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Request for Standing Offer
Demande d'offre à commandes

Canada, as represented by the Minister of Natural Resources Canada, hereby requests a Standing Offer on behalf of the client identified herein.

Le Canada, représenté par le ministre des Ressources naturelles Canada, autorise par la présente, une offre à commandes au nom de client identifié ci-après

Comments – Commentaires

Issuing Office – Bureau de distribution

Finance and Procurement Branch
 Natural Resources Canada
 Northern Forestry Center
 5320 – 122nd Street, Edmonton
 Alberta. T6H 3S5

Title – Sujet	
To conduct thermal history studies throughout Canada using apatite fission track (AFT) thermochronology analysis	
Solicitation No. – No de l’invitation	Date
NRCan-500033209	3 rd October, 2017
Client Reference No. - N° de reference du client	
140483	
Requisition Reference No. - N° de la demande	
140483	
Solicitation Closes – L’invitation prend fin at – à 02:00 PM MST on – le 13 November 2017	
Address Enquiries to: - Adresse toutes questions à:	Buyer ID – Id de l’acheteur
Kingsley Okosun <u>kingsley.okosun@canada.ca</u>	A80
Telephone No. – No de telephone	Fax No. – No. de Fax
(780) 435-7208	
Security – Sécurité	
This Standing Offer does not have a security requirement Cette d’offre à commandes n’est pas une exigence de sécurité	
<i>If marked "X" please see the box to the left required</i> <input checked="" type="checkbox"/> Acknowledgement copy <i>S’il ya un "X" ici, s.v.p. voir la boite à la gauche</i> Accusé de réception requis	
Destination – of Goods, Services and Construction: Destination – des biens, services et construction:	
Natural Resources Canada Geological Survey Canada 3303 33 Street Northwest 01-136 - Calgary, AB T2L 2A7	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l’entrepreneur	
Telephone No.:- No. de téléphone: _____ Facsimile No.:- No. de télécopieur: _____ Email :- Courriel : _____	
Name and Title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur (taper ou écrire en caractères d’imprimerie)	
_____	_____
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:** includes the certifications to be provided;
- Part 6 Security, Financial and Insurance Requirements:** includes specific requirements that must be addressed by Offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:**
 - 7A,** includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B,** includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include:

- Annex “A”** - Statement of Work
- Annex “B”** - Basis of Payment
- Annex “C”** – Vendor Performance

1.2 Summary

By means of this RFSO, Natural Resources Canada (NRCan) is seeking proposals from Bidders:

To create a list of qualified service providers capable of preparing and processing samples sedimentary rocks as required using Multi-kinetic apatite fission track (AFT) thermochronology analysis.

The period of the SOs will be for a **one year period** with the option to extend by **two (2)** additional periods of **twelve (12)** months, under the same terms and conditions. NRCan may exercise the option, or any extension thereof, at any time by written notice to the Offeror at least thirty (30) calendar days prior to the SO expiry date.

1.2.1 Applicable Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

1.3 Security Requirement

There is no security requirement associated with this Request for Standing Offer or any resulting call-ups issued against awarded Standing Offers.



1.4 Debriefings

After issuance of a standing offer, 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 call-ups issued against the Standing Offer, otherwise known as contract(s).

2006 (2017-04-27) - Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Sub-Section 5.2 - Submission of Offers of 2006 (2016-04-04) Standard Instructions – Request for Standing Offers – Goods or Services – Competitive Requirements, is amended as follows:

DELETE: PWGSC
INSERT: NRCan

Sub-Section 5.4 - Submission of Offers of 2006 (2016-04-04) Standard Instructions – Request for Standing Offers – Goods or Services – Competitive Requirements, is amended as follows:

DELETE: sixty (60) days
INSERT: one hundred and twenty (120) days

2.2 Submission of Offers

It is the Bidders responsibility to ensure that proposals are sent to the following e-mail address, by the time and date indicated on page 1 of this RFP document:

NRCan.alberta_bid_submission-alberta_bid_submission.RNCan@canada.ca

IMPORTANT

It is requested that you write the following information in “Subject” of the e-mail:

NRCan-PR 5000033209 -To conduct thermal history studies throughout Canada using apatite fission track (AFT) thermochronology analysis

The address above is reserved for the submission of your proposal. No other communication should be sent to that address.

