			\$_____

TABLE B2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendices B of the <i>Treasury Board Travel Directive</i>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 2,000.00</b>

**Section B: Optional Period 2 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 2 is from date of April 1, 2019 to March 31, 2020 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

TABLE B1: Professional Service Fees			
Description	Volumetric Data* (hours) (A)	Firm All-Inclusive Rate [GST/HST extra] (B)	Extended Estimated Price (A x B)
1 All-inclusive cost for monitor hours	660	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>			<b>\$_____</b>

TABLE B2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendices B of the <u>Treasury Board Travel Directive</u> , and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".  All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.	<b>\$ 2,000.00</b>

**Section B: Optional Period 3 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 3 is from date of April 1, 2020 to March 31, 2021 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

TABLE B1: Professional Service Fees			
Description	Volumetric Data* (hours) (A)	Firm All-Inclusive Rate [GST/HST extra] (B)	Extended Estimated Price (A x B)
1 All-inclusive cost for monitor hours	660	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>			<b>\$_____</b>

TABLE B2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendices B of the <u>Treasury Board Travel Directive</u> , and with the other provisions of the directive referring to "travellers", rather than those referring to	<b>\$ 2,000.00</b>

	"employees".  All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.	
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**Section B: Optional Period 4 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 4 is from date of April 1, 2021 to March 31, 2022 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

<b>TABLE B1: Professional Service Fees</b>				
<b>Description</b>		<b>Volumetric Data* (hours) (A)</b>	<b>Firm All-Inclusive Rate [GST/HST extra] (B)</b>	<b>Extended Estimated Price (A x B)</b>
1	All-inclusive cost for monitor hours	660	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				\$_____

<b>TABLE B2: Authorized Travel and Living Expenses</b>	
<b>Description</b>	<b>Limitation of Expenditure (in CDN)</b>
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendices B of the <u>Treasury Board Travel Directive</u>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 2,000.00</b>

**APPENDIX 4C: EVALUATION CRITERIA & SELECTION METHODOLOGY FOR THE RECREATIONAL CATCH MONITORING PROGRAM – SOUTH THOMPSON RIVER**

**MANDATORY CRITERIA:**

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

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

Mandatory Criteria		Meets Criteria (✓)	Offer Page No.
M1	The Offeror must, provide, with their Offer, a certification stating that they meet the definition of an Aboriginal business, according to the definition provided, on the date that the Offer was submitted, and an undertaking that the business will continue to meet this definition throughout the life of the agreement.		
M2	The Offeror must certify that they are able to provide the number of monitoring resources required (primary and back-up) for the geographical area with at least one primary monitor having completed a minimum of one (1) fisheries related project in the last five years.		

**RATED CRITERIA:**

Offeror must achieve a **minimum score of 10** possible points of the Rated Criteria in order to be considered technically responsive. Offers failing to meet the minimum score required will be deemed non-compliant and given no further consideration.

'R1' The Offeror				
Point Rated Technical Criterion	Max Points Available	Point Breakdown Structure	Evaluated Score [DFO use only]	Offer Page No. [Supplier to Fill-in]
R1.A Demonstrate relevant, previous work experience in fishery catch monitoring  *Relevant is defined as fisheries related experience	15	<ul style="list-style-type: none"> <li>The Offeror has completed more than 3 relevant projects in the past five years – <b>15 points</b></li> <li>The Offeror has completed 2-3 relevant projects in the past 5 years – <b>10 points</b></li> <li>The Offeror has completed 1 relevant project in the past 5 years – <b>5 points</b></li> <li>No information provided – <b>0 points</b></li> </ul>		
<b>TOTAL POINTS for R1</b>			<b>/15</b>	

<b>'R2' The Offeror's Proposed Resource</b>				
Offerors should provide a brief description or resume for the proposed resources(s) (primary and secondary) stating the individual's work experience, which indicates that the individual meets the below stated qualifications.				
<b>Point Rated Technical Criterion</b>	<b>Max Points Available</b>	<b>Point Breakdown Structure</b>	<b>Evaluated Score</b> [DFO use only]	<b>Offer Page No.</b> [Supplier to Fill-in]
<b>R2.A</b>	<b>15</b>	<ul style="list-style-type: none"> <li>• Primary Monitor having 2+ years of fishery monitoring experience – <b>15 Points</b></li> <li>• Primary Monitor having &lt; 2 years fishery monitoring – <b>10 points</b></li> <li>• Primary Monitor has relevant fisheries experience that is not monitoring – <b>5 points</b></li> <li>• Primary Monitor has no fisheries experience – <b>0 points</b></li> </ul>		
<b>R2.C</b>	<b>20</b>	<p>At least one named primary resource should have proof of the following valid certifications</p> <ul style="list-style-type: none"> <li>• Swift water awareness or Swift water Rescue training</li> <li>• Basic First Aid including CPR</li> <li>• A valid drivers licence</li> <li>• Bear Awareness Training</li> </ul> <p><i>*to demonstrate proof Offerors must provide a copy of the valid certification</i></p>	<p>Per certification to a maximum of 1 monitor:</p> <ul style="list-style-type: none"> <li>• <b>5 points</b> per certification listed per Monitor</li> <li>• <b>0 points</b> if certification was not provided</li> </ul>	
<b>TOTAL POINTS for R2</b>			<b>/35</b>	

<p><b>Rated Criterion 3: Knowledge and Understanding</b></p> <p><b>For the following criterion:</b></p> <p><b>0 points:</b> Unsatisfactory: No details provided. No approach and/or methodology and/or understanding was proposed.</p> <p><b>1 point:</b> Incomplete or limited explanation of how it will meet this requirement. The approach and/or methodology and/or understanding lack structure and coherence. Very few details are provided and some elements were not clearly addressed; major deficiencies exist with the objective and expected outcomes of this requirement. The Offeror does not demonstrate the minimum capability to meet any of the elements of the requirement.</p>
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**2 points:** Poor explanation of how it will meet this requirement. The approach and/or methodology and/or understanding has limited structure and coherence; the approach is rarely logical and often disorganized. There are several major deficiencies with the objective and expected outcomes of this requirement. Some major elements were not clearly addressed. The Offeror may meet the minimum capability to meet minor elements, but does not demonstrate the minimum capability to meet all of the major elements of the requirement.

**3 points:** Acceptable and adequate explanation of how it will meet this requirement. The approach and/or methodology and/or understanding is structured and coherent; although most of the major necessary details are provided, there are several minor deficiencies with the objective and expected outcomes of this requirement. Some minor elements were not clearly addressed. The Offeror demonstrates the minimum acceptable capability to meet most elements.

**4 points:** Good explanation of how it will meet this requirement. The approach and/or methodology and/or understanding structured and coherent and most of the necessary details are provided; minor deficiencies exist with the objective and expected outcomes of this requirement. The Offeror demonstrates the capability to adequately meet all elements of the requirement.

**5 points:** Excellent and in-depth and specific explanation on how it will meet this requirement. The approach and/or methodology and/or understanding is structured, coherent, and all necessary details are provided. No deficiencies exist. The Offeror demonstrates an understanding of the objective and expected outcomes of this requirement. The Offeror demonstrates the capability to fully meet all elements of the requirement.

Point Rated Technical Criterion		Max Points Available	Point Breakdown Structure	Evaluated Score [DFO use only]	Offer Page No. [Supplier to Fill-in]
R3.A	The Offeror should clearly describe the proposed approach and methodology to meet the requirements outlined in Annex A - Statement of work	5	Unsatisfactory = <b>0 points</b> Incomplete or limited explanation = <b>1 point</b> Poor explanation = <b>2 points</b> Acceptable explanation = <b>3 points</b> Good explanation = <b>4 points</b> Excellent/Comprehensive explanation = <b>5 points</b>		
<b>TOTAL POINTS for R3</b>				<b>/5</b>	

<b>Total Evaluated Score Minimum (20 points)</b>	<b>/55</b>
R1	/15
R2	/35
R3	/5

## **APPENDIX 5: RECREATIONAL CATCH MONITORING PROGRAM - THOMPSON RIVER AT JUNIPER BEACH AND ASHCROFT**

## **Appendix 5A: STATEMENT OF WORK FOR RECREATIONAL CATCH MONITORING PROGRAM - THOMPSON RIVER AT JUNIPER BEACH AND ASHCROFT**

### **TASK B - RECREATIONAL FISHERY CATCH MONITORING**

#### **BACKGROUND:**

The Fraser River and Thompson River both represent major salmon sports fishing locations. Poor returns of Chinook salmon to the Fraser River system resulted in the closure of all river sport fisheries for Chinook adults in 1980. Since then, returns have improved to an extent that has permitted the reopening of sport fisheries in selected areas. Creel surveys are a vital tool to monitor fishery performance, evaluate stock impacts, and provide the data upon which future management decisions can be made.

#### **OBJECTIVE:**

Creel surveys are used to estimate total angler catch and effort. The information gathered in this survey will be used to determine the total number of salmon caught by recreational anglers and the amount of angler effort exerted during the opening of Fraser River and Thompson River watershed sport fisheries. Monitors must monitor fishing activities and interview fishermen to collect catch and effort information.

#### **ACTIVITIES:**

The Thompson River recreational fishery is within the Shuswap Nation Tribal Council's traditional fishing area. The work is to be conducted at the Thompson River, BC (at Juniper Beach and Ashcroft). Provision of fishery Monitors is required to participate in this program. Monitors are required to gather information for the creel survey during open fishing times.

Monitors must conduct patrols to interview fishers for the purpose of collecting harvest information such as:

- type of gear used;
- length of time spent fishing;
- species caught or released;
- hourly levels of effort by gear type (fishing activity);
- biological sampling including scale and DNA sampling;
- relay of fishing opening or closure information; and
- reporting of illegal fishing activities.

Fixed schedules must be collaboratively developed to ensure adequate coverage is provided for the Recreational Sports Fishery. Pre-season fishing plans are developed based on the anticipated levels of return of numerous stock/run timing groups. Run timing and abundance estimates are derived from the best available information at the time.

- Shift schedules and monitors must be flexible to accommodate for in-season changes to fishing openings and closures.
- Actual program coverage will be adjusted in-season to accommodate for changes in fishery openings and/or government priorities.
- Days monitored must be random including weekends, weekdays, before noon and afternoon.
- All shifts must be completed and all data provided to DFO in a timely fashion.
- Transportation for monitoring remains the responsibility of Offeror.
- Ensure all data collected is accurate and complete.



**DELIVERABLES:**

All data captured from the Recreational fishery catch monitoring activities outlined above must be submitted to the DFO Kamloops office (*location to be provided at award*), no later than one week following the last scheduled day of monitoring.

**REPORTING REQUIREMENTS**

Recreational Fishery monitoring, all data forms must be submitted within one week from the last scheduled day of the creel survey.

**ESTIMATED LEVEL OF EFFORT:**

It is anticipated the work of the Recreational fishery catch monitoring projects will take the following time to complete:

Task	Location	Estimated Level of Effort (Hours)	# of Primary Resources Required	# of Back-up Resources Required
B	5) Recreational Catch Monitoring Program - Thompson River at Juniper Beach and Ashcroft	It is anticipated the work of the project will take up to a ceiling of <b>560</b> hours depending on sockeye abundance, fishery openings and government priorities to complete as determined by Fisheries and Oceans Canada.	2*	1

\*At least one of the primary resource having previous experience fisheries monitoring experience should be onsite at all time when work is being conducted.

**WORK PERIOD:**

**Expected Start and Completion Dates**

The offer period is from May 1 to April 30 each year; however the work period shall be as follows:

Period	Task B - Recreational Fishery Catch Monitoring
Firm Period	June 1, 2017 to October 15, 2017
Optional Period One	June 1, 2018 to October 15, 2018
Optional Period Two	June 1, 2019 to October 15, 2019
Optional Period Three	June 1, 2020 to October 15, 2020
Optional Period Four	June 1, 2021 to October 15, 2021

**APPENDIX 5B: BASIS OF PAYMENT FOR RECREATIONAL CATCH MONITORING PROGRAM - THOMPSON RIVER AT JUNIPER BEACH AND ASHCROFT**

The following is to be inserted at A7.10 and A7.11 at Standing Offer Award:

**A7.10 Limitation of Call-ups**

Individual call-ups against the Standing Offer processed by the Technical Authority must not exceed \$ 12,000.00 (Applicable taxes excluded).

Individual call-ups against the Standing Offer exceeding \$ 12,000.00 (Applicable taxes excluded) will be processed by the Standing Offer Authority up to the financial limitation.

**A7.11 Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$ 15,000.00 (Applicable Taxes excluded)** per year unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

**Note:**

- The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the above will be consistent with this data.
- No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

**Section A: Initial Period Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Offer Period is from date of Award to March 31, 2018 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

TABLE A1: Professional Service Fees				
Description		Volumetric Data* (hours) (A)	Firm All-Inclusive Rate [GST/HST extra] (B)	Extended Estimated Price (A x B)
1	All-inclusive cost for monitor hours	560	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				<b>\$_____</b>

\* The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the above will be consistent with this data.

<b>TABLE A2: Authorized Travel and Living Expenses</b>	
<b>Description</b>	<b>Limitation of Expenditure</b> (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <i>Treasury Board Travel Directive</i>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 2,000.00</b>

**Section B: Optional Period 1 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 1 is from date of April 1, 2018 to March 31, 2019 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

<b>TABLE B1: Professional Service Fees</b>			
<b>Description</b>	<b>Volumetric Data*</b> <b>(hours)</b>	<b>Firm All-Inclusive Rate</b> [GST/HST extra] <b>(B)</b>	<b>Extended Estimated Price</b> <b>(A x B)</b>
	<b>(A)</b>		<b>(A x B)</b>
1 All-inclusive cost for monitor hours	560	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>			\$_____

<b>TABLE B2: Authorized Travel and Living Expenses</b>	
<b>Description</b>	<b>Limitation of Expenditure</b> (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <i>Treasury Board Travel Directive</i>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 2,000.00</b>

**Section B: Optional Period 2 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 2 is from date of April 1, 2019 to March 31, 2020 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

TABLE B1: Professional Service Fees				
Description		Volumetric Data* (hours) (A)	Firm All-Inclusive Rate [GST/HST extra] (B) \$_____ Per Hour	Extended Estimated Price (A x B) \$_____
1	All-inclusive cost for monitor hours	560	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				<b>\$_____</b>

TABLE B2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <i>Treasury Board Travel Directive</i>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 2,000.00</b>

**Section B: Optional Period 3 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 3 is from date of April 1, 2020 to March 31, 2021 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

TABLE B1: Professional Service Fees				
Description		Volumetric Data* (hours) (A)	Firm All-Inclusive Rate [GST/HST extra] (B) \$_____ Per Hour	Extended Estimated Price (A x B) \$_____
1	All-inclusive cost for monitor hours	560	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				<b>\$_____</b>

TABLE B2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <i>Treasury Board Travel Directive</i>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p>	<b>\$ 2,000.00</b>

	All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.	
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**Section B: Optional Period 4 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 4 is from date of April 1, 2021 to March 31, 2022 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

<b>TABLE B1: Professional Service Fees</b>				
<b>Description</b>		<b>Volumetric Data* (hours) [for Evaluation Purposes Only] (A)</b>	<b>Firm All-Inclusive Rate [GST/HST extra] (B)</b>	<b>Extended Estimated Price (A x B)</b>
1	All-inclusive cost for monitor hours	560	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				\$_____

<b>TABLE B2: Authorized Travel and Living Expenses</b>		
	<b>Description</b>	<b>Limitation of Expenditure (in CDN)</b>
1	<p>The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <i>Treasury Board Travel Directive</i>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 2,000.00</b>

**APPENDIX 5C: EVALUATION CRITERIA & SELECTION METHODOLOGY FOR THE RECREATIONAL CATCH MONITORING PROGRAM - THOMPSON RIVER AT JUNIPER BEACH AND ASHCROFT**

**MANDATORY CRITERIA:**

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

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

Mandatory Criteria		Meets Criteria (✓)	Offer Page No.
M1	The Offeror must, provide, with their Offer, a certification stating that they meet the definition of an Aboriginal business, according to the definition provided, on the date that the Offer was submitted, and an undertaking that the business will continue to meet this definition throughout the life of the agreement.		
M2	The Offeror must certify that they are able to provide the number of monitoring resources required (primary and back-up) for the geographical area with at least one primary monitor having completed a minimum of one (1) fisheries related project in the last five years.		

**RATED CRITERIA:**

Offeror must achieve a **minimum score of 10** possible points of the Rated Criteria in order to be considered technically responsive. Offers failing to meet the minimum score required will be deemed non-compliant and given no further consideration.

