



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

Bid Receiving/Réception des soumissions

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

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

REQUEST FOR PROPOSAL

Proposal to: Fisheries and Oceans Canada

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

Comments: - Commentaries :

Title – Sujet Cod Tagging		Date July 7th 2016
Solicitation No. – N° de l'invitation F5211-160276		
Client Reference No. - No. de référence du client F3710-165007/1		
Solicitation Closes – L'invitation prend fin At / à : 2:00 PM ADT(Atlantic Daylight Time) On / le : July 22st 2016		
F.O.B. – F.A.B Destination	GST – TPS See herein — Voir ci-inclus	Duty – Droits See herein — Voir ci-inclus
Destination of Goods and Services – Destinations des biens et services See herein — Voir ci-inclus		
Instructions See herein — Voir ci-inclus		
Address Inquiries to – Adresser toute demande de renseignements à Jean-Pierre deVink Email – courriel: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca		
Delivery Required – Livraison exigée See herein — Voir ci-inclus	Delivery Offered – Livraison proposée	
Vendor Name, Address and Representative – Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	



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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with this bid solicitation

1.2 Statement of Work

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

1.3 Debriefings

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

1.4 Procurement Ombudsman

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



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

The [2003](#) (2015-07-31) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete section 01 in its entirety.

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

Delete section 02 in its entirety.

2.2 Submission of Bids

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

2.3 Former Public Servant

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

Definitions

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

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



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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes () No ()

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes () No ()

If so, the Bidder must provide the following information:

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

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

Signature : _____ Date : _____



2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

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

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

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

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

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

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

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

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

Section I: Technical Bid

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

Section II: Financial Bid

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Item	Requirement	Met	Proposal Page/section
1	The bidder must be part of a fisherman's association		
2	The contractor must have minimum 5 years of experience in project management of similar size and scope		
3	The contractor must have minimum 2 years of experience with fish tagging and measuring		

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

4.2.1 Mandatory Technical Criteria

SACC Manual Clause [A0031T](#) (2010-08-16), Mandatory technical Criteria



PART 5 - CERTIFICATIONS

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

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

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

5.1 Certifications Precedent to Contract Award

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

5.1.1 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.1.2.4 Contractor's Representative

The Contractor's Representative for the Contract is:

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

5.1.2.5 Supplementary Contractor Information

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

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



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

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

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

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

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

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

Signature

Print Name of Signatory



PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

There is no security requirement applicable to this Contract.

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

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

6.3.1 General Conditions

2010B (2015-07-05), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

Section 31 – Integrity Provisions – Contract of F5211-160276 referenced above is amended as follows:

Delete section 31 in its entirety.

6.4 Term of Contract

6.4.1 Period of the Contract

The Work is to be performed during the period of contract award to March 31st 2017.

6.4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least fifteen (15) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.



6.5 Authorities

6.5.1 Contracting Authority

Name: Jean-Pierre deVink
 Title: Contracting Officer
 Department: Fisheries and Oceans Canada
 Directorate: Material and Procurement services
 Address: 301 Bishop Drive
 Fredericton, NB, E3C 2M6
 Telephone: 506-452-3619
 Facsimile: 506-452-3676
 E-mail address: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca

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

6.5.2 Project Authority

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

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

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

6.5.3 Contractor's Representative

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

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



6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1.1 Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B , to a limitation of expenditure of \$ _____. Customs duties are included and Applicable Taxes are extra.

6.7.1.2 All prices and amounts of money in the Contract are exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable, unless otherwise indicated. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims for goods supplied or work performed and will be paid by Her Majesty. The Contractor agrees to remit to Canada Revenue Agency any GST or HST paid or due.

6.7.1.3 Any payment by Her Majesty under this contract is subject to there being an appropriation for the fiscal year in which the payment is to be made.

