



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

Bid Receiving/Réception des soumissions

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

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

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

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 Compilation of Recent Information on Contaminants in the Scotian Shelf-Bay of Fundy Bioregion		Date 18 October 2017
Solicitation No. – N° de l'invitation F5211-170433		
Client Reference No. - No. de référence du client F5299-170019		
Solicitation Closes – L'invitation prend fin At / à : 2:00 pm ADT(Atlantic Daylight Time) On / le 2 November 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 Cindy Gallant 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 Security Requirements

There is no security requirement associated with this bid solicitation

1.2 Statement of Work

The Work to be performed is detailed under Annex A of the resulting contract clauses.

1.3 Debriefings

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

1.4 Procurement Ombudsman

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



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

The [2003](#) (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete section 01 in its entirety.

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

Delete section 02 in its entirety.

2.2 Submission of Bids

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

2.3 Enquiries - Bid Solicitation

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

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

2.4 Applicable Laws

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



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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

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

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.

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

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

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

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

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

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

Section I: Technical Bid

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

Section II: Financial Bid

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



Section III: Certifications

Bidders must submit the certifications required under Part 5.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Please see Annex C for details

4.1.1.2 Point Rated Technical Criteria

Please see Annex C for details

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

- 4.2.1** *SACC Manual* Clause ([A0027T](#)) (2012-07-16), - Basis of Selection - Highest Combined Rating of Technical Merit and Price)



PART 5 - CERTIFICATIONS

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

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

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

5.1 Certifications Precedent to Contract Award

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

5.1.1 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.1.2 Former Public Servant

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

Definitions

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

- 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 Bidder a FPS in receipt of a pension? **Yes () No ()**
If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

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

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

Signature: _____ Date: _____

5.1.2 Additional Certifications Precedent to Contract Award

5.1.2.1 Education and Experience

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.



5.1.2.2 Contractor's Representative

The Contractor's Representative for the Contract is:

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

5.1.2.3 Supplementary Contractor Information

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

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

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

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

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

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

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

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

Signature

Print Name of Signatory



PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

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

6.3.1 General Conditions

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

Section 31 – Integrity Provisions – Contract of 2010B referenced above is amended as follows:

Delete section 31 in its entirety.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of contract award through to February 28, 2018

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Cindy Gallant
Title: Contracting Officer
Department: Fisheries and Oceans Canada
Directorate: Materiel & Procurement Services
Address: 301 Bishop Drive, Fredericton, NB E3C 2M6



Telephone: 506 452 3439
Facsimile: 506 452 3676
E-mail address: DFOtenders.XNAT@dfo-mpo.gc.ca

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

6.5.2 Project Authority: (name to be provided at contract award)

The Project Authority for the Contract is: **(name to be provided at contract award)**

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

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

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

6.5.3 Contractor's Representative (name to be provided at contract award)

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

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

6.7.1.1 In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ _____ (*insert amount at contract award*) and Applicable Taxes are extra.



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

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

6.7.2 Limitation of Expenditure

SACC Manual clause [C6001C](#) (2017-08-17) Limitation of Expenditure

6.7.3 Multiple Payments

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

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

6.8 Invoicing Instructions

6.8.1 Payments will be made provided that:

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

Email: DFO.invoicing-facturation.MPO@canada.ca

6.8.1.2 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.

6.9 Certifications

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.



6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions **2010B** (2015-09-03), General Conditions - Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s)*)

6.12 Procurement Ombudsman

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

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

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

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

6.13 Insurance G1005C

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: Compilation of Recent Information on Contaminants in the Scotian Shelf-Bay of Fundy Bioregion

1.2 Introduction

The purpose of this contract is to review and document recent information about contaminants in the Scotian Shelf Bioregion. The review will provide an update on literature produced since a 2001 report on the same topic, which covered the period 1970-1995.

1.3 Objectives of the Requirement

The deliverables for this contract are intended to provide Fisheries and Oceans Canada (DFO) with an overview of recent information on contaminants for the Scotian Shelf bioregion (i.e., the Maritimes Region of DFO) to help inform DFO's marine environmental quality program in the region. This work will be based on published information (reports, books, theses, etc.) and will also identify unpublished sources of data on contaminants as much as possible.

The geographic area of interest for the purposes of this work is the Scotian Shelf bioregion (see Figure 1) which includes the Bay of Fundy, Atlantic coast, offshore Scotian Shelf, and the Bras d'Or Lakes. This includes the coastal and marine areas of the Bay of Fundy and Atlantic Coast from the Maine/New Brunswick border to the northernmost tip of Cape Breton Island.

