



**RETURN BIDS by:**  
**RETOURNER LES SOUMISSIONS par:**

**Email / Courriel**

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**REVISED - REQUEST FOR STANDING  
OFFER  
DEMANDE D'OFFRE À COMMANDES**

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 à : 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).

**There are no security requirements associated with this requirement.**

<b>Title / Titre</b> Canadian Hydrographic Service Production and Maintenance of Nautical Charts		<b>Date</b> July 30, 2018
<b>Solicitation No. / N° de l'invitation</b> FP802-180053		
<b>Client Reference No. / No. de référence du client(e)</b> FP845-180029		
<b>Solicitation Closes / L'invitation prend fin</b> <b>At / à: 2 :00PM</b> EDT (Eastern Daylight Time)  <b>On / le:</b> AUGUST 08, 2018		
<b>F.O.B. / F.A.B.</b> Destination	<b>Taxes</b> See herein — Voir en ceci	<b>Duty / Droits</b> See herein — Voir en ceci
<b>Destination of Goods and Services / Destinations des biens et services</b> See herein — Voir en ceci		
<b>Instructions</b> See herein — Voir ci-inclus		
<b>Address Inquiries to : / Adresser toute demande de renseignements à:</b> Ghislaine Parent <b>Email / Courriel:</b> <a href="mailto:Ghislaine.parent@dfo-mpo.gc.ca">Ghislaine.parent@dfo-mpo.gc.ca</a>		
<b>Delivery Required / Livraison exigée</b> See herein — Voir en ceci	<b>Delivery Offered / Livraison proposée</b>	
<b>Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur</b>		
<b>Telephone No. / No. de téléphone</b>	<b>Facsimile No. / No. de télécopieur</b>	
<b>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)</b>		
<b>Signature</b>	<b>Date</b>	



**REQUEST FOR NATIONAL INDIVIDUAL  
STANDING OFFERS  
DEPARTMENT OF FISHERIES AND OCEANS  
THE CANADIAN HYDROGRAPHIC SERVICE  
PRODUCTION AND MAINTENANCE OF NAUTICAL CHARTS**



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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
- 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Check List, the Electronic Payment Instruments, Personnel Identification Form, Statement of Work Template and the Non-Disclosure Agreement.

### 1.2 Summary

- 1.2.1 The Canadian Hydrographic Service (CHS) is mandated to chart Canadian waters to ensure safe navigation and to protect Canadian sovereignty. In that endeavor CHS must collect hydrographic/bathymetric data in support of new digital charting products as well as maintain existing portfolios of nautical charts in a variety of formats. This must be done using current international charting standards of data collection, processing and production.

To facilitate this work, DFO/CHS proposes to award standing offers (SOs) for the following streams of work:

- Georeferencing and data capture for the provision of digitization support services
- Hydrographic chart production on digital charting products and support services
- Hydrographic or bathymetric data processing services

The proposed period of the Standing Offers is five (5) years from the date of award. These SOs will be used by DFO/CHS offices throughout Canada.

- 1.2.2 "The requirement is subject to the provisions of the Canadian Free Trade agreement (CFTA)."
- 1.2.3 The Request for Standing Offers (RFSO) is to establish National Individual Master Standing Offers for the requirement detailed in the RFSO, to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting standing offers.

### 1.3 Estimated Yearly Work Volumes

The following is an estimate of contract activity in a typical year and outlines the estimated dollar value of services provided and the level of effort in days.



Stream	Category	Service	Service Estimated Dollar Value per Year	Estimated Level of Effort (in days)
1	Georeferencing and Data Capture (Digitization)	Data Processing and Georeferencing	\$400,000.00	371
2	Hydrographic Chart Production	Production Services	\$600,000.00	857
		Consulting and Standard Analysis Services	\$400,000.00	571
3	Hydrographic/Bathymetric Data Processing	Consulting Services	\$250,000.00	175
		Production Services	\$450,000.00	642

**1.4 Debriefings**

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

**1.5 INTERPRETATION**

In the Request for Standing Offer "RFSO",

1.5.1 "Canada", "Crown", "Her Majesty", "the Government" or "Fisheries and Oceans Canada" or "DFO" means Her Majesty the Queen in right of Canada, as represented by the Minister of Fisheries and Oceans;

1.5.2 "Call-up", "Contract" means an order issued by an Identified User duly authorized to issue a call-up against a particular standing offer. Issuance of a call-up to the Offeror constitutes acceptance of its offer and results in the creation of a contract between Her Majesty the Queen in right of Canada and the Offeror for the goods or, services or both described in the Call-up;

1.5.3 "Identified User" means a person or entity identified in the Standing Offer and authorized by the Standing Offer Authority to make call-ups against the Standing Offer;

1.5.4 "Standing Offer" means the written offer from the Offeror, the clauses and conditions set out in full text or incorporated by reference from these general conditions, annexes and any other document specified or referred to as forming part of the Standing Offer;

1.5.5 "Offeror", "Contractor" means the person or entity whose name appears on the signature page of the Standing Offer and who offers to provide goods, services or both to Canada under the Standing Offer;

1.5.6 "Minister" means the Minister of Fisheries and Oceans or anyone authorized to act on his/her behalf;

1.5.7 "Proposal" means an offer, submitted in response to a request from a Contracting Authority, that constitutes a solution to the problem, requirement or objective in the request;

1.5.8. "Bidder" means a person or entity submitting a Proposal in response to this RFSO;

1.5.9 "Work" means the whole of the activities, services, materials, equipment, software, matters and things required to be done, delivered

**PART 2 - OFFEROR INSTRUCTIONS**

**2.1 Standard Instructions, Clauses and Conditions**

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).



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

Subsection 5.4 of **2006**, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

## 2.2 Submission of Offers

Bids must be submitted only to the contracting officer by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the Request for Standing Offers, transmission of offers 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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

### Definitions

For the purposes of this clause,

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

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

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

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

### Former Public Servant in Receipt of a Pension

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

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

- a. name of former public servant;



- b. date of termination of employment or retirement from the Public Service.

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

**Work Force Adjustment Directive**

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES ( ) NO ( )**

If so, the Offeror must provide the following information:

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

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 - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

**All enquiries and other communications with government officials throughout the solicitation period are to be directed ONLY to the Contracting Authority.** Noncompliance with this condition during the proposal solicitation period may (for that reason alone) result in disqualification of a Proposal.

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

**2.5 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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





## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1 Offer Preparation Instructions**

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

Section I: Technical Bid – one (1) electronic copy

Section II: Financial Bid - one (1) electronic copy

Section III: Certifications - one (1) electronic copy

Bidders are requested to send their proposals in soft copy to the e-mail address identified on page one of this solicitation.

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 date and time indicated in the RFP.

DFO will not be responsible for any failure or delays attributable to the transmission or receipt of the email tender. For all submissions received by the tender closing date and time, DFO will send an email confirming receipt of the tender to the bidder.

#### **The subject line of the e-mails must provide the following information:**

1. Solicitation Number FP802-180053; and
2. Project Title: Hydrographic Production Services.

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

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.

Due to the nature of the RFSO, offers transmitted by facsimile will not be accepted.

Canada requests that offerors follow the format instructions described below in the preparation of hard copy of their offer:

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

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, Offerors 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 Offer**

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

Offerors may submit a proposal to provide its services for any one stream of service, any sub-stream category or any combination of the three streams and sub stream technical service categories.

Separate technical proposals must be submitted for each stream of service i.e. Stream 1, Stream 2 and Stream 3.

**Bidders must ensure that each proposal contains a title page that clearly indicates the service stream being offered within the proposal.**



To be awarded a Standing Offer in a Stream or Sub-Stream of service the Bidder must successfully qualify one (1) resource at the Senior Level in that Stream or Sub-Stream. Failure to do so will exclude Offerors from further consideration in that Stream or Sub-Stream.

It is not mandatory that Offerors qualify resources at the Intermediate and/or Junior levels as well as the Senior level to qualify for consideration in the service categories.

