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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
 - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
 - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
 - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Statement of Work and the information for Code of Conduct. Annex A, Statement of Work, Annex B, Evaluation Criteria, Annex C, Integrity Provisions, Annex D, Declaration Form for Procurement, Annex E, Periodic Usage Report, Annex F, Insurance Requirements and Annex G, Contracting Process/Statement of Work.

1.2 Summary

The Department of Fisheries and Oceans Canada (DFO), Newfoundland and Labrador region intends to establish a Supply Arrangement(s) for the provision of scientific services involving a knowledge of and technical support for a broad range of marine fish, fisheries, invertebrates, birds, marine mammals and habitats in the waters of Newfoundland and Labrador. Individual research projects will be related to monitoring of existing or proposed *Oceans Act* Marine Protected Areas (MPAs) as well as contributing to broader MPA program objectives and strategies. Please refer to the Statement of Work attached at Annex A.

The period for awarding contracts under the Supply Arrangement is from date of award to October 31, 2018.

Delivery Outside Comprehensive Land Claims Settlement Areas - Different Solicitations

Any resulting Standing Offer(s)/Contract(s) shall be for delivery requirements to locations within Canada, except locations within Comprehensive Land Claims Settlement Areas (CLCSAs). For delivery requirements to locations within CLCSAs, solicitation number F6160-150018/F applies.

In the event that there (is/are) no (Standing Offer(s)/Contract(s)) (issued/awarded) pursuant to solicitation number F6160-150018/F, Canada reserves the right to negotiate for deliveries within

CLCSAs with suppliers who have been approved for (issuance/award) of a (Standing Offer/Contract) under this (Request for Standing Offer/Request for Proposal).

Basis for Canada's Ownership of 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:

- the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination;

-The requirement covered by the bid solicitation of any resulting supply arrangement may be subject to a preference for Canadian goods and/or services or may be limited to Canadian goods and/or services.

1.3 Canadian Content

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

SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition

1.4 Debriefings

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

PART 2 - SUPPLIER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The **2008 (2017-04-27)** Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

2.2 Submission of Arrangements

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

2.3 Former Public Servant - Notification

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, [Contracting Policy Notice 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

2.4 Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

2.5 Enquiries - Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than 7 calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

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

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eliminated, and the enquiry can be answered to all Suppliers. Enquiries not submitted in a form that can be distributed to all Suppliers may not be answered by Canada.

2.6 Applicable Laws

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

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

PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

3.1 Arrangement Preparation Instructions

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

Section I: Technical Arrangement (2 hard copies)

Section II: Certifications (1 hard copy)

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Supply Arrangements.

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

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

Section I: Technical Arrangement

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

Section II: Certifications

Suppliers must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Please refer to Annex B

4.2 Basis of Selection

4.2.1 SACC Manual Clause

A0031T (2010-08-16) Basis of Selection - Mandatory Technical Criteria

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Arrangement

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Additional Certifications Precedent to Issuance of a Supply Arrangement

5.2.2.1 Status and Availability of Resources

SACC Manual clause [S3005T](#) (2008-12-12) Status and Availability of Resources.

5.2.2.2 Education and Experience

SACC Manual clause [S1010T](#) (2008-12-12) Education and Experience

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5.2.2.3 Workers Compensation Certification – Letter of Good Standing

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within 3 days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

6.1 Arrangement

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

6.2 Security Requirements

6.2.1 There is no security requirement applicable to this Supply Arrangement.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2020 (2017-09-21) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

6.3.2 Supply Arrangement Reporting

Periodic Usage Reports - Supply Arrangement

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

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

The data must be submitted on a *quarterly basis* to the Supply Arrangement 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 Supply Arrangement Authority no later than 15 calendar days after the end of the reporting period.

6.4 Term of Supply Arrangement

6.4.1 Period of the Supply Arrangement

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The period for awarding contracts under the Supply Arrangement is from date of award to October 31, 2018.

6.4.2 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "X" of the Supply Arrangement.

6.5 Authorities

6.5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Janice Baird, Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
St. John's, NL

Telephone: 709-772-2999
Facsimile: 709-772-4603
E-mail address: janice.baird@pwgsc.gc.ca

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

6.5.2 Supplier's Representative

Name: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail address: _____

6.6 Identified Users

The Identified User is: Department of Fisheries and Oceans.