6.7.2 Limitation of Expenditure

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

6.7.3 Multiple Payments

SACC Manual clause [H1001C](#) (2008-05-12), multiple payments

6.8 Invoicing Instructions

6.8.1 Payments will be made provided that:

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

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

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

One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.



6.9 Certifications

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010B (2015-07-03);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____;

6.12 Procurement Ombudsman

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

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

6.12.3 For further information, the Contractor may refer to the following PWGSC site:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

6.13 Insurance G1005C (2016-01-28)

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



ANNEX "A" STATEMENT OF WORK

NAFO Divisions 3Pn, 4RS Cod Tagging

1.0 Framework

The 3Pn, 4RS (Northern Gulf of St. Lawrence) Cod Tagging Program has been developed to become a sub-component of the 3Pn, 4RS cod stock assessment. The specific purpose of the tagging program is to mark with an external tag and release Atlantic cod for future recapture and reporting. The data with respect to both the placement and recapture of the fish including date, position (latitude / longitude), fork length and weight and gear type are analyzed to gather pertinent scientific information related to the stock including migration patterns, growth rates, and condition factors. In addition, these data can also provide information on exploitation rates specific to fishing mortality providing assumptions specific to tag loss, tag mortality and tag recapture reporting rate are met.

2.0 Contractor's requirements

Perform the tagging Program in NAFO Fishing Area 3Pn and 4R. The contractor must:

- Ensure project coordination, and collect, enter, validate and transmit the data collected;
- Purchase all needed material to perform the work including: tagging guns, tagging needles and spaghetti tags.
- Have qualified technicians to properly tag fish and collect the requested data and biological information required for the needs of Fisheries and Oceans Canada.

2.1 Tasks, activities, deliverables and milestones

The Contractor's employees must apply the scientific protocol according to DFO requirements regarding tagging, data collection, keypunching of all data and preliminary validation.

The procedures and responsibilities are summarized under three (3) primary components for the tagging program; 1) inventory, 2) placements, 3) recaptures.

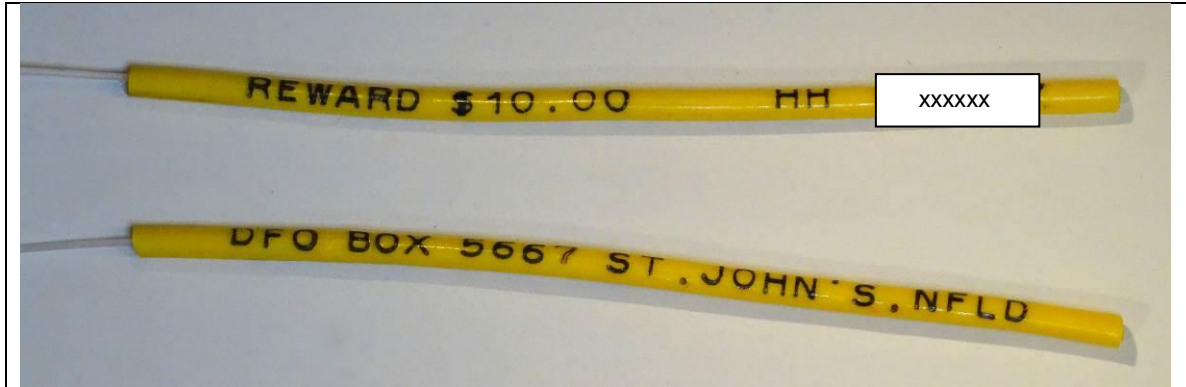
- 1) Inventory: Essentially, this component deals with keeping track of each tag from the time it is purchased and delivered to the contractor's office until it is tagged and the information entered in the tagging database. Moreover, the contractor must plan to purchase the appropriate tags and in sufficient quantities based on the scientific requirement for tagged fish of a ratio of 15% high reward (pink K series), 30% double tagging and 55% single tagging (yellow HH series).

