



**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 Salmon Egg Collection Project in Tatsamenie Lake, British Columbia		Date July 13, 2018
Solicitation No. – N° de l'invitation F5211-180236		
Client Reference No. - No. de référence du client F1622-184000/1		
Solicitation Closes – L'invitation prend fin At / à : 14:00 ADT(Atlantic Daylight Time) On / le : Wednesday, August 1, 2018		
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 Kimberly Walker 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 \(2016-04-04\)](#) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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.

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

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to 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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 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.

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **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 hard copy 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](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). 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.

3.1.1 Electronic Payment of Invoices – Bid

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



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

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

Section III: Certifications

Bidders must submit the certifications and additional information 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 D for details

4.1.1.2 Point Rated Technical Criteria

Please see Annex D 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 Basis of Selection - Lowest Price Per Point

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of 25 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 50 points."
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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 Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Contractor's Representative

The Contractor's Representative for the Contract is:

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

5.2.2 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

Security Clauses #1 – No Security Requirement, **escort required at DFO site(s)**

ANNEX A

- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have access to PROTECTED or CLASSIFIED information/assets.
- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have unescorted access to restricted access areas of Fisheries and Oceans Canada facilities, or Canadian Coast Guard vessels.
- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT remove any PROTECTED or CLASSIFIED information/assets from DFO site(s).
- Subcontracts or arrangements with a third party are not to be awarded without the prior written permission of the Contracting Authority (i.e. a new SRCL must be submitted and processed following the same procedure as for the initial 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>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The contract period is estimated to be from the date of contract award to July 31, 2019 inclusive

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.



6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Kimberly Walker
Title: Senior Contracting Officer
Department: Fisheries and Oceans Canada
Directorate: Materiel and Procurement Services
Address: 301 Bishop Drive, Fredericton, NB E3C 2M6
E-mail address: DFOtenders-soumissionsMPO@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: _____
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 Price

SACC Manual clause [C6000C \(2011-05-16\)](#) Limitation of Price

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 2010C (2016-04-04), General Conditions - Services (Medium Complexity)
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, to Part 3 of the Bid Solicitation

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

Title

Salmon Egg Collection Project in Tatsamenie Lake, British Columbia

Contracting Period

Upon contract award through to July 31, 2019, with option to renew for 3 additional 1 year periods at the sole discretion of Fisheries and Oceans Canada (DFO)

Option periods if exercised will be August 1, 2019 through to July 31, 2020, August 1, 2020 through to July 31, 2021 and August 1, 2021 through to July 31, 2022.

The Project work will take place between approximately August 1 and October 15 each year. Draft summary report is to be submitted by November 10, 2018 and the Final summary report is to be submitted by December 31, 2018. If option years are exercised exact date will be confirmed by the Project Authority each option year.

Introduction

Tatsamenie Lake is located at the headwaters of Tatsatua Creek, a tributary of the Sheslay River and in turn the Taku River. Tatsamenie Lake is accessible only by air. It is approximately 160 and 110 air km from Atlin and Telegraph Creek respectively, and 100 air km from Snettisham Hatchery in Juneau, Alaska. Sockeye escapements returning to Tatsamenie Lake are variable based on counts since 1985 at the Little Tatsamenie Lake weir. Tatsamenie Lake Sockeye migrate up the Taku River with peak numbers passing through the Little Tatsamenie Lake weir August 24 - September 5. Mean travel time is approximately 30 days. Historic return information and reporting is available from the Scientific Authority.

The Tatsamenie Lake Sockeye egg take is part of a joint enhancement program of Transboundary rivers involving Canada and the United States. The Transboundary Rivers Annex of the Pacific Salmon Treaty outlines the enhancement objectives for the Taku River.

The Tatsamenie Lake enhancement project has been completed annually since 1989. The enhancement project includes the collection of Sockeye Salmon brood stock from Tatsamenie Lake for egg takes and transfer of those eggs to Snettisham Hatchery in Alaska for incubation.