'R1' The Offeror				
Point Rated Technical Criterion	Max Points Available	Point Breakdown Structure	Evaluated Score [DFO use only]	Offer Page No. [Supplier to Fill-in]
R1.A Demonstrate relevant, previous work experience in fishery catch monitoring  *Relevant is defined as fisheries related experience	15	<ul style="list-style-type: none"> <li>• The Offeror has completed more than 3 relevant projects in the past five years – <b>15 points</b></li> <li>• The Offeror has completed 2-3 relevant projects in the past 5 years – <b>10 points</b></li> <li>• The Offeror has completed 1 relevant project in the past 5 years – <b>5 points</b></li> <li>• No information provided – <b>0 points</b></li> </ul>		
<b>TOTAL POINTS for R1</b>			<b>/15</b>	

<b>'R2' The Offeror's Proposed Resource</b>				
Offerors should provide a brief description or resume for the proposed resources(s) (primary and secondary) stating the individual's work experience, which indicates that the individual meets the below stated qualifications.				
Point Rated Technical Criterion	Max Points Available	Point Breakdown Structure	Evaluated Score [DFO use only]	Offer Page No. [Supplier to Fill-in]
<b>R2.A</b>	<b>15</b>	<ul style="list-style-type: none"> <li>• Primary Monitor having 2+ years of fishery monitoring experience – <b>15 Points</b></li> <li>• Primary Monitor having &lt; 2 years fishery monitoring – <b>10 points</b></li> <li>• Primary Monitor has relevant fisheries experience that is not monitoring – <b>5 points</b></li> <li>• Primary Monitor has no fisheries experience – <b>0 points</b></li> </ul>		
<b>R2.C</b>	<b>20</b>	<p>At least one named primary resource should have proof of the following valid certifications</p> <ul style="list-style-type: none"> <li>• Swift water awareness or Swift water Rescue training</li> <li>• Basic First Aid including CPR</li> <li>• A valid drivers licence</li> <li>• Bear Awareness Training</li> </ul> <p><i>*to demonstrate proof Offerors must provide a copy of the valid certification</i></p>	<p>Per certification to a maximum of 1 monitor:</p> <ul style="list-style-type: none"> <li>• <b>5 points</b> per certification listed per Monitor</li> <li>• <b>0 points</b> if certification was not provided</li> </ul>	
<b>TOTAL POINTS for R2</b>			<b>/35</b>	

<p><b>Rated Criterion 3: Knowledge and Understanding</b></p> <p><b>For the following criterion:</b></p> <p><b>0 points:</b> Unsatisfactory: No details provided. No approach and/or methodology and/or understanding was proposed.</p> <p><b>1 point:</b> Incomplete or limited explanation of how it will meet this requirement. The approach and/or methodology and/or understanding lack structure and coherence. Very few details are provided and some elements were not clearly addressed; major deficiencies exist with the objective and expected outcomes of this requirement. The Offeror does not demonstrate the minimum capability to meet any of the elements of the requirement.</p>
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**2 points:** Poor explanation of how it will meet this requirement. The approach and/or methodology and/or understanding has limited structure and coherence; the approach is rarely logical and often disorganized. There are several major deficiencies with the objective and expected outcomes of this requirement. Some major elements were not clearly addressed. The Offeror may meet the minimum capability to meet minor elements, but does not demonstrate the minimum capability to meet all of the major elements of the requirement.

**3 points:** Acceptable and adequate explanation of how it will meet this requirement. The approach and/or methodology and/or understanding is structured and coherent; although most of the major necessary details are provided, there are several minor deficiencies with the objective and expected outcomes of this requirement. Some minor elements were not clearly addressed. The Offeror demonstrates the minimum acceptable capability to meet most elements.

**4 points:** Good explanation of how it will meet this requirement. The approach and/or methodology and/or understanding structured and coherent and most of the necessary details are provided; minor deficiencies exist with the objective and expected outcomes of this requirement. The Offeror demonstrates the capability to adequately meet all elements of the requirement.

**5 points:** Excellent and in-depth and specific explanation on how it will meet this requirement. The approach and/or methodology and/or understanding is structured, coherent, and all necessary details are provided. No deficiencies exist. The Offeror demonstrates an understanding of the objective and expected outcomes of this requirement. The Offeror demonstrates the capability to fully meet all elements of the requirement.

Point Rated Technical Criterion		Max Points Available	Point Breakdown Structure	Evaluated Score [DFO use only]	Offer Page No. [Supplier to Fill-in]
R3.A	The Offeror should clearly describe the proposed approach and methodology to meet the requirements outlined in Annex A - Statement of work	5	Unsatisfactory = <b>0 points</b> Incomplete or limited explanation = <b>1 point</b> Poor explanation = <b>2 points</b> Acceptable explanation = <b>3 points</b> Good explanation = <b>4 points</b> Excellent/Comprehensive explanation = <b>5 points</b>		
<b>TOTAL POINTS for R3</b>				<b>/5</b>	

<b>Total Evaluated Score Minimum (20 points)</b>	<b>/55</b>
R1	/15
R2	/35
R3	/5



## **APPENDIX 6: RECREATIONAL CATCH MONITORING PROGRAM - MABEL LAKE RESORT**

## **APPENDIX 6A: STATEMENT OF WORK FOR RECREATIONAL CATCH MONITORING PROGRAM - MABEL LAKE RESORT**

### **TASK B - RECREATIONAL FISHERY CATCH MONITORING**

#### **BACKGROUND:**

The Fraser River and Thompson River both represent major salmon sports fishing locations. Poor returns of Chinook salmon to the Fraser River system resulted in the closure of all river sport fisheries for Chinook adults in 1980. Since then, returns have improved to an extent that has permitted the reopening of sport fisheries in selected areas. Creel surveys are a vital tool to monitor fishery performance, evaluate stock impacts, and provide the data upon which future management decisions can be made.

#### **OBJECTIVE:**

Creel surveys are used to estimate total angler catch and effort. The information gathered in this survey will be used to determine the total number of salmon caught by recreational anglers and the amount of angler effort exerted during the opening of Fraser River and Thompson River watershed sport fisheries. Monitors must monitor fishing activities and interview fishermen to collect catch and effort information.

#### **ACTIVITIES:**

The Mabel Lake recreational fishery is within the Shuswap Nation Tribal Council's traditional fishing area. The work is to be conducted at the Mabel Lake Resort near Enderby, BC. Provision of fishery Monitors is required to participate in this program. Monitors are required to gather information for the creel survey during open fishing times.

Monitors must conduct patrols to interview fishers for the purpose of collecting harvest information such as:

- type of gear used;
- length of time spent fishing;
- species caught or released;
- hourly levels of effort by gear type (fishing activity);
- biological sampling including scale and DNA sampling;
- relay of fishing opening or closure information; and
- reporting of illegal fishing activities.

Fixed schedules must be collaboratively developed to ensure adequate coverage is provided for the Recreational Sports Fishery. Pre-season fishing plans are developed based on the anticipated levels of return of numerous stock/run timing groups. Run timing and abundance estimates are derived from the best available information at the time.

- Shift schedules and monitors must be flexible to accommodate for in-season changes to fishing openings and closures.
- Actual program coverage will be adjusted in-season to accommodate for changes in fishery openings and/or government priorities.
- Days monitored must be random including weekends, weekdays, before noon and afternoon.
- All shifts must be completed and all data provided to DFO in a timely fashion.
- Transportation for monitoring remains the responsibility of Offeror.
- Ensure all data collected is accurate and complete.

**DELIVERABLES:**

All data captured from the Recreational fishery catch monitoring activities outlined above must be submitted to the DFO Kamloops office (*location to be provided at award*), no later than one week following the last scheduled day of monitoring.

**REPORTING REQUIREMENTS**

Recreational Fishery monitoring, all data forms must be submitted within one week from the last scheduled day of the creel survey.

**ESTIMATED LEVEL OF EFFORT:**

It is anticipated the work of the Recreational fishery catch monitoring projects will take the following time to complete:

Task	Location	Estimated Level of Effort (Hours)	# of Primary Resources Required	# of Back-up Resources Required
B	6) Recreational Catch Monitoring Program - Mabel Lake Resort	It is anticipated the work of the project will take up to a ceiling of <b>300</b> hours depending on sockeye abundance, fishery openings and government priorities to complete as determined by Fisheries and Oceans Canada.	1*	1

\*At least one of the primary resource having previous experience fisheries monitoring experience should be onsite at all time when work is being conducted.

**WORK PERIOD:**

**Expected Start and Completion Dates**

The offer period is from May 1 to April 30 each year; however the work period shall be as follows:

Period	Task B - Recreational Fishery Catch Monitoring
Firm Period	June 1, 2017 to October 15, 2017
Optional Period One	June 1, 2018 to October 15, 2018
Optional Period Two	June 1, 2019 to October 15, 2019
Optional Period Three	June 1, 2020 to October 15, 2020
Optional Period Four	June 1, 2021 to October 15, 2021

**APPENDIX 6B: BASIS OF PAYMENT FOR RECREATIONAL CATCH MONITORING PROGRAM - MABEL LAKE RESORT**

The following is to be inserted at A7.10 and A7.11 at Standing Offer Award:

**A7.10 Limitation of Call-ups**

Individual call-ups against the Standing Offer processed by the Technical Authority must not exceed \$ 10,000.00 (Applicable taxes excluded).

Individual call-ups against the Standing Offer exceeding \$ 10,000.00 (Applicable taxes excluded) will be processed by the Standing Offer Authority up to the financial limitation.

**A7.11 Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$ 12,000.00 (Applicable Taxes excluded)** per year unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

**Note:**

- The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the above will be consistent with this data.
- No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

**Section A: Initial Period Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Offer Period is from date of Award to March 31, 2018 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

<b>TABLE A1: Professional Service Fees</b>				
<b>Description</b>		<b>Volumetric Data* (hours)</b>	<b>Firm All-Inclusive Rate</b> <small>[GST/HST extra]</small>	<b>Extended Estimated Price</b>
		<b>(A)</b>	<b>(B)</b>	<b>(A x B)</b>
1	All-inclusive cost for monitor hours	300	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				<b>\$_____</b>

TABLE A2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <i>Treasury Board Travel Directive</i>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 2,000.00</b>

**Section B: Optional Period 1 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 1 is from date of April 1, 2018 to March 31, 2019 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

TABLE B1: Professional Service Fees			
Description	Volumetric Data* (hours) (A)	Firm All-Inclusive Rate [GST/HST extra] (B)	Extended Estimated Price (A x B)
1 All-inclusive cost for monitor hours	300	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>			\$_____

TABLE B2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <i>Treasury Board Travel Directive</i>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 2,000.00</b>

**Section B: Optional Period 2 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 2 is from date of April 1, 2019 to March 31, 2020 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

TABLE B1: Professional Service Fees				
Description		Volumetric Data* (hours) (A)	Firm All-Inclusive Rate [GST/HST extra] (B)	Extended Estimated Price (A x B)
1	All-inclusive cost for monitor hours	300	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				\$_____

TABLE B2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <u>Treasury Board Travel Directive</u>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 2,000.00</b>

**Section B: Optional Period 3 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 3 is from date of April 1, 2020 to March 31, 2021 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

TABLE B1: Professional Service Fees				
Description		Volumetric Data* (hours) (A)	Firm All-Inclusive Rate [GST/HST extra] (B)	Extended Estimated Price (A x B)
1	All-inclusive cost for monitor hours	300	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				\$_____

TABLE B2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <u>Treasury Board Travel Directive</u>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p>	<b>\$ 2,000.00</b>

	All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.	
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**Section B: Optional Period 4 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 4 is from date of April 1, 2021 to March 31, 2022 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

<b>TABLE B1: Professional Service Fees</b>			
	Description	Volumetric Data* (hours) (A)	Firm All-Inclusive Rate [GST/HST extra] (B) Extended Estimated Price (A x B)
1	All-inclusive cost for monitor hours	300	\$_____ Per Hour \$_____
<b>Total Estimated Price (Initial Period)</b>			\$_____

<b>TABLE B2: Authorized Travel and Living Expenses</b>		
	Description	Limitation of Expenditure (in CDN)
1	<p>The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <u>Treasury Board Travel Directive</u>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 2,000.00</b>

**APPENDIX 6C: EVALUATION CRITERIA & SELECTION METHODOLOGY FOR RECREATIONAL CATCH MONITORING PROGRAM - MABEL LAKE RESORT**

**MANDATORY CRITERIA:**

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

**The Offeror should include the following tables in their Offer, indicating that their Offer meets the mandatory criteria, and providing the Offer page number or section that contains information to verify that the criteria has been met.**

Mandatory Criteria		Meets Criteria (✓)	Offer Page No.
M1	The Offeror must, provide, with their Offer, a certification stating that they meet the definition of an Aboriginal business, according to the definition provided, on the date that the Offer was submitted, and an undertaking that the business will continue to meet this definition throughout the life of the agreement.		
M2	The Offeror must certify that they are able to provide the number of monitoring resources required (primary and back-up) for the geographical area with at least one primary monitor having completed a minimum of one (1) fisheries related project in the last five years.		

**RATED CRITERIA:**

Offeror must achieve a **minimum score of 10** possible points of the Rated Criteria in order to be considered technically responsive. Offers failing to meet the minimum score required will be deemed non-compliant and given no further consideration.

'R1' The Offeror				
Point Rated Technical Criterion	Max Points Available	Point Breakdown Structure	Evaluated Score [DFO use only]	Offer Page No. [Supplier to Fill-in]
R1.A Demonstrate relevant, previous work experience in fishery catch monitoring  *Relevant is defined as fisheries related experience	15	<ul style="list-style-type: none"> <li>The Offeror has completed more than 3 relevant projects in the past five years – <b>15 points</b></li> <li>The Offeror has completed 2-3 relevant projects in the past 5 years – <b>10 points</b></li> <li>The Offeror has completed 1 relevant project in the past 5 years – <b>5 points</b></li> <li>No information provided – <b>0 points</b></li> </ul>		
<b>TOTAL POINTS for R1</b>			<b>/15</b>	



<b>'R2' The Offeror's Proposed Resource</b>				
Offerors should provide a brief description or resume for the proposed resources(s) (primary and secondary) stating the individual's work experience, which indicates that the individual meets the below stated qualifications.				
Point Rated Technical Criterion	Max Points Available	Point Breakdown Structure	Evaluated Score [DFO use only]	Offer Page No. [Supplier to Fill-in]
<b>R2.A</b>	<b>15</b>	<ul style="list-style-type: none"> <li>• Primary Monitor having 2+ years of fishery monitoring experience – <b>15 Points</b></li> <li>• Primary Monitor having &lt; 2 years fishery monitoring – <b>10 points</b></li> <li>• Primary Monitor has relevant fisheries experience that is not monitoring – <b>5 points</b></li> <li>• Primary Monitor has no fisheries experience – <b>0 points</b></li> </ul>		
<b>R2.C</b>	<b>20</b>	<p>At least one named primary resource should have proof of the following valid certifications</p> <ul style="list-style-type: none"> <li>• Swift water awareness or Swift water Rescue training</li> <li>• Basic First Aid including CPR</li> <li>• A valid drivers licence</li> <li>• Bear Awareness Training</li> </ul> <p><i>*to demonstrate proof Offerors must provide a copy of the valid certification</i></p>	<p>Per certification to a maximum of 1 monitor:</p> <ul style="list-style-type: none"> <li>• <b>5 points</b> per certification listed per Monitor</li> <li>• <b>0 points</b> if certification was not provided</li> </ul>	
<b>TOTAL POINTS for R2</b>			<b>/35</b>	

**Rated Criterion 3: Knowledge and Understanding**

**For the following criterion:**

**0 points:** Unsatisfactory: No details provided. No approach and/or methodology and/or understanding was proposed.

**1 point:** Incomplete or limited explanation of how it will meet this requirement. The approach and/or methodology and/or understanding lack structure and coherence. Very few details are provided and some elements were not clearly addressed; major deficiencies exist with the objective and expected outcomes of this requirement. The Offeror does not demonstrate the minimum capability to meet any of the elements of the requirement.

**2 points:** Poor explanation of how it will meet this requirement. The approach and/or methodology and/or understanding has limited structure and coherence; the approach is rarely logical and often disorganized. There are several major deficiencies with the objective and expected outcomes of this requirement. Some major elements were not clearly addressed. The Offeror may meet the minimum capability to meet minor elements, but does not demonstrate the minimum capability to meet all of the major elements of the requirement.

**3 points:** Acceptable and adequate explanation of how it will meet this requirement. The approach and/or methodology and/or understanding is structured and coherent; although most of the major necessary details are provided, there are several minor deficiencies with the objective and expected outcomes of this requirement. Some minor elements were not clearly addressed. The Offeror demonstrates the minimum acceptable capability to meet most elements.

**4 points:** Good explanation of how it will meet this requirement. The approach and/or methodology and/or understanding structured and coherent and most of the necessary details are provided; minor deficiencies exist with the objective and expected outcomes of this requirement. The Offeror demonstrates the capability to adequately meet all elements of the requirement.

**5 points:** Excellent and in-depth and specific explanation on how it will meet this requirement. The approach and/or methodology and/or understanding is structured, coherent, and all necessary details are provided. No deficiencies exist. The Offeror demonstrates an understanding of the objective and expected outcomes of this requirement. The Offeror demonstrates the capability to fully meet all elements of the requirement.

