



Procurement Hub – Fredericton
301 Bishop Drive
Fredericton, NB E3C 2M6

January 4, 2018

F5211-170666

ADVANCED CONTRACT AWARD NOTICE

TITLE: Expert taxonomic verification of fishes captured during the Canadian Beaufort Sea Marine Ecosystem Assessment

INTRODUCTION:

The purpose of this Advance Contract Award Notice (ACAN) is to signal the government's intention to award a contract for these services to Canadian Museum of Nature, Ottawa, ON. Before awarding a contract, however, the government would like to provide other suppliers with the opportunity to demonstrate that they are capable of satisfying the requirements set out in this Notice, by submitting a statement of capabilities during the ACAN posting period.

If other potential suppliers submit a statement of capabilities during this ACAN posting period that meets the requirements set out in the ACAN, the government will proceed to a full tendering process on either GETS or through traditional means, in order to award the contract.

If no other supplier submits, on or before the closing date, a statement of capabilities meeting the requirements set out in the ACAN, a contract will be awarded to the pre-selected supplier.

BACKGROUND:

The Arctic Aquatic Research Division of Fisheries and Oceans Canada (DFO), Central and Arctic Region, conducted a baseline survey of fishes and habitat parameters in the offshore Canadian Beaufort Sea between 2012 and 2014, as part of the federal government's Beaufort Regional Environmental Assessment – Marine Fishes Project (BREA-MFP). The BREA-MFP was the first comprehensive baseline study of marine fish diversity and associated habitats in the Canadian Beaufort Sea. New knowledge gained during the BREA-MFP will support regulatory processes pertaining to offshore development and Oceans Management in the Inuvialuit Settlement Region, and will provide baseline context for studies of climate variability and change. The Canadian Beaufort Sea – Marine Ecosystem Assessment (CBS-MEA, 2017-2019) is building on biological baselines established during the BREA-MFP to develop a comprehensive monitoring approach for the offshore Canadian Beaufort Sea, including trophic linkages. The CBS-MEA includes focused research on physical and biological couplings while expanding baseline coverage of species diversity, abundances, and habitat associations to areas of the Canadian Archipelago that are previously unstudied in this context.

This contract involves expert verification of the taxonomic identification of fishes captured during the 2013/2014 BREA-MFP and CBS-MEA field seasons.

OBJECTIVES:

The objective of this contract is to accurately identify fish collected during the BREA-MFP and CBS-MEA programs, to the lowest taxonomic level possible. Fundamental to the success of this work is to ensure accuracy and continuity of identifications which will be achieved by employing internationally recognized experts in fish taxonomy and ensuring that identifications are conducted by those same experts during each year of collection.

The Supplier will receive voucher specimens from the 2013 and 2014 BREA-MFP field years, and from each of the CBS-MEA field years. In most cases, preliminary identifications will already have been assigned to voucher specimens during previous lab processing. In these cases, the Supplier will provide expert confirmation of taxonomic identifications. In some cases, taxonomic identifications will not have



been previously assigned due to the rare nature or rough condition of the specimens. In these cases, the Supplier will use their expertise and resources to provide taxonomic identifications. The Supplier will do so to the best of their abilities noting the limitations of specimen quality and limits of knowledge of specific problematic groups of fishes.

WORK REQUIREMENT:

Supplier shall provide taxonomic identifications of all specimens supplied by DFO

Digital pictures that capture unique or specific identification features

When unique or unusual specimens are encountered the Supplier will take digital photographs of whole specimens and specific identification features. The Supplier will provide a copy of the digital files to DFO. The images/files will be named according to the specimen's unique identification number (assigned by DFO prior to shipment). Pictures will either be named individually or contained within a folder using this naming format.

X-rays

Where required, the Supplier will use radiograph imaging (X-rays) to determine the taxonomic identification of a specimen. The Supplier will provide a copy of the digital files of these X-rays to DFO. The images/files will be named according to format outlined in section 5.2.

Barcoding

Where required, the Supplier will use DNA barcoding to determine the taxonomic identification. The Supplier will provide a copy of barcoding data to DFO.

Data/Information summary

Upon completion of work, the contactor will add taxonomic identification information to a Microsoft Excel spreadsheet provided by DFO along with any notes or remarks, and will return the completed spreadsheet via email or flash drive. It is critical that the identification information match the unique identification number provided on both the specimen and the data sheet.

The Supplier will retain a copy of this spreadsheet for a minimum of two years after its submission to DFO.

CONSTRAINTS

Data generated during this contract are the property of DFO and cannot be shared or published without written consent of the Project Authority.

The Supplier may need to sub-contract expertise of external scientists/taxonomists. Sub-Suppliers are held to the same constraints as the Supplier regarding publication and sharing of material and data stipulated in this contract.

The Supplier will return specimens to DFO that are too small or damaged to identify. DFO is responsible for the associated shipping costs.

DEPARTMENTAL SUPPORT

Data, samples, and voucher specimens

DFO will provide formalin fixed (10% buffered) and ethanol preserved (70%) voucher specimens from the 2013 and 2014 BREA-MFP field years prior to the Supplier beginning work in 2017/2018.

DFO will provide formalin fixed (10% buffered) and ethanol preserved (70%) voucher specimens from the previous year's field campaign prior to the Supplier beginning work in each option year.

A detailed summary of fish captured during CBS-MEA field years will be provided in the fall of each year to allow the Supplier to identify fish, or fish groups, that required sampling for DNA prior to commencing work. In these instances, DFO will provide DNA samples along with the whole fish specimens.



