



**1550 D'Estimauville Avenue**  
**1550, Avenue d'Estimauville**  
**Québec**  
**Québec**  
**G1J 0C7**

## Request For Supply Arrangement - Demande pour un arrangement en matière d'approvisionnement

Offer to: Department of Public Works and Government Services

We hereby offer to provide to Canada, as represented by the Minister of Public Works and Government Services, in accordance with the terms and conditions set out herein or attached hereto, the goods, services, and construction detailed herein and on any attached sheets.

Offre au: Ministère des Travaux publics et des Services  
gouvernementaux

Nous offrons par la présente de fournir au Canada, représenté par le ministre des Travaux publics et des Services gouvernementaux, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée.

## Comments - Commentaires

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

TPSGC/PWGS  
BFC Bagotville, CP 380  
CFB Bagotville, PO Box 380  
Bâtiment 62, local 112  
Building 62, Room 112  
Alouette  
Québec  
G0V1A0

<b>Title - Sujet</b> Marine Structures Inspection	
<b>Solicitation No. - N° de l'invitation</b> EE517-150138/C	<b>Date</b> 2017-03-10
<b>Client Reference No. - N° de référence du client</b> EE517-150138	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$BAL-001-17070
<b>File No. - N° de dossier</b> BAP-4-37062 (001)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-03-30</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Tremblay, Marial	<b>Buyer Id - Id de l'acheteur</b> bal001
<b>Telephone No. - N° de téléphone</b> (418)677-4000 (4159)	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA ESC-1 MPO/TRANSPORT CST 1 -DVO3TC 1550, AVENUE ESTIMAUVILLE QUEBEC Québec G1J0C7 Canada	
<b>Security - Sécurité</b> This request for a Supply Arrangement does not include provisions for security. Cette Demande pour un arrangement ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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**Note to Existing Suppliers:**

**Supply Arrangements (SA)s issued to Suppliers under EE517-150138/A and /B will not be affected by this solicitation (EE517-150138/C). No response to this solicitation is required from Existing Suppliers if they would like their Supply Arrangement to remain as is.**

**Revisions to existing Supply Arrangements will be issued at the same time as the new Supply Arrangements are awarded in order to ensure that the Supply Arrangement and Resulting Contract clauses issued under EE517-150138 are consistent.**

**NOTICE TO BIDDERS**

A Supply Arrangement (SA) is a method of supply used by Public Works and Government Services Canada (PWGSC) to procure goods and services. A SA is an arrangement between Canada and pre-qualified suppliers that allows identified users to solicit bids from a pool of pre-qualified suppliers for specific requirements within the scope of a SA.

**A SA is not a contract for the provision of the goods and services described in it and neither party is legally bound as a result of signing a SA alone.** The intent of a SA is to establish a framework to permit expeditious processing of "individual bid solicitations" which result in legally binding contracts for the goods and services described in those bid solicitations

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## MARINE STRUCTURES INSPECTION AND MAINTENANCE SERVICES

## PUBLIC WORKS AND GOVERNMENT SERVICES CANADA (PWGSC)

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides suppliers with instructions on how to prepare the arrangement 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 arrangement and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
  - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
  - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
  - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Statement of Work and any other annexes.

## 1.2 Summary

- i) Inspect and maintain, on an as-and-when-requested basis, marine structures throughout the Quebec Region.
- ii) The goal is to implement Supply Arrangements (SA) for companies providing marine structures inspection services, as described in Annex A - Statement of Work. These Supply Arrangements will be implemented for a period starting from the date of the SA (around the beginning of May 2017) to March 31, 2019. All compliant Suppliers will receive a SA.
- iii) An undetermined number of Supply Arrangements (SA) may be issued as a result of this Request for Supply Arrangement. To facilitate the administration of the SA, all SA issued as a result of this solicitation will reflect a dollar value of "NIL."
- iv) The requirement covered by the bid solicitation of any resulting supply arrangement may be subject to a preference for Canadian goods and/or services or may be limited to Canadian goods and/or services.

## 1.3 Canadian Content

The goods and/or services covered by the Supply Arrangement may be limited to Canadian goods and/or services as defined in clause A3050T.

SACC Manual clause A3050T (2014-11-27) Canadian Content Definition.

## 1.4 Debriefings

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

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## PART 2 - SUPPLIER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The 2008 (2016-04-04) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

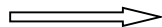
Subsection 5.4 of 2008, Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

- Delete: 60 days
- Insert: 120 days

### 2.2 Submission of Arrangements

Arrangements must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Supply Arrangements.

Due to the nature of the Request for Supply Arrangements, transmission of arrangements by facsimile to PWGSC will not be accepted.