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

NRCan will not assume responsibility for proposals directed to any other location.



2.3 Enquiries – Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than **ten (10)** business 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 questions or may request that Offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

To comply with the [Code of Conduct for Procurement](#), bidders are obliged to alert the contracting authority to any factual errors that they discover in bid solicitations.

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 **Alberta**.

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

Section I: Technical Offer PDF copies and page 1 of the RFSO completed

Section II: Financial Offer PDF copies

Section III: Certifications PDF copies

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

Section I: Technical Offer

In their technical Offer, Offerors should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Offerors should demonstrate their capability and describe their approach") in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Offerors are requested to duly complete and SIGN the first page of their Request for Standing Offer document and provide the following:

Offeror's Representative

The name and particulars of the person to be contacted for general enquiries and follow up purposes:

Name:

Telephone Number:

Cellular Number:

Facsimile Number:

Email:

Section II: Financial Offer

Offerors Should submit their financial bid in accordance with the Financial Proposal Form in Appendix 2. The total amount of Applicable Taxes should be shown separately

All bids are evaluated in Canadian currency. Therefore, for evaluation purposes, the noon rate quoted by the Bank of Canada as being in effect on date of bid closing will be applied as the initial conversion factor for the specified currency.

Canada will pay the exchange rate adjustment amount in Canadian currency using the prevailing noon rate on the date of payment by Canada.

Section III – Certifications

Offerors must submit the certifications required under Part 5.

3.1.1 Exchange Rate Fluctuation

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



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 bid solicitation including the technical and financial, evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 *Technical Evaluation*

Mandatory evaluation criteria are included in Appendix 1 – Evaluation Criteria.

4.2 Basis of Selection

4.2.1 *Mandatory Technical Criteria*

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The selection will be based on the lowest total evaluated cost (table in Appendix “2”).

4.2.2 *Awarding of Standing Offers*

In the event there is more than one responsive offer, the offer with the lowest total evaluated cost (table in Appendix “2”) will be recommended for Issuance of a Standing Offer and will be ranked first and so on with the other offers. Please note that NRCan reserves the right to issue more than one (1) Standing Offer.



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be awarded a contract.

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

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

5.1 Certifications Required with the Bid

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

5.1.1 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 Offerors must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Offerors 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 specified will render the bid non-responsive.

5.2.1 Integrity Provisions – List of Names

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

- Offerors who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offerors or, in the case of a private company, the owners of the company.
- Offerors bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).
- Offerors bidding as partnerships do not need to provide lists of names.

Name of Offerors: _____

OR

Name of each member of the joint venture:



Member 1: _____
 Member 2: _____
 Member 3: _____
 Member 4: _____

Identification of the administrators/owners:

SURNAME	NAME	TITLE

5.2.2 Status and Availability of Resources

The Offeror certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Offerors is unable to provide the services of an individual named in its bid, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability.

5.2.3 Education and Experience

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual proposed by the Offeror for the requirement is capable of performing the Work described in the resulting contract.

5.2.4 Former Public Servant

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



Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, 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.

Professional fees	Amount
_____	_____

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

5.2.5 Aboriginal Designation

Who is eligible?

- a) An Aboriginal business, which can be:
 - i. a band as defined by the Indian Act
 - ii. a sole proprietorship
 - iii. a limited company
 - iv. a co-operative
 - v. a partnership
 - vi. a not-for-profit organization

in which Aboriginal persons have at least 51 percent ownership and control,

OR

- b. A joint venture consisting of two or more Aboriginal businesses or an Aboriginal business and a non-Aboriginal business(es), provided that the Aboriginal business(es) has at least 51 percent ownership and control of the joint venture.

When an Aboriginal business has six or more full-time employees at the date of submitting the bid, at least thirty-three percent of them must be Aboriginal persons, and this ratio must be maintained throughout the duration of the contract.

The Offeror must certify in its submitted bid that it is an Aboriginal business or a joint venture constituted as described above.

- Our Company is NOT an Aboriginal Firm, as identified above.
- Our Company is an Aboriginal Firm, as identified above. The supplier must complete the certificate in the appropriate clause below.

SACC Manual clauses [A3000T](#), [A3001T](#), [M3030T](#), [M9030T](#), [S3035T](#) and [S3036T](#) contain a certification that suppliers must complete and submit with their bid/offer/arrangement. Failure by suppliers to submit this completed certification form with their bids/offers/arrangements will render the bid/offer/arrangement non-responsive.