Point Rated Technical Criterion		Max Points Available	Point Breakdown Structure	Evaluated Score [DFO use only]	Offer Page No. [Supplier to Fill-in]
R3.A	The Offeror should clearly describe the proposed approach and methodology to meet the requirements outlined in Annex A - Statement of work	5	Unsatisfactory = <b>0 points</b> Incomplete or limited explanation = <b>1 point</b> Poor explanation = <b>2 points</b> Acceptable explanation = <b>3 points</b> Good explanation = <b>4 points</b> Excellent/Comprehensive explanation = <b>5 points</b>		
<b>TOTAL POINTS for R3</b>				<b>/5</b>	

<b>Total Evaluated Score Minimum (20 points)</b>	<b>/55</b>
R1	/15
R2	/35
R3	/5

## **APPENDIX 7: RECREATIONAL CATCH MONITORING PROGRAM - OSOYOOS LAKE**

## **Appendix 7A: STATEMENT OF WORK FOR THE RECREATIONAL CATCH MONITORING PROGRAM - OSOYOOS LAKE**

### **TASK B - RECREATIONAL FISHERY CATCH MONITORING**

#### **BACKGROUND:**

The Fraser River and Thompson River both represent major salmon sports fishing locations. Poor returns of Chinook salmon to the Fraser River system resulted in the closure of all river sport fisheries for Chinook adults in 1980. Since then, returns have improved to an extent that has permitted the reopening of sport fisheries in selected areas. Creel surveys are a vital tool to monitor fishery performance, evaluate stock impacts, and provide the data upon which future management decisions can be made.

#### **OBJECTIVE:**

Creel surveys are used to estimate total angler catch and effort. The information gathered in this survey will be used to determine the total number of salmon caught by recreational anglers and the amount of angler effort exerted during the opening of Fraser River and Thompson River watershed sport fisheries. Monitors must monitor fishing activities and interview fishermen to collect catch and effort information.

#### **ACTIVITIES:**

The Osoyoos Lake recreational fishery is within the Okanagan Nation Alliance's traditional fishing area. The work is to be conducted at Osoyoos Lake, BC. Provision of fishery Monitors is required to participate in this program. Monitors are required to travel by a motorized vessel on Osoyoos Lake to gather information for the creel survey during open fishing times.

Monitors must conduct patrols to interview fishers for the purpose of collecting harvest information such as:

- type of gear used;
- length of time spent fishing;
- species caught or released;
- hourly levels of effort by gear type (fishing activity);
- biological sampling including scale and DNA sampling;
- relay of fishing opening or closure information; and
- reporting of illegal fishing activities.

Fixed schedules must be collaboratively developed to ensure adequate coverage is provided for the Recreational Sports Fishery. Pre-season fishing plans are developed based on the anticipated levels of return of numerous stock/run timing groups. Run timing and abundance estimates are derived from the best available information at the time.

- Shift schedules and monitors must be flexible to accommodate for in-season changes to fishing openings and closures.
- Actual program coverage will be adjusted in-season to accommodate for changes in fishery openings and/or government priorities.
- Days monitored must be random including weekends, weekdays, before noon and afternoon.
- All shifts must be completed and all data provided to DFO in a timely fashion.
- Transportation for monitoring remains the responsibility of Offeror.
- Ensure all data collected is accurate and complete.

#### **MINIMUM VESSEL REQUIREMENTS**

Minimum vessel requirement to complete monitoring activities is an 18 foot vessel with a 50 horsepower (HP) motor meeting all Transport Canada safety standards.

**ADDITIONAL RESOURCE QUALIFICATION REQUIREMENTS**

- CCG Pleasure Craft Operator Card
- Boat Safety Training
- Valid boating insurance

**DELIVERABLES:**

All data captured from the Recreational fishery catch monitoring activities outlined above must be submitted to the DFO Kamloops office (*location to be provided at award*), no later than one week following the last scheduled day of monitoring.

**REPORTING REQUIREMENTS**

Recreational Fishery monitoring, all data forms must be submitted within one week from the last scheduled day of the creel survey.

**ESTIMATED LEVEL OF EFFORT:**

It is anticipated the work of the Recreational fishery catch monitoring projects will take the following time to complete:

Task	Location	Estimated Level of Effort (Hours)	# of Primary Resources Required	# of Back-up Resources Required
B	7) Recreational Catch Monitoring Program – Osoyoos Lake	It is anticipated the work of the project will take up to a ceiling of <b>480</b> hours depending on sockeye abundance, fishery openings and government priorities to complete as determined by Fisheries and Oceans Canada.	2*	1

\*At least one of the primary resource having previous experience fisheries monitoring experience should be onsite at all time when work is being conducted. One resource must also have a valid boating licence or a CCG Pleasure Craft Operator Card.

**WORK PERIOD:****Expected Start and Completion Dates**

The offer period is from May 1 to April 30 each year; however the work period shall be as follows:

Period	Task B - Recreational Fishery Catch Monitoring
Firm Period	June 1, 2017 to October 15, 2017
Optional Period One	June 1, 2018 to October 15, 2018
Optional Period Two	June 1, 2019 to October 15, 2019
Optional Period Three	June 1, 2020 to October 15, 2020
Optional Period Four	June 1, 2021 to October 15, 2021

## **ADDITIONAL VESSEL CHARTER CONDITIONS**

1. The Offeror must keep and maintain the vessel, engines, gear and equipment in good and sufficient repair for the duration of the Offer and must pay for all necessary repairs, renewals and maintenance.
2. The Offeror must:
  - 2.1 indemnify and save harmless Canada from and against any claim for loss or damage to the vessel or any other property, engines, gear, or equipment, arising from the charter, and for injury or property of persons aboard the vessel, excepting any injury or damage to property of Canada's employees or agents;
  - 2.2 ensure that the operations are only carried out by Canada's authorized representatives as specified by the Project Authority;
  - 2.3 ensure that approved personal floatation devices for all persons on board are in readily accessible positions at all times;
  - 2.4 ensure that the use or possession of illegal drugs or alcohol is prohibited. If any member of the crew is found under the influence of such drugs and/or intoxicants while on duty, it will be cause for termination of the Offer for default.
3. If the vessel is disabled or is not in running order or is laid up without the consent of Canada, then Canada will not be liable for payment for the hire of the vessel during this period. If this period exceeds one week, Canada may terminate the Offer immediately for default.
4. If any gear or equipment necessary for the efficient operation of the vessel for the purpose of the Offer is not in good working order for any period of time, then the payment of hire will cease for the lost time, and if during the voyage the speed is reduced by a defect in or breakdown of any part of the hull, machinery or equipment, the time lost will be deducted from the hire. Canada will be the sole judge of the capability of the vessel.
5. If the vessel is unable to operate safely in the work area because of sea or weather conditions, as agreed to by the representative of the Offeror and the representative of Canada, then the charter for the day will be terminated and a pro-rated payment made to the Offeror for that period engaged in the Work in accordance with the terms of the Offer.
6. If the particulars furnished by the Offeror and set out in the Offer are incorrect or misleading, Canada may, at Canada's discretion, terminate the Offer for default.
7. If the vessel is lost or damaged to such an extent as to justify abandonment as for a constructive total loss, Her Majesty may terminate the Offer.
8. The Offeror, by these presents, does hereby remise, release and forever discharge Her Majesty and all employees of Her Majesty from all manners of action, claims or demands, of whatever kind or nature that the Offeror ever had, now has or can, shall or may hereafter have by reason of damage to or personal injury, or both as a result of or in any way arising out of the acts or omission of Her Majesty or employees of Her Majesty pursuant to the terms and conditions of the Agreement or any Offer.
9. The Offeror acknowledges and agrees that this Agreement or any Offer shall in no way replace, substitute or derogate from any of the rights powers if Her Majesty pursuant to the Fisheries Act of Canada or any other statute, law or regulation of Canada.
10. The vessel shall not participate in a commercial fishery while under the terms and conditions of this Agreement or Offer.

11. The Offeror certifies that any price/rate shown herein has been computed in accordance with generally accepted accounting principles applicable to all like products or services sold by the Offeror, 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 the provision for discount or commission to selling agents.

**APPENDIX 7B: BASIS OF PAYMENT FOR THE RECREATIONAL CATCH MONITORING PROGRAM - OSOYOOS LAKE**

The following is to be inserted at A7.10 and A7.11 at Standing Offer Award:

**A7.10 Limitation of Call-ups**

Individual call-ups against the Standing Offer processed by the Technical Authority must not exceed \$ 20,000.00 (Applicable taxes excluded).

Individual call-ups against the Standing Offer exceeding \$ 20,000.00 (Applicable taxes excluded) will be processed by the Standing Offer Authority up to the financial limitation.

**A7.11 Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$ 25,000.00 (Applicable Taxes excluded)** per year unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

**Note:**

- The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the above will be consistent with this data.
- No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

**Section A: Initial Period Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Offer Period is from date of Award to March 31, 2018 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

<b>TABLE A1: Professional Service Fees</b>				
<b>Description</b>		<b>Volumetric Data*</b>	<b>Firm All-Inclusive Rate</b> <small>[GST/HST extra]</small>	<b>Extended Estimated Price</b>
		<b>(A)</b>	<b>(B)</b>	<b>(A x B)</b>
1	All-inclusive cost for monitor hours	480 (Hours)	\$_____ Per Hour	\$_____
2	All-inclusive rate for vessel charter (including mileage for the vessel)	25 (days)	\$_____ Per day	\$_____
<b>Total Estimated Price (Initial Period)</b>				<b>\$_____</b>



TABLE A2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <i>Treasury Board Travel Directive</i>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<p><b>\$ 2,000.00</b></p>

**Section B: Optional Period 1 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 1 is from date of April 1, 2018 to March 31, 2019 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

TABLE B1: Professional Service Fees			
Description	Volumetric Data* (hours) (A)	Firm All-Inclusive Rate [GST/HST extra] (B)	Extended Estimated Price (A x B)
1 All-inclusive cost for monitor hours	480 (Hours)	\$_____ Per Hour	\$_____
2 All-inclusive rate for vessel charter	25 (days)	\$_____ Per day	\$_____
<b>Total Estimated Price (Initial Period)</b>			\$_____

TABLE B2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <i>Treasury Board Travel Directive</i>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<p><b>\$ 2,000.00</b></p>

**Section B: Optional Period 2 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 2 is from date of April 1, 2019 to March 31, 2020 inclusive. The price must

be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

<b>TABLE B1: Professional Service Fees</b>				
<b>Description</b>		<b>Volumetric Data* (hours) (A)</b>	<b>Firm All-Inclusive Rate [GST/HST extra] (B)</b>	<b>Extended Estimated Price (A x B)</b>
1	All-inclusive cost for monitor hours	480 (Hours)	\$_____ Per Hour	\$_____
2	All-inclusive rate for vessel charter	25 (days)	\$_____ Per day	\$_____
<b>Total Estimated Price (Initial Period)</b>				\$_____

<b>TABLE B2: Authorized Travel and Living Expenses</b>	
<b>Description</b>	<b>Limitation of Expenditure (in CDN)</b>
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <i>Treasury Board Travel Directive</i>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 2,000.00</b>

**Section B: Optional Period 3 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 3 is from date of April 1, 2020 to March 31, 2021 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

<b>TABLE B1: Professional Service Fees</b>				
<b>Description</b>		<b>Volumetric Data* (hours) (A)</b>	<b>Firm All-Inclusive Rate [GST/HST extra] (B)</b>	<b>Extended Estimated Price (A x B)</b>
1	All-inclusive cost for monitor hours	480 (Hours)	\$_____ Per Hour	\$_____
2	All-inclusive rate for vessel charter	25 (days)	\$_____ Per day	\$_____
<b>Total Estimated Price (Initial Period)</b>				\$_____

TABLE B2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <i>Treasury Board Travel Directive</i>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 2,000.00</b>

**Section B: Optional Period 4 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 4 is from date of April 1, 2021 to March 31, 2022 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

TABLE B1: Professional Service Fees			
Description	Volumetric Data* (hours) (A)	Firm All-Inclusive Rate [GST/HST extra] (B)	Extended Estimated Price (A x B)
1 All-inclusive cost for monitor hours	480 (Hours)	\$_____ Per Hour	\$_____
2 All-inclusive rate for vessel charter	25 (days)	\$_____ Per day	\$_____
<b>Total Estimated Price (Initial Period)</b>			\$_____

TABLE B2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <i>Treasury Board Travel Directive</i>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 2,000.00</b>

**APPENDIX 7C: EVALUATION CRITERIA & SELECTION METHODOLOGY FOR RECREATIONAL CATCH MONITORING PROGRAM - OSOYOOS LAKE**

**MANDATORY CRITERIA:**

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

**The Offeror should include the following tables in their Offer, indicating that their Offer meets the mandatory criteria, and providing the Offer page number or section that contains information to verify that the criteria has been met.**

Mandatory Criteria		Meets Criteria (✓)	Offer Page No.
<b>M1</b>	The Offeror must, provide, with their Offer, a certification stating that they meet the definition of an Aboriginal business, according to the definition provided, on the date that the Offer was submitted, and an undertaking that the business will continue to meet this definition throughout the life of the agreement.		
<b>M2</b>	The Offeror must certify that they are able to provide the number of monitoring resources required (primary and back-up) for the geographical area with at least one primary monitor having completed a minimum of one (1) fisheries related project in the last five years.		
<b>M3</b>	The Offeror must have a vessel meeting all Transport Canada standards and is at a minimum 18ft long with a 50 HP motor.		
<b>M4</b>	The Offeror must have at least one resource who holds a valid CCG Pleasure Craft Operator Card.		

**RATED CRITERIA:**

Offeror must achieve a **minimum score of 10** possible points of the Rated Criteria in order to be considered technically responsive. Offers failing to meet the minimum score required will be deemed non-compliant and given no further consideration.

‘R1’ The Offeror				
Point Rated Technical Criterion	Max Points Available	Point Breakdown Structure	Evaluated Score [DFO use only]	Offer Page No. [Supplier to Fill-in]
<b>R1.A</b> Demonstrate relevant, previous work experience in fishery catch monitoring  *Relevant is defined as fisheries related experience	<b>15</b>	<ul style="list-style-type: none"> <li>• The Offeror has completed more than 3 relevant projects in the past five years – <b>15 points</b></li> <li>• The Offeror has completed 2-3 relevant projects in the past 5 years – <b>10 points</b></li> <li>• The Offeror has completed 1 relevant project in the past 5 years – <b>5 points</b></li> <li>• No information provided – <b>0 points</b></li> </ul>		
<b>TOTAL POINTS for R1</b>			<b>/15</b>	

<b>'R2' The Offeror's Proposed Resource</b>				
Offerors should provide a brief description or resume for the proposed resources(s) (primary and secondary) stating the individual's work experience, which indicates that the individual meets the below stated qualifications.				
<b>Point Rated Technical Criterion</b>	<b>Max Points Available</b>	<b>Point Breakdown Structure</b>	<b>Evaluated Score</b> [DFO use only]	<b>Offer Page No.</b> [Supplier to Fill-in]
<b>R2.A</b>	<b>15</b>	<ul style="list-style-type: none"> <li>• Primary Monitor having 2+ years of fishery monitoring experience – <b>15 Points</b></li> <li>• Primary Monitor having &lt; 2 years fishery monitoring – <b>10 points</b></li> <li>• Primary Monitor has relevant fisheries experience that is not monitoring – <b>5 points</b></li> <li>• Primary Monitor has no fisheries experience – <b>0 points</b></li> </ul>		
<b>R2.C</b>	<b>20</b>	<p>At least one named primary resource should have proof of the following valid certifications</p> <ul style="list-style-type: none"> <li>• Swift water awareness or Swift water Rescue training</li> <li>• Basic First Aid including CPR</li> <li>• A valid drivers licence</li> <li>• Bear Awareness Training</li> </ul> <p><i>*to demonstrate proof Offerors must provide a copy of the valid certification</i></p>	<p>Per certification to a maximum of 1 monitor:</p> <ul style="list-style-type: none"> <li>• <b>5 points</b> per certification listed per Monitor</li> <li>• <b>0 points</b> if certification was not provided</li> </ul>	
<b>TOTAL POINTS for R2</b>			<b>/35</b>	

**Rated Criterion 3: Knowledge and Understanding**

**For the following criterion:**

**0 points:** Unsatisfactory: No details provided. No approach and/or methodology and/or understanding was proposed.

**1 point:** Incomplete or limited explanation of how it will meet this requirement. The approach and/or methodology and/or understanding lack structure and coherence. Very few details are provided and some elements were not clearly addressed; major deficiencies exist with the objective and expected outcomes of this requirement. The Offeror does not demonstrate the minimum capability to meet any of the elements of the requirement.

**2 points:** Poor explanation of how it will meet this requirement. The approach and/or methodology and/or understanding has limited structure and coherence; the approach is rarely logical and often disorganized. There are several major deficiencies with the objective and expected outcomes of this requirement. Some major elements were not clearly addressed. The Offeror may meet the minimum capability to meet minor elements, but does not demonstrate the minimum capability to meet all of the major elements of the requirement.

**3 points:** Acceptable and adequate explanation of how it will meet this requirement. The approach and/or methodology and/or understanding is structured and coherent; although most of the major necessary details are provided, there are several minor deficiencies with the objective and expected outcomes of this requirement. Some minor elements were not clearly addressed. The Offeror demonstrates the minimum acceptable capability to meet most elements.