Objectives

Beginning in summer 2018, the Contractor is to operate the Tatsamenie Lake weir in order to collect eggs and milt from the Tatsamenie Lake Sockeye stock in B.C., fertilize on site, and transport the water hardened eggs to the Port Snettisham Hatchery in Alaska. In addition to this, during weir operation, information is to be collected including the description below. This is the first year of the proposed contract with an option to extend the contract annually in the 2020, 2021 and 2022 summer field seasons at the discretion of Fisheries and Oceans Canada. The egg collection target may change annually based on DFO objectives determined through communication and collaboration with the Transboundary Technical Committee and Panel. For the 2018 season, the contractor will be required to supply 2.5 million, or a maximum of 30 percent of the Tatsamenie Lake sockeye spawning escapement, fertilised, water hardened, Sockeye eggs to the Snettisham hatchery.

Requirements

Tasks, Activities, Deliverables and Milestones

Brood Stock collection	- approx. August 15th – September 15th
Peak Spawning date	- approx. September 20th – Oct 5th
Fecundity	- approx. 3,880
Adults to be used	- approx. 1,400



Weir Operation

The enumeration of adult Chinook, sockeye and Coho salmon through the weir.

The sampling of all available chinook salmon spawning upstream or downstream of the weir for:

- scales (five per fish),
- length (MEF and POH),
- sex, condition,
- floy tags/secondary marks,
- and coded-wire tags,

as per the sampling protocol in Appendix A.

Sampling

Collect samples of ovarian fluid for IHNV from 150 females sampled at peak spawning in requisite centrifuge tubes and deliver to ADF&G in Juneau, Alaska;

Collect duplicate kidney samples (anterior and posterior) from 150 Sockeye and deliver to ADF&G in Juneau, Alaska;

Collect 400 otoliths matched with scales (five per fish) from 400 brood stock adults (200 males, 200 females).

The recovery of as many spaghetti tags as possible without unduly disrupting migration through the weir.

The random sampling of 800 Sockeye salmon at the weir in proportion to run strength (Scientific Authority will advise) for: scales (five per fish), length (MEF matched with 200 POH), sex, spaghetti tags and spaghetti tag scar presence/absence.

The measurement of water level and temperature on a daily basis at the enumeration fence site; documentation of time of measurement to the nearest hour.

Broodstock Collection

Capture brood stock to supply 2.5 million fertilised Sockeye eggs or 30% of the spawning escapement whichever is less.

Broodstock Holding

Select and capture brood stock from the weir pen and transport to net pens for holding until sexually mature; all spawners to be inspected for signs of BKD or other abnormalities; if abnormalities are detected these fish are to be removed from the egg take effort;

Egg Take Procedure

Specific egg take methods are required by the scientific authority. World Health Organization (OIE) fertilization and disinfection procedures are to be used. Specific methods are available upon request from the Scientific Authority. These protocols require a saline rinse in advance of and post fertilization, then two iodophor rinses before water hardening with IHNV free water. Special attention is to be given to the handling and sorting of brood stock, initial rinsing of eggs, iodophor disinfection application to eggs and iodophor solution recharging during egg disinfection.

Egg Transport

Water hardened fertilized eggs are to be transported along with a small volume of IHNV free water, embedded in ice as appropriate, in tightly sealed plastic bags contained within the coolers. Egg Transport should be immediately upon completing daily egg takes pending appropriate weather transport conditions. Eggs are to be flown directly from Tatsamenie Lake to Snettisham Hatchery near Juneau Alaska by floatplane.



Health and Safety

The Contractor is responsible for maintaining a work environment that is both safe and healthy. It is the responsibility of the Contractor to ensure that the work environment is free of known hazards and proper safe work procedures are used when conducting tasks (i.e. boat use, working near water). All safety and health issues/incidents are to be reported to the Project Authority by the Contractor, immediately.

Licensing

It is the Contractor's responsibility to obtain a Scientific Fish Collection Permit from the DFO Whitehorse office. http://www.pac.dfo-mpo.gc.ca/yukon/licence_sci-permis_sci-eng.html .