1.4 Background, Assumptions, and Foundation of the Requirement

DFO commissioned a review of existing information on contaminants of the Scotian Shelf area, which was published in 2001 and covered the period 1970-1995 (see Stewart and White 2001). Subsequently, Harding (2013) and Harding and Burbidge (2013) reviewed toxic contaminant information for the Gulf of Maine, which included both the Canadian and U.S. portions of the Gulf. However, there has been no recent review of literature on contaminants for the entire Scotian Shelf bioregion.

2.0 Requirements

2.1 Tasks, Activities, Deliverables and Milestones

The Contractor will undertake a thorough review of existing literature and documentation (e.g., books, reports, websites, etc.), focusing on documents not included in the Stewart and White (2001) review.

Deliverable 1: The Contractor will prepare a draft Table of Contents for review by the Project Authority (and/or her delegate) and discussion at the second meeting, no more than 10 business days after the initial award of the contract.

Deliverable 2: The Contractor will prepare a brief written and verbal summary of progress to date, key findings, issues, gaps, etc. 4 weeks after the initial award of the contract, for discussion at the third meeting.



Deliverable 3: The Contractor will prepare a draft written report which includes all of the following elements, 9 weeks after the initial award of the contract:

1. A review of the literature and documentation (e.g., books, reports, websites, etc.) on contaminants in the Scotian Shelf bioregion, focusing on documents produced since the Stewart and White (2001) review.
2. A list of databases relevant to contaminants on the Scotian Shelf, along with their location and/or owners.
3. A concluding section that will identify important information gaps, including geographic information gaps, gaps related to types or classes of contaminants, gaps related to time period of information, etc., as well as other key findings.

The Project Authority (and/or delegate) will provide feedback on the draft report within 3 weeks of receipt of the draft, for discussion at the fourth meeting.

Deliverable 4: The Contractor will prepare a final report incorporating comments from the Project Authority's review, 15 weeks after the initial award of the contract.

2.2 Specifications and Standards

One electronic copy and one hard copy of the final report are required in Microsoft Word 2010.

2.3 Method and Source of Acceptance

All deliverables must be in Microsoft Word 2010.

2.4 Milestones

If a deliverable is provided on or before the respective deadline and is deemed acceptable by DFO, and upon submission of an invoice by the Contractor, the following milestone payments will apply:

- **Milestone 1:** After receipt of deliverables 1 and 2, as described above: 10% of total contract amount
- **Milestone 2:** After receipt of deliverable 3, as described above: 40% of total contract amount
- **Milestone 3:** After receipt of deliverable 4, as described above: 50% of total contract amount

2.5 Reporting Requirements

The following meetings will be required:

a. Initial project briefing

An in-person meeting and/or teleconference (in English) between the Contractor and the Project Authority and/or her delegate(s) within 5 business days of contract award. This meeting will review the Statement of Work, address any areas which require clarification, and discuss potential approaches to the work.



b. Second meeting (Table of Contents)

An in-person meeting and/or teleconference meeting (in English) will be held between the Contractor and the Project Authority and/or her delegate(s) for discussion of the draft Table of Contents within 10 business days of contract award.

c. Third meeting (Review of progress)

An in-person meeting and/or teleconference meeting (in English) will be held between the Contractor and the Project Authority and/or her delegate(s) for presentation of a brief written and verbal summary of progress to date, key findings, issues, gaps, etc. by the Contractor, no later than 4 weeks after contract award. Upon acceptable delivery, a first invoice may be submitted (Milestone 1).

d. Fourth meeting (Feedback on draft report)

An in-person meeting and/or teleconference meeting (in English) will be held between the Contractor and the Project Authority and/or his/her delegate(s) to discuss feedback on the draft report. This meeting will be held within 3 weeks of receipt of the draft report (Milestone 2).

2.6 Project Management Control Procedures

Should the Contractor have any questions during the contract period the Contractor will contact the Project Authority by email. The Project Authority and/or her delegate will respond within two (2) business days. The Project Authority will have the final decision-making authority.

2.7 Change Management Procedures

Any proposed changes will be discussed between DFO and Contractor. The Project Authority (or her delegate) will have the final decision making authority.

2.8 Ownership of Intellectual Property

The Crown retains the right of use of all work product or intellectual property so generated for use in the administration of programs, mandate, and other related work and will use the product for public dissemination.

3.0 Other Terms and Conditions

3.1 Delegates

In this Contract, each instance of "Project Authority" shall be understood to be read as "the Project Authority and/or her delegate".