**4 points:** Good explanation of how it will meet this requirement. The approach and/or methodology and/or understanding structured and coherent and most of the necessary details are provided; minor deficiencies exist with the objective and expected outcomes of this requirement. The Offeror demonstrates the capability to adequately meet all elements of the requirement.

**5 points:** Excellent and in-depth and specific explanation on how it will meet this requirement. The approach and/or methodology and/or understanding is structured, coherent, and all necessary details are provided. No deficiencies exist. The Offeror demonstrates an understanding of the objective and expected outcomes of this requirement. The Offeror demonstrates the capability to fully meet all elements of the requirement.

Point Rated Technical Criterion		Max Points Available	Point Breakdown Structure	Evaluated Score [DFO use only]	Offer Page No. [Supplier to Fill-in]
R3.A	The Offeror should clearly describe the proposed approach and methodology to meet the requirements outlined in Annex A - Statement of work	5	Unsatisfactory = <b>0 points</b> Incomplete or limited explanation = <b>1 point</b> Poor explanation = <b>2 points</b> Acceptable explanation = <b>3 points</b> Good explanation = <b>4 points</b> Excellent/Comprehensive explanation = <b>5 points</b>		
<b>TOTAL POINTS for R3</b>				<b>/5</b>	

<b>Total Evaluated Score Minimum (20 points)</b>	<b>/55</b>
R1	/15
R2	/35
R3	/5

## **APPENDIX 8: RECREATIONAL CATCH MONITORING PROGRAM - THOMPSON RIVER AT SAVONA**

## **Appendix 8A: STATEMENT OF WORK FOR THE RECREATIONAL CATCH MONITORING PROGRAM - THOMPSON RIVER AT SAVONA**

### **TASK B - RECREATIONAL FISHERY CATCH MONITORING**

#### **BACKGROUND:**

The Fraser River and Thompson River both represent major salmon sports fishing locations. Poor returns of Chinook salmon to the Fraser River system resulted in the closure of all river sport fisheries for Chinook adults in 1980. Since then, returns have improved to an extent that has permitted the reopening of sport fisheries in selected areas. Creel surveys are a vital tool to monitor fishery performance, evaluate stock impacts, and provide the data upon which future management decisions can be made.

#### **OBJECTIVE:**

Creel surveys are used to estimate total angler catch and effort. The information gathered in this survey will be used to determine the total number of salmon caught by recreational anglers and the amount of angler effort exerted during the opening of Fraser River and Thompson River watershed sport fisheries. Monitors must monitor fishing activities and interview fishermen to collect catch and effort information.

#### **ACTIVITIES:**

The Thompson River recreational fishery is within the Shuswap Nation Tribal Council's traditional fishing area. The work is to be conducted at the Thompson River at Savona, BC. Provision of fishery Monitors is required to participate in this program. Monitors are required to gather information for the creel survey during open fishing times.

Monitors must conduct patrols to interview fishers for the purpose of collecting harvest information such as:

- type of gear used;
- length of time spent fishing;
- species caught or released;
- hourly levels of effort by gear type (fishing activity);
- biological sampling including scale and DNA sampling;
- relay of fishing opening or closure information; and
- reporting of illegal fishing activities.

Fixed schedules must be collaboratively developed to ensure adequate coverage is provided for the Recreational Sports Fishery. Pre-season fishing plans are developed based on the anticipated levels of return of numerous stock/run timing groups. Run timing and abundance estimates are derived from the best available information at the time.

- Shift schedules and monitors must be flexible to accommodate for in-season changes to fishing openings and closures.
- Actual program coverage will be adjusted in-season to accommodate for changes in fishery openings and/or government priorities.
- Days monitored must be random including weekends, weekdays, before noon and afternoon.
- All shifts must be completed and all data provided to DFO in a timely fashion.
- Transportation for monitoring remains the responsibility of Offeror.
- Ensure all data collected is accurate and complete.



**DELIVERABLES:**

All data captured from the Recreational fishery catch monitoring activities outlined above must be submitted to the DFO Kamloops office (*location to be provided at award*), no later than one week following the last scheduled day of monitoring.

**REPORTING REQUIREMENTS**

Recreational Fishery monitoring, all data forms must be submitted within one week from the last scheduled day of the creel survey.

**ESTIMATED LEVEL OF EFFORT:**

It is anticipated the work of the Recreational fishery catch monitoring projects will take the following time to complete:

Task	Location	Estimated Level of Effort (Hours)	# of Primary Resources Required	# of Back-up Resources Required
B	8) Recreational Catch Monitoring Program - Thompson River at Savona	It is anticipated the work of the project will take up to a ceiling of <b>280</b> hours depending on sockeye abundance, fishery openings and government priorities to complete as determined by Fisheries and Oceans Canada.	1*	1

\*At least one of the primary resource having previous experience fisheries monitoring experience should be onsite at all time when work is being conducted.

**WORK PERIOD:**

**Expected Start and Completion Dates**

The offer period is from May 1 to April 30 each year; however the work period shall be as follows:

Period	Task B - Recreational Fishery Catch Monitoring
Firm Period	June 1, 2017 to October 15, 2017
Optional Period One	June 1, 2018 to October 15, 2018
Optional Period Two	June 1, 2019 to October 15, 2019
Optional Period Three	June 1, 2020 to October 15, 2020
Optional Period Four	June 1, 2021 to October 15, 2021

**APPENDIX 8B: BASIS OF PAYMENT FOR THE RECREATIONAL CATCH MONITORING PROGRAM - THOMPSON RIVER AT SAVONA**

The following is to be inserted at A7.10 and A7.11 at Standing Offer Award:

**A7.10 Limitation of Call-ups**

Individual call-ups against the Standing Offer processed by the Technical Authority must not exceed \$ 8,000.00 (Applicable taxes excluded).

Individual call-ups against the Standing Offer exceeding \$ 8,000.00 (Applicable taxes excluded) will be processed by the Standing Offer Authority up to the financial limitation.

**A7.11 Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$ 10,000.00 (Applicable Taxes excluded)** per year unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

**Note:**

- The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the above will be consistent with this data.
- No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

**Section A: Initial Period Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Offer Period is from date of Award to March 31, 2018 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

<b>TABLE A1: Professional Service Fees</b>				
<b>Description</b>		<b>Volumetric Data* (hours)</b> <b>(A)</b>	<b>Firm All-Inclusive Rate</b> <small>[GST/HST extra]</small> <b>(B)</b>	<b>Extended Estimated Price</b> <b>(A x B)</b>
1	All-inclusive cost for monitor hours	280	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				<b>\$_____</b>

TABLE A2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <i>Treasury Board Travel Directive</i>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 1,500.00</b>

**Section B: Optional Period 1 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 1 is from date of April 1, 2018 to March 31, 2019 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

TABLE B1: Professional Service Fees			
Description	Volumetric Data* (hours) (A)	Firm All-Inclusive Rate [GST/HST extra] (B)	Extended Estimated Price (A x B)
1 All-inclusive cost for monitor hours	280	\$ _____ Per Hour	\$ _____
<b>Total Estimated Price (Initial Period)</b>			\$ _____

TABLE B2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <i>Treasury Board Travel Directive</i>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 1,500.00</b>

**Section B: Optional Period 2 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 2 is from date of April 1, 2019 to March 31, 2020 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

TABLE B1: Professional Service Fees			
Description	Volumetric Data* (hours) <small>[for Evaluation Purposes Only]</small> (A)	Firm All-Inclusive Rate <small>[GST/HST extra]</small> (B)	Extended Estimated Price (A x B)
1 All-inclusive cost for monitor hours	280	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>			\$_____

TABLE B2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure <small>(in CDN)</small>
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <u>Treasury Board Travel Directive</u>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 1,500.00</b>

**Section B: Optional Period 3 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 3 is from date of April 1, 2020 to March 31, 2021 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

TABLE B1: Professional Service Fees			
Description	Volumetric Data* (hours) (A)	Firm All-Inclusive Rate <small>[GST/HST extra]</small> (B)	Extended Estimated Price (A x B)
1 All-inclusive cost for monitor hours	280	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>			\$_____

TABLE B2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure <small>(in CDN)</small>
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <u>Treasury Board Travel Directive</u>, and with the other provisions of the directive referring to "travellers", rather than those referring to</p>	<b>\$ 1,500.00</b>

	"employees".  All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.	
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**Section B: Optional Period 4 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 4 is from date of April 1, 2021 to March 31, 2022 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

<b>TABLE B1: Professional Service Fees</b>				
<b>Description</b>		<b>Volumetric Data* (hours)  (A)</b>	<b>Firm All-Inclusive Rate [GST/HST extra] (B)</b>	<b>Extended Estimated Price  (A x B)</b>
1	All-inclusive cost for monitor hours	280	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				\$_____

<b>TABLE B2: Authorized Travel and Living Expenses</b>	
<b>Description</b>	<b>Limitation of Expenditure (in CDN)</b>
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <u>Treasury Board Travel Directive</u>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 1,500.00</b>

**APPENDIX 8C: EVALUATION CRITERIA & SELECTION METHODOLOGY FOR THE RECREATIONAL CATCH MONITORING PROGRAM - THOMPSON RIVER AT SAVONA**

**MANDATORY CRITERIA:**

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

**The Offeror should include the following tables in their Offer, indicating that their Offer meets the mandatory criteria, and providing the Offer page number or section that contains information to verify that the criteria has been met.**

Mandatory Criteria		Meets Criteria (✓)	Offer Page No.
M1	The Offeror must, provide, with their Offer, a certification stating that they meet the definition of an Aboriginal business, according to the definition provided, on the date that the Offer was submitted, and an undertaking that the business will continue to meet this definition throughout the life of the agreement.		
M2	The Offeror must certify that they are able to provide the number of monitoring resources required (primary and back-up) for the geographical area with at least one primary monitor having completed a minimum of one (1) fisheries related project in the last five years.		

**RATED CRITERIA:**

Offeror must achieve a **minimum score of 10** possible points of the Rated Criteria in order to be considered technically responsive. Offers failing to meet the minimum score required will be deemed non-compliant and given no further consideration.

'R1' The Offeror				
Point Rated Technical Criterion	Max Points Available	Point Breakdown Structure	Evaluated Score [DFO use only]	Offer Page No. [Supplier to Fill-in]
R1.A Demonstrate relevant, previous work experience in fishery catch monitoring  *Relevant is defined as fisheries related experience	15	<ul style="list-style-type: none"> <li>The Offeror has completed more than 3 relevant projects in the past five years – <b>15 points</b></li> <li>The Offeror has completed 2-3 relevant projects in the past 5 years – <b>10 points</b></li> <li>The Offeror has completed 1 relevant project in the past 5 years – <b>5 points</b></li> <li>No information provided – <b>0 points</b></li> </ul>		
<b>TOTAL POINTS for R1</b>			<b>/15</b>	

<b>'R2' The Offeror's Proposed Resource</b>				
Offerors should provide a brief description or resume for the proposed resources(s) (primary and secondary) stating the individual's work experience, which indicates that the individual meets the below stated qualifications.				
Point Rated Technical Criterion	Max Points Available	Point Breakdown Structure	Evaluated Score [DFO use only]	Offer Page No. [Supplier to Fill-in]
<b>R2.A</b>	<b>15</b>	<ul style="list-style-type: none"> <li>• Primary Monitor having 2+ years of fishery monitoring experience – <b>15 Points</b></li> <li>• Primary Monitor having &lt; 2 years fishery monitoring – <b>10 points</b></li> <li>• Primary Monitor has relevant fisheries experience that is not monitoring – <b>5 points</b></li> <li>• Primary Monitor has no fisheries experience – <b>0 points</b></li> </ul>		
<b>R2.C</b>	<b>20</b>	<p>At least one named primary resource should have proof of the following valid certifications</p> <ul style="list-style-type: none"> <li>• Swift water awareness or Swift water Rescue training</li> <li>• Basic First Aid including CPR</li> <li>• A valid drivers licence</li> <li>• Bear Awareness Training</li> </ul> <p><i>*to demonstrate proof Offerors must provide a copy of the valid certification</i></p>	<p>Per certification to a maximum of 1 monitor:</p> <ul style="list-style-type: none"> <li>• <b>5 points</b> per certification listed per Monitor</li> <li>• <b>0 points</b> if certification was not provided</li> </ul>	
<b>TOTAL POINTS for R2</b>			<b>/35</b>	

<p><b>Rated Criterion 3: Knowledge and Understanding</b></p> <p><b>For the following criterion:</b></p> <p><b>0 points:</b> Unsatisfactory: No details provided. No approach and/or methodology and/or understanding was proposed.</p> <p><b>1 point:</b> Incomplete or limited explanation of how it will meet this requirement. The approach and/or methodology and/or understanding lack structure and coherence. Very few details are provided and some elements were not clearly addressed; major deficiencies exist with the objective and expected outcomes of this requirement. The Offeror does not demonstrate the minimum capability to meet any of the elements of the requirement.</p>
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**2 points:** Poor explanation of how it will meet this requirement. The approach and/or methodology and/or understanding has limited structure and coherence; the approach is rarely logical and often disorganized. There are several major deficiencies with the objective and expected outcomes of this requirement. Some major elements were not clearly addressed. The Offeror may meet the minimum capability to meet minor elements, but does not demonstrate the minimum capability to meet all of the major elements of the requirement.

**3 points:** Acceptable and adequate explanation of how it will meet this requirement. The approach and/or methodology and/or understanding is structured and coherent; although most of the major necessary details are provided, there are several minor deficiencies with the objective and expected outcomes of this requirement. Some minor elements were not clearly addressed. The Offeror demonstrates the minimum acceptable capability to meet most elements.

**4 points:** Good explanation of how it will meet this requirement. The approach and/or methodology and/or understanding structured and coherent and most of the necessary details are provided; minor deficiencies exist with the objective and expected outcomes of this requirement. The Offeror demonstrates the capability to adequately meet all elements of the requirement.

**5 points:** Excellent and in-depth and specific explanation on how it will meet this requirement. The approach and/or methodology and/or understanding is structured, coherent, and all necessary details are provided. No deficiencies exist. The Offeror demonstrates an understanding of the objective and expected outcomes of this requirement. The Offeror demonstrates the capability to fully meet all elements of the requirement.

Point Rated Technical Criterion		Max Points Available	Point Breakdown Structure	Evaluated Score [DFO use only]	Offer Page No. [Supplier to Fill-in]
R3.A	The Offeror should clearly describe the proposed approach and methodology to meet the requirements outlined in Annex A - Statement of work	5	Unsatisfactory = <b>0 points</b> Incomplete or limited explanation = <b>1 point</b> Poor explanation = <b>2 points</b> Acceptable explanation = <b>3 points</b> Good explanation = <b>4 points</b> Excellent/Comprehensive explanation = <b>5 points</b>		
<b>TOTAL POINTS for R3</b>				<b>/5</b>	

<b>Total Evaluated Score Minimum (20 points)</b>	<b>/55</b>
R1	/15
R2	/35
R3	/5



## **APPENDIX 9: RECREATIONAL CATCH MONITORING PROGRAM - NORTH THOMPSON/ CLEARWATER RIVER**

## **Appendix 9A: STATEMENT OF WORK FOR THE RECREATIONAL CATCH MONITORING PROGRAM - NORTH THOMPSON/ CLEARWATER RIVER**

### **TASK B - RECREATIONAL FISHERY CATCH MONITORING**

#### **BACKGROUND:**

The Fraser River and Thompson River both represent major salmon sports fishing locations. Poor returns of Chinook salmon to the Fraser River system resulted in the closure of all river sport fisheries for Chinook adults in 1980. Since then, returns have improved to an extent that has permitted the reopening of sport fisheries in selected areas. Creel surveys are a vital tool to monitor fishery performance, evaluate stock impacts, and provide the data upon which future management decisions can be made.

#### **OBJECTIVE:**

Creel surveys are used to estimate total angler catch and effort. The information gathered in this survey will be used to determine the total number of salmon caught by recreational anglers and the amount of angler effort exerted during the opening of Fraser River and Thompson River watershed sport fisheries. Monitors must monitor fishing activities and interview fishermen to collect catch and effort information.

#### **ACTIVITIES:**

The North Thompson/Clearwater River recreational fishery is within the Shuswap Nation Tribal Council's traditional fishing area. The work is to be conducted at the North Thompson River (at the Provincial Park) and the Clearwater River (at the Kettle), BC. Provision of fishery Monitors is required to participate in this program. Monitors are required to gather information for the creel survey during open fishing times.

Monitors must conduct patrols to interview fishers for the purpose of collecting harvest information such as:

- type of gear used;
- length of time spent fishing;
- species caught or released;
- hourly levels of effort by gear type (fishing activity);
- biological sampling including scale and DNA sampling;
- relay of fishing opening or closure information; and
- reporting of illegal fishing activities.

Fixed schedules must be collaboratively developed to ensure adequate coverage is provided for the Recreational Sports Fishery. Pre-season fishing plans are developed based on the anticipated levels of return of numerous stock/run timing groups. Run timing and abundance estimates are derived from the best available information at the time.

- Shift schedules and monitors must be flexible to accommodate for in-season changes to fishing openings and closures.
- Actual program coverage will be adjusted in-season to accommodate for changes in fishery openings and/or government priorities.
- Days monitored must be random including weekends, weekdays, before noon and afternoon.
- All shifts must be completed and all data provided to DFO in a timely fashion.
- Transportation for monitoring remains the responsibility of Offeror.
- Ensure all data collected is accurate and complete.