6.7 On-going Opportunity for Qualification

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

6.8 Priority of Documents

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

- (a) the articles of the Supply Arrangement;
- (b) the general conditions 2020 (2017-09-21), General Conditions - Supply Arrangement - Goods or Services
- (c) Annex A, Statement of Work;
- (d) Annex B, Evaluation Criteria;
- (e) Annex C, Integrity Provisions;
- (f) Annex D, Declaration Form for Procurement ;
- (g) Annex E, Periodic Usage Reports;
- (h) Annex F, Insurance Requirements;
- (i) Annex G, Contracting Process/Statement of Work Format.
- (j) the Supplier's arrangement dated _____ (*insert date of arrangement*) (*if the arrangement was clarified or amended, insert at the time of issuance of the arrangement: "as clarified on _____" or "as amended _____". (Insert date(s) of clarification(s) or amendment(s), if applicable).*

6.9 Certifications

6.9.1 Compliance

The continuous compliance with the certifications provided by the Supplier in its arrangement and the ongoing cooperation in providing additional information are conditions of issuance of the Supply Arrangement (SA). Certifications are subject to verification by Canada during the entire period of the SA and of any resulting contract that would continue beyond the period of the SA. If the Supplier does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Supplier in the arrangement is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and suspend or cancel the Supply Arrangement.

6.9.2 Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*Insert the name of the province or territory as specified by the Supplier in the arrangement, if applicable.*)

B. BID SOLICITATION

6.1 Bid Solicitation Documents

Canada will use the following bid solicitation templates based on the estimated dollar value and complexity of the requirement:

- Simple, for low dollar value requirements;
- Medium Complexity (MC) for medium complexity requirements;
- High Complexity (HC) for more complex requirements.

A copy of the template(s) can be provided upon request by contacting the Procurement Process Tools Division by sending a query to Outilsd'approvisionnement.ProcurementTools@tpsgc-pwgsc.gc.ca.

Note: References to the HC, MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

The bid solicitation will contain as a minimum the following:

- (a) a complete description of the Work to be performed;
- (b) 2003, Standard Instructions - Goods or Services - Competitive Requirements;

"Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions 2003 incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the Ineligibility and Suspension Policy. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of directors."

- (d) bid preparation instructions;
- (e) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (f) evaluation procedures and basis of selection;
- (g) certifications;
 - **Federal Contractors Program (FCP) for Employment Equity - Notification**
 - SACC Manual A3005T, A3010T for service requirements when specific individuals will be proposed for the work;
 - **5.1.1 Declaration of Convicted Offences;**
- (i) conditions of the resulting contract.

6.2 Bid Solicitation Process

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6.2.1 Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA.

6.2.2 The bid solicitation will be sent directly to Suppliers. This process is outlined in Annex G – Contracting Process/Statement of Work Format.

The following forms must be used for the first page of the bid solicitation document and the first page of the resulting contract document. These forms are available on the [Electronic Forms Catalogue](http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html) (http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html) website.

*PWGSC-TPSGC 9400-3, Bid Solicitation
PWGSC-TPSGC 9400-4, Contract*

C. RESULTING CONTRACT CLAUSES

6.1 General

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

For any contract to be awarded using the template:

- (a) **Simple** (for low dollar value requirements), general conditions [2029](#) will apply to the resulting contract;
- (b) **MC** (for medium complexity requirements), general conditions 2010C will apply to the resulting contract;
- (c) **HC** (for high complexity requirements), general conditions 2035 will apply to the resulting contract.

A copy of the template(s) can be provided upon request by contacting the Procurement Process Tools Division by sending a query to Outilsd'approvisionnement.ProcurementTools@tpsgc-pwgsc.gc.ca.

Note: References to the HC, MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

6.2 Payment

6.2.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices/lot price, as specified in Annex "B" - Basis of Payment of the client's individual requirements.

6.2.2 Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

6.2.3 Payment by Credit Card

The following credit card is accepted: _____

OR

The following credit cards are accepted: _____ and _____.