Bid Receiving Unit  
Public Works and Government Services Canada  
(PWGSC)  
1550 D'Estimauville Avenue  
Quebec City, Quebec, Canada, G1J 0C7



### 2.3 Former Public Servant - Notification

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds.

Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, Contracting Policy Notice 2012-2 <http://www.tbs-sct.gc.ca/hqw-cgf/business-affaire/gcp-agc/notices-avis/2012/10-31-eng.asp> and the Guidelines on the Proactive Disclosure of Contracts <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14676&section=text>.

### 2.4 Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on ESDC-Labour's website: <https://www.canada.ca/en/employment-social-development.html>

### 2.5 Enquiries - Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than ten (10) calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

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

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## 2.6 Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

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

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## PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

### 3.1 Arrangement Preparation Instructions

Canada requests that suppliers provide the arrangement in separately bound sections as follows:

Section I: Technical Arrangement (3 hard copies)

Section II: Certifications (1 hard copy)

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

Canada requests that suppliers follow the format instructions described below in the preparation of the arrangement.

- (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 Supply Arrangements.

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>). To assist Canada in reaching its objectives, suppliers 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 Arrangement

In the technical arrangement, suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### Section II: Certifications

Suppliers must submit the certifications and additional information required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation - Point Rated Technical Criteria

Arrangements will be evaluated and point-rated according to the criteria set out in the rating table below. The Supplier should provide detailed information for each of the criteria and the submitted document should clearly demonstrate that the Supplier is able to meet and/or comply with the criteria. The information set out in the Supplier's Proposal should be clear and concise.

In order to be declared responsive, an arrangement must obtain an overall score of **at least 91 points (70%)** out of 130 for the point-rated technical evaluation criteria.

The criteria will be evaluated out of 10, using the Evaluation Grid in Annex «C», and then weighted according to the maximum scores indicated in the rating table below.

RATING TABLE - EVALUATION CRITERIA		Maximum rating
<b>1. UNDERSTANDING OF THE PROJECT</b>		<b>10</b>
1.1	Project objectives and requirements	10
<b>2. SCOPE OF SERVICES, WORK PLAN AND CONTROLS</b>		<b>30</b>
2.1	All services	10
2.2	Work plan and team management	10
2.3	Project control methods (quality / cost / timetable)	10
<b>3. MANAGEMENT OF SERVICES</b>		<b>10</b>
3.1	Team organization and management	10
<b>4. EXPERIENCE AND TRAINING</b>		<b>80</b>
4.1	Supplier's experience	20
4.2	Work team members' experience and training :	
4.2.1	Project Officer	20
4.2.2	Lead diver	20
4.2.3	Divers	15
4.2.4	Draftsperson	5

Total score : 130 points

Passing mark : 91 points

**4.1.2 Description of the Table Rating**

			Point	
1	Understanding of the Project			10
	1.1	<p>Project Objectives and Requirements</p> <p>The supplier should demonstrate here that it understands the goals and requirements of the project as a whole, as well as the types of constraint and particular features that may be present in the various specific requirements.</p> <p>The supplier should demonstrate that it properly understands the functional and technical requirements, as well as the main issues associated with the project. In particular, it should demonstrate why the assignments require the presence of experienced divers in view of the sometimes very difficult working conditions, and why the divers should be very familiar with the types of underwater structure they will have to take action (wharves, breakwaters, conduits, outfalls, etc).</p> <p>The supplier should also indicate the abilities it believes the dive supervisor should have so that a departmental representative need not be present during inspections.</p>	10	
2	Scope of Services, Work Plan and Controls			30
	2.1	<p>All Services Provided</p> <p>The supplier should supply a detailed list of the services it can provide, in line with the Statement of Technical Requirements (Appendix A). It should demonstrate its ability to perform the Work and meet the project's challenges.</p>	10	
	2.2	<p>Work Plan and Team Management</p> <p>The supplier should describe and justify the work plan, as well as the means, equipment, methods and techniques that may be required given the variety of structures and sites and the distances, accessibility, etc. It should provide particulars to show that it understands the inspection and maintenance requirements and that it has the ability to meet the objectives. The supplier should explain how the work team is organized to do the work and comply with the functional and technical requirements, and indicate what management methods are to be used to enable this team to do the various jobs assigned to it. It should also describe the tasks to be completed to deliver the products and indicate strategies for communication internally and with the department.</p>	10	