**DELIVERABLES:**

All data captured from the Recreational fishery catch monitoring activities outlined above must be submitted to the DFO Kamloops office (*location to be provided at award*), no later than one week following the last scheduled day of monitoring.

**REPORTING REQUIREMENTS**

Recreational Fishery monitoring, all data forms must be submitted within one week from the last scheduled day of the creel survey.

**ESTIMATED LEVEL OF EFFORT:**

It is anticipated the work of the Recreational fishery catch monitoring projects will take the following time to complete:

Task	Location	Estimated Level of Effort (Hours)	# of Primary Resources Required	# of Back-up Resources Required
B	9) Recreational Catch Monitoring Program - North Thompson/ Clearwater River	It is anticipated the work of the project will take up to a ceiling of <b>400</b> hours depending on sockeye abundance, fishery openings and government priorities to complete as determined by Fisheries and Oceans Canada.	2*	1

\*At least one of the primary resource having previous experience fisheries monitoring experience should be onsite at all time when work is being conducted.

**WORK PERIOD:**

**Expected Start and Completion Dates**

The offer period is from May 1 to April 30 each year; however the work period shall be as follows:

Period	Task B - Recreational Fishery Catch Monitoring
Firm Period	June 1, 2017 to October 15, 2017
Optional Period One	June 1, 2018 to October 15, 2018
Optional Period Two	June 1, 2019 to October 15, 2019
Optional Period Three	June 1, 2020 to October 15, 2020
Optional Period Four	June 1, 2021 to October 15, 2021

**APPENDIX 9B: BASIS OF PAYMENT FOR THE RECREATIONAL CATCH MONITORING PROGRAM - NORTH THOMPSON/ CLEARWATER RIVER**

The following is to be inserted at A7.10 and A7.11 at Standing Offer Award:

**A7.10 Limitation of Call-ups**

Individual call-ups against the Standing Offer processed by the Technical Authority must not exceed \$ 15,000.00 (Applicable taxes excluded).

Individual call-ups against the Standing Offer exceeding \$ 15,000.00 (Applicable taxes excluded) will be processed by the Standing Offer Authority up to the financial limitation.

**A7.11 Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$ 20,000.00 (Applicable Taxes excluded)** per year unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

**Note:**

- The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the above will be consistent with this data.
- No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

**Section A: Initial Period Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Offer Period is from date of Award to March 31, 2018 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

<b>TABLE A1: Professional Service Fees</b>				
<b>Description</b>		<b>Volumetric Data* (hours) (A)</b>	<b>Firm All-Inclusive Rate [GST/HST extra] (B)</b>	<b>Extended Estimated Price (A x B)</b>
1	All-inclusive cost for monitor hours	400	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				<b>\$_____</b>

TABLE A2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <i>Treasury Board Travel Directive</i>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 4,000.00</b>

**Section B: Optional Period 1 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 1 is from date of April 1, 2018 to March 31, 2019 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

TABLE B1: Professional Service Fees			
Description	Volumetric Data* (hours) (A)	Firm All-Inclusive Rate [GST/HST extra] (B)	Extended Estimated Price (A x B)
1 All-inclusive cost for monitor hours	400	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>			\$_____

TABLE B2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <i>Treasury Board Travel Directive</i>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 4,000.00</b>

**Section B: Optional Period 2 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 2 is from date of April 1, 2019 to March 31, 2020 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

TABLE B1: Professional Service Fees				
Description		Volumetric Data* (hours) (A)	Firm All-Inclusive Rate [GST/HST extra] (B)	Extended Estimated Price (A x B)
1	All-inclusive cost for monitor hours	400	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				\$_____

TABLE B2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <u>Treasury Board Travel Directive</u>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 4,000.00</b>

**Section B: Optional Period 3 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 3 is from date of April 1, 2020 to March 31, 2021 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

TABLE B1: Professional Service Fees				
Description		Volumetric Data* (hours) (A)	Firm All-Inclusive Rate [GST/HST extra] (B)	Extended Estimated Price (A x B)
1	All-inclusive cost for monitor hours	400	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				\$_____

TABLE B2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <u>Treasury Board Travel Directive</u>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 4,000.00</b>

**Section B: Optional Period 4 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 4 is from date of April 1, 2021 to March 31, 2022 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

<b>TABLE B1: Professional Service Fees</b>				
<b>Description</b>		<b>Volumetric Data* (hours)</b> <b>(A)</b>	<b>Firm All-Inclusive Rate</b> [GST/HST extra] <b>(B)</b>	<b>Extended Estimated Price</b> <b>(A x B)</b>
1	All-inclusive cost for monitor hours	400	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				\$_____

<b>TABLE B2: Authorized Travel and Living Expenses</b>	
<b>Description</b>	<b>Limitation of Expenditure</b> (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <u>Treasury Board Travel Directive</u>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 4,000.00</b>

**APPENDIX 9C: EVALUATION CRITERIA & SELECTION METHODOLOGY FOR THE RECREATIONAL CATCH MONITORING PROGRAM - NORTH THOMPSON/ CLEARWATER RIVER**

**MANDATORY CRITERIA:**

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

**The Offeror should include the following tables in their Offer, indicating that their Offer meets the mandatory criteria, and providing the Offer page number or section that contains information to verify that the criteria has been met.**

Mandatory Criteria		Meets Criteria (✓)	Offer Page No.
M1	The Offeror must, provide, with their Offer, a certification stating that they meet the definition of an Aboriginal business, according to the definition provided, on the date that the Offer was submitted, and an undertaking that the business will continue to meet this definition throughout the life of the agreement.		
M2	The Offeror must certify that they are able to provide the number of monitoring resources required (primary and back-up) for the geographical area with at least one primary monitor having completed a minimum of one (1) fisheries related project in the last five years.		

**RATED CRITERIA:**

Offeror must achieve a **minimum score of 20** possible points of the Rated Criteria in order to be considered technically responsive. Offers failing to meet the minimum score required will be deemed non-compliant and given no further consideration.

'R1' The Offeror				
Point Rated Technical Criterion	Max Points Available	Point Breakdown Structure	Evaluated Score [DFO use only]	Offer Page No. [Supplier to Fill-in]
R1.A Demonstrate relevant, previous work experience in fishery catch monitoring  *Relevant is defined as fisheries related experience	15	<ul style="list-style-type: none"> <li>The Offeror has completed more than 3 relevant projects in the past five years – <b>15 points</b></li> <li>The Offeror has completed 2-3 relevant projects in the past 5 years – <b>10 points</b></li> <li>The Offeror has completed 1 relevant project in the past 5 years – <b>5 points</b></li> <li>No information provided – <b>0 points</b></li> </ul>		
<b>TOTAL POINTS for R1</b>			<b>/15</b>	



<b>'R2' The Offeror's Proposed Resource</b>				
Offerors should provide a brief description or resume for the proposed resources(s) (primary and secondary) stating the individual's work experience, which indicates that the individual meets the below stated qualifications.				
<b>Point Rated Technical Criterion</b>	<b>Max Points Available</b>	<b>Point Breakdown Structure</b>	<b>Evaluated Score</b> [DFO use only]	<b>Offer Page No.</b> [Supplier to Fill-in]
<b>R2.A</b>	<b>15</b>	<ul style="list-style-type: none"> <li>• Primary Monitor having 2+ years of fishery monitoring experience – <b>15 Points</b></li> <li>• Primary Monitor having &lt; 2 years fishery monitoring – <b>10 points</b></li> <li>• Primary Monitor has relevant fisheries experience that is not monitoring – <b>5 points</b></li> <li>• Primary Monitor has no fisheries experience – <b>0 points</b></li> </ul>		
<b>R2.C</b>	<b>40</b>	<p>At least one named primary resource should have proof of the following valid certifications</p> <ul style="list-style-type: none"> <li>• Swift water awareness or Swift water Rescue training</li> <li>• Basic First Aid including CPR</li> <li>• A valid drivers licence</li> <li>• Bear Awareness Training</li> </ul> <p><i>*to demonstrate proof Offerors must provide a copy of the valid certification</i></p>	<p>Per certification to a maximum of 2 monitors:</p> <ul style="list-style-type: none"> <li>• <b>5 points</b> per certification listed per Monitor</li> <li>• <b>0 points</b> if certification was not provided</li> </ul>	
<b>TOTAL POINTS for R2</b>			<b>/55</b>	

<p><b>Rated Criterion 3: Knowledge and Understanding</b></p> <p><b>For the following criterion:</b></p> <p><b>0 points:</b> Unsatisfactory: No details provided. No approach and/or methodology and/or understanding was proposed.</p> <p><b>1 point:</b> Incomplete or limited explanation of how it will meet this requirement. The approach and/or methodology and/or understanding lack structure and coherence. Very few details are provided and some elements were not clearly addressed; major deficiencies exist with the objective and expected outcomes of this requirement. The Offeror does not demonstrate the minimum capability to meet any of the elements of the requirement.</p>
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**2 points:** Poor explanation of how it will meet this requirement. The approach and/or methodology and/or understanding has limited structure and coherence; the approach is rarely logical and often disorganized. There are several major deficiencies with the objective and expected outcomes of this requirement. Some major elements were not clearly addressed. The Offeror may meet the minimum capability to meet minor elements, but does not demonstrate the minimum capability to meet all of the major elements of the requirement.

**3 points:** Acceptable and adequate explanation of how it will meet this requirement. The approach and/or methodology and/or understanding is structured and coherent; although most of the major necessary details are provided, there are several minor deficiencies with the objective and expected outcomes of this requirement. Some minor elements were not clearly addressed. The Offeror demonstrates the minimum acceptable capability to meet most elements.

**4 points:** Good explanation of how it will meet this requirement. The approach and/or methodology and/or understanding structured and coherent and most of the necessary details are provided; minor deficiencies exist with the objective and expected outcomes of this requirement. The Offeror demonstrates the capability to adequately meet all elements of the requirement.

**5 points:** Excellent and in-depth and specific explanation on how it will meet this requirement. The approach and/or methodology and/or understanding is structured, coherent, and all necessary details are provided. No deficiencies exist. The Offeror demonstrates an understanding of the objective and expected outcomes of this requirement. The Offeror demonstrates the capability to fully meet all elements of the requirement.

Point Rated Technical Criterion		Max Points Available	Point Breakdown Structure	Evaluated Score [DFO use only]	Offer Page No. [Supplier to Fill-in]
R3.A	The Offeror should clearly describe the proposed approach and methodology to meet the requirements outlined in Annex A - Statement of work	5	Unsatisfactory = <b>0 points</b> Incomplete or limited explanation = <b>1 point</b> Poor explanation = <b>2 points</b> Acceptable explanation = <b>3 points</b> Good explanation = <b>4 points</b> Excellent/Comprehensive explanation = <b>5 points</b>		
<b>TOTAL POINTS for R3</b>				<b>/5</b>	

<b>Total Evaluated Score Minimum (20 points)</b>	<b>/75</b>
R1	/15
R2	/55
R3	/5

## **APPENDIX 10: RECREATIONAL CATCH MONITORING PROGRAM - FRASER RIVER AT SETON**

## **APPENDIX 10A: STATEMENT OF WORK FOR THE RECREATIONAL CATCH MONITORING PROGRAM - FRASER RIVER AT SETON**

### **TASK B - RECREATIONAL FISHERY CATCH MONITORING**

#### **BACKGROUND:**

The Fraser River and Thompson River both represent major salmon sports fishing locations. Poor returns of Chinook salmon to the Fraser River system resulted in the closure of all river sport fisheries for Chinook adults in 1980. Since then, returns have improved to an extent that has permitted the reopening of sport fisheries in selected areas. Creel surveys are a vital tool to monitor fishery performance, evaluate stock impacts, and provide the data upon which future management decisions can be made.

#### **OBJECTIVE:**

Creel surveys are used to estimate total angler catch and effort. The information gathered in this survey will be used to determine the total number of salmon caught by recreational anglers and the amount of angler effort exerted during the opening of Fraser River and Thompson River watershed sport fisheries. Monitors must monitor fishing activities and interview fishermen to collect catch and effort information.

#### **ACTIVITIES:**

The Fraser River at Seton recreational fishery is within the Stl'atl'imx Nation Tribal Council's traditional fishing area. The work is to be conducted at the Fraser River (at Seton), near Lillooet, BC. Provision of fishery Monitors is required to participate in this program. Monitors are required to gather information for the creel survey during open fishing times.

Monitors must conduct patrols to interview fishers for the purpose of collecting harvest information such as:

- type of gear used;
- length of time spent fishing;
- species caught or released;
- hourly levels of effort by gear type (fishing activity);
- biological sampling including scale and DNA sampling;
- relay of fishing opening or closure information; and
- reporting of illegal fishing activities.

Fixed schedules must be collaboratively developed to ensure adequate coverage is provided for the Recreational Sports Fishery. Pre-season fishing plans are developed based on the anticipated levels of return of numerous stock/run timing groups. Run timing and abundance estimates are derived from the best available information at the time.

- Shift schedules and monitors must be flexible to accommodate for in-season changes to fishing openings and closures.
- Actual program coverage will be adjusted in-season to accommodate for changes in fishery openings and/or government priorities.
- Days monitored must be random including weekends, weekdays, before noon and afternoon.
- All shifts must be completed and all data provided to DFO in a timely fashion.
- Transportation for monitoring remains the responsibility of Offeror.
- Ensure all data collected is accurate and complete.

**DELIVERABLES:**

All data captured from the Recreational fishery catch monitoring activities outlined above must be submitted to the DFO Kamloops office (*location to be provided at award*), no later than one week following the last scheduled day of monitoring.

**REPORTING REQUIREMENTS**

Recreational Fishery monitoring, all data forms must be submitted within one week from the last scheduled day of the creel survey.

**ESTIMATED LEVEL OF EFFORT:**

It is anticipated the work of the Recreational fishery catch monitoring projects will take the following time to complete:

Task	Location	Estimated Level of Effort (Hours)	# of Primary Resources Required	# of Back-up Resources Required
B	10) Recreational Catch Monitoring Program - Fraser River at Seton	It is anticipated the work of the project will take up to a ceiling of <b>210</b> hours depending on sockeye abundance, fishery openings and government priorities to complete as determined by Fisheries and Oceans Canada.	1*	1

\*At least one of the primary resource having previous experience fisheries monitoring experience should be onsite at all time when work is being conducted.

**WORK PERIOD:**

**Expected Start and Completion Dates**

The offer period is from May 1 to April 30 each year; however the work period shall be as follows:

Period	Task B - Recreational Fishery Catch Monitoring
Firm Period	June 1, 2017 to October 15, 2017
Optional Period One	June 1, 2018 to October 15, 2018
Optional Period Two	June 1, 2019 to October 15, 2019
Optional Period Three	June 1, 2020 to October 15, 2020
Optional Period Four	June 1, 2021 to October 15, 2021

**APPENDIX 10B: BASIS OF PAYMENT FOR THE RECREATIONAL CATCH MONITORING PROGRAM  
- FRASER RIVER AT SETON**

The following is to be inserted at A7.10 and A7.11 at Standing Offer Award:

**A7.10 Limitation of Call-ups**

Individual call-ups against the Standing Offer processed by the Technical Authority must not exceed \$ 8,000.00 (Applicable taxes excluded).

Individual call-ups against the Standing Offer exceeding \$ 8,000.00 (Applicable taxes excluded) will be processed by the Standing Offer Authority up to the financial limitation.