3.2 DFO Obligations

All questions or concerns during the period of the contract after contract award shall be sent by e-mail to either the Project Authority or the Contracting Authority, as is appropriate. DFO will respond within two (2) business days.



3.3 Contractor's Obligations

See sections 2.1 to 2.8.

3.4 Location of Work, Work site and Delivery Point

Personnel assigned to any contract resulting from this RFP must be able to work offsite, be available to attend meetings or teleconferences as outlined in Section 2.5, and to easily contact the Project Authority (and/or her delegate) and other departmental personnel.

3.5 Language of Work

English shall be the working language of all deliverables under this Contract.

3.6 Travel and Living

No travel or living expenses will be paid as a result of any contract awarded.

4.0 Project Schedule

4.1 Expected Start and Completion Dates

This Contract will be effective as of the date of signing and will terminate on February 28, 2018. All deadlines are identified under each respective task (Sections 2.5).



5.0 Applicable Documents and Glossary

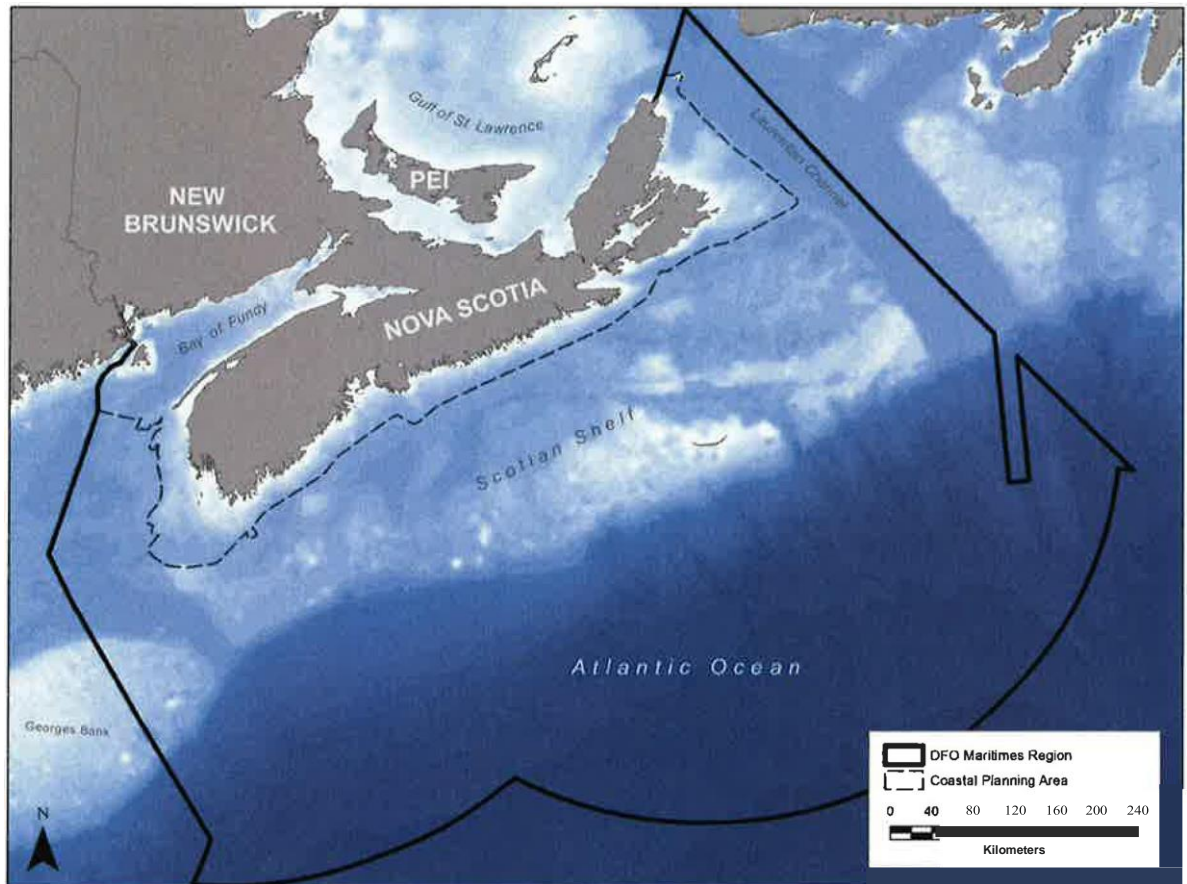


Figure 1. Map of the Scotian Shelf Bioregion (the Maritimes Region of DFO), the geographic scope of this contract.