One Standing Offer will be awarded to each successful Bidder for all streams/categories/level of services for which they have been found compliant. .

## **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the Pricing Schedule contained in Attachment 1 to Part 3.

The financial bid must include all costs for the requirement described in the bid solicitation for the entire Standing Offer Period, including any option years. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.

### **3.1.1 Electronic Payment of Invoices - Offer**

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

If Annex "D" 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**

Offerors must submit the certifications and additional information required under Part 5.

## **Section IV: Additional Information**

**3.1.2 Any Canadian data provided by DFO to the Offeror for work purposes associated with these Standing Offers must be hosted in servers located in Canada only. Otherwise, Canadian data will remain on the DFO network.**



**ATTACHMENT 1 TO PART 3**

**PRICING SCHEDULE**

The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid. The standing offer period specified below must include its quoted all-inclusive ceiling rate for each of the resource categories identified for which it wishes to be considered.

The rates specified below, where quoted by the Bidder, include the total estimated cost of all travel and living expenses that may need to be incurred for:

- a. Work described in Part 6, Resulting Contract Clauses, of this bid solicitation required to be performed within 80 kms. of the Contractor's usual place of business;
- b. the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

**Any inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.**

The Bidder must complete the name of the proposed resource for each Category Level and the all-inclusive ceiling price for Year 1 to Year 5. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" and may request that the Bidder confirm that the price is, in fact, \$0.00. No Bidder will be permitted to add or change a price as part of this confirmation. Any Bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

**Bidders are to add to the Pricing Schedule as deemed necessary to reflect the number of resources being proposed.**

<b>Stream 1 Georeferencing &amp; Data Capture</b>			<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Section A – Data Processing &amp; Georeferencing</b>							
<b>Item</b>	<b>Category</b>	<b>Name of Resource</b>	<b>All-Inclusive Ceiling Price</b>	<b>All-Inclusive Ceiling Price</b>	<b>All-Inclusive Ceiling Price</b>	<b>All-Inclusive Ceiling Price</b>	<b>All-Inclusive Ceiling Price</b>
1.	Senior Consultant						
2.	Intermediate Consultant						
3.	Junior Consultant						



<b>Stream 2 Hydrographic Chart Production</b>			<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Section A - Production Services</b>							
<b>Item</b>	<b>Category</b>	<b>Name of Resource</b>	<b>All-Inclusive Ceiling Price</b>	<b>All-Inclusive Ceiling Price</b>	<b>All-Inclusive Ceiling Price</b>	<b>All-Inclusive Ceiling Price</b>	<b>All-Inclusive Ceiling Price</b>
1.	Senior Consultant						
2.	Intermediate Consultant						
3.	Junior Consultant						

<b>Stream 2 Hydrographic Chart Production</b>			<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Section B Consulting and Standard Analysis Services</b>							
<b>Item</b>	<b>Category</b>	<b>Name of Resource</b>	<b>All-Inclusive Ceiling Price</b>	<b>All-Inclusive Ceiling Price</b>	<b>All-Inclusive Ceiling Price</b>	<b>All-Inclusive Ceiling Price</b>	<b>All-Inclusive Ceiling Price</b>
1.	Senior Consultant						
2.	Intermediate Consultant						
3.	Junior Consultant						



<b>Stream 3 Hydrographic/Bathymetric Data Processing Section A Consulting Services</b>			Year 1	Year 2	Year 3	Year 4	Year 5
Item	Category	Name of Resource	All-Inclusive Ceiling Price	All-Inclusive Ceiling Price	All-Inclusive Ceiling Price	All-Inclusive Ceiling Price	All-Inclusive Ceiling Price
1.	Senior Consultant						
2.	Intermediate Consultant						
3.	Junior Consultant						

<b>Stream 3 Hydrographic/Bathymetric Data Processing Section B – Production Services</b>			Year 1	Year 2	Year 3	Year 4	Year 5
Item	Category	Name of Resource	All-Inclusive Ceiling Price	All-Inclusive Ceiling Price	All-Inclusive Ceiling Price	All-Inclusive Ceiling Price	All-Inclusive Ceiling Price
1.	Senior Consultant						
2.	Intermediate Consultant						
3.	Junior Consultant						

\* **Ceiling Rates** are inclusive of overhead, profit and equipment required to perform the work.

**1.0 Definition of a Day/Proration**

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:



**(Hours worked x applicable firm per diem rate) ÷ 7.5 hours**

- i. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

**2.0 Travel and Living Expenses**

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the DFO Project Authority.

Travel and living expenses will not be authorized if the work location is within 80kms from the Offeror's usual place of business.

All payments are subject to government audit.

Travel requirements will be identified on each individual Call-Up

**3.0 Good and Services Tax (GST) / Harmonized Sales Tax (HST)**

All prices and amounts of money in the Contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price and will be paid by Canada.

GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency any amounts of GST and HST paid or due.



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## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team reserves the right, but is not obligated, to perform any of the following tasks:
  - i) seek clarification or verification from bidders regarding any or all information provided by them with respect to the bid solicitation;
  - ii) contact any or all references supplied by bidders to verify and validate any information submitted by them;
  - iii) request, before award of any Standing Offer, specific information with respect to bidders' legal status;
  - iv) verify any information provided by bidders through independent research, use of any government resources or by contacting third parties;
  - v) interview, at the sole costs of bidders, any bidder and/or any or all of the resources proposed by bidders to fulfill the requirement of the bid solicitation.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Refer to Attachment 1 to Part 4

##### **4.1.1.2 Point Rated Technical Criteria**

Refer to Attachment 1 to Part 4

#### **4.1.2 Financial Evaluation**

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

The Offeror is required to submit firm ceiling prices that will apply for the entire period of the Standing Offer.

### **4.2 Basis of Selection**

- 1. To be declared responsive, an offer must:
  - a. comply with all the requirements of the Request for Standing Offers (RFSO);
  - b. meet all mandatory technical evaluation criteria;
  - c. obtain the required minimum of points for each of the point rated technical evaluation criteria.



2. Offers not meeting (a) or (b) or (c) above will be declared non-responsive for that stream/category/level. All responsive offers for each stream/category/level of resource will be recommended for issuance of a standing offer.





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## ATTACHMENT 1 TO PART 4 TECHNICAL EVALUATION

### General

a) Bidders must *provide sufficient detail to clearly demonstrate how* they meet each mandatory and point rated requirement below. Bidders are advised that only listing experience without providing any supporting data and information to describe responsibilities, duties and relevance to the requirements, or reusing the same wording as the RFSO, will not be considered “demonstrated” for the purpose of this evaluation.

b) This document describes the criteria and methodology which will be used to evaluate proposals. It is the responsibility of the bidder to use these criteria as a framework to clearly demonstrate to the evaluators that the company has the knowledge, experience, management and resources necessary to provide the required services.

c) Bids which meet the mandatory technical criteria for the Corporate Requirements and the Resource Requirements in the resource categories for which they have proposed a resource(s) will be evaluated and scored as specified in the Point Rated Criteria.

d) For all projects and work experience the Bidder should provide all relevant details such as:

- project/ work description overview;
- relevance of the project/work;
- resource role and responsibility, including tasks;
- duration in time (e.g. months; years) and dates;
- name and description of client organization; and
- contact information for Project Authority.

e) To be awarded a Standing Offer in a Stream or Sub-Stream of service the Bidder must successfully qualify one (1) resource at the Senior Level in that Stream or Sub-Stream. Failure to do so will exclude Offerors from further consideration in that Stream or Sub-Stream.

It is not mandatory that Offerors qualify resources at the Intermediate and/or Junior levels as well as the Senior level to qualify for consideration in the service categories.

One Standing Offer will be awarded to each successful Bidder for all streams/categories/level of services for which they have been found compliant.

f) While Bidders must be found compliant with the mandatory **Corporate Requirements** to be considered further for the **Resources Requirements**, they may bid on **only one or all** categories/levels in each stream/section to qualify for a Standing Offer. Bids will only be rated on the resources that bidders propose for the various categories and levels. Bids which fail to obtain the required minimum number of points for a specific category and level will be declared non-responsive for that category/level. Each point rated technical criterion should be addressed separately.