**A7.11 Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$ 10,000.00 (Applicable Taxes excluded)** per year unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

**Note:**

- The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the above will be consistent with this data.
- No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

**Section A: Initial Period Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Offer Period is from date of Award to March 31, 2018 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

<b>TABLE A1: Professional Service Fees</b>				
<b>Description</b>		<b>Volumetric Data* (hours) (A)</b>	<b>Firm All-Inclusive Rate [GST/HST extra] (B)</b>	<b>Extended Estimated Price (A x B)</b>
1	All-inclusive cost for monitor hours	210	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				<b>\$_____</b>

TABLE A2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <i>Treasury Board Travel Directive</i>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 1,500.00</b>

**Section B: Optional Period 1 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 1 is from date of April 1, 2018 to March 31, 2019 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

TABLE B1: Professional Service Fees			
Description	Volumetric Data* (hours) (A)	Firm All-Inclusive Rate [GST/HST extra] (B)	Extended Estimated Price (A x B)
1 All-inclusive cost for monitor hours	210	\$ _____ Per Hour	\$ _____
<b>Total Estimated Price (Initial Period)</b>			\$ _____

TABLE B2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <i>Treasury Board Travel Directive</i>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 1,500.00</b>

**Section B: Optional Period 2 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 2 is from date of April 1, 2019 to March 31, 2020 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

TABLE B1: Professional Service Fees				
Description		Volumetric Data* (hours) (A)	Firm All-Inclusive Rate [GST/HST extra] (B)	Extended Estimated Price (A x B)
1	All-inclusive cost for monitor hours	210	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				\$_____

TABLE B2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <u>Treasury Board Travel Directive</u>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 1,500.00</b>

**Section B: Optional Period 3 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 3 is from date of April 1, 2020 to March 31, 2021 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

TABLE B1: Professional Service Fees				
Description		Volumetric Data* (hours) [for Evaluation Purposes Only] (A)	Firm All-Inclusive Rate [GST/HST extra] (B)	Extended Estimated Price (A x B)
1	All-inclusive cost for monitor hours	210	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				\$_____

TABLE B2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <u>Treasury Board Travel Directive</u>, and with the other provisions of the directive referring to "travellers", rather than those referring to</p>	<b>\$ 1,500.00</b>



	"employees".  All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.	
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**Section B: Optional Period 4 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 4 is from date of April 1, 2021 to March 31, 2022 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

<b>TABLE B1: Professional Service Fees</b>				
<b>Description</b>		<b>Volumetric Data*</b> <b>(hours)</b> <small>[for Evaluation Purposes Only]</small> <b>(A)</b>	<b>Firm All-Inclusive Rate</b> <small>[GST/HST extra]</small> <b>(B)</b>	<b>Extended Estimated Price</b>  <b>(A x B)</b>
1	All-inclusive cost for monitor hours	210	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				\$_____

<b>TABLE B2: Authorized Travel and Living Expenses</b>	
<b>Description</b>	<b>Limitation of Expenditure</b> <small>(in CDN)</small>
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <i>Treasury Board Travel Directive</i>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 1,500.00</b>

**APPENDIX 10C: EVALUATION CRITERIA & SELECTION METHODOLOGY FOR RECREATIONAL CATCH MONITORING PROGRAM - FRASER RIVER AT SETON**

**MANDATORY CRITERIA:**

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

**The Offeror should include the following tables in their Offer, indicating that their Offer meets the mandatory criteria, and providing the Offer page number or section that contains information to verify that the criteria has been met.**

Mandatory Criteria		Meets Criteria (✓)	Offer Page No.
M1	The Offeror must, provide, with their Offer, a certification stating that they meet the definition of an Aboriginal business, according to the definition provided, on the date that the Offer was submitted, and an undertaking that the business will continue to meet this definition throughout the life of the agreement.		
M2	The Offeror must certify that they are able to provide the number of monitoring resources required (primary and back-up) for the geographical area with at least one primary monitor having completed a minimum of one (1) fisheries related project in the last five years.		

**RATED CRITERIA:**

Offeror must achieve a **minimum score of 10** possible points of the Rated Criteria in order to be considered technically responsive. Offers failing to meet the minimum score required will be deemed non-compliant and given no further consideration.

'R1' The Offeror				
Point Rated Technical Criterion	Max Points Available	Point Breakdown Structure	Evaluated Score [DFO use only]	Offer Page No. [Supplier to Fill-in]
R1.A Demonstrate relevant, previous work experience in fishery catch monitoring  *Relevant is defined as fisheries related experience	15	<ul style="list-style-type: none"> <li>The Offeror has completed more than 3 relevant projects in the past five years – <b>15 points</b></li> <li>The Offeror has completed 2-3 relevant projects in the past 5 years – <b>10 points</b></li> <li>The Offeror has completed 1 relevant project in the past 5 years – <b>5 points</b></li> <li>No information provided – <b>0 points</b></li> </ul>		
<b>TOTAL POINTS for R1</b>			<b>/15</b>	

<b>'R2' The Offeror's Proposed Resource</b>				
Offerors should provide a brief description or resume for the proposed resources(s) (primary and secondary) stating the individual's work experience, which indicates that the individual meets the below stated qualifications.				
Point Rated Technical Criterion	Max Points Available	Point Breakdown Structure	Evaluated Score [DFO use only]	Offer Page No. [Supplier to Fill-in]
<b>R2.A</b>	<b>15</b>	<ul style="list-style-type: none"> <li>• Primary Monitor having 2+ years of fishery monitoring experience – <b>15 Points</b></li> <li>• Primary Monitor having &lt; 2 years fishery monitoring – <b>10 points</b></li> <li>• Primary Monitor has relevant fisheries experience that is not monitoring – <b>5 points</b></li> <li>• Primary Monitor has no fisheries experience – <b>0 points</b></li> </ul>		
<b>R2.C</b>	<b>20</b>	<p>At least one named primary resource should have proof of the following valid certifications</p> <ul style="list-style-type: none"> <li>• Swift water awareness or Swift water Rescue training</li> <li>• Basic First Aid including CPR</li> <li>• A valid drivers licence</li> <li>• Bear Awareness Training</li> </ul> <p><i>*to demonstrate proof Offerors must provide a copy of the valid certification</i></p>	<p>Per certification to a maximum of 1 monitor:</p> <ul style="list-style-type: none"> <li>• <b>5 points</b> per certification listed per Monitor</li> <li>• <b>0 points</b> if certification was not provided</li> </ul>	
<b>TOTAL POINTS for R2</b>			<b>/35</b>	

<p><b>Rated Criterion 3: Knowledge and Understanding</b></p> <p><b>For the following criterion:</b></p> <p><b>0 points:</b> Unsatisfactory: No details provided. No approach and/or methodology and/or understanding was proposed.</p> <p><b>1 point:</b> Incomplete or limited explanation of how it will meet this requirement. The approach and/or methodology and/or understanding lack structure and coherence. Very few details are provided and some elements were not clearly addressed; major deficiencies exist with the objective and expected outcomes of this requirement. The Offeror does not demonstrate the minimum capability to meet any of the elements of the requirement.</p>
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**2 points:** Poor explanation of how it will meet this requirement. The approach and/or methodology and/or understanding has limited structure and coherence; the approach is rarely logical and often disorganized. There are several major deficiencies with the objective and expected outcomes of this requirement. Some major elements were not clearly addressed. The Offeror may meet the minimum capability to meet minor elements, but does not demonstrate the minimum capability to meet all of the major elements of the requirement.

**3 points:** Acceptable and adequate explanation of how it will meet this requirement. The approach and/or methodology and/or understanding is structured and coherent; although most of the major necessary details are provided, there are several minor deficiencies with the objective and expected outcomes of this requirement. Some minor elements were not clearly addressed. The Offeror demonstrates the minimum acceptable capability to meet most elements.

**4 points:** Good explanation of how it will meet this requirement. The approach and/or methodology and/or understanding structured and coherent and most of the necessary details are provided; minor deficiencies exist with the objective and expected outcomes of this requirement. The Offeror demonstrates the capability to adequately meet all elements of the requirement.

**5 points:** Excellent and in-depth and specific explanation on how it will meet this requirement. The approach and/or methodology and/or understanding is structured, coherent, and all necessary details are provided. No deficiencies exist. The Offeror demonstrates an understanding of the objective and expected outcomes of this requirement. The Offeror demonstrates the capability to fully meet all elements of the requirement.

Point Rated Technical Criterion		Max Points Available	Point Breakdown Structure	Evaluated Score [DFO use only]	Offer Page No. [Supplier to Fill-in]
R3.A	The Offeror should clearly describe the proposed approach and methodology to meet the requirements outlined in Annex A - Statement of work	5	Unsatisfactory = <b>0 points</b> Incomplete or limited explanation = <b>1 point</b> Poor explanation = <b>2 points</b> Acceptable explanation = <b>3 points</b> Good explanation = <b>4 points</b> Excellent/Comprehensive explanation = <b>5 points</b>		
<b>TOTAL POINTS for R3</b>				<b>/5</b>	

<b>Total Evaluated Score Minimum (20 points)</b>	<b>/55</b>
R1	/15
R2	/35
R3	/5

## **APPENDIX 11: RECREATIONAL CATCH MONITORING PROGRAM - THOMPSON RIVER AT SPENCE'S BRIDGE**

## **APPENDIX 11A: STATEMENT OF WORK FOR THE RECREATIONAL CATCH MONITORING PROGRAM – THOMPSON RIVER AT SPENCE'S BRIDGE**

### **TASK B - RECREATIONAL FISHERY CATCH MONITORING**

#### **BACKGROUND:**

The Fraser River and Thompson River both represent major salmon sports fishing locations. Poor returns of Chinook salmon to the Fraser River system resulted in the closure of all river sport fisheries for Chinook adults in 1980. Since then, returns have improved to an extent that has permitted the reopening of sport fisheries in selected areas. Creel surveys are a vital tool to monitor fishery performance, evaluate stock impacts, and provide the data upon which future management decisions can be made.

#### **OBJECTIVE:**

Creel surveys are used to estimate total angler catch and effort. The information gathered in this survey will be used to determine the total number of salmon caught by recreational anglers and the amount of angler effort exerted during the opening of Fraser River and Thompson River watershed sport fisheries. Monitors must monitor fishing activities and interview fishermen to collect catch and effort information.

#### **ACTIVITIES:**

The lower Thompson River recreational fishery is within the Nicola Tribal Association's traditional fishing area. The work is to be conducted at the Thompson River, BC (at Spence's Bridge). Provision of fishery Monitors is required to participate in this program. Monitors are required to gather information for the creel survey during open fishing times.

Monitors must conduct patrols to interview fishers for the purpose of collecting harvest information such as:

- type of gear used;
- length of time spent fishing;
- species caught or released;
- hourly levels of effort by gear type (fishing activity);
- biological sampling including scale and DNA sampling;
- relay of fishing opening or closure information; and
- reporting of illegal fishing activities.

Fixed schedules must be collaboratively developed to ensure adequate coverage is provided for the Recreational Sports Fishery. Pre-season fishing plans are developed based on the anticipated levels of return of numerous stock/run timing groups. Run timing and abundance estimates are derived from the best available information at the time.

- Shift schedules and monitors must be flexible to accommodate for in-season changes to fishing openings and closures.
- Actual program coverage will be adjusted in-season to accommodate for changes in fishery openings and/or government priorities.
- Days monitored must be random including weekends, weekdays, before noon and afternoon.
- All shifts must be completed and all data provided to DFO in a timely fashion.
- Transportation for monitoring remains the responsibility of Offeror.
- Ensure all data collected is accurate and complete.

**DELIVERABLES:**

All data captured from the Recreational fishery catch monitoring activities outlined above must be submitted to the DFO Kamloops office (*location to be provided at award*), no later than one week following the last scheduled day of monitoring.

**REPORTING REQUIREMENTS**

Recreational Fishery monitoring, all data forms must be submitted within one week from the last scheduled day of the creel survey.

**ESTIMATED LEVEL OF EFFORT:**

It is anticipated the work of the Recreational fishery catch monitoring projects will take the following time to complete:

Task	Location	Estimated Level of Effort (Hours)	# of Primary Resources Required	# of Back-up Resources Required
B	11) Recreational Catch Monitoring Program – Thompson River At Spence’s Bridge	It is anticipated the work of the project will take up to a ceiling of <b>200</b> hours depending on sockeye abundance, fishery openings and government priorities to complete as determined by Fisheries and Oceans Canada.	2*	1

\*At least one of the primary resource having previous experience fisheries monitoring experience should be onsite at all time when work is being conducted.

**WORK PERIOD:**

**Expected Start and Completion Dates**

The offer period is from May 1 to April 30 each year; however the work period shall be as follows:

Period	Task B - Recreational Fishery Catch Monitoring
Firm Period	June 1, 2017 to October 15, 2017
Optional Period One	June 1, 2018 to October 15, 2018
Optional Period Two	June 1, 2019 to October 15, 2019
Optional Period Three	June 1, 2020 to October 15, 2020
Optional Period Four	June 1, 2021 to October 15, 2021

**APPENDIX 11B: BASIS OF PAYMENT FOR THE RECREATIONAL CATCH MONITORING PROGRAM – THOMPSON RIVER AT SPENCE’S BRIDGE**

The following is to be inserted at A7.10 and A7.11 at Standing Offer Award:

**A7.10 Limitation of Call-ups**

Individual call-ups against the Standing Offer processed by the Technical Authority must not exceed \$ 5,000.00 (Applicable taxes excluded).

Individual call-ups against the Standing Offer exceeding \$ 5,000.00 (Applicable taxes excluded) will be processed by the Standing Offer Authority up to the financial limitation.

**A7.11 Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$ 10,000.00 (Applicable Taxes excluded)** per year unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

**Note:**

- The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada’s future usage of the services described in the above will be consistent with this data.
- No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

**Section A: Initial Period Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Offer Period is from date of Award to March 31, 2018 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

<b>TABLE A1: Professional Service Fees</b>				
<b>Description</b>		<b>Volumetric Data* (hours) (A)</b>	<b>Firm All-Inclusive Rate [GST/HST extra] (B)</b>	<b>Extended Estimated Price (A x B)</b>
1	All-inclusive cost for monitor hours	200	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				<b>\$_____</b>



TABLE A2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <u>Treasury Board Travel Directive</u>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 1,500.00</b>

**Section B: Optional Period 1 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 1 is from date of April 1, 2018 to March 31, 2019 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

TABLE B1: Professional Service Fees			
Description	Volumetric Data* (hours) (A)	Firm All-Inclusive Rate [GST/HST extra] (B) \$_____ Per Hour	Extended Estimated Price (A x B) \$_____
1 All-inclusive cost for monitor hours	200		
<b>Total Estimated Price (Initial Period)</b>			<b>\$_____</b>

TABLE B2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <u>Treasury Board Travel Directive</u>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 1,500.00</b>

**Section B: Optional Period 2 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 2 is from date of April 1, 2019 to March 31, 2020 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

TABLE B1: Professional Service Fees				
Description		Volumetric Data* (hours) (A)	Firm All-Inclusive Rate [GST/HST extra] (B)	Extended Estimated Price (A x B)
1	All-inclusive cost for monitor hours	200	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				\$_____

TABLE B2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <u>Treasury Board Travel Directive</u>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 1,500.00</b>

**Section B: Optional Period 3 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 3 is from date of April 1, 2020 to March 31, 2021 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

TABLE B1: Professional Service Fees				
Description		Volumetric Data* (hours) (A)	Firm All-Inclusive Rate [GST/HST extra] (B)	Extended Estimated Price (A x B)
1	All-inclusive cost for monitor hours	200	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				\$_____

TABLE B2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <u>Treasury Board Travel Directive</u>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 1,500.00</b>

**Section B: Optional Period 4 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 4 is from date of April 1, 2021 to March 31, 2022 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

<b>TABLE B1: Professional Service Fees</b>				
<b>Description</b>		<b>Volumetric Data* (hours) (A)</b>	<b>Firm All-Inclusive Rate [GST/HST extra] (B)</b>	<b>Extended Estimated Price (A x B)</b>
1	All-inclusive cost for monitor hours	200	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				\$_____

<b>TABLE B2: Authorized Travel and Living Expenses</b>	
<b>Description</b>	<b>Limitation of Expenditure (in CDN)</b>
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <u>Treasury Board Travel Directive</u>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 1,500.00</b>

**APPENDIX 11C: EVALUATION CRITERIA & SELECTION METHODOLOGY FOR RECREATIONAL CATCH MONITORING PROGRAM – THOMPSON RIVER AT SPENCE’S BRIDGE**

**MANDATORY CRITERIA:**

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

**The Offeror should include the following tables in their Offer, indicating that their Offer meets the mandatory criteria, and providing the Offer page number or section that contains information to verify that the criteria has been met.**

Mandatory Criteria		Meets Criteria (✓)	Offer Page No.
M1	The Offeror must, provide, with their Offer, a certification stating that they meet the definition of an Aboriginal business, according to the definition provided, on the date that the Offer was submitted, and an undertaking that the business will continue to meet this definition throughout the life of the agreement.		
M2	The Offeror must certify that they are able to provide the number of monitoring resources required (primary and back-up) for the geographical area with at least one primary monitor having completed a minimum of one (1) fisheries related project in the last five years.		

**RATED CRITERIA:**

Offeror must achieve a **minimum score of 10** possible points of the Rated Criteria in order to be considered technically responsive. Offers failing to meet the minimum score required will be deemed non-compliant and given no further consideration.