6.3 SACC Manual Clauses

SACC Manual clause A0285C (2007-05-25), Workers Compensation
SACC Manual clause A0290C (2008-05-12), Hazardous Waste - Vessels
SACC Manual clause A1009C (2008-05-12), Work Site Access
SACC Manual clause A9019C (2011-05-16), Hazardous Waste Disposal
SACC Manual clause A9039C (2008-05-12), Salvage
SACC Manual clause A9055C (2010-08-16), Scrap and Waste Material

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SACC Manual clause A9065C (2006-06-16), Identification Badge
SACC Manual clause A9066C (2008-05-12), Vessel - Access by Canada
SACC Manual clause A9068C (2010-01-11), Government Site Regulations
SACC Manual clause B1501C (2006-06-16), Electrical Equipment
SACC Manual clause B1505C (2006-06-16), Shipment of Hazardous Materials

6.4 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "F". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

Authority

The Contractor shall not proceed with any design change, additional work or new work without the written authorization of the Contracting Authority. Any work taken in hand without the Contracting Authority's written authorization shall be considered to be work carried out outside the scope of the known contracted work and no extra payment shall be made for any such work.

the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

Annex A

Statement of Work

Supply Arrangement for the Newfoundland and Labrador Marine Protected Areas (MPAs) Program

Background

The Department of Fisheries and Oceans Canada (DFO) intends to establish a Supply Arrangement for the provision of scientific services involving a knowledge of and technical support for a broad range of marine fish, fisheries, invertebrates, birds, marine mammals and habitats in the waters of Newfoundland and Labrador. Individual research projects will be related to monitoring of existing or proposed *Oceans Act* Marine Protected Areas (MPAs) as well as contributing to broader MPA program objectives and strategies.

The overall objective is to effectively monitor the *Oceans Act* MPAs and inform the management of the MPA program; including the MPA network, on behalf of Canadians. In 2014, the National Conservation Plan (NCP) was launched to provide a more coordinated approach to conservation efforts across the country. The marine protection agenda at DFO includes two key areas of work that flow from the Minister's responsibilities under the *Oceans Act*: designating, monitoring and managing *Oceans Act* marine protected areas (MPAs); and leading the development of marine protected area networks, which will include marine protection mechanisms established by other authorities as well as by DFO.

Geographic Areas

For the purposes of Canada's National MPA Network the area includes all waters of DFOs Newfoundland and Labrador region (Figure 1).

Currently the Fisheries and Oceans Canada (DFO), Newfoundland and Labrador region MPA Program consists of: two designated *Oceans Act* Marine Protected Areas (Eastport and Gilbert Bay), as well as, the Laurentian Channel Area of Interest (AOI); in addition, ongoing Network planning is progressing in the region. There are regulatory requirements to demonstrate MPA effectiveness in meeting marine conservation goals and objectives.

Field sample collection could potentially include any inshore and/or offshore waters of Newfoundland and Labrador using appropriate vessels and other equipment as required under specific contracts.

The area covered by this Supply Arrangement is delimited inshore and offshore waters of Newfoundland and Labrador (out to 200 mile limit in to the low water mark and estuaries). The following areas will be delineated for the purposes of this SA:

- Gilbert Bay & Southern Labrador
- Eastport & Bonavista Bay
- Laurentian Channel Area of Interest
- Laurentian Channel & southern Newfoundland
- Placentia Bay
- Fortune Bay

Other inshore Newfoundland
Other offshore Newfoundland
NAFO 4R
NAFO 4Vs and 4Vn
Other inshore Labrador
Other offshore Labrador
Land based activity
Laboratory

MPA Program Objectives

The overall goal is to provide long-term protection of marine biodiversity, ecosystem function and special natural features. These goals will contribute to the Government of Canada's commitment to Marine Conservation Targets to protect 10% of marine environment by 2020. Within the NL region there are two bioregions, NL Shelves and Gulf of St. Lawrence. These bioregions will have strategic objectives that generally align with national strategic objectives (below):

- Protect areas of uniqueness, aggregation and fitness consequences
- Protect examples of all "eco-units" within the bioregion
- Protect key forage species, influential predators, nutrient importing and exporting species, structure providing species and community properties, and other species identified as important for the ecosystem
- Recover depleted species
- Protect rare species