Tag specifications:

- **Regular HH yellow tag series:**

When ordering the regular t-bar spaghetti tags, make sure they are yellow and the inscription on it is similar to the photos. One side should read REWARD \$10.00 HH XXXXXX with a sequential number. Two tags shouldn't have the same number. So it is very important to verify the numbering with the supplier before ordering.

The other side reads DFO BOX 5667 ST. JOHN'S NFLD



- **High reward K pink tag series:**

When ordering the high value reward spaghetti tags, make sure that they are pink and the inscription on it is similar to the photos.

One side reads REWARD \$100.00 K XXXXXX with a sequential number. Two tags shouldn't have the same number. So it is very important to verify the numbering with the supplier before ordering.



The other side reads DFO BOX 5667 ST. JOHN'S NFLD

Starting numbers on the tag series will be determined with DFO Sciences to make sure they are consecutive to previous tagging work.

Placements: The contractor should aim at tagging a total of 3,000 cod within Subdivisions 3Pn, 4Ra, 4Rb, 4Rc and 4Rd The tagging will be performed according to the schedule provided in the table hereafter. :



Number of cod to tag:

Year 1									
Zone	April	May	June	July	August	September	October	November	Total
3Pn								800	800
4Rd								400	400
4Rc						400			400
4Rb						700			700
4Ra						700			700
									3000
Year 2 and 3									
Zone	April	May	June	July	August	September	October	November	Total
3Pn	400							400	800
4Rd								400	400
4Rc						400			400
4Rb			300			400			700
4Ra			300			400			700
									3000

It is the responsibility of the contractor to ensure that the tagging activities are performed according to the protocol and DFO requirements. The contractor is responsible for providing tagging information, protocols and schedule to the technicians in charge of tagging activities as well as to inform the fisher. Also, after each tagging activities and upon reception of the tagging forms, the contractor must examine each form to ensure that all tag numbers match with the inventory list for a specific boat. Each tagging form will be examined to ensure that all data are plausible including position, date, gear type used, tag number, and fish length. All tagging data must be entered in the database as soon as data verification is completed and time resources permits. The contractor must ensure that data entered in the database correspond to data on the tagging forms. Once all activities are done, the database will be sent by email to DFO Science. At the same time, tagging forms will be sent by regular mail to DFO Science in Mont-Joli.

Recaptures: Upon reception of a tag from recaptured fish the contractor must ensure that the following information on recapture were provided: date, location, gear, length of fish if available. If information is missing, the contractor will communicate with the fisher to obtain the requested data. All data is to be verified by the contractor. Estimations of weight and / or length are to be recorded and noted in the comments section. Once all possible information is obtained the tag is to be put in a recapture envelope with all information on the label and this information entered in the recapture database. The contractor must pay the appropriate reward to the fisherman (\$10/regular yellow HH tag series and \$100/ high reward pink K tag series).

The following deliverables apply under this project:

- Report of the tagging activity (number of trip, area, number of tag-cod /trip, etc.) and all data collected ("tag" electronic file) must be sent to DFO by January 15th, 2016.

3.0 Other Statement of Work Conditions

DFO is responsible for providing the following under this contract:

- Database for entering data ("tag" electronic file) and tagging form.

Note: DFO will not provide any materials or equipment.

3.1 Language of Work

The language of work is English or French.



COD TAGGING PROTOCOL

1. The equipment needed.

- 1.1. Tagging guns (Mark II Long Tagging Gun), T-bar tags (\$10.00 HH yellow series and \$100.00 K pink series), spare needles (Mark II Long Regular Needles), dip net, measuring board, clip board with tagging form or a field book, pencils. The field book is appreciated for writing while at sea, it's paper is waterproof and it has 26 lines per page, roughly the same amount as the number of tags per round (25).