PART 6 – SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirement

There is no security requirement associated with this Request for Standing Offer, or any subsequent call-ups issued against awarded Standing Offers.



PART 7 – STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirement

There is no security requirement applicable to this Standing Offer.

7.3 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.

7.3.1 General Conditions

[2005 \(2016-04-04\) - General Conditions - Standing Offers - Goods or Services](#), apply to and form part of the Standing Offer.

Section 1 of 2005 (2016-04-04) – Interpretation, should be amended as follows:

DELETE: Public Works and Government Services Canada
INSERT: Natural Resources Canada

7.3.2 Standing Offers Reporting

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

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

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than **ten (10)** calendar days after the end of the reporting period.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer



The period shall be from date of award of Agreement for a period of 12 months

7.4.2 Option to Extend Standing Offer

NRCan reserves the right to extend the period of the Standing Offer for up to **two (2)** additional **twelve (12)** month periods, under the same terms and conditions. NRCan may exercise the option, or any extension thereof, at any time by written notice to the Offeror (Contractor) prior to the Standing Offer expiry date.

The Contractor agrees that, during the extended period of the Standing Offer, the rates/prices will be in accordance with the provisions of the Standing Offer.

The option may only be exercised by the Project Authority and any extension to the period will be evidenced through a formal Standing Offer amendment issued by the Contracting Authority.

7.4.3 Comprehensive Land Claims Agreements (CLCAs)

Not Applicable

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority will be:

Kingsley Okosun
Procurement Specialist
Natural Resources Canada
5320 122nd Street, NW
Edmonton Alberta
T6H 3S5
Tel: 780-435-7208
Email: kingsley.okosun@canada.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/she is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority (identified in the call-up against the Standing Offer).

The Project Authority is the representative of the department 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.

7.5.3 Offeror's Representative

Name: _____
Title: _____
Company: _____
Telephone: _____
Facsimile: _____
Email: _____



7.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: **Natural Resources Canada**

7.7 Call-up Procedures

A. Right of first refusal basis:

The call-up procedures require that when a requirement is identified, the identified user will contact the highest-ranked Offeror to determine if the requirement can be satisfied by that Offeror. If the highest-ranked Offeror is able to meet the requirement, a call-up is made against its standing offer. If that Offeror is unable to meet the requirement, the identified user will contact the next ranked Offeror. The identified user will continue and proceed as above until one Offeror indicates that it can meet the requirement of the call-up. In other words, call-ups are made based on the "right of first refusal" basis. When the highest-ranked Offeror is unable to fulfill the need, the identified user is required to document its file appropriately. The resulting call-ups are considered competitive and the competitive call-up authorities can be used.

B. NRCan will use the SO as deemed necessary, and reserves the right to use other methods of supply at its sole discretion as appropriate.

7.7.1 Standing Offer Holder Performance Evaluation

NRCan will be evaluating the performance of all Standing Offer Holders during the course of **each** awarded Call-up. The performance will be evaluated against Annex "C" – Vendor Performance Evaluation, upon completion of each call-up. The Vendor Performance Evaluation will be used to ensure the Standing Offer Holders are providing quality services under each call-up.

The purpose of the Vendor Performance Sheet is intended to promote ongoing communications with and acceptable performance from the Standing Offer Holders. The Vendor Performance Evaluation is to be used for **each** completed call-up by a selected SO Holder and the SO Holder will be provided a copy of the assessment of their performance. The SO Holder shall have the opportunity to provide comments on their scored performance. At the end of each call-up, the Vendor Performance Evaluation will be provided to the SO Holder for their response and the final score attributed by NRCan shall be deemed final, at NRCan's full discretion.

Failure to pass the Vendor Performance Evaluation with a score of 80% or higher could result in the SO Holder being penalized for their performance. Such penalties could result in one or more of the following:

- Meet with NRCan, at the Vendor's expense, or telecommunicate with the vendor to review the issues and to determine how to resolve the issue(s);
- Deny inviting the SO Holder on the next two (2) opportunities, after the first two (2) scores obtained below 80%;
- Deny inviting the SO Holder on any future requirements during the full duration of the Standing Offer, including option periods, after the fourth failed score obtaining below 80%.