Within the DFO NL region (Figure 1) there are also existing MPAs and an Area of Interest (AOI). The Eastport MPA is a small MPA of 2.1 km² (Figure 2); the conservation objective is to "conserve and protect the local lobster population". The Gilbert Bay MPA is larger at 61 km² (Figure 3), with a conservation objective "to conserve and protect a unique species of Atlantic cod". The Laurentian Channel AOI is approximately 11, 619 km² (Figure 4) with an overall goal to "conserve biodiversity and several conservation objectives focusing on protecting key species (including Corals and Sea Pens, Porbeagle Shark, Black Dogfish, Skate, Northern Wolffish and Leatherback Sea turtles) and habitats, ecosystem structure and function and through scientific research". This research/monitoring will assist DFO in the understanding and protection of several of the species and populations of concern in all three MPA/AOI(s) within the Newfoundland and Labrador region.

Types of Work

The Department of Fisheries and Oceans Canada may require scientific and or technical services under this Supply Arrangement:

Monitoring/Research associated with MPA Program Objectives.

This work may include any of the following (but not limited to):

- (a) Logbooks
- (b) At-sea sampling (e.g. lobster traps)
- (c) Tagging studies (e.g. streamer and acoustic tags)
- (d) Fecundity and larval drift studies (e.g. counting lobster eggs)
- (e) Habitat mapping
- (f) Fin clip collection and genetic analysis
- (g) Aquatic invasive species (e.g. identification, mitigation, monitoring)
- (h) Deployment, maintenance and redeployment of equipment (e.g. underwater cameras, ROV's, acoustic recorders)
- (i) Onboard vessel sampling associated with MPA monitoring/research
- (j) Sediment/water sampling and analysis

Biological sample collection, and/or processing and/or related analysis:

This work may include any of the following (but not limited to):

- (a) Fish and invertebrates all life stages (e.g. measure and weigh Black dogfish)
- (b) Plankton (e.g. plankton tows)
- (c) Marine mammals (e.g. observations Leatherback sea turtles)
- (d) Birds
- (e) Isotopes
- (f) Marine plants
- (g) Coral and sponges
- (h) Otoliths/fin clips
- (i) Tissues
- (j) Blood

Taxonomic, biodiversity, environmental, or ecological research or related information services

This work may include any of the following (but not limited to):

- (a) Contribute, add to, or quality control biological databases
- (b) Conduct biodiversity, environmental or ecological studies, monitoring, and sample collection, assessment and analysis

Biophysical, Oceanographic data including:

This work may include any of the following (but not limited to):

- (a) Habitat use (e.g. multibeam, side scan sonar, LIDAR, grab sampling)
- (b) Sediment and/or water analysis (e.g. CTD, pH, Mercury, grab sampling, etc).

Photo/video Collection

This work may include any of the following (but not limited to):

- a) Deep imager camera systems
- b) Automated Underwater vehicle
- c) Remotely Operated vehicles etc

Oceanographic Data Collection

- a) Temperature
- b) Salinity
- c) Oceanographic (processing of sea surface temperature satellite)
- d) Ice cover
- e) Bathymetric
- f) Backscatter
- g) Multibeam
- h) Side scan sonar
- i) Sub bottom profiling
- j) Ground truthing
- k) Current profilers etc
- l) Specify _____

Data Processing and Analysis

This work may include any of the following (but not limited to):

- (a) Processing and analysis of cetacean sound recording
- (b) Analysis of geospatial data for the development of maps and other tools
- (c) Traditional Ecological Knowledge
- (d) Movement pattern analysis
- (e) Laboratory work (e.g. isotope, genetics etc)
- (f) Photo/video processing/analysis
- (g) Oceanographic data processing/analysis

Specialized Scientific Assessments

This work may include any of the following (but not limited to):

- a) Experience using statistical packages
- b) GIS Mapping and Analysis and database management.
- c) Experience working with DFO Research vessel survey datasets
- d) Expertise in analyzing outputs from oceanographic, multibeam, backscatter data collection etc (value added products from classification schemes, habitat maps).

- e) Experience in developing biophysical overview, socio-economic overview, risk assessment reports, benthic biodiversity, genetics and other reports for marine spatial planning

Training

This work may include any of the following (but not limited to):

- a) Completed technical training with respect to working on/near marine environments related to MPA monitoring programs in the study area (MEDS, Basic Survival Training, Helicopter training, diving certificates etc.)
- b) Completed training on scientific equipment, equipment replacement, maintenance or other specialized certified training (GIS, Statistical packages etc.)