	2.3	<p><b>Project Control Methods (quality / cost / timetable)</b></p> <p>This part of the proposal should present the means and tools to be used, at each stage of a project, to control quality, costs and the work performance schedule in order to fulfil the assigned work order. Simply referring to a standard is not sufficient. The supplier's project control processes should be described in terms suited to this project.</p>	10	
3	<b>Management of Services</b>			10
	3.1	<p><b>Team Organization and Management</b></p> <p>The supplier should describe the whole project team, with an organization chart setting out position titles, incumbents' names, hierarchical structure, position profiles, and list any subcontractors.</p> <p>The project officer may, but need not, be the same person as the lead diver. If the duties of project officer and lead diver are not performed by one and the same person, clearly indicate what distinguishes the two positions. The project officer should be directly involved in the technicalities of the various project stages. However, he or she will not necessarily be on site during the inspections.</p> <p>If more than one person may be called upon to play a given role, give a breakdown (percentage-wise) of the number of jobs each of these persons would do in the course of this entire project. If appropriate, indicate also what might influence the choice of one or the other of these persons to do a particular job.</p> <p>The supplier should indicate what are its succession plans in the event one or more team members cannot perform.</p>	10	
4	<b>Experience and Training</b>			80
	4.1	<p><b>Supplier's Experience</b></p> <p>The supplier should describe its background and experience in areas related to the object of this supply arrangement. Provide a brief description of a minimum of three (3) and a maximum of five (5) relevant projects you have conducted in the past so that we can get an idea of the scope and variety of the supplier's relevant activities. Indicate clearly, for each project, how and in what ways it was comparable or related to the object of this RFP. Describe the supplier's achievements in terms of the challenges and the nature and scope of the difficulties encountered. Provide the names of key persons involved in the project. Give particulars of the clients and their roles in the project. Canada reserves the</p>	20	

		<p>right to verify the customer's satisfaction and if negative, the project will not be considered.</p> <p>If a project was done as part of a consortium or as a subcontractor with or for another firm, name the latter and indicate the roles of each firm, the stages of the project, the level of involvement and the responsibilities of each of the stakeholders.</p> <p>For purposes of evaluation, only projects dating back five (5) years or less will be considered. Projects whose date of completion is not indicated will not be considered.</p>		
	4.2	<p><b>Work Team Members' Experience and Training</b></p> <p>Clearly demonstrate all team members' experience and training. Attach members' résumés and a list of the projects in which each member took an active part. For each project, indicate clearly the role(s) played by the person. The assessment of each member's experience and training will be done in view of the role attributed in the team. In doing this, the experience and the training will be evaluated based on that acquired in a role similar to the one he or she is assigned in the work team for this RFP. Indicate clearly how and in what ways the projects presented were comparable or related to the object of this RFP. The experience and the training will be evaluated globally.</p> <p>Clearly demonstrate that the proposed team has the experience, training and ability to perform the work.</p> <p>For purposes of evaluation, only projects dating back eight (8) years or less will be considered. Projects whose date of completion is not indicated will not be considered.</p> <p style="text-align: right;">60 points as follows:</p>		
	4.2.1	Project Officer	20	
	4.2.2	Lead Diver	20	
	4.2.3	Divers	15	
	4.2.4	Draftsperson	5	

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## **4.2 Basis of Selection - Minimum Point Rating**

1. To be declared responsive, an arrangement must:
  - (a) comply with all the requirements of the Request for Supply Arrangements; and
  - (b) obtain the required minimum of 91 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 130 points.
2. Arrangements not meeting (a), (b) above will be declared non-responsive.



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## PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

Suppliers must provide the required certifications and additional information to be issued a supply arrangement (SA).

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

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

### 5.1 Certifications Required with the Arrangement

Suppliers must submit the following duly completed certifications as part of their arrangement.

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Supplier must provide with its arrangement the required documentation, as applicable, to be given further consideration in the procurement process.

### 5.2 Certifications Precedent to the Issuance of a Supply Arrangement and Additional Information

The certifications and additional information listed below should be submitted with the arrangement, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier 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 arrangement non-responsive.

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Supplier must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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### **5.2.2 Status and Availability of Resources**

SACC Manual clause S3005T (2008-12-12), Status and Availability of Resources.

### **5.2.3 Education and Experience**

SACC Manual clause S1010T (2008-12-12), Education and Experience.

## **PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES**

### **A. SUPPLY ARRANGEMENT**

#### **6.1 Arrangement**

The Supply Arrangement covers the Work described in the Statement of Work at Annex A.

#### **6.2 Standard Clauses and Conditions**

All clauses and conditions identified in the Supply Arrangement 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>) issued by Public Works and Government Services Canada.

##### **6.2.1 General Conditions**

2020 (2016-04-04) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

##### **6.2.2 Periodic Usage Reports - Supply Arrangement**

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

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

The data must be submitted on a semi-annual basis to the Supply Arrangement Authority.