**Stream 1: Georeferencing & Data Capture (Digitization)**

**Section A: Data Processing and Georeferencing**

**Definitions of levels of Resources**

Bidder: \_\_\_\_\_

Junior Consultant (less than 2 years' experience)

Intermediate Consultant (2 to 5 years' experience)

Senior Consultant (more than 5 years' experience)

Item	Mandatory Requirements	Compliant (Yes/No)	Reference to Bidder's Proposal
<b>Corporate Requirements</b>			
<b>M1</b>	<p>The bidder must demonstrate having experience completing at least one project on Georeferencing and data capture work.</p> <p>To demonstrate this experience the bidder must provide one project that has been successfully completed, including the names of the client, the dates and approximate magnitude of the project. The Project descriptions should be technically detailed, identifying particularly the technical aspects of the project which are relevant to georeferencing and data capture work.</p>		
<b>Resource Requirements</b>			
<b>M2</b>	<p>The Bidder <b>must propose</b> at least one resource at the senior level that has more than five (5) years' experience in georeferencing and data capture work.</p> <p><b>Please Note:</b> A resume of the proposed resources must be submitted to demonstrate this experience</p>		
<b>M3</b>	<p>The bidder <b>must propose</b> at least one resource at the Intermediate level that has more than two (2) years' experience in georeferencing and data capture work.</p> <p><b>Please Note:</b> A resume of the proposed resources must be submitted to demonstrate this experience</p>		
<b>M4</b>	<p>The bidder <b>must propose</b> at least one resource at the junior level that has at least four (4) months experience in georeferencing and data capture work.</p> <p><b>Please Note:</b></p>		



Item	Mandatory Requirements	Compliant (Yes/No)	Reference to Bidder's Proposal
	A resume of the proposed resources must be submitted to demonstrate this experience		
<b>M5</b>	<p>The resources proposed by the bidder <b>must</b> have the following education:</p> <p>University degree specializing in Computer Science or application development,</p> <p><b>or</b></p> <p>University degree specializing in Geography or Cartography,</p> <p><b>or</b></p> <p>College Diploma in GIS or Cartography,</p> <p><b>or</b></p> <p>Demonstration of equivalent work (minimum 4 years relevant work ) experience in georeferencing and data capture work in a GIS environment</p> <p><b>Please Note:</b> A resume of the proposed resources must be submitted to support the education or work experience along with copies of all relevant degrees, certificates, diplomas</p>		

**POINT RATED REQUIREMENTS**

Technical Scores will be calculated separately for each resource proposed by the Bidder to determine whether the resource has been awarded the “Total minimum amount to Pass”.

No.	Rated Criteria	Points	Maximum Score	Proposal Page No.
<b>Corporate Requirements</b>				
<b>R1</b>	<p>The bidder should demonstrate having experience completing projects on Georeferencing and data capture work.</p> <p><b>Please Note:</b> The project used to demonstrate experience for M1 cannot be used to demonstrate experience for R1.</p> <p>To demonstrate this experience the bidder must provide one project that has been successfully</p>	<p>1-5 Projects = 5pts 6-12 Projects = 10pts 13-20 Projects =15pts 20+ Projects = 20pts</p>	<b>20</b>	



	completed, including the names of the client, the dates and approximate magnitude of the project. The Project descriptions should be technically detailed, identifying particularly the technical aspects of the project which are relevant to georeferencing and data capture work.			
<b>Resource Requirements</b>				
<b>R2</b>	<p>The bidder should demonstrate that the resources proposed have experience in excess of the requirements described in M2, M3 or M4. Bidder should demonstrate this by providing the resumes of those resources.</p> <p><b>Definition:</b>  <b>Junior Consultant</b> (less than 2 years' experience in georeferencing and data capture)  <b>Intermediate Consultant</b> (2 to 5 years' experience georeferencing and data capture)  <b>Senior Consultant</b> (more than 5 years' experience georeferencing and data capture)</p>	<p><b>Scoring Grid for each proposed resource</b></p> <p><b>Senior Level</b>  5+ - 10 yrs. = 5 points  10+ - 15 yrs. = 10 points  15+ - 20 yrs. = 15 points  20+ yrs. = 20 points</p> <p><b>Intermediate Level</b>  2+ - 5 yrs. = 5 points  5+ - 8 yrs. = 10 points  8+ - 10 yrs. = 15 points  10+ yrs. = 20 points</p> <p><b>Junior Level</b>  1-3 yrs. = 5 points  3+ - 5yrs. = 10 points  5+ - 7 yrs. = 15 points  7+ yrs. = 20 points</p>	<p><b>Up to 20 points for each resource proposed in each level</b></p>	
<b>R3</b>	<p>The Bidder should demonstrate that each of the proposed resources at the Senior, Intermediate or Junior levels have the following experience:</p> <p>i) ESRI suite;  ii) CARIS Hydrographic Production Database (HPD); and  iii) CARIS BASE Editor and/or CARIS BASE Manager</p>	<p><b>Scoring Grid for each proposed resource</b></p> <p>ESRI Suite = <b>5pts</b>  CARIS Hydrographic Productions Database suite = <b>5pts</b>  CARIS Base Database /Editor/manager = <b>5pts</b></p>	<p><b>Up to 15 points for each resource proposed in each level</b></p>	
<b>Total Points Available for Each Resource :</b>			<b>55</b>	
<b>Total minimum amount to PASS</b>			<b>30</b>	



**Stream 2: Hydrographic Chart Production**

**Section A: Production Services**

Bidder: \_\_\_\_\_

**Definitions of levels of Resources**

Junior Consultant (2 years or less experience)  
Intermediate Consultant (more than 2 years' experience)  
Senior Consultant (more than 5 years' experience)

Item	Mandatory Requirements	Compliant (Yes/No)	Reference to Bidder's Proposal
<b>Corporate Requirements</b>			
M1	<p>The bidder must demonstrate having experience completing at least one project on digital chart production and maintenance work</p> <p>To demonstrate this experience the bidder must provide one project that has been successfully completed, including the names of the client, the dates and approximate magnitude of the project. The Project descriptions should be technically detailed, identifying particularly the technical aspects of the project which are relevant to digital chart production and maintenance work.</p>		
<b>Resource Requirements</b>			
M2	<p>The Bidder <b>must propose</b> at least one resource at the senior level that has more than five (5) years' experience in digital chart production and maintenance work.</p> <p><b>Please Note:</b> A resume of the proposed resources must be submitted to demonstrate this experience</p>		
M3	<p>The bidder <b>must propose</b> at least one resource at the Intermediate level that has more than two (2) years' experience in digital chart production and maintenance work</p> <p><b>Please Note:</b> A resume of the proposed resources must be submitted to demonstrate this experience</p>		
M4	<p>The bidder <b>must propose</b> at least one resource at the junior level that has at least four (4) months experience in digital chart production and maintenance work.</p> <p><b>Please Note:</b> A resume of the proposed resources must be submitted to demonstrate this experience</p>		



Item	Mandatory Requirements	Compliant (Yes/No)	Reference to Bidder's Proposal
<b>M5</b>	<p>The resources proposed by the bidder <b>must</b> have the following education:</p> <p>University degree specializing in Computer Science or application development,</p> <p><b>or</b></p> <p>University degree specializing in Geography or Cartography,</p> <p><b>or</b></p> <p>College Diploma in GIS or Cartography,</p> <p><b>or</b></p> <p>Demonstration of equivalent work (minimum 4 years relevant work experience in digital chart production and maintenance work.</p> <p><b>Please Note:</b> A resume of the proposed resources must be submitted to support the education or work experience along with copies of all relevant degrees, certificates, diplomas</p>		

**POINT RATED REQUIREMENTS**

Technical Scores will be calculated separately for each resource proposed by the Bidder to determine whether the resource has been awarded the “Total minimum amount to Pass”.