Equipment (holdings and/or access to equipment)

This work may involve any of the following (but not limited to):

- a) Logistical placement/retrieval of scientific equipment and the capability of vessels to accommodate adjustments for scientific equipment
- b) Equipment may include underwater photo/video, CTD and other oceanographic equipment, Laboratory equipment, fishing gear etc

Availability of Vessel(s)

This work may involve the availability of vessel, either own or have access to sea worthy vessel(s) to be used for various near shore and/or offshore activities.

Local Ecological Knowledge

This work may involve any of the following (but not limited to):

- a) Experience interviewing individuals on local ecological knowledge/traditional ecological knowledge
- b) Experience publishing on local ecological knowledge

Publication

This work may involve any published articles in scientific peer reviewed journals on marine conservation projects in NL

Public Awareness and Education

This work may involve product development, multimedia products (professional photo, video, graphics design, web based media, hardware (e.g kiosk touch screen), experience organizing public events etc.

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Anticipated contract/ project requirements can range from one to numerous samples with an estimated collection, processing and analysis time requirement ranging from 1-3 days conducted monthly to 5-10 weeks conducted 2-3 times per year.

Detailed deliverables will be specified for individual projects. Projects may range from the collection of specimens/samples to multi-phased research projects involving large datasets, maps and detailed report writing. Assessment of occupational health and safety requirements will be conducted on an individual project basis.

Annex B
Evaluation Criteria

Supply Arrangement for the Newfoundland and Labrador Marine Protected Areas (MPAs) Program

MANDATORY CRITERIA:

Bidders must clearly demonstrate that they meet 1 of the following 5 mandatory technical criteria (either Criteria 1 and/or Criteria 2 and /or Criteria 3 and/or Criteria 4 and/or Criteria 5) to be evaluated further. The offer must contain sufficient information to confirm that the mandatory criteria has been met. Those that do not will be deemed non-responsive and not evaluated further.

Criteria 1: Experience (MET _____ NOT MET _____)

Bidders MUST have extensive experience, defined as a minimum of three years, in Category A and/ or Category B and/or Category C and/or Category D and/or Category E and/or Category F. Please provide CV's detailing relevant experience. CV's must clearly demonstrate at least three years' experience (experience must be recent within the last five years) in the relevant categories. Copy of any certificates (vessel ownership, training certificates, insurance certificates etc) referenced in application.

Category A: Data Collection (biological, ecological, and biophysical)

Bidders must have necessary experience in one or more field below (a and/or b and/or c and/or d and/or e):

a. Biological sample collection (one or more of the following):

- i. Plankton
- ii. Fish and invertebrates (all life stages)
- iii. Marine mammals
- iv. Reptiles
- v. Birds
- vi. Isotopes
- vii. Marine plants
- viii. Corals and Sponges
- ix. Infauna species
- x. Otoliths/fin clips
- xi. Tissues
- xii. Blood etc

b. Ecological, biodiversity, environmental, or taxonomic research or related information services (one or more of the following):

- i. Contribute, add to, or quality control biological databases

- ii. Conduct biodiversity, environmental or ecological studies, monitoring, and sample collection, assessment and analysis.
- c. Biophysical-data including but not limited to (one or more of the following):**
- i. Habitat use
 - ii. Sediment and/or water collection/sampling (such as CTD, pH, Mercury, grab sampling, etc.
- d. Photo/video Collection** (such as deep imager camera systems, Automated Underwater Video, Remotely Operated Video etc)
- e. Oceanographic Data Collection**
- I. Temperature
 - II. Salinity
 - III. Oceanographic (processing of sea surface temperature satellite)
 - IV. Ice cover
 - V. Bathymetric
 - VI. Backscatter
 - VII. Multibeam
 - VIII. Side scan sonar
 - IX. Sub bottom profiling
 - X. Ground truthing
 - XI. Current profilers etc
 - XII. Other, please specify _____

Category B: Data Processing and Analysis

Bidders must have necessary experience with the utilization of software and/or hardware and/or other related equipment and resources used for technical data processing and/or analysis in one or more fields below (a and/or b and/or c and/or d and/or e):