7.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using a "call-up against a Standing Offer" (form 942).

7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$65,000.00** (Goods and Services Tax or Harmonized Sales Tax included).

7.10 Financial Limitation



The total cost to Canada resulting from all Standing Offers resulting from this Request for Standing Offer, **shall not exceed the sum of \$375,000.00USD** (excluding GST), unless otherwise authorized in writing by the Contracting Authority.

The amount of each of the subsequent Standing Offers will be determined at the time of issue for each of the periods mentioned in the Schedule of Tender Closing Dates.

7.11 Priority of Documents

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

- a) The Call up Against the Standing Offer, including any annexes;
- b) The Articles of the Standing Offer;
- c) The General Conditions 2005 (2016-04-04), General Conditions - Standing Offers - Goods or Services
- d) the General Condition 2010C (2016-04-04) - General Conditions – Services (Medium Complexity**
- e) Annex "A" - Statement of Work;
- f) Annex "B" - Basis of Payment;
- g) Annex "C" – Vendor Performance Evaluation
- h) The Offeror's offer dated _____.

7.12 Certifications and Additional Information

7.11.1 Compliance

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

7.13 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 Alberta.



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.

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2010C (2016-04-04) - **General Conditions – Services (Medium Complexity)**, apply to and form part of the Contract.

7.3 Term of Contract

7.3.1 Period of the Contract

Delivery must be completed in accordance with the call-up against the Standing Offer, on or before the end date of the standing offer.

7.4 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.

7.5 Payment

7.5.1 Basis of Payment Firm Price

Payment for the provision of services under a call-up will be a fixed amount using the rates specified in the standing offer Annex "B".

7.5.2 Method of Payment

Payment by Canada for the Work will be made following delivery, inspection and acceptance of the Work and upon presentation of invoices and any other substantiating documentation as Canada requires.

7.5.3 SACC Manual Clauses

[A9117C](#) (2007-11-30) – T1204 – Direct Request by Customer Department

7.6 Foreign Nationals

SACC Manual clause [A2000C](#) (2006-06-16) - Foreign Nationals (Canadian Contractor)



SACC *Manual* clause [A2001C](#) (2006-06-16) - Foreign Nationals (Foreign Contractor)

7.7 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

SW1 Title

To conduct thermal history studies of samples Rock using apatite fission track (AFT) thermochronology.

SW2 Background

The Geological Survey of Canada is conducting a study of the thermal history of northern Canada, including the area surrounding the Mackenzie River (e.g. Peel, Great Bear and Mackenzie plains, Richardson and Mackenzie mountains, etc.), northern Baffin Island, portions of the Arctic Archipelago and some areas to the south in support of regional mapping and petroleum systems studies. These regions experienced complicated geological histories that can be better resolved with appropriate constraints on the timing and magnitude of burial and exhumation events. An effective approach to this type of problem is to use thermal modelling based on apatite fission track (AFT) thermochronology. Previous AFT work in the area has shown that it is possible to resolve multiple thermal events by exploiting the multi-kinetic thermal annealing characteristics of compositionally variable detrital apatite grains. Knowledge of the regional thermal history is critical to a clearer understanding of the generation and migration of hydrocarbons, and thus to reducing exploration risk in active frontier areas. Multi-kinetic AFT thermochronology is an active area of research and GeoSep Services is a leader in providing the high quality, highly specialized data required to accomplish the project goals.

SW3 Objectives

The objective of this Standing Offer is to create a list of qualified service providers capable of preparing and processing samples sedimentary rocks as required using Multi-kinetic AFT thermochronology analysis

SW4 Tasks and Deliverables

SW4.1 Multi-kinetic AFT thermochronology analysis

From the samples provided, the contractor will

1. Analyze apatite mineral separates from outcrop samples in the study region. It is assumed that some samples may not yield sufficient apatite to permit analysis. A sample list will be provided to the contractor, containing relevant information that will indicate/facilitate prioritization for processing.
2. The contractor is responsible for sample preparation and processing as required, including:
 - a) sample crushing and mineral separation (handpicking of mineral separates if necessary);
 - b) mounting, polishing and acid etching of sample apatite grains according to standard procedures for AFT analysis as well as producing grain maps for each mount;
 - c) analysis of up to 40 apatite age grains for U content (including U-Pb age dating) using LA-ICP-MS and counting of spontaneous fission tracks to obtain corresponding AFT single grain ages;
 - d) irradiation of apatite length grains with Californium to increase the number of observed horizontal confined tracks and measurement of up to 150 confined track lengths plus track angles with respect to the crystallographic c-axis;
 - e) measurement of up to 4 Dpar (track etch figure) values per age and length grain to obtain a representative Dpar value for each analysed grain;
 - f) documentation of grain coordinates for each mount to be used for locating analysed apatite grains for subsequent elemental analysis (to constrain AFT thermal annealing kinetic parameters for thermal history modelling by the GSC) and transfer of grain mounts to the lab that will undertake the elemental analyses.