No.	Rated Criteria	Points	Maximum Score	Proposal Page No.
<b>Corporate Requirements</b>				
<b>R1</b>	<p>The bidder should demonstrate having experience completing projects on digital chart production and maintenance work.</p> <p><b>Please Note:</b> The project used to demonstrate experience for M1 cannot be used to demonstrate experience for R1.</p> <p>To demonstrate this experience the bidder must provide one project that has been successfully completed, including the names of the client, the dates and approximate magnitude of the</p>	<p>1-5 Projects = 5pts 6-12 Projects = 10pts 13-20 Projects = 15pts 20+ Projects = 20pts</p>	<b>20</b>	



No.	Rated Criteria	Points	Maximum Score	Proposal Page No.
	project. The Project descriptions should be technically detailed, identifying particularly the technical aspects of the project which are relevant to georeferencing and data capture work.			
<b>Resource Requirements</b>				
R2	<p>The bidder should demonstrate that the resources proposed have experience in excess of the requirements described in M2, M3 or M4. Bidder should demonstrate this by providing the resumes of those resources.</p> <p><b>Definition:</b>  <b>Junior Consultant</b> (less than 2 years' experience in digital chart production and maintenance work)  <b>Intermediate Consultant</b> (more than 2 years' experience digital chart production and maintenance work)  <b>Senior Consultant</b> (more than 5 years' experience digital chart production and maintenance work)</p>	<p><b><u>Scoring Grid for each proposed resource</u></b></p> <p><b><u>Senior Level</u></b>            5+ -10 yrs. = 5 points            10+ - 15 yrs. = 10 points            15+ -20 yrs. = 15 points            20+ yrs. = 20 points</p> <p><b><u>Intermediate Level</u></b>            2+ -5 yrs. = 5 points            5+ -8 yrs. = 10 points            8+ -10 yrs. = 15 points            10+ yrs. = 20 points</p> <p><b><u>Junior Level</u></b>            1-3 yrs. = 5 points            3+ -5yrs. = 10 points            5+ -7 yrs. = 15 points            7+ yrs. = 20 points</p>	<b>Up to 20 points for each resource proposed in each level</b>	
R3	<p>The Bidder should demonstrate that each of the proposed resources at the Senior, Intermediate or Junior levels have the following experience:</p> <p>i) ESRI suite;            ii) CARIS Hydrographic Production Database (HPD); and            iii) CARIS BASE Editor and/or CARIS BASE Manager</p>	<p><b><u>Scoring Grid for each proposed resource</u></b></p> <p>ESRI Suite = <b>5pts</b>            CARIS Hydrographic Productions Database suite = <b>5pts</b>            CARIS Base Database /Editor/manager = <b>5pts</b></p>	<b>Up to 15 points for each resource proposed in each level</b>	
<b>Total Available Points for Each Resource :</b>			<b>55</b>	
<b>Total minimum amount to PASS</b>			<b>30</b>	



**Stream 2: Hydrographic Chart Production**

**Section B: Consulting and Standard Analysis Services**

Bidder: \_\_\_\_\_

**Definitions of levels of Resources**

Junior Consultant (2 years or less experience)  
Intermediate Consultant (more than 2 years' experience)  
Senior Consultant (more than 5 years' experience)

Item	Mandatory Requirements	Compliant (Yes/No)	Reference to Bidder's Proposal
<b>Corporate Requirements</b>			
<b>M1</b>	<p>The bidder must demonstrate experience completing at least one project on Hydrographic Standards, or hydrographic production, or Bathymetric data management, or has the demonstrated capacity to provide training in the use of or development of CARIS tools.</p> <p>To demonstrate this experience the bidder must provide one project that has been successfully completed, including the names of the client, the dates and approximate magnitude of the project. The Project descriptions should be technically detailed, identifying particularly the technical aspects of the project which are relevant to hydrographic chart production.</p>		
<b>M2</b>	<p>The bidder must demonstrate that they have the capacity to supply at least one resource who has <b>one</b> of the following experiences:</p> <ul style="list-style-type: none"> <li>• Chart specifications standards and the production of CHS paper charts</li> <li>• CARIS Hydrographic Production Database (HPD) Application systems or</li> <li>• CARIS BASE Editor or CARIS BASE Manager applications</li> </ul> <p><b>Please Note:</b> A resume of the proposed resource(s) must be submitted to demonstrate this experience</p>		
<b>Resource Requirements</b>			
<b>M3</b>	<p>The Bidder <b>must propose</b> at least one resource at the senior level that has a minimum of five (5) years' experience in GIS application and a minimum of two (2) years' experience working with the CARIS GIS application system (BDB, HPD) or hydrographic standards.</p> <p><b>Please Note:</b></p>		





Item	Mandatory Requirements	Compliant (Yes/No)	Reference to Bidder's Proposal
	A resume of the proposed resources must be submitted to demonstrate this experience		
<b>M4</b>	<p>The bidder <b>must propose</b> at least one resource at the Intermediate level that has more than <b>two (2) years'</b> experience in GIS application and a minimum of <b>one year</b> working with the CARIS GIS application system (BDB, HPD) or hydrographic standards.</p> <p><b>Please Note:</b> A resume of the proposed resources must be submitted to demonstrate this experience</p>		
<b>M5</b>	<p>The bidder <b>must propose</b> at least one resource at the junior level that has at least four (4) months experience in in GIS applications or hydrographic standards.</p> <p><b>Please Note:</b> A resume of the proposed resources must be submitted to demonstrate this experience</p>		
<b>M6</b>	<p>The resources proposed by the bidder <b>must</b> have the following education:</p> <p>University degree specializing in Geography or Cartography, <b>or</b> A college diploma in GIS or Cartography or currently enrolled in such program or CHS accredited cartographer, <b>or</b> Demonstration of equivalent work (minimum 4 years relevant work experience in GIS technologists work in a GIS environment.</p> <p><b>Please Note:</b> A resume of the proposed resources must be submitted to support the education or work experience along with copies of all relevant degrees, certificates, diplomas</p>		



**POINT RATED REQUIREMENTS**

Technical Scores will be calculated separately for each resource proposed by the Bidder to determine whether the resource has been awarded the "Total minimum amount to Pass".

No.	Rated Criteria	Points	Maximum Score	Proposal Page No.
<b>Corporate Requirements</b>				
R1	<p>The bidder should demonstrate having experience completing projects as GIS/Hydrographic Standards Analysts</p> <p>To demonstrate this experience the bidder must provide one project that has been successfully completed, including the names of the client, the dates and approximate magnitude of the project. The Project descriptions should be technically detailed, identifying particularly the technical aspects of the project which are relevant to GIS/Hydrographic Standards Analysts work. Indicate individual consultants role within each project</p>	<p>1-5 Projects = 5pts 6-12 Projects = 10pts 13-20 Projects =15pts 20+ Projects = 20pts</p>	<b>20</b>	
<b>Resource Requirements</b>				
R2	<p>The bidder should demonstrate that the resources proposed have experience in excess of the requirements described in M2, M3 or M4. Bidder should demonstrate this by providing the resumes of those resources.</p> <p><b>Definition:</b> <b>Junior Consultant</b> (less than 2 years' experience in GIS and/or Hydrographic Standards Consulting) <b>Intermediate Consultant</b> (more than 2 years' experience GIS and/or Hydrographic Standards Consulting) <b>Senior Consultant</b> (more than 5 years' experience GIS and/or Hydrographic Standards Consulting)</p>	<p><b><u>Scoring Grid for each proposed resource</u></b></p> <p><b><u>Senior Level</u></b> 5+ -10 yrs. = 5 points 10+ - 15 yrs. = 10 points 15+ -20 yrs. = 15 points 20+ yrs. = 20 points</p> <p><b><u>Intermediate Level</u></b> 2+ -5 yrs. = 5 points 5+ -8 yrs. = 10 points 8+ -10 yrs. = 15 points 10+ yrs. = 20 points</p> <p><b><u>Junior Level</u></b> 1-3 yrs. = 5 points 3+ -5yrs. = 10 points 5+ -7 yrs. = 15 points 7+ yrs. = 20 points</p>	<b>Up to 20 points for each resource proposed in each level</b>	
R3	The Bidder should demonstrate that each of the proposed resources at	<b>Scoring Grid for Each Proposed Resource</b>	<b>Up to 15 points for</b>	