'R1' The Offeror				
Point Rated Technical Criterion	Max Points Available	Point Breakdown Structure	Evaluated Score [DFO use only]	Offer Page No. [Supplier to Fill-in]
R1.A Demonstrate relevant, previous work experience in fishery catch monitoring  *Relevant is defined as fisheries related experience	15	<ul style="list-style-type: none"> <li>The Offeror has completed more than 3 relevant projects in the past five years – <b>15 points</b></li> <li>The Offeror has completed 2-3 relevant projects in the past 5 years – <b>10 points</b></li> <li>The Offeror has completed 1 relevant project in the past 5 years – <b>5 points</b></li> <li>No information provided – <b>0 points</b></li> </ul>		
<b>TOTAL POINTS for R1</b>			<b>/15</b>	

<b>'R2' The Offeror's Proposed Resource</b>				
Offerors should provide a brief description or resume for the proposed resources(s) (primary and secondary) stating the individual's work experience, which indicates that the individual meets the below stated qualifications.				
Point Rated Technical Criterion	Max Points Available	Point Breakdown Structure	Evaluated Score [DFO use only]	Offer Page No. [Supplier to Fill-in]
<b>R2.A</b>	<b>15</b>	<ul style="list-style-type: none"> <li>• Primary Monitor having 2+ years of fishery monitoring experience – <b>15 Points</b></li> <li>• Primary Monitor having &lt; 2 years fishery monitoring – <b>10 points</b></li> <li>• Primary Monitor has relevant fisheries experience that is not monitoring – <b>5 points</b></li> <li>• Primary Monitor has no fisheries experience – <b>0 points</b></li> </ul>		
<b>R2.C</b>	<b>20</b>	<p>At least one named primary resource should have proof of the following valid certifications</p> <ul style="list-style-type: none"> <li>• Swift water awareness or Swift water Rescue training</li> <li>• Basic First Aid including CPR</li> <li>• A valid drivers licence</li> <li>• Bear Awareness Training</li> </ul> <p><i>*to demonstrate proof Offerors must provide a copy of the valid certification</i></p>	<p>Per certification to a maximum of 1 monitor:</p> <ul style="list-style-type: none"> <li>• <b>5 points</b> per certification listed per Monitor</li> <li>• <b>0 points</b> if certification was not provided</li> </ul>	
<b>TOTAL POINTS for R2</b>			<b>/35</b>	

<p><b>Rated Criterion 3: Knowledge and Understanding</b></p> <p><b>For the following criterion:</b></p> <p><b>0 points:</b> Unsatisfactory: No details provided. No approach and/or methodology and/or understanding was proposed.</p> <p><b>1 point:</b> Incomplete or limited explanation of how it will meet this requirement. The approach and/or methodology and/or understanding lack structure and coherence. Very few details are provided and some elements were not clearly addressed; major deficiencies exist with the objective and expected outcomes of this requirement. The Offeror does not demonstrate the minimum capability to meet any of the elements of the requirement.</p>
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**2 points:** Poor explanation of how it will meet this requirement. The approach and/or methodology and/or understanding has limited structure and coherence; the approach is rarely logical and often disorganized. There are several major deficiencies with the objective and expected outcomes of this requirement. Some major elements were not clearly addressed. The Offeror may meet the minimum capability to meet minor elements, but does not demonstrate the minimum capability to meet all of the major elements of the requirement.

**3 points:** Acceptable and adequate explanation of how it will meet this requirement. The approach and/or methodology and/or understanding is structured and coherent; although most of the major necessary details are provided, there are several minor deficiencies with the objective and expected outcomes of this requirement. Some minor elements were not clearly addressed. The Offeror demonstrates the minimum acceptable capability to meet most elements.

**4 points:** Good explanation of how it will meet this requirement. The approach and/or methodology and/or understanding structured and coherent and most of the necessary details are provided; minor deficiencies exist with the objective and expected outcomes of this requirement. The Offeror demonstrates the capability to adequately meet all elements of the requirement.

**5 points:** Excellent and in-depth and specific explanation on how it will meet this requirement. The approach and/or methodology and/or understanding is structured, coherent, and all necessary details are provided. No deficiencies exist. The Offeror demonstrates an understanding of the objective and expected outcomes of this requirement. The Offeror demonstrates the capability to fully meet all elements of the requirement.

Point Rated Technical Criterion		Max Points Available	Point Breakdown Structure	Evaluated Score [DFO use only]	Offer Page No. [Supplier to Fill-in]
R3.A	The Offeror should clearly describe the proposed approach and methodology to meet the requirements outlined in Annex A - Statement of work	5	Unsatisfactory = <b>0 points</b> Incomplete or limited explanation = <b>1 point</b> Poor explanation = <b>2 points</b> Acceptable explanation = <b>3 points</b> Good explanation = <b>4 points</b> Excellent/Comprehensive explanation = <b>5 points</b>		
<b>TOTAL POINTS for R3</b>				<b>/5</b>	

<b>Total Evaluated Score Minimum (20 points)</b>	<b>/55</b>
R1	/15
R2	/35
R3	/5

## **APPENDIX 12: RECREATIONAL CATCH MONITORING PROGRAM - MIDDLE SHUSWAP RIVER**

## **APPENDIX 12A: STATEMENT OF WORK FOR RECREATIONAL CATCH MONITORING PROGRAM - MIDDLE SHUSWAP RIVER**

### **TASK B - RECREATIONAL FISHERY CATCH MONITORING**

#### **BACKGROUND:**

The Fraser River and Thompson River both represent major salmon sports fishing locations. Poor returns of Chinook salmon to the Fraser River system resulted in the closure of all river sport fisheries for Chinook adults in 1980. Since then, returns have improved to an extent that has permitted the reopening of sport fisheries in selected areas. Creel surveys are a vital tool to monitor fishery performance, evaluate stock impacts, and provide the data upon which future management decisions can be made.

#### **OBJECTIVE:**

Creel surveys are used to estimate total angler catch and effort. The information gathered in this survey will be used to determine the total number of salmon caught by recreational anglers and the amount of angler effort exerted during the opening of Fraser River and Thompson River watershed sport fisheries. Monitors must monitor fishing activities and interview fishermen to collect catch and effort information.

#### **ACTIVITIES:**

The Middle Shuswap River recreational fishery is within the Shuswap Nation Tribal Council's and Okanagan nation Alliance's traditional fishing area. The work is to be conducted at the Middle Shuswap River, BC. Provision of fishery Monitors is required to participate in this program. Monitors are required to gather information for the creel survey during open fishing times.

Monitors must conduct patrols to interview fishers for the purpose of collecting harvest information such as:

- type of gear used;
- length of time spent fishing;
- species caught or released;
- hourly levels of effort by gear type (fishing activity);
- biological sampling including scale and DNA sampling;
- relay of fishing opening or closure information; and
- reporting of illegal fishing activities.

Fixed schedules must be collaboratively developed to ensure adequate coverage is provided for the Recreational Sports Fishery. Pre-season fishing plans are developed based on the anticipated levels of return of numerous stock/run timing groups. Run timing and abundance estimates are derived from the best available information at the time.

- Shift schedules and monitors must be flexible to accommodate for in-season changes to fishing openings and closures.
- Actual program coverage will be adjusted in-season to accommodate for changes in fishery openings and/or government priorities.
- Days monitored must be random including weekends, weekdays, before noon and afternoon.
- All shifts must be completed and all data provided to DFO in a timely fashion.
- Transportation for monitoring remains the responsibility of Offeror.
- Ensure all data collected is accurate and complete.



**DELIVERABLES:**

All data captured from the Recreational fishery catch monitoring activities outlined above must be submitted to the DFO Kamloops office (*location to be provided at award*), no later than one week following the last scheduled day of monitoring.

**REPORTING REQUIREMENTS**

Recreational Fishery monitoring, all data forms must be submitted within one week from the last scheduled day of the creel survey.

**ESTIMATED LEVEL OF EFFORT:**

It is anticipated the work of the Recreational fishery catch monitoring projects will take the following time to complete:

Task	Location	Estimated Level of Effort (Hours)	# of Primary Resources Required	# of Back-up Resources Required
B	12) Recreational Catch Monitoring Program - Middle Shuswap River	It is anticipated the work of the project will take up to a ceiling of <b>260</b> hours depending on sockeye abundance, fishery openings and government priorities to complete as determined by Fisheries and Oceans Canada.	2*	2

\*At least one of the primary resource having previous experience fisheries monitoring experience should be onsite at all time when work is being conducted.

**WORK PERIOD:**

**Expected Start and Completion Dates**

The offer period is from May 1 to April 30 each year; however the work period shall be as follows:

Period	Task B - Recreational Fishery Catch Monitoring
Firm Period	June 1, 2017 to October 15, 2017
Optional Period One	June 1, 2018 to October 15, 2018
Optional Period Two	June 1, 2019 to October 15, 2019
Optional Period Three	June 1, 2020 to October 15, 2020
Optional Period Four	June 1, 2021 to October 15, 2021

**APPENDIX 12B: BASIS OF PAYMENT FOR THE RECREATIONAL CATCH MONITORING PROGRAM  
- MIDDLE SHUSWAP RIVER**

The following is to be inserted at A7.10 and A7.11 at Standing Offer Award:

**A7.10 Limitation of Call-ups**

Individual call-ups against the Standing Offer processed by the Technical Authority must not exceed \$ 10,000.00 (Applicable taxes excluded).

Individual call-ups against the Standing Offer exceeding \$ 10,000.00 (Applicable taxes excluded) will be processed by the Standing Offer Authority up to the financial limitation.

**A7.11 Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$ 12,000.00 (Applicable Taxes excluded)** per year unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

**Note:**

- The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the above will be consistent with this data.
- No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

**Section A: Initial Period Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Offer Period is from date of Award to March 31, 2018 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

<b>TABLE A1: Professional Service Fees</b>				
<b>Description</b>		<b>Volumetric Data* (hours) (A)</b>	<b>Firm All-Inclusive Rate [GST/HST extra] (B)</b>	<b>Extended Estimated Price (A x B)</b>
1	All-inclusive cost for monitor hours	260	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				\$_____

TABLE A2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <i>Treasury Board Travel Directive</i>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 3,000.00</b>

**Section B: Optional Period 1 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 1 is from date of April 1, 2018 to March 31, 2019 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

TABLE B1: Professional Service Fees			
Description	Volumetric Data* (hours) (A)	Firm All-Inclusive Rate [GST/HST extra] (B) \$_____ Per Hour	Extended Estimated Price (A x B) \$_____
1 All-inclusive cost for monitor hours	260	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>			\$_____

TABLE B2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <i>Treasury Board Travel Directive</i>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 3,000.00</b>

**Section B: Optional Period 2 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 2 is from date of April 1, 2019 to March 31, 2020 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

TABLE B1: Professional Service Fees				
Description		Volumetric Data* (hours) (A)	Firm All-Inclusive Rate [GST/HST extra] (B)	Extended Estimated Price (A x B)
1	All-inclusive cost for monitor hours	260	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				\$_____

TABLE B2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <i>Treasury Board Travel Directive</i>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 3,000.00</b>

**Section B: Optional Period 3 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 3 is from date of April 1, 2020 to March 31, 2021 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

TABLE B1: Professional Service Fees				
Description		Volumetric Data* (hours) (A)	Firm All-Inclusive Rate [GST/HST extra] (B)	Extended Estimated Price (A x B)
1	All-inclusive cost for monitor hours	260	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				\$_____

TABLE B2: Authorized Travel and Living Expenses	
Description	Limitation of Expenditure (in CDN)
<p>1 The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <i>Treasury Board Travel Directive</i>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 3,000.00</b>

**Section B: Optional Period 4 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 4 is from date of April 1, 2021 to March 31, 2022 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

<b>TABLE B1: Professional Service Fees</b>				
<b>Description</b>		<b>Volumetric Data* (hours)</b> <b>(A)</b>	<b>Firm All-Inclusive Rate</b> [GST/HST extra] <b>(B)</b>	<b>Extended Estimated Price</b> <b>(A x B)</b>
1	All-inclusive cost for monitor hours	260	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				\$_____

<b>TABLE B2: Authorized Travel and Living Expenses</b>	
<b>Description</b>	<b>Limitation of Expenditure</b> (in CDN)
<p>1</p> <p>The Contractor will be reimbursed for the authorized travel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle expense allowances specified in Appendix B of the <i>Treasury Board Travel Directive</i>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".</p> <p>All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.</p>	<b>\$ 3,000.00</b>

**APPENDIX 12C: EVALUATION CRITERIA & SELECTION METHODOLOGY FOR THE RECREATIONAL CATCH MONITORING PROGRAM - MIDDLE SHUSWAP RIVER**

**MANDATORY CRITERIA:**

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

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

Mandatory Criteria		Meets Criteria (✓)	Offer Page No.
M1	The Offeror must, provide, with their Offer, a certification stating that they meet the definition of an Aboriginal business, according to the definition provided, on the date that the Offer was submitted, and an undertaking that the business will continue to meet this definition throughout the life of the agreement.		
M2	The Offeror must certify that they are able to provide the number of monitoring resources required (primary and back-up) for the geographical area with at least one primary monitor having completed a minimum of one (1) fisheries related project in the last five years.		

**RATED CRITERIA:**

Offeror must achieve a **minimum score of 10** possible points of the Rated Criteria in order to be considered technically responsive. Offers failing to meet the minimum score required will be deemed non-compliant and given no further consideration.

'R1' The Offeror				
Point Rated Technical Criterion	Max Points Available	Point Breakdown Structure	Evaluated Score [DFO use only]	Offer Page No. [Supplier to Fill-in]
R1.A Demonstrate relevant, previous work experience in fishery catch monitoring  *Relevant is defined as fisheries related experience	15	<ul style="list-style-type: none"> <li>The Offeror has completed more than 3 relevant projects in the past five years – <b>15 points</b></li> <li>The Offeror has completed 2-3 relevant projects in the past 5 years – <b>10 points</b></li> <li>The Offeror has completed 1 relevant project in the past 5 years – <b>5 points</b></li> <li>No information provided – <b>0 points</b></li> </ul>		
<b>TOTAL POINTS for R1</b>			<b>/15</b>	

<b>'R2' The Offeror's Proposed Resource</b>				
Offerors should provide a brief description or resume for the proposed resources(s) (primary and secondary) stating the individual's work experience, which indicates that the individual meets the below stated qualifications.				
Point Rated Technical Criterion	Max Points Available	Point Breakdown Structure	Evaluated Score [DFO use only]	Offer Page No. [Supplier to Fill-in]
<b>R2.A</b>	<b>15</b>	<ul style="list-style-type: none"> <li>• Primary Monitor having 2+ years of fishery monitoring experience – <b>15 Points</b></li> <li>• Primary Monitor having &lt; 2 years fishery monitoring – <b>10 points</b></li> <li>• Primary Monitor has relevant fisheries experience that is not monitoring – <b>5 points</b></li> <li>• Primary Monitor has no fisheries experience – <b>0 points</b></li> </ul>		
<b>R2.C</b>	<b>20</b>	<p>At least one named primary resource should have proof of the following valid certifications</p> <ul style="list-style-type: none"> <li>• Swift water awareness or Swift water Rescue training</li> <li>• Basic First Aid including CPR</li> <li>• A valid drivers licence</li> <li>• Bear Awareness Training</li> </ul> <p><i>*to demonstrate proof Offerors must provide a copy of the valid certification</i></p>	<p>Per certification to a maximum of 1 monitor:</p> <ul style="list-style-type: none"> <li>• <b>5 points</b> per certification listed per Monitor</li> <li>• <b>0 points</b> if certification was not provided</li> </ul>	
<b>TOTAL POINTS for R2</b>			<b>/35</b>	

<p><b>Rated Criterion 3: Knowledge and Understanding</b></p> <p><b>For the following criterion:</b></p> <p><b>0 points:</b> Unsatisfactory: No details provided. No approach and/or methodology and/or understanding was proposed.</p> <p><b>1 point:</b> Incomplete or limited explanation of how it will meet this requirement. The approach and/or methodology and/or understanding lack structure and coherence. Very few details are provided and some elements were not clearly addressed; major deficiencies exist with the objective and expected outcomes of this requirement. The Offeror does not demonstrate the minimum capability to meet any of the elements of the requirement.</p>
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**2 points:** Poor explanation of how it will meet this requirement. The approach and/or methodology and/or understanding has limited structure and coherence; the approach is rarely logical and often disorganized. There are several major deficiencies with the objective and expected outcomes of this requirement. Some major elements were not clearly addressed. The Offeror may meet the minimum capability to meet minor elements, but does not demonstrate the minimum capability to meet all of the major elements of the requirement.

**3 points:** Acceptable and adequate explanation of how it will meet this requirement. The approach and/or methodology and/or understanding is structured and coherent; although most of the major necessary details are provided, there are several minor deficiencies with the objective and expected outcomes of this requirement. Some minor elements were not clearly addressed. The Offeror demonstrates the minimum acceptable capability to meet most elements.

**4 points:** Good explanation of how it will meet this requirement. The approach and/or methodology and/or understanding structured and coherent and most of the necessary details are provided; minor deficiencies exist with the objective and expected outcomes of this requirement. The Offeror demonstrates the capability to adequately meet all elements of the requirement.

**5 points:** Excellent and in-depth and specific explanation on how it will meet this requirement. The approach and/or methodology and/or understanding is structured, coherent, and all necessary details are provided. No deficiencies exist. The Offeror demonstrates an understanding of the objective and expected outcomes of this requirement. The Offeror demonstrates the capability to fully meet all elements of the requirement.

Point Rated Technical Criterion		Max Points Available	Point Breakdown Structure	Evaluated Score [DFO use only]	Offer Page No. [Supplier to Fill-in]
R3.A	The Offeror should clearly describe the proposed approach and methodology to meet the requirements outlined in Annex A - Statement of work	5	Unsatisfactory = <b>0 points</b> Incomplete or limited explanation = <b>1 point</b> Poor explanation = <b>2 points</b> Acceptable explanation = <b>3 points</b> Good explanation = <b>4 points</b> Excellent/Comprehensive explanation = <b>5 points</b>		
<b>TOTAL POINTS for R3</b>				<b>/5</b>	

<b>Total Evaluated Score Minimum (20 points)</b>	<b>/55</b>
R1	/15
R2	/35
R3	/5



## **APPENDIX 13: RECREATIONAL CATCH MONITORING PROGRAM - MABEL LAKE MARINA**

## **APPENDIX 13A: STATEMENT OF WORK FOR THE RECREATIONAL CATCH MONITORING PROGRAM - MABEL LAKE MARINA**

### **TASK B - RECREATIONAL FISHERY CATCH MONITORING**

#### **BACKGROUND:**

The Fraser River and Thompson River both represent major salmon sports fishing locations. Poor returns of Chinook salmon to the Fraser River system resulted in the closure of all river sport fisheries for Chinook adults in 1980. Since then, returns have improved to an extent that has permitted the reopening of sport fisheries in selected areas. Creel surveys are a vital tool to monitor fishery performance, evaluate stock impacts, and provide the data upon which future management decisions can be made.