Deliverables:

A digital report providing details of fission track counting statistics, AFT and U-Pb ages, track length distributions, x-y coordinates of counted grains from the grain mounts, and associated Dpar data for each sample must be submitted to the Technical Authority



SW4.2 Reporting Requirement

No reporting requirement.

SW4.3 Method and Source of Acceptance

All deliverables and services rendered under this contract are subject to inspection by the Project Authority. The Project Authority shall have the right to reject any deliverables that are not considered satisfactory, or require their correction before payment will be authorized.

SW5 Other Terms and Conditions of the SOW

SW5.1 Contractor's Obligations

In addition to the obligations outlined in this Statement of Work, the Contractor shall:

- Submit all written reports in electronic Microsoft Office compatible documentary form;
- Participate in teleconferences, as needed;
- Work on this project in collaboration with the Project Authority and other stakeholders;
- Maintain all samples in a secure area

SW5.2 NRCan's Obligations

The Project Authority will provide all relevant information and documentation related to the project and serve as point of contact on all matters associated to the work, including:

- Access to departmental samples to be analysed;
- Provide Sample list containing relevant information that will indicate/facilitate prioritization for processing
- Provide approval of content;
- Provide other assistance or support as needed

SW5.3 Location of Work, Work Site

The work is expected to be completed at the Contractor's location.

SW5.4 Language of Work

All correspondence, meetings, tasks and deliverables associated to the requirement to be provided in English.

SW5.5 Insurance Requirements

It is the sole responsibility of the Contractor to decide whether or not any insurance coverage is necessary for its own protection or to fulfill its obligations under the Contract, and to ensure compliance with required federal, provincial or municipal law. Any such insurance shall be provided and maintained by the Contractor at its own expense.

Any insurance secured is to the benefit and protection of the Contractor and shall not be deemed to release or diminish its liability in any manner including as may be referenced elsewhere by the provisions of this Contract



ANNEX “B” – BASIS OF PAYMENT

(to be completed at award)

Service	Price			
	Initial Contract period:	Year 1:	Year 2:	
Mineral Separation Analysis	\$ /Sample	\$ /Sample	\$ /Sample	
Apatite fission track	\$ /Sample	\$ /Sample	\$ /Sample	
Detrital U-Pb ages	\$ /Sample	\$ /Sample	\$ /Sample	
Microanalysis Handling Fee	\$ /Sample	\$ /Sample	\$ /Sample	
			Total:	



ANNEX "C" – VENDOR PERFORMANCE

Call-up Number: _____

Details of Requirement: _____

Date: _____

	Strongly Disagree (40%)	Disagree (60%)	Agree (80%)	Strongly Agree (100%)
The SO Holder delivered to our satisfaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The SO Holder addresses our questions & concerns promptly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The SO Holder delivered on schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Any other comments?



APPENDIX “1” - EVALUATION CRITERIA

Offerors are advised to address these criteria in the following order and in sufficient depth in their proposals to enable a thorough assessment. NRCan’s assessment will be based solely on the information contained within the proposal. NRCan may confirm information or seek clarification from bidders.

Offerors are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the criteria will not be considered demonstrated for the purpose of this evaluation.

The Offeror should provide complete details as to where, when (month and year) and how (through which activities/responsibilities) the stated qualifications/experience were obtained. Experience gained during formal education shall not be considered work experience. All criteria for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

Offerors are also advised that the month(s) of experience listed for a project whose time frame overlaps that of another referenced project will only be counted once. For example: project one time frame is July 2001 to December 2001; project two time frame is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

1. TECHNICAL CRITERIA

1.1 MANDATORY EVALUATION CRITERIA

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Proposals which fail to meet the mandatory criteria will be deemed non-responsive.