The semi-annual reporting periods are defined as follows:

1st semester : January 1 to June 30;

2nd semester : July 1 to December 31.

The data must be submitted to the Supply Arrangement Authority no later than fifteen (15) calendar days after the end of the reporting period.

### 6.3 Term of Supply Arrangement

#### 6.3.1 Period of the Supply Arrangement

The period for awarding contracts under the Supply Arrangement is from the date of the SA to March 31, 2019.

### 6.4 Authorities

#### 6.4.1 Supply Arrangement Authority

The Supply Arrangement Authority is

- Name: Marial Tremblay
- Title: Supply Specialist
- Telephone: (418) 677-4000, Ext.: 4159
- E-mail address: marial.tremblay@pwgsc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

#### 6.4.2 Identified Users

The Identified Users will be specified in the Supply Arrangement.

#### 6.4.3 Contractor's Representative

Name and telephone number of the person responsible for :

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

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

Telephone No.: \_\_\_\_\_

Facsimile No.: \_\_\_\_\_

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

## 6.5 On-going Opportunity for Qualification

A Notice will be posted once a year on the Government Electronic Tendering Service (GETS) to allow new suppliers to become qualified. Existing qualified suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

## 6.6 Limitation of Resulting Contract

Resulting contract against the Supply Arrangement must not exceed \$ 100,000.<sup>00</sup> [Contract, amendment(s), and Taxes included].

## 6.7 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 the Supply Arrangement;
- (b) the general conditions 2020 (2016-04-04), General Conditions - Supply Arrangement - Goods or Services ;
- (c) Annex A' Statement of Work; and
- (d) the Supplier's arrangement dated \_\_\_\_\_.

## 6.8 Certifications and Additional Information Compliance

### 6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Supplier in its arrangement or precedent to issuance of the Supply Arrangement (SA), and the ongoing cooperation in providing additional information are conditions of issuance of the SA and failure to comply will constitute the Supplier in default. Certifications are subject to verification by Canada during the entire period of the SA and of any resulting contract that would continue beyond the period of the SA.

## 6.9 Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

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## B. BID SOLICITATION

### 6.1 Bid Solicitation Documents

Canada will use the bid solicitation templates Simple, for low dollar value requirements; MC for medium complexity requirements; HC for more complex requirements, available in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) based on the estimated dollar value and complexity of the requirement.

The bid solicitation will contain as a minimum the following:

- (a) a complete description of the Work to be performed;
- (b) 2003, Standard Instructions - Goods or Services - Competitive Requirements;
- (c) bid preparation instructions;
- (d) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (e) evaluation procedures and basis of selection;
- (f) certifications;
- (g) conditions of the resulting contract; and
- (h) a Basis of Payment (Pricing).

### 6.2 Bid Solicitation Process

- 1) Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from suppliers who have been issued a SA.
- 2) The bid solicitation will be sent directly to suppliers.
  - (a) A bid solicitation must be issued to all suppliers who have been issued a SA.
  - (b) The identified user will be responsible for the bid solicitation process and the award of contracts.

Solicitation No. - N° de l'invitation

EE517-150138/C

Client Ref. No. - N° de réf. du client

EE517-150138

Amd. No. - N° de la modif.

File No. - N° du dossier

BAP-4-37062

Buyer ID - Id de l'acheteur

bal001

CCC No./N° CCC - FMS No./N° VME

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## **C. RESULTING CONTRACT CLAUSES**

### **6.1 General**

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded, general conditions 2010C will apply to the resulting contract.

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## ANNEXE A - STATEMENT OF WORK

### A.1 Assignment, Objectives and Work to be Performed

#### A.1.1 Assignment

##### A.1.1.1 Underwater inspection

According to various needs, Public Works and Government Services Canada (PWGSC) may be required to assess and/or monitor the condition of marine structures at various stages of their useful life. The supplier's assignment will be to inspect marine structures throughout the Quebec Region as and when the Department requires. These inspections may relate to diverse types of structures: wharves and parts of wharves made of wood (cribwork, work on pilings, etc.), concrete (caissons, Berlin walls, retaining walls, etc.) or steel (sheet piles, pilings, etc.), breakwaters, riprap, conduits, outfalls, etc. These inspections may also include environmental monitoring.

The remoteness of sites, magnitude of tides, varying water levels, agitation conditions stemming from waves, visibility, etc., may vary greatly from one site and structure to the next.