Relevant Terms, Acronyms and Glossaries

References

Harding, G. 2013. Toxic chemical contaminants: Review. Companion Document to the Toxic Chemical Contaminants Theme Paper. State of the Gulf of Maine Report. <http://www.gulfofmaine.org/2/wp-content/uploads/2014/03/toxic-chemical-contaminants-review.pdf>

Harding, G. and Burbidge, C. 2013. Toxic Chemical Contaminants Theme Paper. State of the Gulf of Maine Report. <http://www.gulfofmaine.org/2/wp-content/uploads/2014/03/toxic-chemical-contaminants-theme-paper.pdf>

Stewart, P.L. and White, L. 2001. A Review of Contaminants on the Scotian Shelf and in Adjacent Coastal Waters: 1970 to 1995. Can. Tech. Rep. Fish. Aquat. Sci. 2351: xviii + 158 pp. <http://www.dfo-mpo.gc.ca/Library/261398.pdf>



ANNEX "B" BASIS OF PAYMENT

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to the Contract, if applicable.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included, and GST/HST extra, where applicable.

Contract period (From contract award to February 28, 2018)

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

Deliverable No.	Description	Delivery	Payment %	Firm Price
1 & 2	Deliverable 1 – Prepare a draft Table of Contents for review by Project Authority (and/or her delegate) Deliverable 2 - Receipt of brief written and verbal summary of progress to date	Approximately 10 days after the initial award of the contract Approximately 4 weeks after initial award of contract Note: Payment will be issued after receipt of both Deliverable 1 and 2	10%	\$ _____
3	Draft Report	Approximately 9 weeks after initial award of contract	40%	\$ _____
4	Final Report	Approximately 15 weeks after initial award of contract	50%	\$ _____
Total Firm Price				\$ _____

Payment is subject to review and acceptance of the deliverables by DFO as described by the work specifications in Section 2.1 of the Statement of Work. In the event that the contractor's work does not meet quality assurance checks, final payment will be withheld until the work.



ANNEX "C" EVALUATION CRITERIA

MANDATORY REQUIREMENTS:

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 proponent may 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.

No.	Mandatory Criteria	Meets Criteria (✓)	Proposal Page No.
M1	The bidder's resources must provide proof of education required with the bid. Education must be a minimum of a Bachelor's degree in any social, biological or physical science discipline.		
M2	The bidder's must supply two (2) writing samples. At least one sample must be a literature review or extract from a literature review completed by the bidder (maximum length of writing samples 5000 words).		
M3	The bidder's proposal must include a detailed work plan. The work plan must contain details to illustrate how all activities outlined in the statement of work will be carried out. As a minimum these details must include the resources, such as personnel that will work on the project, work schedules, etc.		



RATED CRITERIA

There are two sections of rated criteria: Section A (Knowledge and Experience) and Section B (Writing Samples and Proposal). Bidders must attain a rating of at least 60% in each of the Rated Requirements sections (A and B) to be considered compliant. Proposals which fail to attain at least 60% in each section will be considered technically non-responsive and no further evaluation will be conducted

Rated Criteria	Maximum Score	Points Scale	Proposal Page No(s)	Points Awarded
Section A: Knowledge and Experience				
<p>R1. The bidder's proposal should indicate the level of education for all staff who will be conducting the work. The bidder will receive a score for this criteria based on the average of the scores for all staff. If a staff person meets more than one of the criteria below, the higher number of points will be awarded. An example is provided below:</p> <p>Staff person1: Bachelor's degree Chemistry – 10 pts Staff person 2: Master's degree in Marine Toxicology – 15 pts Therefore the bidders score for this element would be $10 + 15/2 = 12.5$.</p>	15	<p>Bachelor degree in Science with specialization in Chemistry, marine biology, or toxicology or a higher degree in Science (social, biological or physical science discipline) – 10 points</p> <p>Any higher degree in Science with specialization in marine toxicology or marine chemistry – 15 points</p>		
<p>R2. The bidder's proposal should demonstrate previous experience in conducting literature reviews and writing academic papers by describing previous work conducted on literature reviews and academic papers and providing a list of relevant papers.</p>	15	<p>4 or less previous academic papers or literature reviews – 0 points</p> <p>5 – 9 previous academic papers or literature reviews – 10 points</p> <p>10 or more previous academic papers or literature reviews – 15 points</p>		
<p>R3. The bidder's proposal should demonstrate knowledge of contaminants in marine and coastal areas. If the bidder meets more than one of these criteria, the bidder will be awarded the criteria with the most points. For example, if the bidder has two papers on contaminants outside DFO's</p>	20	<p>2 or more previous reports or published papers on contaminants in marine and coastal areas – 5 points</p> <p>1 - 3 previous reports or published papers on contaminants in marine and coast areas in DFO's Maritime Regions – 10</p>		