Reporting

The Contractor is to maintain a daily site log, detailing weir installation and removal dates, all fish culture procedures, brood stock capture, holding, sorting, spawning, mortalities, releases, egg-transport and all contacts with ADF&G and DFO which are related to this statement of work. Daily updates will be provided to the Scientific Authority by the Contractor, via email, detailing the brood stock holding and eggs collected to date and any other issues that may arise.

A Draft summary report and a copy of all field notes, detailing the biological/operational procedures and results will be submitted to the Scientific Authority by November 10, 2018. DFO will provide comments if necessary and a Final summary report is to be submitted by December 31, 2018. Upon potential successive contract years these dates will be adhered to annually.

Contractor's Obligations

The Contractor is responsible for coordination of all aspects of mobilising field equipment for the project and maintaining fuels for the camp. Accommodation will be the responsibility of the contractor.

The Contractor will be required to meet the standards identified particularly operational safety, egg collection and disinfection methods identified, daily reporting of activities, and timely delivery of fertilised viable eggs to Snettisham Hatchery. The Hatchery will provide feedback upon receipt of eggs describing the health of the shipments. Draft and Final reporting must meet timelines specified to inform DFO for project requirements. DFO will use the measure of annual egg's collected and health information from Snettisham to determine project success.

Title to the equipment/furnishings charged against this Contract shall vest in Canada upon payment of invoiced amounts and shall remain so vested at all times.

For each pre-approved item of equipment/furnishings that is purchased, the Contractor is to record the name, manufacturer, model number, serial number, optional equipment, supplier and price and forward this information to the Project Authority.

The Contractor must label all equipment/furnishings as being the property of Canada.

Notwithstanding the fact that the equipment/furnishings under this Contract become vested in Canada, the equipment/furnishings must remain within the custody and control of the Contractor until such time as the Project Authority provides instructions for its delivery. During this period of time, the Contractor must take reasonable and proper care of the equipment/furnishings.

Departmental Obligation

The Department is responsible for reviewing daily reports on progress, receiving samples for processing and reviewing Draft and Final reporting and Invoicing for annual project completion. DFO will use the measure of annual egg's collected and health information from Snettisham to determine project success.

LICENSES AND PERMITS

The Contractor must obtain and maintain all permits, licenses and certificates of approval required for the Work to be performed under any applicable federal, provincial or municipal legislation. The Contractor is responsible for any charges imposed by such legislation or regulations. Upon request, the Contractor



must provide a copy of any such permit, license or certificate to Canada.

Location of Work, Work site and Delivery Point

Due to existing workload and deadlines, all personnel assigned to the contract must be ready to work in close and frequent contact with the Departmental Representative and other departmental personnel.

The contractor is responsible for mobilizing equipment and personnel to the project site. Normal access is vehicle to Atlin, BC then by floatplane to Tatsamenie Lake. All operational fieldwork will occur at Tatsamenie Lake and crews are expected to reside there for the duration of the project.

Travel and Living

There is no provision for travel and/or living expenses under this contract.

Methodology

The contractor will be required to install and maintain a salmon counting fence, sample migrating salmon, select broodstock and hold for subsequent egg takes. Specifically, the contractor will use the following methods:

1. The construction, operation and maintenance of an enumeration fence. Fence operation will be within the contract period during sockeye migration, approximately August 5 to October 5.
2. The adult fence will be constructed using existing materials on site, with additional weir panels constructed on site if required. Brood stock will be collected at the fence and transported to floating net pens situated near the outlet of Tatsamenie Lake to hold until ripe for egg takes. Average fecundity is approximately 3,880. Brood stock collection will begin mid/late August. Sampling and tag retrieval will occur throughout the brood stock collection period.
3. Net pens shall be positioned and managed to minimize disturbance by bears, prevent escapement from holding pens and maintain stability of anchoring. Concerns determined during holding and sorting practices should be communicated to the project Authority.
4. Transport from weir to net pens will be conducted using fish totes and bottled oxygen. Sufficient brood stock to obtain the egg take target will be collected. Fish shall be monitored and checked as required for ripeness and presence of disease, with the intent that handling and disturbance is minimized. Brood stock should be spread about the available holding pens to prevent unnecessary densities. Held fish should be sorted to distinguish ripe from green fish. It is anticipated that pre-spawn holding mortality will be in the range of 5%. The egg take procedures and disease avoidance protocol are available from DFO upon request.
5. Prior to the first egg take hatchery personnel at Snettisham hatchery will be notified via satellite phone when the first egg delivery flight will arrive. Eggs will be transported in tightly sealed plastic bags containing 4-5 litres of IHNV free water. The bags will be placed in coolers containing a sufficient amount of ice to maintain core egg temperatures between 2- 6 degrees C. The primary means of egg transport will be by float plane but in the event that weather prevents the safe passage of the aircraft, then a helicopter based out of Dease Lake, B.C. or Juneau, Alaska may be used. The contractor will arrange for air transportation.
6. IHNV and BKD sampling will be completed as described by DFO (Contact DFO for information).



Payment:

The Contractor will lump sum invoice for services delivered upon project completion according to agreed contract dates and objectives.

Insurance Requirements

The Contractor must maintain adequate insurance coverage for the duration of any and all contract work. Compliance with Insurance requirements does not release the Contractor from or reduce its liability under this contract or any related contracts.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfil its obligation and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's discretion and expense, and for its own benefit and protection.

APPENDIX A - Chinook Sampling Protocol

All fish (regardless of size) encountered on the spawning grounds will be sampled. Each will be inspected to detect a primary mark (individually numbered tag), two secondary marks (an upper left operculum punch, UOP, and a clipped left axillary appendage, LAA, located at the base of the left pelvic fin), a missing adipose fin, and a mark indicating that the fish had been previously inspected. Note that the first time a Chinook salmon is examined at a weir or on a spawning ground, a ¼-in hole will be punched on the lower left operculum (LOP). It is most vital that during the spawning grounds sampling, we obtain an accurate count of the total number of fish inspected by size and age category and, of those, accurately detect any fish that were marked at Canyon Island without double sampling.

The following steps will be used for sampling each fish encountered. Look for an LOP or slashes, and if either mark is present, go on to the next fish. For fish that do not have an LOP, look for: 1) the UOP, or 2) a solid-core spaghetti tag, or 3) a LAA. Any of the three indicate this fish was marked at Canyon Island and this fish is a valid recovery. If present, record the number written on the spaghetti tag and whether or not either secondary mark is present. Sample the fish for age, sex, length information, apply a LOP and/or slashes, then move on to the next specimen. If the fish is missing its adipose fin, sample the fish for ASL information, remove and retain its head, affix a numbered cinch strap to that head, record the number on the cinch strap, slash the body, and move on to the next fish. If there is some question as to whether an adipose fin is missing or not, treat the fish as though it were missing the adipose fin, but record a "?" in the field corresponding to presence of the fin. If the fish has no marks at all, sample the fish for ASL information, apply a LOP, and then move on to the next fish. All data will be recorded on the escapement sample form. Note that it is imperative to look for the presence or absence of the UOP or LAA in the event that the spaghetti tag has fallen off.

On the escapement sample form each time you encounter a fish that has not been previously sampled record the date, sex, length (MEF), and number from a solid-core spaghetti tag number (if present) or whether the fish was missing the adipose fin. Note that for length we will collect MEF (middle of the eye to tail-fork) and POH (post orbit to hypural plate). Record book number in appropriate column. Most importantly, document the presence or absence of the UOP, and LAA, (as well as adipose clip). If this is not possible, indicate with a question mark. If you find a fish with no solid-core spaghetti tag but with scar behind the dorsal fin, write "scar" under Spaghetti Tag number. Classify the size of the fish according to the following: <440 = small, 441-659 = medium, >659 = large. Identify the size class whenever possible, even if you are unable to get an accurate length measurement (for example, on a scavenged carcass). Record the condition of the fish, i.e. if it is active, moribund, or a carcass, and pre-, mid-, or post-spawn.