2. Best fishing conditions to ensure survival of fish.

- 2.1. The best type of fishing gears are feathered hooks, traps, and longlines.
- 2.2. Fishing should take place in shallowest waters.
- 2.3. Soak time should be minimized, 2 hours for longlines. Haul back slowly.
- 2.4. Minimize exposure of the fish out of the water.
- 2.5. Place in grey vat with circulating water avoiding too many fish in the vat (if available).

3. A healthy fish.

- 3.1. Avoid fish with marks, lost scales, bleeding, busted eyes and stomach in mouth.
- 3.2. **Do not tag fish less than 40 cm.**
- 3.3. Fish must swim freely in vat (if available), they should be vigorous and not on their side.
- 3.4. Do not hold fish by the gills or eyes.

4. Roles and responsibilities.

- 4.1. In an ideal situation, three persons are needed, one with the dip net, one to do the tagging and one to record. If this is not possible then the first two roles can be done by one person.
- 4.2. All these procedures must be done for one fish at a time, no rushing, and care of the fish is essential.
- 4.3. The fish is taken out of the vat with a dip net and brought to the tagging person. This step can be avoided when using feathered hooks or longlines, they can be taken off the hook and tagged immediately. The fish should not be out of the water more than 15 seconds.
- 4.4. The tagging person takes care of holding the fish with both hands, one on the head and one for the tail. A slight pressure can be done on the head; this gives the fish the impression of being in the water. Placing the palm of the hand over the eyes also reduces stress. Ideally, the flesh part of the fish should not be touched in order to avoid losing scales.
- 4.5. First, measure fish fork length and call out the length to the recording person. It is ideal to have only the tagging person with both hands wet. If this is not possible, then the tagging person can use a field book with water resistant paper to record the fish length using a lead pencil. The recording person will make sure that in the book, the tag number is always besides the fish length. Often the numbers don't match and this generates many errors in processing the data. Ideally the recorder will check with the tagging person the actual number of the tag at every fish.



5. The tagging itself.

- 5.1. The tag must be placed on the dorsal part of the fish, right after the maximum girth, at the base of the first dorsal fin (see drawing). Do not place on the belly.
- 5.2. The tag must be streamline, naturally pointing to the rear of the fish.
- 5.3. Push the needle into the flesh of the fish pointing toward the head. Press the lever of the tagging gun, maintain a good pressure at the end of the course so that the T bar is forced to turn around and properly locked in place. To further secure the tag in place, turn the gun a quarter of a turn holding the tag with the free hand then slowly remove the needle.
- 5.4. Ideally and with experience, you can feel the spines with the tip of the needle; the T bar can be placed between two spines. This is an ideal place to tag because the tag cannot be pulled out of the fish.
- 5.5. Check the tag to see if it is well fastened into the flesh. Sometimes the T bar does not lock into place and by pulling the tag at the end of the tagging procedure; it will simply come out of the fish. If this is the case, keep the tag aside to be used at the end of the round. **If you have many fish you should take another fish to continue.**

6. The release.

- 6.1. The tagging person picks up the fish with both hands, one on the head, one on the tail. The fish is gently returned to the water head first pointing toward the bottom.
- 6.2. A ramp should be used to return the fish into the water if the fishing deck is high above the water surface. This avoids slapping the water from many feet up and helps the fish to start swimming toward the bottom. This is important for the survival of the fish. In an ideal situation, the fish should swim for the bottom. An unhealthy fish will float around for a while. In this case, be ready with a dip net to recapture the fish and reuse the tag on another fish.