If appropriate, the Department may need to define the most effective and cost-efficient means of acting to correct problems detected by the inspections. The supplier that conducts the inspection must provide all the information needed to enable the Department to clearly define the problems and the means to correct them. Often, inspection results will serve as a basis to prepare plans and specifications, impose load or usage restrictions, or assess bearing capacity and residual life. The accuracy and level of detail of information provided must allow this to be properly done.

**All inspection work must be conducted in compliance with the requirements of the latest versions of standards CAN/CSA-Z275.2 and CAN/CSA-Z275.4.**

**The supplier must manage its activities in such a way that the health and safety of the public, its staff and other workers on the inspection site, as well as environmental protection, is always the prime concern.**

This assignment does not require engineering services. Should these be necessary, they will be ordered by means of requests for proposals outside the framework of this agreement.

##### A.1.1.2 Minor Underwater Work

As part of subsequent agreements, PWGSC may also invite qualified firms to perform ad hoc, minor marine work.



## **A.1.2 Inspection of Marine Structures**

The work and information required during inspections must include, but not be limited to:

### **A.1.2.1 Preparatory Work**

1. Become familiar with all information provided:
  - Previous inspection reports;
  - Construction or repair plans;
  - Survey plans;
  - Photos;
  - Etc.
2. Meet the Departmental Representative to review the assignment.
3. Provide a summary work plan at least 72 hours before going to the site. This plan is to include a schedule, equipment list, description of the work methodology, launch method and list of items included in the assignment, in keeping with the project brief.
4. Provide a list of proposed personnel. If personnel are proposed who are not in the request for supply arrangement, demonstrate that the qualifications and experience are equivalent or surpass those of personnel initially planned. If the diving firm is unable to comply, the proposal may be rejected.
5. Provide all documentation required in this document and by various standards: certification of qualification, medical certificates, evacuation plans, health and safety programs, etc.

### **A.1.2.2 On-Site Work**

1. Make all visual and other observations required, as well as all surveys and measurements requested concerning the elements and/or structures to be inspected.
2. Take note of any variances from the plans provided and promptly contact the Departmental Representative to ascertain the impact of these variances.
3. Clearly relate all this information to a coordinate or reference system (chart datum, chaining, etc.) or refer it to reliable, lasting and properly identified landmarks that can be found again during later work or inspections. Information on landmarks must be clearly established in cooperation with the Departmental Representative at the start of work. The chosen landmarks must appear in the report and plans. In particular cases, use of a local position-fixing system (such as peripheral chaining)

may be necessary or may make the inspection report easier to understand. This type of landmark must, however, never contradict official coordinate systems (chart datum or MTM projection, for example) or cause confusion in terms of elevation or planimetry. The team must clearly establish positioning information before the inspection work begins. This information must be used throughout the inspection and must not be changed unless the supplier is instructed otherwise. Should an inspection be redone, it is important for the team to be able to find the reference system used in the previous inspection to follow up on the structure.

4. Assess how deteriorated the structural elements are, taking care to document observations thoroughly with photos, sketches, videos, measurements, etc. Comments must be included with the surveys to pinpoint particular features or ensure that the observations can be properly understood by departmental technical staff.
5. The entire inspection must be filmed using a camera mounted on the diver's helmet so the diver can manipulate objects under water. The dive supervisor must have on-site access to an uninterrupted live visual feed of the inspection. The video recording must include a real-time recording of the diver's comments and any discussions between the diver and the dive supervisor. Any special features of the structure, both under and above water, must also be photographed (screen captures are not acceptable). The video equipment must be in perfect working order.
6. Recording of the inspection must be submitted to the Department as a digital recording at the time of the delivery of the inspection report. All original tapes must be submitted to the Departmental Representative, individually marked with the place, structure inspected, date, start and finish times of the recording as well as a brief description of the work shown on the video. The time of inspection for each structure on the recording must be clearly indicated in the report using HH:MM chaining, for example. If the inspection is recorded digitally, the supplier must provide the original format recording and a DVD of the entire inspection.
7. Routine equipment required for inspection of the type(s) of structure concerned must be available for each inspection (grindstones, brushes, drills, arc welding, plumb bobs, incremental borer, cameras (above-water and waterproof) and tools for cleaning, dimension checking, measurement of residual steel thickness and verticality, photography, specimen collection, etc.). Except as the Departmental Representative may otherwise stipulate, all this equipment must be available on site and in working order; no additional fees may be charged in that connection. When special equipment is required to carry out a certain task, a separate agreement must be entered into with the Departmental Representative with respect to the costs incurred. For all inspections and work, the firm must provide a safety boat for emergencies. The boat is to be made available to the Departmental Representative as required to inspect portions of structures above water.