No.	Rated Criteria	Points	Maximum Score	Proposal Page No.
	<p>the Senior, Intermediate or Junior levels have the following experience:</p> <ul style="list-style-type: none"> <li>i) ESRI suite;</li> <li>ii) CARIS Hydrographic Production Database (HPD); and</li> <li>iii) CARIS BASE Editor and/or CARIS BASE Manager</li> </ul>	<p>ESRI Suite = <b>5pts</b>            CARIS Hydrographic Productions Database suite = <b>5pts</b>            CARIS Base Database /Editor/manager = <b>5pts</b></p>	<p><b>each resource proposed in each level</b></p>	
<b>Total Points Available for Each Resource :</b>			<b>55</b>	
<b>Total minimum amount to PASS</b>			<b>30</b>	



**Stream 3: Hydrographic/Bathymetric Data Processing**

**Section A: Consulting Services**

Bidder \_\_\_\_\_

**Definitions of levels of Resources**

Junior Consultant (2 years or less experience)

Intermediate Consultant (more than 2 years' experience)

Senior Consultant (more than 5 years' experience)

Item	Mandatory Requirements	Compliant (Yes/No)	Reference to Bidder's Proposal
<b>Corporate Requirements</b>			
M1	<p>The bidder <b>must</b> demonstrate having experience completing at least one project on Hydrographic/Bathymetric Data Processing</p> <p>To demonstrate this experience the bidder must provide <b>one project</b> that has been successfully completed, including the names of the client, the dates and approximate magnitude of the project. The Project descriptions should be technically detailed, identifying particularly the technical aspects of the project which are relevant to Hydrographic/Bathymetric Data Processing.</p>		
<b>Resource Requirements</b>			
M2	<p>The Bidder <b>must propose</b> at least one resource at the senior level that has more than five (5) years' experience in production of hydrographic or bathymetric data work.</p> <p><b>Please Note:</b> A resume of the proposed resources must be submitted to demonstrate this experience</p>		
M3	<p>The bidder <b>must propose</b> at least one resource at the Intermediate level that has more than <b>two (2) years'</b> experience in in processing/production of hydrographic or bathymetric data work</p> <p><b>Please Note:</b> A resume of the proposed resources must be submitted to demonstrate this experience</p>		
M4	<p>The bidder <b>must propose</b> at least one resource at the junior level that has at least four (4) months experience in processing/production of hydrographic or bathymetric data work</p>		



Item	Mandatory Requirements	Compliant (Yes/No)	Reference to Bidder's Proposal
	<p><b>Please Note:</b> A resume of the proposed resources must be submitted to demonstrate this experience</p>		
<b>M5</b>	<p>The resources proposed by the bidder <b>must</b> have the following education: University degree specializing in Computer Science or application development, <b>or</b> University degree specializing in Geography or Cartography, <b>or</b> College Diploma in GIS or Cartography, <b>or</b> Demonstration of equivalent work experience (minimum 4 years relevant work experience) for processing/production of hydrographic or bathymetric data work in a GIS environment</p> <p><b>Please Note:</b> A resume of the proposed resource must be submitted to demonstrate this experience. The Bidder must, along with its technical proposal provide copies of all relevant degrees, certificates, diplomas.</p>		

**POINT RATED REQUIREMENTS**

Technical Scores will be calculated separately for each resource proposed by the Bidder to determine whether the resource has been awarded the "Total minimum amount to Pass".

No.	Rated Criteria	Points	Maximum Score	Proposal Page No.
<b>Corporate Requirements</b>				
<b>R1</b>	<p>The bidder should demonstrate experience completing projects on Hydrographic Bathymetric Data Processing.</p> <p><b>Please Note:</b> The project used to demonstrate experience for M1 cannot be used to demonstrate experience for R1.</p> <p>To demonstrate this experience the bidder must provide projects that</p>	<p>1-5 Projects = 5pts 6-12 Projects = 10pts 13-20 Projects =15pts 20+ Projects = 20pts</p>	<b>20</b>	



No.	Rated Criteria	Points	Maximum Score	Proposal Page No.
	<p>have been successfully completed, including the names of the client, the dates and approximate magnitude of the project. The Project descriptions should be technically detailed, identifying particularly the technical aspects of the project which are relevant to Hydrographic Bathymetric Data Processing. Indicate individual resource's role within each project</p>			
<b>Resource Requirements</b>				
<b>R2</b>	<p>The bidder should demonstrate that the resources proposed have experience in excess of the requirements described in M2, M3 or M4. Bidder should demonstrate this by providing the resumes of those resources.</p> <p><b>Definition:</b>  <b>Junior Consultant</b> (less than 2 years' experience in hydrographic Bathymetric Data Processing)  <b>Intermediate Consultant</b> (more than 2 years' experience in hydrographic Bathymetric Data Processing)  <b>Senior Consultant</b> (more than 5 years' experience in hydrographic Bathymetric Data Processing)</p>	<p><b><u>Scoring Grid for each proposed resource</u></b></p> <p><b><u>Senior Level</u></b>            5+ -10 yrs. = 5 points            10+ - 15 yrs. = 10 points            15+ -20 yrs. = 15 points            20+ yrs. = 20 points</p> <p><b><u>Intermediate Level</u></b>            2+ -5 yrs. = 5 points            5+ -8 yrs. = 10 points            8+ -10 yrs. = 15 points            10+ yrs. = 20 points</p> <p><b><u>Junior Level</u></b>            1-3 yrs. = 5 points            3+ -5yrs. = 10 points            5+ -7 yrs. = 15 points            7+ yrs. = 20 points</p>	<b>Up to 20 points for each resource proposed in each level</b>	
<b>R3</b>	<p>The Bidder should demonstrate that each of the proposed resources at the Senior, Intermediate or Junior levels have the following experience:</p> <p>i) ESRI suite;            ii) CARIS Hydrographic Production Database (HPD); and            iii) CARIS BASE Editor and/or CARIS BASE Manager</p>	<p><b>Scoring Grid for Each Proposed Resource</b></p> <p>ESRI Suite = <b>5pts</b>            CARIS Hydrographic Productions Database suite = <b>5pts</b>            CARIS Base Database /Editor/manager = <b>5pts</b></p>	<b>Up to 20 points for each resource proposed in each level</b>	
<b>Total Points Available for Each Resource :</b>			<b>55</b>	
<b>Total minimum amount to PASS</b>			<b>30</b>	



**Stream 3: Hydrographic Bathymetric Data Processing**

**Section B: Production Services**

Bidder \_\_\_\_\_

**Definitions of levels of Resources**

Junior Consultant (2 years or less experience)

Intermediate Consultant (more than 2 years' experience)

Senior Consultant (more than 5 years' experience)

Item	Mandatory Requirements	Compliant (Yes/No)	Reference to Bidder's Proposal
<b>Corporate Requirements</b>			
<b>M1</b>	<p>The bidder must demonstrate having experience completing at least one project on Hydrographic Bathymetric Data.</p> <p>To demonstrate this experience the bidder must provide one project that has been successfully completed, including the names of the client, the dates and approximate magnitude of the project. The Project descriptions should be technically detailed, identifying particularly the technical aspects of the project which are relevant to hydrographic Bathymetric Data.</p>		
<b>M2</b>	<p>The bidder must propose at least one resource who is a GIS Technologist and has one of the following experiences:</p> <ul style="list-style-type: none"> <li>• Chart specifications standards and the production of CHS paper charts</li> <li>• CARIS Hydrographic Production Database (HPD) Application systems or</li> <li>• CARIS BASE Editor or CARIS BASE Manager applications</li> <li>• Survey specifications (International Hydrographic Organization S-44 or CHS Survey Standards)</li> <li>• Hydrographic Echo Sounders and high-precision Global Positioning System (GPS) tools.</li> <li>•</li> </ul> <p><b>Please Note:</b></p> <p>A resume for each of the proposed resources must be submitted to demonstrate this experience</p>		
<b>Resource Requirements</b>			
<b>M3</b>	<p>The Bidder <b>must</b> propose at least one GIS Technologist resource at the senior level who has more than five (5) years' experience in surveying hydrography or marine Geomatics or</p>		