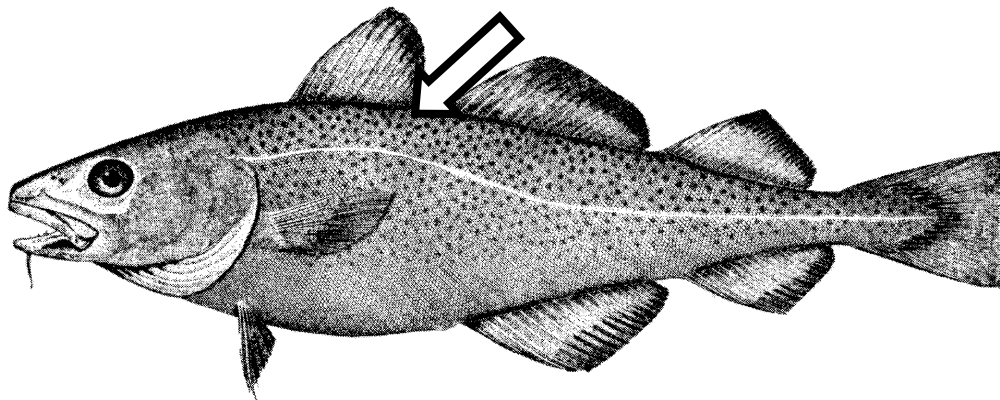
7. Bottom lines.

- 7.1. Quality work is essential and the fish must be healthy.
- 7.2. Manipulations of the fish outside the water should be kept at a minimum (less than 15 seconds).
- 7.3. The right position and well locked tag.
- 7.4. Gentle release.

Note:

If you prefer to use a field book to note fish lengths and tag numbers, please record them as soon as possible on the tagging forms (below).

Use the ratio of 15% high reward, 30% double tagging and 55% single tagging. See "Cod tagging form" hereafter





COD TAG RELEASE DATA SHEET				PAGE OF			
YEAR	2013	NBPC	TRIP	EXP.#	GEAR		
MONTH		START LAT.		NAFO SURF. TEMP	TAGGER		
DAY		START LONG		START TIME	RECORDER		
SET #		END LAT		END TIME	High reward		
START DEPTH		END LONG			Low reward	HH	
TAG - COLOR	TAG-1-NO.	TAG-2-NO.	LENGTH (cm)	Comment	MAT ¹	Time	
YELLOW	HH-						
YELLOW	HH-						
YELLOW	HH-						
YELLOW	HH-						
YELLOW	HH-						
YELLOW	HH-						
YELLOW	HH-						
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YELLOW	HH-						
YELLOW	HH-						
YELLOW	HH-						
YELLOW	HH-						
YELLOW	HH-						
PINK	K-						
PINK	K-						
PINK	K-						
PINK	K-						
PINK	K-						
PINK	K-						
YELLOW	HH-	HH-					
YELLOW	HH-	HH-					
YELLOW	HH-	HH-					
YELLOW	HH-	HH-					
YELLOW	HH-	HH-					
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YELLOW	HH-	HH-					
YELLOW	HH-	HH-					

NOTES
1: Maturity if possible



ANNEX "B" BASIS OF PAYMENT

Initial contract:

Deliverables	Payment Schedule	Payment
Update to project authority 1200 fish tagged	End of September	_____
Update to project authority 200 fish tagged	End of October	_____
Update to project authority 600 fish tagged	End of November	_____
Final Update and completion of project	March 31 st (end of contract)	_____
Total payment (including taxes)		_____

Option year one (1):

Deliverables	Payment Schedule	Payment
Update to project authority 200 fish tagged	End of April	_____
Update to project authority 800 fish tagged	End of May	_____
Update to project authority 1200 fish tagged	End of September	_____
Update to project authority 200 fish tagged	End of October	_____
Update to project authority 600 fish tagged	End of November	_____
Final Update and completion of project	March 31 st (end of contract)	_____
Total payment (including taxes)		_____



Option Year two (2):

Deliverables	Payment Schedule	Payment
Update to project authority 200 fish tagged	End of April	_____
Update to project authority 800 fish tagged	End of May	_____
Update to project authority 1200 fish tagged	End of September	_____
Update to project authority 200 fish tagged	End of October	_____
Update to project authority 600 fish tagged	End of November	_____
Final Update and completion of project	March 31 st (end of contract)	_____
Total payment (including taxes)		_____