<p>Maritimes Region and two papers on contaminants within DFO's Maritimes Region, the bidder will be awarded 10 points.</p>		<p>points</p> <p>4 - 8 previous reports or published papers on contaminants in marine and coast areas in DFO's Maritime Regions – 15 points</p> <p>More than 8 previous reports or published papers on contaminants in marine and coast areas in DFO's Maritime Regions – 20 points</p>		
<p>Total Points in Section A</p>	<p>50</p>			<p>/50</p>
<p>Section B: Writing Samples and Proposal</p>				
<p>For each of the following criterion:</p> <p>0 points: Unsatisfactory: No details provided. No approach and/or methodology and/or understanding were proposed.</p> <p>5 points: Acceptable and adequate explanation of how it will meet this requirement. The approach and/or methodology and/or understanding is structured and coherent; although most of the major necessary details are provided, there are several minor deficiencies with the objective and expected outcomes of this requirement. Some minor elements were not clearly addressed. The bidder demonstrates the minimum acceptable capability to meet most elements.</p> <p>10 points: Excellent and in-depth and specific explanation on how it will meet this requirement. The approach and/or methodology and/or understanding is structured, coherent, and all necessary details are provided. No deficiencies exist. The bidder demonstrates an understanding of the objective and expected outcomes of this requirement. The bidder demonstrates the capability to fully meet all elements of the requirement.</p>				
<p>R4. The writing samples by format, style and content should demonstrate experience by the bidder's resources in conducting literature reviews and writing academic papers.</p>	<p>10</p>	<p>No experience demonstrated – 0 points</p> <p>To some Extent – 5 points</p> <p>Very Clear – 10 points</p>		
<p>R5. The writing samples should include subject matter with content relevant to this contract.</p>	<p>10</p>	<p>No subject matter content relevant to this contract – 0 points</p> <p>Subject matter includes information on marine or coastal contaminants – 5 points</p> <p>Subject matter includes information on marine and</p>		



		coastal contaminants in DFO's Maritimes Region – 10 points		
R6. The writing samples should be clear, well-organized and follow a logical progression.	10	<p>Writing is not clear or not well-organized or conclusions do not follow from the material presented – 0 points</p> <p>Writing is generally clear and well-organized – 5 points</p> <p>Both writing samples demonstrate a high level of clarity and organization with sections following each other in a logical sequence – 10 points</p>		
R7. The writing samples should demonstrate a comprehensive grasp of the English language, including spelling and grammar	10	<p>More than two spelling or grammatical errors – 0 points</p> <p>One or two spelling or grammatical errors – 5 points</p> <p>No evident spelling or grammatical errors – 10 points</p>		
R8. The writing samples should demonstrate appropriate referencing conventions for scholarly works.	10	<p>No references or referencing conventions not used consistently – 0 points</p> <p>Some understanding of referencing conventions is demonstrated – 5 points</p> <p>Clear Understanding of referencing conventions is demonstrated – 10 points</p>		
R9. The bidder's proposal should be easy to read, understand and evaluate. It should clearly address all requirements outlined in the statement of work. The methods proposed to carry out the work should be relevant and allow the work to be completed in a timely manner.	10	<p>The proposal does not allow the reviewer to understand how the work will be carried out and/or the methods proposed are deficient – 0 points</p> <p>The proposal provides a basic explanation of how the work will be carried out;</p>		



		<p>specific aspects may lack detail – 5 points</p> <p>The proposal provides specific explanations in sufficient detail for the reviewer to understand how the work will be carried out; the methods proposed are appropriate and the timelines proposed meet requirements – 10 points</p>		
Total evaluated Score Section B:	60			/60

Total points (R1 through R4): 50 points maximum/30 points minimum

Total points (R5 through R9): 60 points maximum/36 points minimum

Bids **MUST** receive a minimum score of 60%, in each of sections A and B of the above rated criteria in order to be considered eligible for this contract.

BASIS OF SELECTION: Rated Requirements is worth 70% & Cost Evaluation is worth 30%

Add technical points and financial points for combined total score

The bidder with the highest combined points shall be selected and awarded the contract.

In the event of a tie, (meaning an identical overall score submitted by different bidders and both meeting all of the mandatory criteria above) the contract will be awarded to the lowest price bidder.

Cost Evaluation (total maximum of 30 points)

Of those proposals determined to be technically responsive, the lowest cost proposal will be awarded the maximum number of points assigned for cost (30 points). The points for cost for the remaining technically responsive proposals will be allocated on a pro-rata basis.