Item	Mandatory Requirements	Compliant (Yes/No)	Reference to Bidder's Proposal
	<p>marine Geodesy or marine GIS application <b>and</b> a minimum of two (2) years' experience working with the CARIS GIS application systems (for example BDB, HPD, HIPS-SIPS, CUBE etc.)</p> <p><b>Please Note:</b> A resume for each of the proposed resources must be submitted to demonstrate this experience</p>		
<b>M4</b>	<p>The bidder <b>must</b> propose at least one GIS Technologist resource at the Intermediate level who has more than two (2) years' experience in hydrography or marine Geomatics or marine Geodesy or marine GIS application;</p> <p><b>and</b></p> <p>A minimum of one (1) years' experience working with the CARIS GIS application systems (BDB, HPD, HIPS-SIPS, CUBE etc.</p> <p><b>Please Note:</b> A resume for each of the proposed resources must be submitted to demonstrate this experience</p>		
<b>M5</b>	<p>The bidder <b>must</b> propose at least one GIS Technologist resource at the junior level who has at least four (4) months experience in GIS applications.</p> <p><b>Please Note:</b> A resume for each of the proposed resources must be submitted to demonstrate this experience</p>		
<b>M6</b>	<p>The resources proposed by the bidder <b>must</b> have the following education:</p> <p>A university degree specializing in Computer Science Or application development <b>or</b></p> <p>A university degree specializing in Geography or Cartography <b>or</b></p> <p>A college diploma in GIS or Cartography <b>or</b></p> <p>Demonstration of equivalent work experience (minimum 4 years relevant work experience) for consultant services for processing hydrographic data in a GIS environment.</p> <p><b>Please Note:</b> A resume of the proposed resource must be submitted to demonstrate this experience. The Bidder must, along with its technical proposal provide copies of all relevant degrees, certificates, diplomas.</p>		





Item	Mandatory Requirements	Compliant (Yes/No)	Reference to Bidder's Proposal

**POINT RATED REQUIREMENTS**

Technical Scores will be calculated separately for each resource proposed by the Bidder to determine whether the resource has been awarded the "Total minimum amount to Pass".

No.	Rated Criteria	Points	Maximum Score	Proposal Page No.
<b>Corporate Requirements</b>				
R1	<p>The bidder should demonstrate having experience completing projects as GIS Technologists.</p> <p><b>Please Note:</b> The project used to demonstrate experience for M1 cannot be used to demonstrate experience for R1.</p> <p>To demonstrate this experience the bidder must provide one project that has been successfully completed, including the names of the client, the dates and approximate magnitude of the project. The Project descriptions should be technically detailed, identifying particularly the technical aspects of the project which are relevant to GIS Technologists. Indicate individual consultants role within each project</p>	<p>1-5 Projects = 5pts            6-12 Projects = 10pts            13-20 Projects = 15pts            20+ Projects = 20pts</p>	<b>20</b>	
<b>Resource Requirements</b>				
R2	<p>The bidder should demonstrate that the resources proposed have experience in excess of the requirements described in M2, M3 or M4. Bidder should demonstrate this by providing the resumes of those resources.</p> <p><b>Definition:</b>  <b>Junior Consultant</b> (less than 2 years' experience in GIS Consulting)</p>	<p><b>Scoring Grid for each proposed resource</b></p> <p><b>Senior Level</b>            5+ -10 yrs. = 5 points            10+ - 15 yrs. = 10 points            15+ -20 yrs. = 15 points            20+ yrs. = 20 points</p> <p><b>Intermediate Level</b></p>	<b>Up to 20 points for each resource proposed in each level</b>	



No.	Rated Criteria	Points	Maximum Score	Proposal Page No.
	<p><b>Intermediate Consultant</b> (more than 2 years' experience in GIS Consulting)  <b>Senior Consultant</b> (more than 5 years' experience in GIS Consulting)</p>	<p>2+ -5 yrs. = 5 points            5+ -8 yrs. = 10 points            8+ -10 yrs. = 15 points            10+ yrs. = 20 points</p> <p><b>Junior Level</b>            1-3 yrs. = 5 points            3+ -5yrs. = 10 points            5+ -7 yrs. = 15 points            7+ yrs. = 20 points</p>		
R3	<p>The Bidder should demonstrate that each of the proposed resources at the Senior, Intermediate or Junior levels have the following experience:</p> <ul style="list-style-type: none"> <li>i) ESRI suite;</li> <li>ii) CARIS Hydrographic Production Database (HPD); and</li> <li>iii) CARIS BASE Editor and/or CARIS BASE Manager</li> </ul>	<p><b>Scoring Grid for each proposed resource</b></p> <p>ESRI Suite = <b>5pts</b>            CARIS Hydrographic Productions Database suite = <b>5pts</b>            CARIS Base Database /Editor/manager = <b>5pts</b></p>	<p><b>Up to 15 points for each resource proposed in each level</b></p>	
<b>Total Points Available Points for Each Resource :</b>			<b>55</b>	
<b>Total minimum amount to PASS</b>			<b>30</b>	



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## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### **5.1 Certifications Required with the Offer**

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

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **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 the Issuance of a Standing Offer and Additional Information**

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

#### **5.2.1 Integrity Provisions – Required Documentation**

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of 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 Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### **5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).



Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the “FCP Limited Eligibility to Bid” list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

**5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer**

**5.2.3.1 Status and Availability of Resources**

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

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

**5.2.3.2 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:

\_\_\_\_\_



## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **6.1 Security Requirements**

As per Annex "C"

### **6.3 Insurance Requirements**

The Offeror is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Standing Offer and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Offeror 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 Standing Offer.



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## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

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

#### 7.2 Security Requirements

7.2.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer.

### DFO SECURITY CLAUSES

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

- 1) The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have access to PROTECTED or CLASSIFIED information/assets.
- 2) 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.
- 3) 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).
- 4) 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).

#### 7.3 Standard Clauses and Conditions

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

##### 7.3.1 General Conditions

[2005](#) (2017-06-18) General Conditions - Standing Offers - Goods or Services apply to and form part of the Standing Offer.

##### 7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.



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The following two (2) separate but complementary reporting requirements must be fulfilled for all work performed under the Standing Offer(s):

1. **For each individual Call-Up:** the SO Holder must submit status report(s) to the DFO Project Officer, at a frequency stipulated on the Call-Up document. The DFO Task Project Officer will be identified for each call-up. Content of the status report will be stipulated at the time each Call Up is awarded.
2. **On a semi-annual basis** (from the date of Standing Offer award): the SO Holder must provide a semi-annual report to the CHS Technical Authority (identified in article 7.5.2 below), on the status of the Standing Offer. As a minimum, the semi-annual report, in electronic format via Internet or Email, must include information including:
  - a. the Call-Up number;
  - b. the Standing Offer Number;
  - c. name of DFO Task Project Officer;
  - d. completed tasks and on-going tasks (Project title, number and original cost estimate), along with a brief status report reflecting the start date, expenditure to date against the Call-Up and expected completion date of each task;
  - e. the total expenditure to date against the SO Holder's Standing Offer.

A standardized report form will be provided by CHS.

The semi-annual reports data must be submitted to the CHS Technical Authority no later than 30 calendar days after the end of the reporting period.

## 7.4 Term of Standing Offer

### 7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from the date of award to five (5) years thereafter.

### 7.4.4 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified in each Call-Up document.

## 7.5 Authorities

### 7.5.1 Standing Offer Authority *(to be identified at Standing Offer award)*

The Standing Offer Authority is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he/she is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.



