



**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 STANDING OFFER

DEMANDE D'OFFRES À COMMANDES (DOC)

Proposal to: Fisheries and Oceans Canada

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

Proposition aux : Pêches et Océans Canada

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

Comments: - Commentaries :

Title – Sujet Standing Offer for DNA sequencing services in support of Fisheries and Oceans Canada science activities		Date September 19, 2017
Solicitation No. – N° de l'invitation F5211-170262		
Client Reference No. - No. de référence du client F4758-170018		
Solicitation Closes – L'invitation prend fin At / à : 14:00 ADT (Atlantic Daylight Time) On / le : Wednesday October 4, 2017.		
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 Morgan Marchand Senior Contracting Officer 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 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes

1.2 Summary

Fisheries and Oceans Canada (DFO) requires a service provider for the DNA sequencing of biological and environmental samples to support science activities undertaken within the department. DFO currently has various research projects and regulatory programs that require the use of Sanger sequencing and Next Generation Sequencing (NGS) techniques to deliver on these commitments. These services are required on request only, as and when needed.

1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

2.2 Submission of Offers

Offers must be submitted only to DFOtenders-soumissionsMPO@dfo-mpo.gc.ca Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers. Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to DFO will not be accepted.

The maximum size per email (including attachments) is limited to 10MB. If the limit is exceeded, your email might not be received by DFO. It is suggested that you compress the email size or send multiple emails to ensure delivery. Bidders are responsible to send their proposal and to allow enough time for DFO to receive the proposal by the closing period indicated in the RFP.

For bids transmitted by email, DFO will not be responsible for any failure attributable to the transmission or receipt of the email bid. DFO will send a confirmation email to the Bidders when the submission is received.

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than **six (6)** calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force **in the province or territory where the services are provided.**

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

Section I: Technical Offer (one (1) soft copy in PDF format)
Section II: Financial Offer (one (1) soft copy in PDF format)
Section III: Certifications (one (1) soft copy in PDF format)

The maximum size per email (including attachments) is limited to 10MB. If the limit is exceeded, your email might not be received by DFO. It is suggested that you compress the email size or send multiple emails to ensure delivery. Bidders are responsible to send their proposal and to allow enough time for DFO to receive the proposal by the closing period indicated in the RFP.

For bids transmitted by email, DFO will not be responsible for any failure attributable to the transmission or receipt of the email bid. DFO will send a confirmation email to the Bidders when the submission is received.

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

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

(a) use a numbering system that corresponds to that of the Request for Standing Offers.

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.1.1 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "C" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "C" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications Offerors must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

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

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

<p>Proposals submitted for this requirement must clearly demonstrate that the Bidder meets all of the Mandatory Criteria. Failure to demonstrate this will result in the Proposal being deemed NON-COMPLIANT and given no further consideration.</p> <p>For the Bidder's examples and for each of the proposed resources, experience is to be used to demonstrate compliancy and should include the following information:</p> <ul style="list-style-type: none"> • The client organization; • The dates/duration of the project; • A description of the project, including the scope and elements of the framework, and the results/outcomes of the work undertaken by the proposed resources; • A description of the activities performed by the proposed resources; and • The name and contact information of the client Project Authority. 			
No.	Mandatory Criteria	Meets Criteria (✓)	Proposal Page No.
M1	The bidder must have successfully provided DNA sequencing services similar to those requested in the SOW within the last 3 years. The DNA sequencing services must include the following: Sanger, Illumina MiSeq and HiSeq, as well as Pacific Biosciences RSII		
M2	The bidder must have a minimum of 3 years of experience working with Sanger and NGS DNA sequencing		
M3	The bidder must have a system in place to deliver the raw data and final product electronically using standard DNA sequencing output format (e.g. FASTQ, FASTA, BAM, etc.).		
M4	The bidder must have a traceability system in place and be able to provide DFO with quality control documents (SOP's, etc.) upon request.		