For each voucher fish, DFO will provide associated data pertaining to collectors, date and time, latitude and longitude, depth and a copy of associated collection permits.

DFO is responsible for the associated shipping costs.

MINIMUM MANDATORY REQUIREMENTS

- a) The vendor must be a nationally recognized facility for museum archiving of Arctic marine fishes.
- b) The vendor must demonstrate facilities, equipment, and capacity for long-term storage and custodianship of preserved voucher specimens of Arctic marine fishes.
- c) The vendor must demonstrate capacity, including professional collaborations, experience, and material resources to provide definitive expert taxonomic identifications of Arctic marine fishes including, but not limited to, the following families:
Agonidae, Ammodytidae, Clupeidae, Coregoninae, Cottidae, Cyclopteridae, Gadidae, Gasterosteidae, Liparidae, Myctophidae, Osmeridae, Petromyzontidae, Pleuronectidae, Psychrolutidae, Rajidae, Salmonidae, Stichaeidae, Zoarcidae.
- d) The vendor must currently house a comprehensive reference collection of Beaufort Sea fishes including, but not limited to, species from the following taxonomic families:
Agonidae, Ammodytidae, Clupeidae, Coregoninae, Cottidae, Cyclopteridae, Gadidae, Gasterosteidae, Liparidae, Myctophidae, Osmeridae, Petromyzontidae, Pleuronectidae, Psychrolutidae, Rajidae, Salmonidae, Stichaeidae, Zoarcidae.
- e) The vendor must demonstrate experience in providing definitive expert taxonomic identifications of marine fishes for previous DFO studies in the Beaufort Sea, including the Northern Coastal Marine Studies (NCMS) program, and the Beaufort Regional Environmental Assessment – Marine Fishes Project (BREA-MFP).

WORK ENVIRONMENT

Work will be conducted at the Canadian Museum of Nature's research and collections facility at 1740 Pink Road, Gatineau Québec, J9J 3N7.

USE OF ASSETS

No assets will be supplied by Fisheries and Oceans Canada

DELIVERABLES & TIME SCHEDULE

BREA-MFP specimens (2013 and 2014):

The Supplier will provide the Project Authority with the items listed under sections 5.0 and 6.0 by May 31, 2018.

Microsoft Excel spreadsheet of fish identifications

Digital photos (where applicable)

X-rays (where applicable)

DNA barcoding data (where applicable)

Returned set of specimens

List of catalogue IDs for fish remaining in Supplier collection

Option year #1, CBS-MEA 2017 specimens: The Supplier will provide the Project Authority with the items listed under sections 5.0 and 6.0 by December 31, 2018.

Option year #2, CBS-MEA 2018 specimens: The Supplier will provide the Project Authority with the items listed under sections 5.0 and 6.0 by December 31, 2019.



Option year #3, CBS-MEA 2019 specimens: The Supplier will provide the Project Authority with the items listed under sections 5.0 and 6.0 by December 31, 2020.

TRADE AGREEMENTS APPLICABILITY OR OTHER OBLIGATIONS:

Trade agreements applicable for this requirement include Agreement on Internal Trade (AIT), and North American Free Trade Agreement (NAFTA),

GOVERNMENT CONTRACTS REGULATIONS EXCEPTION AND LIMITED TENDERING REASONS:

The following policy requirements are applicable to this ACAN process:

Applicable Exceptions to Soliciting Bids under the Government Contracting Regulations (GCRs) (Section 6):

Section 10.2.1 Section 6 (d) only one person or firm is capable of performing the work applies to this ACAN for the following reasons:

There are no known alternative sources of supply. The Canadian Museum of Nature is responsible for taxonomic verification as well as archiving / housing voucher specimens on behalf of Canada.

INTELLECTUAL PROPERTY:

The Department of Fisheries and Oceans has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada on the following grounds:

Exception 6.4.1 – The main purpose of the contract, or the deliverables contracted for, is to generate knowledge and information for public dissemination.

CONTRACT PERIOD:

The contract period is estimated to be from the date of contract award to March 31, 2019 with the option of extending the contract for two (2) additional one (1) year periods at the discretion of the Minister. If exercised: Option #1: April 01, 2019 to March 31, 2020 (CBS-MEA 2018 fish) and Option#2: April 01, 2020 to March 31, 2021 (CBS-MEA 2019 fish)

ESTIMATED VALUE:

The total estimated value of the contract shall not exceed \$110,000.00 excluding all applicable taxes for the initial year, \$50,000.00 for option year one, and \$30,000.00 for option year two if exercised by the Minister.

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.

SUPPLIER'S RIGHT TO SUBMIT A STATEMENT OF CAPABILITIES:

Suppliers who consider themselves fully qualified and available to provide the services described herein, may submit a Statement of Capabilities in writing to the Contracting Officer identified in this Notice on or before closing date. The Statement of Capabilities must clearly demonstrate how the supplier meets the advertised requirements.

CLOSING DATE FOR SUBMITTING STATEMENT OF CAPABILITIES:

Tuesday, January 30, 2018 at 2:00 p.m. (Atlantic Time)



Fisheries and Oceans Pêches et Océans
Canada Canada

Inquiries and statements of capabilities are to be directed to:

Kimberly Walker

Senior Contracting Officer

Procurement Hub – Fredericton

Telephone: (506) 452-3624

Facsimile: (506) 452-3676

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