- a. Biological sample processing (one or more of the following):
- I. For all samples listed in a above
 - II. Life history characteristics
 - III. DNA extraction
 - IV. Morphometrics
 - V. Merristics
 - VI. Dissection
 - VII. Nercropsy
 - VIII. Otolith extraction
 - IX. microscope work
 - X. Infaunal

-
- XI. DNA
 - XII. Other please list
 - b. Ecological, biodiversity, environmental, or taxonomic analysis
 - c. Biophysical:
 - iii. Habitat use
 - iv. Sediment and/or water processing/analysis (such as PSA, TCH, TIC, TAC, heavy metals etc).
 - d. Photo/Video Processing/Analysis
 - e. Oceanographic Data Processing/Analysis
 - I. Temperature
 - II. Salinity
 - III. Oceanographic (processing of sea surface temperature satellite)
 - IV. Ice cover
 - V. Bathymetric maps
 - VI. Classification schemes backscatter, multibeam etc
 - VII. Side scan sonar
 - VIII. Sub bottom profiling
 - IX. Ground truthing
 - X. Current profilers
 - XI. Laboratory
 - XII. Specify _____

Category C: Specialized Scientific Assessments

Bidders may have one or more of the following:

- a. Experience using scripting languages such as R
- b. Specify statistical packages you are proficient in _____
- c. Expert Subject area benthic biodiversity, genetics work etc. _____
- d. GIS Mapping and Analysis and database management. Specify what software _____
- e. Experience working with DFO Research vessel survey datasets
- f. Expertise in analyzing outputs from oceanographic, multibeam, backscatter data collection etc (value added products from classification schemes, habitat maps).
- g. Experience in developing biophysical overview, socio-economic overview, and risk assessment reports for marine spatial planning

Category D: Training (must provide copy of any training certificates)

Bidders may have one of the following:

- a. Completed training with respect to working on/near water (MEDS, Basic Survival Training, helicopter, First Aid, diving certifications)

- b. Completed training on scientific equipment, equipment replacement, maintenance or other specialized certified training (GIS, statistical packages)
- c. Certification to provide such training to DFO staff. Please specify _____

Category E: Fieldwork in the Marine Environment

Bidder may have one or more of the following:

- a. Sampling, processing, and recording data on biotic and abiotic specimens onboard marine vessels
- b. Testing of various forms of marine equipment onboard vessels

Category F: Equipment (holdings and/or access to equipment)

Bidders may demonstrate if they have the capability to provide one or more of the following (a-e):

- a. The Logistical placement/retrieval of scientific equipment and the capability of vessels to accommodate adjustments for scientific equipment may be required.
- b. Equipment may include but is not limited to the following: underwater photo/video, CTD devices, laboratory equipment, acoustic recording devices, AUV's and ROVs, Infaunal coring, sediment grab samples
- c. Various types of fishing gear (longlines seines, pots, heavy duty rods etc)
- d. Various types of oceanographic gear, please specify _____
- e. Access to equipment, please list _____

Criteria 2: Availability of Vessel(s)

Bidders must demonstrate that they either own or have access to sea worthy vessel(s) to be used for various near shore and/or offshore activities. If Bidders qualify under Category A or B or C then they meet criteria 2.

If you have access to vessel(s) that may be used for various near shore and/or offshore activities please indicate below by checking appropriate boxes and providing additional information where required.

Category A: Own Vessel (MET _____ NOT MET _____)

- a. Do you own a sea worthy vessel(s) Yes() No ()
If yes, what is the length of the vessel(s). Length (in feet) _____

Vessel class/ configuration (operating platforms/specs): Does ship have large enough platforms for deploying oceanographic equipment, large fishing equipment, large winches etc? Yes () NO () please specify _____

Please indicate home port of the vessel(s) _____

Is it suitable for either: Inshore (), Offshore (), or Both ()

If more than one vessel provide a list.