#### **OBJECTIVE:**

Creel surveys are used to estimate total angler catch and effort. The information gathered in this survey will be used to determine the total number of salmon caught by recreational anglers and the amount of angler effort exerted during the opening of Fraser River and Thompson River watershed sport fisheries. Monitors must monitor fishing activities and interview fishermen to collect catch and effort information.

#### **ACTIVITIES:**

The south Mabel Lake recreational fishery is within the Shuswap Nation Tribal Council's and the Okanagan Nation Alliance's traditional fishing area. The work is to be conducted at the Mabel Lake Marina near Enderby, BC. Provision of fishery Monitors is required to participate in this program. Monitors are required to gather information for the creel survey during open fishing times.

Monitors must conduct patrols to interview fishers for the purpose of collecting harvest information such as:

- type of gear used;
- length of time spent fishing;
- species caught or released;
- hourly levels of effort by gear type (fishing activity);
- biological sampling including scale and DNA sampling;
- relay of fishing opening or closure information; and
- reporting of illegal fishing activities.

Fixed schedules must be collaboratively developed to ensure adequate coverage is provided for the Recreational Sports Fishery. Pre-season fishing plans are developed based on the anticipated levels of return of numerous stock/run timing groups. Run timing and abundance estimates are derived from the best available information at the time.

- Shift schedules and monitors must be flexible to accommodate for in-season changes to fishing openings and closures.
- Actual program coverage will be adjusted in-season to accommodate for changes in fishery openings and/or government priorities.
- Days monitored must be random including weekends, weekdays, before noon and afternoon.
- All shifts must be completed and all data provided to DFO in a timely fashion.
- Transportation for monitoring remains the responsibility of Offeror.
- Ensure all data collected is accurate and complete.

**DELIVERABLES:**

All data captured from the Recreational fishery catch monitoring activities outlined above must be submitted to the DFO Kamloops office (*location to be provided at award*), no later than one week following the last scheduled day of monitoring.

**REPORTING REQUIREMENTS**

Recreational Fishery monitoring, all data forms must be submitted within one week from the last scheduled day of the creel survey.

**ESTIMATED LEVEL OF EFFORT:**

It is anticipated the work of the Recreational fishery catch monitoring projects will take the following time to complete:

Task	Location	Estimated Level of Effort (Hours)	# of Primary Resources Required	# of Back-up Resources Required
B	13) Recreational Catch Monitoring Program - Mabel Lake Marina	It is anticipated the work of the project will take up to a ceiling of <b>300</b> hours depending on sockeye abundance, fishery openings and government priorities to complete as determined by Fisheries and Oceans Canada.	1*	1

\*At least one of the primary resource having previous experience fisheries monitoring experience should be onsite at all time when work is being conducted.

**WORK PERIOD:**

**Expected Start and Completion Dates**

The offer period is from May 1 to April 30 each year; however the work period shall be as follows:

Period	Task B - Recreational Fishery Catch Monitoring
Firm Period	June 1, 2017 to October 15, 2017
Optional Period One	June 1, 2018 to October 15, 2018
Optional Period Two	June 1, 2019 to October 15, 2019
Optional Period Three	June 1, 2020 to October 15, 2020
Optional Period Four	June 1, 2021 to October 15, 2021

**APPENDIX 13B: BASIS OF PAYMENT FOR THE RECREATIONAL CATCH MONITORING PROGRAM  
- MABEL LAKE MARINA**

The following is to be inserted at A7.10 and A7.11 at Standing Offer Award:

**A7.10 Limitation of Call-ups**

Individual call-ups against the Standing Offer processed by the Technical Authority must not exceed \$ 8,000.00 (Applicable taxes excluded).

Individual call-ups against the Standing Offer exceeding \$ 8,000.00 (Applicable taxes excluded) will be processed by the Standing Offer Authority up to the financial limitation.

**A7.11 Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$ 10,000.00 (Applicable Taxes excluded)** per year unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

**Note:**

- The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the above will be consistent with this data.
- No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

**Section A: Initial Period Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Offer Period is from date of Award to March 31, 2018 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

<b>TABLE A1: Professional Service Fees</b>				
<b>Description</b>		<b>Volumetric Data* (hours) (A)</b>	<b>Firm All-Inclusive Rate [GST/HST extra] (B)</b>	<b>Extended Estimated Price (A x B)</b>
1	All-inclusive cost for monitor hours	300	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				<b>\$_____</b>

**Section B: Optional Period 1 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 1 is from date of April 1, 2018 to March 31, 2019 inclusive. The price must

be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

<b>TABLE B1: Professional Service Fees</b>				
<b>Description</b>		<b>Volumetric Data* (hours)</b> <b>(A)</b>	<b>Firm All-Inclusive Rate</b> <small>[GST/HST extra]</small> <b>(B)</b>	<b>Extended Estimated Price</b> <b>(A x B)</b>
1	All-inclusive cost for monitor hours	300	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				\$_____

**Section B: Optional Period 2 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 2 is from date of April 1, 2019 to March 31, 2020 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

<b>TABLE B1: Professional Service Fees</b>				
<b>Description</b>		<b>Volumetric Data* (hours)</b> <b>(A)</b>	<b>Firm All-Inclusive Rate</b> <small>[GST/HST extra]</small> <b>(B)</b>	<b>Extended Estimated Price</b> <b>(A x B)</b>
1	All-inclusive cost for monitor hours	300	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				\$_____

**Section B: Optional Period 3 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 3 is from date of April 1, 2020 to March 31, 2021 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

<b>TABLE B1: Professional Service Fees</b>				
<b>Description</b>		<b>Volumetric Data* (hours)</b> <b>(A)</b>	<b>Firm All-Inclusive Rate</b> <small>[GST/HST extra]</small> <b>(B)</b>	<b>Extended Estimated Price</b> <b>(A x B)</b>
1	All-inclusive cost for monitor hours	300	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				\$_____

**Section B: Optional Period 4 Tables:**

For the provision of all professional services, including all associated costs necessary to carry out the required work. Optional Period 4 is from date of April 1, 2021 to March 31, 2022 inclusive. The price must be in Canadian dollars, Canadian customs duties and excise taxes included and with applicable Taxes excluded.

<b>TABLE B1: Professional Service Fees</b>				
<b>Description</b>		<b>Volumetric Data* (hours) (A)</b>	<b>Firm All-Inclusive Rate [GST/HST extra] (B)</b>	<b>Extended Estimated Price (A x B)</b>
1	All-inclusive cost for monitor hours	300	\$_____ Per Hour	\$_____
<b>Total Estimated Price (Initial Period)</b>				\$_____

**APPENDIX 13C: EVALUATION CRITERIA & SELECTION METHODOLOGY FOR RECREATIONAL CATCH MONITORING PROGRAM - MABEL LAKE MARINA**

**MANDATORY CRITERIA:**

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

**The Offeror should include the following tables in their Offer, indicating that their Offer meets the mandatory criteria, and providing the Offer page number or section that contains information to verify that the criteria has been met.**

Mandatory Criteria		Meets Criteria (✓)	Offer Page No.
M1	The Offeror must, provide, with their Offer, a certification stating that they meet the definition of an Aboriginal business, according to the definition provided, on the date that the Offer was submitted, and an undertaking that the business will continue to meet this definition throughout the life of the agreement.		
M2	The Offeror must certify that they are able to provide the number of monitoring resources required (primary and back-up) for the geographical area with at least one primary monitor having completed a minimum of one (1) fisheries related project in the last five years.		

**RATED CRITERIA:**

Offeror must achieve a **minimum score of 10** possible points of the Rated Criteria in order to be considered technically responsive. Offers failing to meet the minimum score required will be deemed non-compliant and given no further consideration.

'R1' The Offeror				
Point Rated Technical Criterion	Max Points Available	Point Breakdown Structure	Evaluated Score [DFO use only]	Offer Page No. [Supplier to Fill-in]
R1.A Demonstrate relevant, previous work experience in fishery catch monitoring  *Relevant is defined as fisheries related experience	15	<ul style="list-style-type: none"> <li>The Offeror has completed more than 3 relevant projects in the past five years – <b>15 points</b></li> <li>The Offeror has completed 2-3 relevant projects in the past 5 years – <b>10 points</b></li> <li>The Offeror has completed 1 relevant project in the past 5 years – <b>5 points</b></li> <li>No information provided – <b>0 points</b></li> </ul>		
<b>TOTAL POINTS for R1</b>			<b>/15</b>	

<b>'R2' The Offeror's Proposed Resource</b>				
Offerors should provide a brief description or resume for the proposed resources(s) (primary and secondary) stating the individual's work experience, which indicates that the individual meets the below stated qualifications.				
Point Rated Technical Criterion	Max Points Available	Point Breakdown Structure	Evaluated Score [DFO use only]	Offer Page No. [Supplier to Fill-in]
<b>R2.A</b>	<b>15</b>	<ul style="list-style-type: none"> <li>• Primary Monitor having 2+ years of fishery monitoring experience – <b>15 Points</b></li> <li>• Primary Monitor having &lt; 2 years fishery monitoring – <b>10 points</b></li> <li>• Primary Monitor has relevant fisheries experience that is not monitoring – <b>5 points</b></li> <li>• Primary Monitor has no fisheries experience – <b>0 points</b></li> </ul>		
<b>R2.C</b>	<b>20</b>	<p>At least one named primary resource should have proof of the following valid certifications</p> <ul style="list-style-type: none"> <li>• Swift water awareness or Swift water Rescue training</li> <li>• Basic First Aid including CPR</li> <li>• A valid drivers licence</li> <li>• Bear Awareness Training</li> </ul> <p><i>*to demonstrate proof Offerors must provide a copy of the valid certification</i></p>	<p>Per certification to a maximum of 1 monitor:</p> <ul style="list-style-type: none"> <li>• <b>5 points</b> per certification listed per Monitor</li> <li>• <b>0 points</b> if certification was not provided</li> </ul>	
<b>TOTAL POINTS for R2</b>			<b>/35</b>	

<p><b>Rated Criterion 3: Knowledge and Understanding</b></p> <p><b>For the following criterion:</b></p> <p><b>0 points:</b> Unsatisfactory: No details provided. No approach and/or methodology and/or understanding was proposed.</p> <p><b>1 point:</b> Incomplete or limited explanation of how it will meet this requirement. The approach and/or methodology and/or understanding lack structure and coherence. Very few details are provided and some</p>
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elements were not clearly addressed; major deficiencies exist with the objective and expected outcomes of this requirement. The Offeror does not demonstrate the minimum capability to meet any of the elements of the requirement.

**2 points:** Poor explanation of how it will meet this requirement. The approach and/or methodology and/or understanding has limited structure and coherence; the approach is rarely logical and often disorganized. There are several major deficiencies with the objective and expected outcomes of this requirement. Some major elements were not clearly addressed. The Offeror may meet the minimum capability to meet minor elements, but does not demonstrate the minimum capability to meet all of the major elements of the requirement.

**3 points:** Acceptable and adequate explanation of how it will meet this requirement. The approach and/or methodology and/or understanding is structured and coherent; although most of the major necessary details are provided, there are several minor deficiencies with the objective and expected outcomes of this requirement. Some minor elements were not clearly addressed. The Offeror demonstrates the minimum acceptable capability to meet most elements.

**4 points:** Good explanation of how it will meet this requirement. The approach and/or methodology and/or understanding structured and coherent and most of the necessary details are provided; minor deficiencies exist with the objective and expected outcomes of this requirement. The Offeror demonstrates the capability to adequately meet all elements of the requirement.

**5 points:** Excellent and in-depth and specific explanation on how it will meet this requirement. The approach and/or methodology and/or understanding is structured, coherent, and all necessary details are provided. No deficiencies exist. The Offeror demonstrates an understanding of the objective and expected outcomes of this requirement. The Offeror demonstrates the capability to fully meet all elements of the requirement.

Point Rated Technical Criterion		Max Points Available	Point Breakdown Structure	Evaluated Score [DFO use only]	Offer Page No. [Supplier to Fill-in]
R3.A	The Offeror should clearly describe the proposed approach and methodology to meet the requirements outlined in Annex A - Statement of work	5	Unsatisfactory = <b>0 points</b> Incomplete or limited explanation = <b>1 point</b> Poor explanation = <b>2 points</b> Acceptable explanation = <b>3 points</b> Good explanation = <b>4 points</b> Excellent/Comprehensive explanation = <b>5 points</b>		
<b>TOTAL POINTS for R3</b>				<b>/5</b>	

<b>Total Evaluated Score Minimum (20 points)</b>	<b>/55</b>
R1	/15
R2	/35
R3	/5

**ANNEX B - SECURITY REQUIREMENTS CHECK LIST**



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat F1652-150055
Security Classification / Classification de sécurité

**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Fisheries & Oceans Canada	2. Branch or Directorate / Direction générale ou Direction BC Interior - Resource Management
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail Collecting catch monitoring data for the First Nations Food, Social and Ceremonial fishery and the Recreational fishery within the BC Interior. All work is conducted in the field. Monitors conduct field patrols to interview fishers for the purpose of collecting catch and effort information.	
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis	
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès	
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information	
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	

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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity.  
Dans l'affirmative, indiquer le niveau de sensibilité: ✓ No Yes  
Non Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ✓ No Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:  
Document Number / Numéro du document:

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET-- SIGINT TRÈS SECRET -- SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	Special comments: Commentaires spéciaux: <i>n/a</i>		

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No Yes  
Non Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes  
Non Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No Yes  
Non Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No Yes  
Non Oui

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**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	RESTRICTED / DIFFUSION RESTREINTE	CONFIDENTIAL / CONFIDENTIEL	SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET	
										A	B	C				
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

## **ANNEX C - INSURANCE REQUIREMENTS**

### **1.0 Insurance Requirements**

The offeror shall, at the offeror's own expense, provide and maintain insurance as indicated hereunder:

#### **1.1 Definitions;**

- a. "Offer" means "Purchase Order",
- b. "Buyer" means those departmental organizations or persons who have been given the responsibility for the offering process within the Department.

#### **1.2 Indemnification**

The insurance coverage required by the provisions of these Insurance Conditions shall in no way limit the Offeror's responsibility under the indemnification section of the General Conditions of the offer. Any additional coverage the Offeror may deem necessary to fulfil obligations under the indemnity section shall be at the Offeror's own discretion and expense.

#### **1.3 Period of Insurance**

The insurance coverage shall be in effect from the date of offer award and shall be maintained until the offer work is completed.

#### **1.4 Proof of Insurance**

Within ten (10) days after acceptance of the Offeror's tender, the Offeror shall deposit with the Buyer, a Certificate of Insurance or certified true copies of all offers of insurance maintained by the Offeror pursuant to the requirements of these Insurance Conditions.

#### **1.5 Notification**

Each insurance policy shall contain a provision that thirty (30) days prior written notice shall be given to Her Majesty in the event of any material change in, cancellation of, or expiration of coverage.

#### **1.6 Insured**

Each insurance policy shall insure the Offeror, and shall include as an Additional Named Insured, Her Majesty the Queen in right of Canada as represented by the Minister of Fisheries and Oceans.

#### **1.7 Payment of Deductible**

The amount of deductible, if any, shall be borne by the offeror.

#### **1.8 Public Liability and Property Damage Insurance**

- a. The Offeror shall, concurrently with the execution of this offer, place and maintain at all times during the execution of the work covered by this offer, sufficient public liability and property damage insurance against personal injury and loss or damage to the property so as to fully cover the Offeror's liability to any firm, person, association, or corporation, resulting from or attributable to the execution of the work.

**The Minimum Acceptable Amount is \$1,000,000.00**

- b. The policy shall be issued with a deductible amount of not more than \$500.00 per occurrence applying to the property damage claims only.

**1.9 Third party liability** for vehicles and equipment owned, leased, used or operated by the Offeror.

The Offeror shall provide an endorsement to the public liability and property damage insurance policy to include third party liability for vehicles and equipment owned, leased, used or operated by the Offeror.

The Minimum Acceptable Amount is \$1,000,000.00

**1.10 Tenants Legal Liability Insurance (where applicable)**

The Offeror shall provide an endorsement to the public liability and property damage insurance policy to provide coverage for premises under the Offeror's care, custody and control in a minimum amount of \$500,000.00.

**ANNEX D – STANDING OFFER REPORTING**

**Sample Report:**

<b>Call-up date</b>	<b>Project Authority</b>	<b>Description of Service/Purchase</b>	<b>Date of Completion of Work</b>	<b>Quantity</b>	<b>Price</b>	<b>Extended total</b>