CRITERIA	COMPLIANT (Yes/No)	Proposal Page #
<p>1) The Bidder MUST demonstrate their experience in the last five years in:</p> <ul style="list-style-type: none"> a) Mounting, polishing and acid etching of sample apatite grains and counting of fission tracks (including Dpar measurements) according to standard procedures for Apatite Fission Track (AFT) analysis as well as producing grain maps for each mount (to enable elemental analysis of apatite grains for multi-kinetic studies) b) Use of Cf-irradiation to enhance the number of track length measurements; AFT length measurements can vary among different analysts and therefore information (such as Dpar values on age standards) may be required for normalizing lengths for use in thermal modelling c) Generation of AFT data using the newer, more cost and time effective LA-ICPMS method 		



d) Providing U-Pb ages for AFT grains		
<p>2. An in-depth knowledge and understanding of the requirements for multi-kinetic AFT analysis Bidder must provide two (2) projects or contracts rendered within the past twelve (12) months, showing in-depth knowledge and understanding of the requirements for multi-kinetic AFT analysis The range of services provided must also include those described in Annex A (section SW4). Information should include:</p> <ul style="list-style-type: none">• Name of client organization or Company:• Name and Title of Client Contact• Telephone and email of client contact• A brief abstract of the project <p>NRCan reserves the right to verify information for completeness and accuracy and confirm reference satisfaction with services provided.</p>		

MANDATORY CRITERIA: offers which fail to meet the mandatory criteria will be deemed non-responsive.



APPENDIX “2” – FINANCIAL PROPOSAL FORM

1. FIRM UNIT PRICES

Bidder tendered all-inclusive firm unit prices to perform the work is Canadian funds, applicable taxes excluded. Any Travel and Living Expenses and other miscellaneous expenses must be included in the firm price.

Description	Unit Price			Evaluation figures		
	Initial period	Option Year 2:	Option Year 3:	Average Unit Price (a)+(b)+(c)/3	Estimated quantity of samples per year	Estimated Total Cost (d) x (e)
	(a)	(b)	(c)	(d)	(e)	(f)
Mineral Separation Analysis	\$ _____/Sample	\$ _____/Sample	\$ _____/Sample	\$ _____/Sample	100	\$ _____
Apatite fission track (including apatite U-Pb ages)	\$ _____/Sample	\$ _____/Sample	\$ _____/Sample	\$ _____/Sample	70	\$ _____
Microanalysis Handling Fee	\$ _____/Sample	\$ _____/Sample	\$ _____/Sample	\$ _____/Sample	70	\$ _____
Total for evaluation purposes only:						\$ _____

Note: NRCAN reserve the right to correct arithmetical errors based on the unit prices submitted by the offerors (columns a, b, c).

*** LEVEL OF EFFORT PRESENTED HEREIN IS USED FOR EVALUATION PURPOSES ONLY AND IT’S NOT A COMMITMENT BY CANADA.**

**** FOR ANY ERRORS IN THE CALCULATION, THE UNIT PRICES WILL BE UPHELD.**

Any estimated level of effort specified in the Pricing Details detailed above is provided for financial proposal evaluation purposes only. It is only an approximation of the requirements and is not to be considered as a contract guarantee nor as a commitment by NRCAN to respect those estimated in any resulting contract.



1.1. Financial Evaluation

Each service stated in the first column of the pricing schedule tables will be assigned figures for evaluation purpose only (see example below). The figures will be determined based on the potential usage and/or need of the specific service per year.

- The average price proposed for each service will be multiplied by the estimate to determine the total estimated cost.
- The grand total evaluated price will be the addition of all the total estimated costs.

Example:

Service	Offeror proposed price			Evaluation figures		
	Year 1:	Year 2:	Year 3:	Average price	Estimate Per year	Total estimated cost
Mineral Separation Analysis	\$200/Sample	\$200/Sample	\$200/Sample	\$200/Sample	75 samples	\$45,000.00
Apatite fission track (including apatite U-Pb ages)	\$500/Sample	\$500/Sample	\$500/Sample	\$500/Sample	100 Samples	\$150,000.00
Microanalysis Handling Fee	\$50 /Sample	\$50 /Sample	\$50 /Sample	\$50 /Sample	70 Samples	\$10,500.00
				Grand total evaluated price		\$205,500.00