### **A.1.2.3 Sampling**

1. Sampling of structural materials (steel, concrete, wood, etc.) is part of the standard inspection procedure for underwater structures. This sampling may be required when defining a particular assignment or may become necessary to test structures discovered during the inspection. Except as the Departmental Representative may otherwise stipulate, sampling equipment must be provided and available on site for all types of samples that may be taken from the structure being inspected.
2. The supplier must ascertain from the Departmental Representative whether the sampling location poses problems (e.g. structural). In addition, any openings left by the sampling must be closed in by means to be approved by the Departmental Representative so that the sampling does not impair the structure's strength or durability.
3. At the time of delivery of the inspection report, all samples taken must be sent to the office of the Departmental Representative or of an outside expert designated by the latter, at the supplier's expense, in the form of examinations/analyses.

### **A.1.2.4 Monitoring of Inspection Work**

The inspection team must implement appropriate means of communication to alert the Departmental Representative without delay, should he or she not be on site, to particular problems found during the inspection so that timely and appropriate decisions about the inspection can be made. If necessary, photos or sketches may be required to enable the Departmental Representative to better understand the nature of the problem. Even if no particular problems arise during the inspection, the Departmental Representative must be contacted every day by the on-site team leader. The person in charge of the team in the office and the on-site team leader must be able to speak clearly and fluently in French with departmental representatives.

### **A.1.2.5 Presentation Plans**

The Department must provide comprehensive and detailed plans of the structures to be inspected. These plans must be examined before inspection work begins by the team leader and diving chief. They must be provided in the form of AutoCAD files when possible and be used by the supplier as the basis of the work. All plans in the inspection report must be produced by CAD (computer-assisted drafting) software and sent to the Department at the same time as the report in the form of files that are fully compatible with AutoCAD software.

**A.1.2.6 Verbal Summary of Task**

Before leaving the site, the diving chief and team leader of the diving firm are expected to provide a report on the task, including:

- (a) The condition of inspected elements compared with expectations (development of the situation in relation to earlier inspections)
- (b) A brief presentation of results;
- (c) Any information that could pose a safety risk;
- (d) Any corrective measures that need to be taken.

**A.1.2.7 Preliminary Report**

A preliminary technical report, in writing, must be provided in French to the Departmental Representative two (2) weeks after completion of the inspection work. This report must describe:

- (a) Summary inspection results (peculiarities, difficulties, etc.);
- (b) The main observations (in general) and the nature of such observations, supported by sketches and photos;
- (c) Recommendations that could necessitate urgent action/repair, accompanied by photos (in greater detail).

This report may be in the form of a letter with explanatory diagrams. Excerpts from videotapes or photos may be used to illustrate the report.

**A.1.2.8 Technical Report**

Unless otherwise indicated in a specific agreement, one copy of a preliminary technical report must be provided, in French, no later than four (4) weeks after the end of the inspection work for each assignment. This technical report must include:

- (a) A map precisely and accurately locating the structures;
- (b) A description of the datum plane(s) used during the inspection;
- (c) A detailed description of the inspection work indicating the personnel and equipment used, the dates and circumstances of the inspection, the various methodologies used during the inspection and all observations accompanied by explanatory notes and photos to elucidate the phenomena in question;

- 
- (d) All measurements taken during the work (dimensions, depths, residual thickness, verticality, etc.);
  - (e) The description and location of the samples taken, as well as sampling site repair methods, if applicable;
  - (f) The results of all on-site observations collected into chapters highlighting the values of the parameters observed and/or measured for each of the parts of the structure inspected;
  - (g) Precise and accurate descriptive plans of the structures inspected, indicating the reference points used during the work;
  - (h) Detailed plans (plan views, cutaways, diagrams, etc.) of all parts of the structures inspected, explaining the phenomena observed (breakage, damage, deformation, deterioration, etc.), indicating the nature and location of the various inspection work (measurements, samples, photos, etc.) and illustrating the comments in the technical report;
  - (i) A quality photomontage of all above-water portions of the structure and detailed photos of the underwater parts, showing the current condition and peculiarities of the structures inspected;
  - (j) Any other relevant information necessary to understand the peculiarities of the structures inspected or required under a particular assignment.

This preliminary report must be annotated by the Departmental Representative and any corrections or explanations must be made no more than two (2) weeks later for the production of the final report.

Unless otherwise indicated, the supplier must provide four (4) colour copies in French in hard copy and two (2) copies on CD (PDF format for the text and photos, DWG format for the drawings and plans) of the final report within two (2) weeks following receipt of the Departmental Representative's comments and corrections. The supplier must also take note that for particular assignments, it may be asked to produce an English version of the final report. It must make sure that it can deliver this English version at the same time as the French version if the request is made when the work in question is assigned or within two (2) weeks of a formal request for such a service. Unless otherwise agreed, the cost of this translation service will be negotiated separately.