### 7.5.2 CHS Technical Authority

The CHS Technical Authority for the Standing Offer is: ***(to be identified at Standing Offer award)***

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 7.5.3 The DFO Project Officer

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 7.5.3 Offeror's Representative ***(to be identified at Standing Offer award)***

### 7.6 Proactive Disclosure of Contracts with Former Public Servants ***(if required)***

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

### 7.7 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer are: the Canadian Hydrographic Service project officers throughout Canada.

### 7.8 Call-up Procedures

#### 7.8.1 General Information

The Standing Offer Call-Up process defined herein will govern all departmental work assignments or projects.

Work assignments will be awarded on a competitive basis amongst the S.O. holders that have qualified in the Stream/Category/Level based on the required skill sets, experience levels and availability of SO holder resource(s) identified by the DFO/CHS Project Authorities.





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### 7.8.2 Identification of Requirements:

- a) The DFO/CHS Project Authorities will prepare a detailed Statement of Work (SOW) for all required work. A template for completion of the *Statement of Work is attached as Annex "F"*. The SOW must be sufficiently detailed to allow the SO holder to determine whether they can provide the required resources with the necessary skill set to complete the work within the prescribed time schedule.
- b) The DFO/CHS Project Authorities must identify whether there are security requirements associated with the work to be performed and ensure that proposed resource(s) meet those requirements.

### 7.8.3 Call-up Process:

- a) The DFO/CHS Project Authorities will identify the SO holders that have qualified for the category/level of resource(s) required to complete the work. If more than one SO holder has qualified for the required skill set, **the work will be competed amongst those SO holders and a call up awarded to the SO holder offering a qualified resource(s) with the required skill sets and the lowest fixed all-inclusive per diem rate.**
- b) The DFO/CHS Project Authority will send an e-mail to the identified SO holder representatives that will include a detailed completed SOW and delivery schedule for the work required. The S.O. holders must respond within two (2) business days with confirmation of their capability to perform the work within established schedules, availability and resumes of qualified resource(s) and proposed firm all-inclusive per-diem rate.
- c) Failure by the SO holder to provide written notification of availability **within two (2) business days** of being contacted shall be interpreted as being unable to perform the service(s). If the SO holder response is received late it will not be considered and will be returned to the SO holder.
- d) If a resource proposed by the SO holder was not previously qualified by DFO/CHS, the SO holder must provide a detailed CV addressing each of the mandatory and point-rated requirements for the required stream/category/level. The resource must qualify according to the criteria outlined in Attachment 1 to Part 4 of the RFSO and meet any identified security requirements. The resource will be evaluated by DFO/CHS and if qualified a Call-Up may be awarded to that SO holder. If the proposed resource is not compliant, DFO-CHS will consider the SO holder with the next lowest fixed all-inclusive per diem rate.
- e) If the SO holder proposes different per-diem rates, the per diem rates will be totaled and divided by the number of different rates proposed to determine an average per diem rate.
- f) In cases where more than one SO holder offers the same fixed all-inclusive per diem rate, the SO holder whose resource or resources obtained the highest point rating will be awarded the call-up. If more than one resource is required, their awarded points will be totaled and divided by the number of resources to arrive at their average point rating.
- g) Any change or amendment to an agreed upon scope of work must also be authorized by the DFO/CHS Project Authority and agreed to, in writing, by the respective supplier followed by an amendment to the original Call-Up issued by CHS.
- h) DFO/CHS will notify all SO holders that provided a response of the name of the successful SO holder.

### 7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms identified in paragraph 2 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.



1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for services in the Standing Offer at or below the ceiling prices and in accordance with the terms and conditions specified in the Standing Offer.
2. The following form can be used:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer
3. The form PWGSC-TPSGC 942 must at a minimum contain the following information:
  - S.O. holder standing offer number;
  - **statement that incorporates the terms and conditions of the Standing Offer i.e. “The terms and conditions of standing offer serial number “XXXX” apply and form part of this contract”;**
  - completed Statement Work including description and due date of deliverables;
  - Stream No., Category, level and number and name(s) of resource ;
  - Level of effort expressed in number of days, fixed all-inclusive per diem rate;
  - Identification of all travel and living expense requirements and their value including taxes (if required);
  - total value of the call-up;
  - point of delivery;
  - confirmation that funds are available under section 32 of the Financial Administration Act;
  - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

#### 7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer **must not exceed \$ 75,000.00** including any amendments (Applicable Taxes and other expenses such as travel and living expenses included).

#### 7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$TBD unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any** work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

#### 7.12 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions **2005** (2017-06-18), General Conditions - Standing Offers - Goods or Services
- d) the general conditions **2010B** (2016-04-04), General Conditions - Professional Services (Medium Complexity);
- e) 4007 (2010-08-16) Supplemental General Conditions Canada to Own Intellectual Property Rights in Foreground Information



- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) Annex C, Security Requirements Check List;
- i) Annex D, Electronic Payment Instruments;
- j) Annex E, Personnel Identification Form;
- k) Annex F, Statement of Work Template;
- l) Annex G, Non-Disclosure Agreement; and
- m) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on \_\_\_\_\_" or "as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s) if applicable*).

## **7.13 Certifications and Additional Information**

### **7.13.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

## **7.14 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **7.1 Statement of Work**

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

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

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

Section 15 Interest on Overdue Accounts, of **2010B** (2016-04-04), General Conditions will not apply to payments made by credit cards. (*if applicable*)

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

The period of the Contract is from date of Contract to five (5) years thereafter.



### 7.3.2 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

### 7.4 Proactive Disclosure of Contracts with Former Public Servants *(if applicable)*

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.

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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

#### **Definitions**

For the purposes of this clause,

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

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

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

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

#### **Former Public Servant in Receipt of a Pension**

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



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

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

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

### **Work Force Adjustment Directive**

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** ( ) **NO** ( )

If so, the Offeror must provide the following information:

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

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.

## **7.5 Payment**

### **7.5.1 Basis of Payment**

The Contractor will be paid for the Work specified in the authorized Call-Up, in accordance with the Basis of Payment at Annex "B" Basis of Payment.

Canada's liability to the Contractor under the Call-Up must not exceed the limitation of expenditure specified in the authorized Call-Up. Custom duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized call-up resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the DFO Project Authority before their incorporation into the Work.



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### 7.5.2 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions 2010B. Invoices cannot be submitted until all work identified in the invoice is completed.

Payment by Canada will be made via Direct Deposit to the Contractor's bank account provided that:

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

**Email: DFO.invoicing-facturation.MPO@CANADA.CA with a copy to DFO Project Authority identified in each individual call up.**

### 7.5.3 Method of Payment

The Method of Payment will be specified in each call-up and will be either:

#### Single Payment

Canada will pay the Contractor upon completion and delivery of the Work 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.

**OR**

#### Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice 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 performed has been accepted by Canada.

### 7.5.4 T1204 – Direct Request by Customer Department

1. Pursuant to paragraph 221 (1)(d) of the [Income Tax Act](#), R.S. 1985, c. 1 (5<sup>th</sup> Supp.), payments made by departments and agencies to contractors under applicable services contracts (including



contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.

2. To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

#### **7.5.5 Electronic Payment of Invoices – Call-up *(if applicable)***

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

#### **7.6 Travel and Living Expenses**

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

**Travel up to 80KMs from the Contractor's usual place of business will not be reimbursed.**

All travel must have the prior authorization of the DFO Project Authority.

All payments are subject to government audit.

Requirements for the Contractor to travel will be identified in each Call-Up.

#### **7.7 Insurance - SACC Manual Clause G1005C (2016-01-28)**

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.

#### **7.8 Supplemental General Conditions 4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information**

Supplemental General Conditions 4007 (2010-08-16) apply and form part of any resulting Call-Up.

Contractors working on behalf of CHS will be given access to CHS Intellectual Property (e.g., scripts) for the duration of a specific project. The software provided by CHS to perform the work is proprietary to the developer of the software. A contractor must provide appropriate security coverage to protect the Intellectual Property in its possession and must return the CHS Intellectual Property at the end of a project. Any background Intellectual Property (provided by the software developer), such as enhancements, must be acquired by the Contractor directly from the software developer.