ANNEX "B" BASIS OF PAYMENT

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

Initial Contracting Period - Contract awarded through to July 31, 2019

Total - All-inclusive Cost to complete the project \$_____

1st Optional period – August 1, 2019 through to July 31, 2020

Total - All-inclusive Cost to complete the project \$_____

2nd Optional period – August 1, 2020 through to July 31, 2021

Total - All-inclusive Cost to complete the project \$_____

3rd Optional period – August 1, 2021 through to July 31, 2022

Total - All-inclusive Cost to complete the project \$_____



ANNEX “C” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);



ANNEX “D” EVALUATION CRITERIA

MANDATORY REQUIREMENTS:

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. The proposal must demonstrate that similar services to those described in the Statement of Work have been provided. 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 should 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.
<p>M1 Experience</p>	<p>Bidders must demonstrate they have successfully provided services similar to those identified in the statement of work (SOW). To demonstrate their experience, bidders must provide details on previous projects that have been completed or ongoing within the last seven (7) years from the closing date of this RFP. Bidders must identify:</p> <ul style="list-style-type: none"> • the name of the client; • the period during which the service was provided; • an outline of the services provided; • 		



Rated Criteria	Scoring
<p>R1. Experience with salmon egg collection operations. R1 a) Understanding (10 points max)</p> <p>R1 b) Years of Experience (10 points max)</p> <p>R2. A description of the approach with reference to methodology to achieve the Statement of Work objectives and ensuring QA/QC (Quality assurance and Quality control). R2 a) Understanding (10 points max)</p> <p>R2 b) Methodology identified (10 points max)</p> <p>R3. Experience of staff to be assigned to project activities R3 a) Demonstrate the proposed Field Supervisor's experience. The minimum requirement is five (5) years in conducting similar projects (10 points max)</p> <p>R3 b) Demonstrate the fish technicians experience. The minimum requirement for at least one of the technicians is two (2) years of experience in similar activities. (10 points max)</p>	<p>R1 a) Demonstrated Understanding:</p> <ul style="list-style-type: none"> • Excellent - 10 points • Acceptable - 5 points • Unsatisfactory - 0 points <p>R1 b) Years of experience:</p> <ul style="list-style-type: none"> • 8 or more years - 10 points • 5–7 years - 7 points • 3-4 years – 5 points • 1-2 years - 3 points • less than 1 year - 0 points <p>R2 a) Demonstrated Understanding:</p> <ul style="list-style-type: none"> • Excellent - 10 points • Acceptable - 5 points • Unsatisfactory - 0 points <p>R2 b) Demonstrated Methodology:</p> <ul style="list-style-type: none"> • Excellent - 10 points • Acceptable - 5 points • Unsatisfactory - 0 points <p>R3 a) Demonstrated Experience:</p> <ul style="list-style-type: none"> • 8 or more years - 10 points • 6–7 years - 7 points • 5 years – 5 points • less than 5 years - 0 points <p>R3 b) Demonstrated Experience:</p> <ul style="list-style-type: none"> • 7 or more years = 10 points • 3 – 6 years = 8 points • 2 years = 5 points

Total points (R1, R2, & R3): 60 points maximum



**R1a, R2a, and R2b Knowledge and Understanding
For the Criterion Above:**

0 points: Unsatisfactory: No details provided. No approach and/or methodology and/or understanding was proposed.

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.

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.

PRICE

Cost Evaluation (total maximum of 40 points)

Of those proposals determined to be technically responsive, the lowest cost proposal will be awarded the maximum number of points assigned for cost (40 points). The points for cost for the remaining technically responsive proposals will be allocated on a pro-rata basis.

BASIS OF SELECTION: The compliant bidder with the highest combined rated criteria points (60%) and price points (40%) shall be selected as the bidder providing best value.