Does vessel have accommodations? Please describe _____
Does vessel have the provisions to be away from port for up to 1 week or longer?
Yes () No () How long? _____

Vessel capability: For each vessel described above please list onboard equipment related to projects in the marine environment: For example does it have a crane, winches capable of deploying ROV equipment, ocean moorings, CTDs, Camera systems etc. Please list _____

- b. Does Vessel have its own crew? Yes () No (). Access to Science technicians Yes () No ()

Category B: Access to Vessel(s) (MET _____ NOT MET _____)

- a. Do you have access to a sea worthy vessel(s) Yes() No ()
If yes, what is the length of the vessel(s). Length (in feet) _____

Vessel class/ configuration (operating platforms/specs): Does ship have large enough platforms for deploying oceanographic equipment, large fishing equipment, large winches etc? Yes () NO () please specify _____

Please indicate home port of the vessel(s) _____

Is it suitable for either: Inshore (), Offshore (), or Both ()

If more than one vessel provide a list.

Does vessel have accommodations? Please describe _____
Does vessel have the provisions to be away from port for up to 1 week or longer? Yes () No () How long? _____

Vessel capability: For each vessel described above please list onboard equipment related to projects in the marine environment: For example does it have a crane, winches capable of deploying ROV equipment, ocean moorings, CTDs, Camera

systems etc. Please list _____

- b. Does Vessel have its own crew? Yes () No (). How many _____? Access to Science technicians Yes () No () How many? _____

Category C: Access to wide variety of vessels (MET _____ NOT MET _____)

Bidders may have access to a wide variety of fishing vessels (testing of conservation tools, timely harvester feedback on various science projects)

Proof of vessel lease, ownership, or plan must be provided. Must submit vessel ownership, certification, and insurance documentation.

Criteria 3: Local Ecological Knowledge (MET _____ NOT MET _____)

Bidders must have experience (two years) in category a and/or b and/or c and/or d. Must provide CV demonstrating at least 2 years' experience in one or more of the following:

- Educational background and recent (within past three years) and significant (at least two years total) experience interviewing harvesters, soliciting harvester feedback-evaluation with respect to fisheries and the marine environment (local ecological knowledge/traditional ecological knowledge).
- Experience publishing on Local Ecological Knowledge in peer reviewed scientific journals (list publications if you are first or second author) _____
- Collection, processing, digitizing, data base development and database management.
- Collection of Indigenous/Aboriginal Knowledge on the marine environment. (This is only applicable to the Aboriginal set aside).

Criteria 4: Publication (s) (MET _____ NOT MET _____)

Bidders must have published in scientific peer reviewed journals on projects in the marine environment in NL. (Please provide 2 examples in CV that clearly demonstrates your subject matter expertise).

Criteria 5: Public Awareness and Education (MET _____ NOT MET _____)

Bidders must have a minimum of three years of recent (within past 5 years) experience in any one of the following:

- Product development (display models, communications material etc), please list
- Multimedia products (professional photo, video, graphics design, web based media, hardware (e.g kiosk touch screen).
- Facilitation, consultation, experience organizing public events etc. with respect to projects in the marine environment.

Area of Operation

Bidders shall indicate areas in which they are capable of performing work by providing a check in the areas below.

Ability to access areas (Check the areas you are capable of working)

- Gilbert Bay & Southern Labrador ()
- Eastport & Bonavista Bay ()
- Laurentian Channel Area of Interest ()
- Laurentian Channel & southern Newfoundland ()
- NAFO DIVISION 3Ps and 3Pn
- NAFO DIVISION 4R
- NAFO DIVISION 4Vn and 4Vs
- Placentia Bay ()
- Fortune Bay ()
- Other inshore Newfoundland ()
- Other offshore Newfoundland ()
- Other inshore Labrador ()
- Other offshore Labrador ()
- Northern Labrador ()
- Land based Activities ()
- Laboratory ()

Annex C
Integrity Provisions – List of Names

[MUST BE COMPLETED BY OFFEROR WITH BID SUBMISSION]

Please provide list of names of the following entities, according to the ownership nature of the company

1. For a Corporation - each current member of the Bidder's Board of Directors;

2. For a Sole Proprietorship or an individual doing business under a firm name - the name of the sole proprietor or individual;

3. For a Joint Venture - the names of all current members of the Joint venture;

4. For an individual - the full name of the person;

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 File No. - N° du dossier
 XAQ-5-38128