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price - Canadian/Foreign Offerors

1. The price of the offer will be evaluated as follows:
 - a. Canadian-based offerors must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded.
 - b. foreign-based offerors must submit firm prices, Canadian customs duties, excise taxes and Applicable Taxes excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based offerors.
2. Unless the Request for Standing Offers (RFSO) specifically requires offers to be submitted in Canadian currency, offers submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the RFSO closing date, or on another date specified in the RFSO, will be applied as a conversion factor to the offers submitted in foreign currency.
3. Although Canada reserves the right to issue the Standing Offer either on an FOB plant or FOB destination, Canada requests that offerors provide prices FOB their plant or shipping point and FOB destination. Offers will be assessed on an FOB destination basis.
4. For the purpose of the RFSO, offerors with an address in Canada are considered Canadian-based offerors, and offerors with an address outside of Canada are considered foreign-based offerors.

4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

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

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

5.2.1 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

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

Canada will also have the right to terminate the Call-up for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Offeror must provide the Standing Offer Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before the issuance of a Standing Offer. If the Offeror is a Joint Venture, the Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.2 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.2.1 Status and Availability of Resources

SACC Manual clause [M3020T](#) (2016-01-28) Status and Availability of Resources

5.3 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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

YES () NO ()

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

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

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

Work Force Adjustment Directive

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

YES () **NO** ()

If so, the Offeror must provide the following information:

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

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

Signature

Date

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

There is no security requirement applicable to the Standing Offer.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

A7.1 Offer

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

A7.2 Security Requirements

There is no security requirement applicable to the Standing Offer.

A7.3 Standard Clauses and Conditions

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

A7.3.1 General Conditions

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

A7.4 Term of Standing Offer

A7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from Standing Offer award to March 31, 2018.

A7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional **for an additional four (4) one (1) year periods**, from April 1, 2018 to March 31, 2019, April 1, 2019 to March 31, 2020, April 1, 2020 to March 31, 2021, and April 1, 2021 to March 31, 2022 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the option periods specified in Annex "B" Basis of Payment.

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

A7.5 Authorities

A7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Morgan Marchand
 Title: Senior Contracting Officer
 Department of Fisheries and Oceans
 Directorate: Material and Procurement Services
 Address: 301 Bishop Drive, Fredericton, NB E3C 2M6

Telephone: 506-452-3660

Facsimile: 506-452-3676

E-mail address: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca

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

A7.5.2 Technical Authority *(to be inserted at standing offer award)*

The Technical Authority for the Standing Offer is:

Name: _____
 Title: _____
 Organization: _____
 Address: _____
 Telephone: ____ - ____ - _____
 Facsimile: ____ - ____ - _____
 E-mail address: _____

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

A7.5.3 Offeror's Representative *(to be inserted at standing offer award)*

Name: _____
 Title: _____
 Organization: _____
 Address: _____
 Telephone: ____ - ____ - _____
 Facsimile: ____ - ____ - _____
 E-mail address: _____

A7.6 Proactive Disclosure of Contracts with Former Public Servants

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

A7.7 Identified Users

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

A7.8 Call-up Procedures

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

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

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

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

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

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

A7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form DFO Purchase Order.

A7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$_____ (Applicable Taxes included). *(to be inserted at standing offer award)*

A7.11 Financial Limitation

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

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 1(one) month before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

A7.12 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2015-09-03), General Conditions - Standing Offers - Goods or Services
- d) 2010B (2015-09-03), General Conditions - Professional Services (Medium Complexity);
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) the Offeror's offer dated _____ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable*).

A7.13 Certifications and Additional Information

A7.13.1 Compliance

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

A7.14 Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

B7.1 Statement of Work

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

B7.2 Standard Clauses and Conditions

B7.2.1 General Conditions

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

B7.3 Term of Contract

B7.3.1 Period of the Contract

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

B7.4 Proactive Disclosure of Contracts with Former Public Servants

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

B7.5 Payment

B7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) as specified in in Annex "B" for a cost of \$ _____ (*insert the amount at standing offer award*). Customs duties are included and Applicable Taxes are extra.