### **A.1.3 Environmental Inspections and Monitoring**

These assignments may include the following:

1. Conduct environmental monitoring as part of wildlife restoration projects. Conduct underwater monitoring to properly document the presence of spawning beds, marine organisms, fish, etc., both before and after the work. Specifically, provide photographic or videographic evidence of the evolution of the sites and the colonization of substrates (wharf, breakwater, etc.) by benthic flora and fauna. Evaluate the physical stability of habitats created (e.g., spawning beds). Provide photographic or videographic evidence of the effective use of spawning beds or other habitats.
2. Verify the application of various environmental measures during work, such as inspection of floating equipment (e.g., barge) for invasive species, containment measures (curtain to mitigate the dispersion of sediment during dredging) or inspection of measurement instruments (e.g., current meters, turbidity meters).
3. Collect samples of sediment or benthic organisms and store and transport them according to instructions from the Departmental Representative.

**As part of these environmental assignments, the firms will have to work with external personnel who have the appropriate environmental skills and qualifications, as required.**

### **A.1.4 Minor Underwater Work**

PWGSC may also hire specialized firms qualified to perform ad hoc underwater work, which could include, but not be limited to:

- Repairing or replacing anodes on cathodic protection systems;
- Repairing wharf equipment (fenders, ladder, etc.);
- Performing various emergency repairs (welding of steel sheet, replacement of wooden pieces or hardware, installing concrete under water, etc.);
- Collecting navigational obstacles in front of structures.

For these particular agreements, PWGSC will provide contracting documents to enable firms to submit financial bids. The chosen firm must be able to provide all services related to the delivery of minor construction contracts.

- Produce shop drawings;
- Order materials;
- Coordinate sub-contractors, as required;
- Fabricate metalwork;
- Etc.

**A.2 Additional Work**

The Department reserves the right to require additional work or inspections to be done during this assignment to ascertain particular characteristics of the structure to be inspected. Such additional work must be performed within the confines of the structures to be inspected. It is important for the supplier to keep the Departmental Representative abreast of the progress of inspection or work daily so that the latter may react in time to unforeseen circumstances encountered on site and order additional inspections as required.

**A.3 Performance Time**

Unless otherwise stipulated by the Departmental Representative, inspection work on a given structure must begin immediately after the individual agreement is concluded and be completed following the schedule set by the individual agreement.

Compliance with deadlines, including reporting deadlines, is of fundamental importance. Immediately after the definition of each individual agreement, the supplier must send to the Departmental Representative its performance schedule, which is to take into account the nature of the work as well as the weather forecast at the time and place of the work. Any change to the schedule must be reported as soon as possible to the Departmental Representative.

**A.4 Site Log**

The diving firm must keep a site log that includes, at a minimum:

- (a) Times of arrival at and departure from the site;
- (b) Time taken to prepare for diving work;
- (c) Diving time;
- (d) Time lost to unforeseen circumstances;
- (e) Travel time.

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File No. - N° du dossier

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Buyer ID - Id de l'acheteur

bal001

CCC No./N° CCC - FMS No./N° VME

## ANNEXE B - PERIODIC REPORTS - SUPPLY ARRANGEMENT

The data must be submitted **on a semi-annual basis** to the Supply Arrangement Authority, no later than **fifteen (15) calendar days** after the end of the reporting period as follow :

1st semester : Janvier 1 to June 30;

2nd semester : July 1 to December 31.

**If the Supplier fails to provide the completed reports in accordance with the instructions above, Canada may set aside the Supply Arrangement and take corrective measures in relation to the Supplier's performance.**

Example of the required information for the report :

### SEMI-ANNUAL REPORT

#### Supply Arrangement (SA)

# EE517-150138/\_\_\_\_/QCN, Marine Structures Inspection

Supplier : \_\_\_\_\_

Period of report : from \_\_\_\_\_ to \_\_\_\_\_

<i>Identified User Name</i>	<i>Contract number</i>	<i>Contract date</i>	<i>Term of the Contract</i>	<i>Amount invoiced</i>
				\$
				\$
				\$
				\$
				\$
<b>Total amount :</b>				\$