Buyer ID - Id de l'acheteur
 XAQ031
 CCC No./N° CCC - FMS No./N° VME

Annex E Periodic Usage Reports

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

If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

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

GSIN	Supply Arrangement Number	Supply Arrangement Title / Description	Document Type	Supplier's Name	Supplier's Contract Info	Supply Arrangement Value (\$)	
						Original Value	Total Amended Value
Name of PWGSC Authority	Reporting Period (FY & Quarter)	Call up Detail by ordering Department					
		Department or Agency	Delivery Location (Province)	Total # of Orders for the Reporting Period (Quarter)	Total \$ Value of Orders for the Reporting Period (incl GST/HST)	Total # of Orders for the Fiscal Year to Date	Total # of Orders for the Fiscal Year to Date (incl GST/HST)

**The required information for this Supply Arrangement must be e-mailed to the following address:
 janice.baird@pwgsc.gc.ca**

Annex F

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

-
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - p. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
 - q. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - r. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

Marine Liability Insurance

1. The Contractor must obtain Protection & Indemnity (P&I) insurance that must include excess collision liability and pollution liability. The insurance must be placed with a member of the International Group of Protection and Indemnity Associations or with a fixed market in an amount of not less than the limits determined by the [Marine Liability Act](#), S.C. 2001, c. 6. Coverage must include crew liability, if it is not covered by Worker's Compensation as detailed in paragraph (2.) below.
2. The Contractor must obtain Worker's Compensation insurance covering all employees engaged in the Work in accordance with the statutory requirements of the Territory or Province or state of nationality, domicile, employment, having jurisdiction over such employees. If the Contractor is assessed any additional levy, extra assessment or super-assessment by a Worker's Compensation Board, as a result of an accident causing injury or death to an employee of the Contractor or subcontractor, or due to unsafe working conditions, then such levy or assessment must be paid by the Contractor at its sole cost.
3. The Protection and Indemnity insurance policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - b. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Fisheries and Oceans and Public Works and Government Services Canada for any and all loss of or damage to the watercraft however caused.
 - c. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
 - d. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - e. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,*

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*284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

Annex G

CONTRACTING PROCESS/STATEMENT OF WORK FORMAT

1. CONTRACTING PROCESS

Individual requirements will be raised and processed as follows:

- 1.1. The DFO Technical Authority (TA) will prepare a Request for Proposal (RFP) including a Statement of Work (SOW) in the format provided. This will be distributed via e-mail to all approved contractors in the relevant category.
- 1.2. The Contractor(s) will provide a return firm price proposal by e-mail to the TA within the time frame requested. This proposal will provide an all inclusive firm price for the completion of the work outlined in the SOW. For urgent work the TA may request a proposal for reply within 24 hours.

To be responsive, the Contractor must meet all requirements of the RFP.

- 1.3. The TA will select the lowest priced compliant proposal for award of a contract, and forward the contract document to the successful contractor by e-mail. A copy of the contract will be forwarded to the Supply Arrangement Authority.
- 1.4. Upon final inspection and acceptance of the work by Canada, the Contractor will invoice DFO for payment, with a copy to the PWGSC Supply Arrangement Authority. The invoice shall contain a reference to the PWGSC SA number and the individual contract number.

Care must be taken by both parties in the contracting activities, as under no circumstances can Canada authorise payment of an invoice greater than \$30,000.00 under any contract resulting from these SAs. All contracts will be subject to audit verification as defined in the SA.

2. STATEMENT OF WORK (SOW) FORMAT

All RFPs shall have a SOW attached based on this format, addressing the following elements, as applicable:

2.1 SCOPE:

Provide brief introductory overview of work required addressing what, where and when, but not how. The how shall be the responsibility of the Contractor based on the following criteria stated in the SOW and so reflected in the Contractor's proposal for the work.

2.2 BACKGROUND:

- a. Regulations
- b. Standards
- c. Regulations
- d. Quality assurance standards

2.3 TECHNICAL DESCRIPTION:

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File No. - N° du dossier
XAQ-5-38128

Buyer ID - Id de l'acheteur
XAQ031
CCC No./N° CCC - FMS No./N° VME

- a. Define requirement in terms of performance
- b. State clearly what work is required to be completed

2.45 DELIVERABLES:

- a. Reports
- b. Other, as specified in the SOW.