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

B7.5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (*insert the amount at standing offer award*). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval

of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

B7.5.3 Monthly Payments

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

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

B7.5.5 Electronic Payment of Invoices – Call-up

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. MasterCard Acquisition Card;
- b. Direct Deposit (Domestic and International);
- c. Electronic Data Interchange (EDI);
- d. Wire Transfer (International Only);
- e. Large Value Transfer System (LVTS) (Over \$25M)

B7.6 Invoicing Instructions

- (a) 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.
- (b) The Contractor must provide the original of each invoice to the Technical Authority and a copy must be emailed to DFO Accounts Payable, at the email address indicated below:

Email: DFOinvoicing-MPOfacturation@CANADA.GC.CA

B7.7 Insurance

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

ANNEX "A" STATEMENT OF WORK

1.0 Scope

1.1 Title

DNA sequencing services in support of Fisheries and Oceans Canada science activities

1.2 Objectives of the Requirement

Fisheries and Oceans Canada (DFO) requires a service provider for the DNA sequencing of biological and environmental samples to support science activities undertaken within the department. DFO currently has various research projects and regulatory programs that require the use of Sanger sequencing and Next Generation Sequencing (NGS) techniques to deliver on these commitments. These services are required on request only, as and when needed.

1.3 Deliverables

The service provider must be able to provide DFO with the following services, among others

- 1) Sanger sequencing
- 2) NGS using Illumina's HiSeq and MiSeq platforms
- 3) NGS using Pacific Biosciences RSII platform
- 4) NGS library preparation and quality control from RNA or DNA for sequencing on the Illumina HiSeq, MiSeq and Pacific Biosciences RSII platforms

A comprehensive list of all services required can be found in Appendix A.

1.4 Background, Assumptions and Specific Scope of the Requirement

NGS sequencing and Sanger sequencing are needed by DFO to deliver on their mandate and to support regulatory and research activities. This request for a service provider will enable DFO to meet their requirements and fill their DNA sequencing needs. A service provided is needed for this fiscal year (2017-2018) with the option to renew for four more years (2018-2019, 2019-2020, 2020-2021 & 2021-2022). Prices for services required (Appendix A.) must be given and in effect for at least this fiscal year (2017-2018) with the option to resubmit prices for each of the four optional years to reflect inflation and increases in the prices of reagents.

2.0 Requirements

2.1 Tasks, Activities, Deliverables and Milestones

The service provider must be able to perform

1) Sanger sequencing

- Provide a regular Sanger sequencing service with a usual turnaround time of less than 4 working days from the time of sample receipt
- Provide a fast Sanger sequencing service with a usual turnaround time of 24h from time of sample receipt for urgent needs

2) NGS library preparation from RNA or DNA

- Prepare sequencing ready libraries for DNA and RNA sequencing with the following library preparation kits or others deemed equivalent
 - TruSeq Stranded mRNA Library Preparation Kit

- TruSeq Stranded Total RNA Library Preparation Kit
- TruSeq DNA PCR-Free Library Preparation Kit
- Nextera Mate Pair Sample Preparation Kit
- Pacific Biosciences SMRTbell Template Preparation Kit

- Provide QA/QC on DNA and RNA samples as well as sequencing ready libraries

3) NGS sequencing using the Illumina HiSeq, MiSeq and Pacific Biosciences RSII platforms

- Provide NGS on the Illumina MiSeq instrument and Illumina HiSeq instruments
 - Single-read and paired-end format
 - Read lengths of 50, 100, 150, 250 or 300 bases
- Provide NGS on the Pacific Biosciences RSII instrument
 - Reads up to at least 20Kb

2.2 Technical, Operational and Organizational Environment

The service provider must be able to provide DFO with NGS services using the Illumina HiSeq, MiSeq and Pacific Biosciences RSII technologies as well as Sanger sequencing services. The service provider must have the raw data available electronically. The service provider must have a traceability system in place and be able to provide DFO with quality control documents (SOP's, etc.) upon request.

2.3 Method and Source of Acceptance

The raw data and final product must be delivered to DFO electronically using standard DNA sequencing output format (e.g. FASTQ, FASTA, BAM, etc.)

2.4 Reporting Requirements

NA

2.5 Project Management Control Procedures

The DFO technical staff will evaluate and report on the final product only.

3.0 Other Terms and Conditions of the SOW

3.1 DFO Obligations

The DFO will supply the contractor with high quality DNA, RNA and sequence-ready libraries on or before the agreed upon date.

3.2 Contractor's Obligations

The contractor will deliver the product to DFO on or before the date mutually agreed by both parties

3.3 Language of Work

Work may be conducted in either official language of Canada.