Signature : \_\_\_\_\_

Date : (YYYY-MM-DD) : \_\_\_\_\_



## ANNEXE C - EVALUATION GRID

NON RESPONSIVE	INADEQUATE	POOR	WEAK	JUST ACCEPTABLE	GOOD	VERY GOOD	EXCELLENT
0 point	1 points	2 -3 points	4 - 5 points	6 points	7 points	8 - 9 points	10 points
<ul style="list-style-type: none"> <li>Did not submit information which could be evaluated</li> </ul>	<ul style="list-style-type: none"> <li>Fails to meet the desirable minimum</li> </ul>	<ul style="list-style-type: none"> <li>Generally doubtful is not likely able to meet requirements</li> </ul>	<ul style="list-style-type: none"> <li>Lacks accuracy</li> </ul>	<ul style="list-style-type: none"> <li>Just meets the desirable minimum</li> </ul>	<ul style="list-style-type: none"> <li>Meets the satisfies desirable minimum</li> </ul>	<ul style="list-style-type: none"> <li>More than satisfies desirable minimum</li> </ul>	<ul style="list-style-type: none"> <li>Exceptionally strong arrangement</li> </ul>
<ul style="list-style-type: none"> <li>Weaknesses can't be corrected</li> </ul>	<ul style="list-style-type: none"> <li>Weaknesses can't be corrected</li> </ul>	<ul style="list-style-type: none"> <li>Generally doubtful that weaknesses can be corrected</li> </ul>	<ul style="list-style-type: none"> <li>Weaknesses can be corrected</li> </ul>	<ul style="list-style-type: none"> <li>Weaknesses can easily be corrected</li> </ul>	<ul style="list-style-type: none"> <li>No significant weaknesses</li> </ul>	<ul style="list-style-type: none"> <li>No apparent weaknesses</li> </ul>	<ul style="list-style-type: none"> <li>No weaknesses</li> </ul>
<ul style="list-style-type: none"> <li>Supplier lacks qualifications and experience</li> </ul>	<ul style="list-style-type: none"> <li>Supplier lacks qualifications and experience</li> </ul>	<ul style="list-style-type: none"> <li>Serious lacks qualifications and experience</li> </ul>	<ul style="list-style-type: none"> <li>Supplier generally lacks qualifications and experience</li> </ul>	<ul style="list-style-type: none"> <li>Supplier has minimum qualifications and experience</li> </ul>	<ul style="list-style-type: none"> <li>Supplier is qualified and experienced</li> </ul>	<ul style="list-style-type: none"> <li>Supplier is highly qualified and experienced</li> </ul>	<ul style="list-style-type: none"> <li>Supplier is exceptionally qualified and experienced</li> </ul>
<ul style="list-style-type: none"> <li>Team proposed is not likely able to meet requirements</li> </ul>	<ul style="list-style-type: none"> <li>Team proposed is not likely able to meet requirements</li> </ul>	<ul style="list-style-type: none"> <li>Team is weak - either missing components or overall experience is weak</li> </ul>	<ul style="list-style-type: none"> <li>Team is weak - either missing components or overall experience is weak</li> </ul>	<ul style="list-style-type: none"> <li>Team capable of just fulfilling requirements</li> </ul>	<ul style="list-style-type: none"> <li>Team covers all components and will likely meet requirements</li> </ul>	<ul style="list-style-type: none"> <li>Strong team - some members have previously worked together</li> </ul>	<ul style="list-style-type: none"> <li>Exceptional team - has worked well together before on comparable work</li> </ul>
<ul style="list-style-type: none"> <li>Sample projects not related to this project's needs</li> </ul>	<ul style="list-style-type: none"> <li>Sample projects generally not related to this project's needs</li> </ul>	<ul style="list-style-type: none"> <li>Sample projects generally not related to this project's needs</li> </ul>	<ul style="list-style-type: none"> <li>Sample projects generally not related to this project's needs</li> </ul>	<ul style="list-style-type: none"> <li>Sample projects somewhat related to this project's needs</li> </ul>	<ul style="list-style-type: none"> <li>Sample projects generally related to this project's needs</li> </ul>	<ul style="list-style-type: none"> <li>Sample projects directly related to this project's needs</li> </ul>	<ul style="list-style-type: none"> <li>Took the lead in projects directly related to this project's needs</li> </ul>
<ul style="list-style-type: none"> <li>Inadequate</li> </ul>	<ul style="list-style-type: none"> <li>Extremely weak, no capability to meet performance requirements</li> </ul>	<ul style="list-style-type: none"> <li>Little capability to meet performance requirements</li> </ul>	<ul style="list-style-type: none"> <li>Minimum acceptable capability, should meet minimum performance</li> </ul>	<ul style="list-style-type: none"> <li>Average capability, should be adequate for effective results</li> </ul>	<ul style="list-style-type: none"> <li>Superior capability, should ensure effective results</li> </ul>	<ul style="list-style-type: none"> <li>Exceptional capability, should ensure extremely effective results</li> </ul>	