4.0 Required Resources or Types of Roles to be performed

The contractor must use the sequencing platforms developed by Illumina Inc. and Pacific Biosciences Inc. Specifically, the contractor must perform sequencing on the Illumina MiSeq, HiSeq systems and on the Pacific Biosciences (PacBio) RSII system. As such, the contractor must have access and the resources to operate these sequencing platforms. Further, the contractor must deliver the final product according to the mutually agreed timeline, and in a compatible electronic format.

5.0 Applicable Documents and Glossary

5.1 Relevant Terms, Acronyms and Glossaries

QA/QC –	Quality Assurance / Quality Control
PacBio –	Pacific Biosciences
FASTQ –	A text-based format for storing both DNA sequences and its corresponding quality scores.
FASTA –	A text-based format for storing DNA/RNA sequences
BAM –	A binary version of sequence alignment data

ANNEX "B" BASIS OF PAYMENT

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

The **Estimated Volume** for each task, for each period will be from **0 to a maximum of 300 units**.

Tasks	Unit Of Billing	PRICE	PRICE FOR OPTION PERIODS			
		Contract Award-March 31, 2018	April 1, 2018-March 31, 2019	April 1, 2019-March 31, 2020	April 1, 2020-March 31, 2021	April 1, 2021-March 31, 2022
Sanger sequencing (regular) Regular service with a usual turnaround time of less than 4 working days from time of sample receipt	Per Sample	\$	\$	\$	\$	\$
Sanger sequencing (fast) Fast service with a usual turnaround time of 24h from time of sample receipt for urgent needs	Per Sample	\$	\$	\$	\$	\$
RNA sample - QC	Per sample	\$	\$	\$	\$	\$
DNA sample - QC	Per sample	\$	\$	\$	\$	\$
RNA-Seq – TruSeq Stranded mRNA Library Prep Where sample is an individually barcoded library	Per sample	\$	\$	\$	\$	\$
RNA-Seq – TruSeq Stranded Total RNA Library Prep Where sample is an individually barcoded library	Per sample	\$	\$	\$	\$	\$
DNA-Seq – TruSeq PCR-Free Library Prep Where sample is an individually barcoded library	Per sample	\$	\$	\$	\$	\$

DNA-Seq – Nextera Mate Pair Library Prep Where sample is an individually barcoded library	Per sample	\$	\$	\$	\$	\$
DNA-Seq – PacBio SMRTbell Library Prep	Per sample	\$	\$	\$	\$	\$
Sequencing ready library - QC	Per Sample	\$	\$	\$	\$	\$
Illumina MiSeq single-end 75 bp	Per Unit	\$	\$	\$	\$	\$
Illumina MiSeq single-end 150 bp	Per Unit	\$	\$	\$	\$	\$
Illumina Miseq single-end 250 bp	Per Unit	\$	\$	\$	\$	\$
Illumina MiSeq single-end 300 bp	Per Unit	\$	\$	\$	\$	\$
Illumina MiSeq paired-end 75 bp	Per Unit	\$	\$	\$	\$	\$
Illumina MiSeq paired-end 150 bp	Per Unit	\$	\$	\$	\$	\$
Illumina MiSeq paired-end 250 bp	Per Unit	\$	\$	\$	\$	\$
Illumina MiSeq paired-end 300 bp	Per Unit	\$	\$	\$	\$	\$
Illumina HiSeq single-end 50 bp	Per Lane	\$	\$	\$	\$	\$
Illumina HiSeq single-end 100 bp	Per Lane	\$	\$	\$	\$	\$
Illumina HiSeq single-end 150 bp	Per Lane	\$	\$	\$	\$	\$

Illumina HiSeq single-end 250 bp	Per Lane	\$	\$	\$	\$	\$
Illumina HiSeq paired-end 50 bp	Per Lane	\$	\$	\$	\$	\$
Illumina HiSeq paired-end 100 bp	Per Lane	\$	\$	\$	\$	\$
Illumina HiSeq paired-end 150 bp	Per Lane	\$	\$	\$	\$	\$
Illumina HiSeq paired-end 250 bp	Per Lane	\$	\$	\$	\$	\$
Pacific Biosciences SMRT cells	Per Unit	\$	\$	\$	\$	\$
FOR EVALUATION PURPOSES ONLY Total cost of all single units:		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

ANNEX "C" to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

The Offeror accepts to be paid by any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)