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The Canadian Hydrographic Service (CHS) has determined that any intellectual property arising from the performance of the work under the SA will vest in Canada, invoking exception 5 contained in the Treasury Board Policy on Title to Intellectual Property Arising under Crown Procurement Contracts: (<https://www.ic.gc.ca/eic/site/068.nsf/eng/00005.html#s2>):

5 Where the Foreground IP consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

## **7.9 Ownership**

1. Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.
2. However if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada.

## **7.10 Non-Disclosure Agreement**

During the course of their work for DFO, the Contractor's employees or subcontractors may require information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work that will the completion and signature of a non-disclosure agreement, attached at **Annex "G"**. The agreement must be provided to the DFO/CHS Project Authority, when requested to do so, before they are given access to information by or on behalf of Canada in connection with the Work.

## **7.11 Technological Developments**

DFO/CHS will continue to investigate and possibly implement new technologies during the term of any Standing Offers which may be awarded as a result of this Request for Standing Offer, with CARIS HPD being one example. Under agreement of both parties, these technologies and processes may be acceptable for the task at hand. In these cases, the definitions, the steps, and the deliverables may be modified. These changes will appear on Call-Up documentation, as applicable.





## ANNEX "A"

### STATEMENT OF WORK

**TITLE:** National Individual Standing Offers for the provision of Hydrographic production services:

**Stream 1: Georeferencing & Data Capture (Digitization)**

**Section A: Data Processing and Georeferencing**

**Stream 2: Hydrographic Chart Production**

**Section A: Production Services**

**Section B: Consulting and Standards Analysis Services**

**Stream 3: Hydrographic/Bathymetric Data Processing**

**Section A: Consulting Services**

**Section B: Production Services**

#### 1. INTRODUCTION:

One of the mandates of The Canadian Hydrographic Service (CHS) of the Department of Fisheries and Oceans (DFO) is the production and maintenance of nautical charts. These proposed Standing Offers will focus on the following streams of work:

- Georeferencing and data capture for the provision of digitization support services
- Hydrographic chart production on digital charting products and support services
- Hydrographic or bathymetric data processing services

#### 2. OBJECTIVE:

To facilitate this work, CHS proposes to establish Standing Offers with qualified companies to provide these specialized support services. These services will be used, on an as required basis, throughout the period(s) of the Standing Offers.

#### 3. PURPOSE OF STANDING OFFER(S):

To implement a task based approach to completing a large body of work with pre-qualified suppliers

#### 4. ORGANIZATION BACKGROUND:

The Canadian Hydrographic Service (CHS) is mandated to chart Canadian waters to ensure safe navigation and to protect Canadian sovereignty. In that endeavor, CHS must collect hydrographic/bathymetric data in support of new digital charting products as well as maintain existing portfolios of nautical charts in a variety of formats. This must be done using current international charting standards of data collection, processing and production.

To fulfill these objectives, CHS is proposing to augment its production capabilities by enlisting aid from the private sector.

CHS is constantly striving to meet current and evolving charting standards; hence suppliers to these proposed Standing Offers must conform to the same international hydrographic collection, data processing, and chart production standards as well.

#### 5. LANGUAGE REQUIREMENTS:

Bidders and their proposed resources must be able to communicate in one of the official languages (French or English).



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## 6. DFO OBLIGATIONS:

Provide access the all required source material needed to complete given tasks.  
Provide VPN (Virtual Private Network) access as needed to Standing Offer (SO) holders who meet the identified security requirements.

## 7. MEETINGS:

On an as needed basis as determined by the DFO/CHS Project Authority and as specified within the call-up document.

## 8. OTHER CONSTRAINTS:

If data is sent to the suppliers to be worked on, all Canadian data must be maintained on servers located in Canada.

## 9. MANAGEMENT OF THE PROJECT:

The CHS/DFO Project Authority identified in the individual Call-Up form

## 10. TRAVEL:

Part 7 Standing Offer and Resulting Contract Clause, Section B, article 7.6 Travel and Living Expenses identifies the conditions covering the reimbursement of travel and living expenses.

Travel requirements that are reimbursable will be identified by DFO/CHS in the individual call-ups.

## 11. GENERAL INFORMATION

### 17.3 Access

The CHS Technical Authority or their delegate must have access to the work in progress and to the SO Holder's plant or premises, as required in the course of work performance.

## 12. SCOPE OF WORK FOR THE THREE STREAMS

### Stream 1: Georeferencing and Data Capture (Digitization)

#### INTRODUCTION

One of the mandates of The Canadian Hydrographic Service (CHS) of the Department of Fisheries and Oceans (DFO) is the production and maintenance of nautical charts. To facilitate this work, CHS proposes to establish Standing Offers with qualified companies to provide technical digitization support services. These services will be used, on an as required basis throughout the period of the Standing Offer.

Support services will be required in the following area:

#### A. Data Processing and Georeferencing

### 1.0 BACKGROUND INFORMATION

The Canadian Hydrographic Service (CHS) of the Department of Fisheries and Oceans (DFO) produces nautical charts using data collected from a variety of sources. Our data holdings may also serve other non-production purposes such as scientific research and engineering. CHS has a vast



amount of information in analogue and raster formats that require Georeferencing and data capture. To facilitate this process, CHS proposes to establish Standing Offers with companies to provide the required technical services. These services will be used, on an as required basis, throughout the period of the Standing Offer.

### 1.1 Description of Required Services

The technical services required will include, but not be limited to; the Georeferencing and data capture of field sheets, atlases, charts, and other hydrographic source documents and/or products as well data validation.

More specifically work may include georeferencing and data capture of charts or portions of charts from source material according to CHS specifications as specified in the CHS Online Information library. The preparation of digital chart files by performing upgrades from older versions to the latest version may also be required.

The work can take the form of reviewing source data (sometimes from a third party) and assessing its image quality for content and geo-referencing and/or registration of the source document. Data capture of information from a scanned (raster) image may also be required, with various levels of data analysis to be conducted on the data, as specified by the individual Call-Ups.

Work may include digitizing charts or portions of charts from source material according to CHS Chart Specifications as specified in the CHS Online Information library. The preparation of existing digital chart files by performing upgrades from older versions of Digital Chart File Standards (DCFS) to the latest version may also be required. Preparation and maintenance may also include the encoding of features and other information from various sources into the HPD environment.

### 1.2 Production Objective

To convert CHS source data and products to a format compatible with the CHS bathymetric (BDB) and production (HPD) database environment.

Work may include georeferencing, geo-rectification, data capture (digitizing) of legacy source documents, charts or portions of charts from source material according to CHS specifications as specified in the CHS Online Information library

Validation, analysis and editing of the digital data as required, may also be included.

### 1.3 Deliverables

**Please note deliverables may include but are not limited to the following and will vary based on the individual projects and the final details provided in the resulting Call-Ups.**

- I. Progress Reports at predetermined intervals.
- II. Georeferenced data
- III. Colour separated TIFFs.
- IV. Bathymetric data converted to an agreed upon format.
- V. Points, lines, and areas data converted to an agreed upon format.
- VI. Geotiff of source document
- VII. Quality Control results, accuracy checks and residuals list for registration of check-points. (Displacement of survey control points expressed in planimetric distances. *This is an ends towards a means of assessing and assigning POSACC attribution to data.*)



Please note that the preferred method of delivery of the digital data to CHS is via FTP or Google Drive or a portable hard drive.

#### 1.4 Government Furnished Information

Canada agrees to provide the contractor with the following information/data(as applicable):

- A scanned TIFF or image file (s) of each source document
- A colour digital scan (if available) of the original source document and any special instructions pertaining to the source document.
- Paper or digital copies or equivalent access to the Digital Chart File Standards, Canadian Hydrographic Service Standing Order SSO 2.1-94, Specifications for Field Sheets and Plans and Chart 1: Symbols, Abbreviations and Terms, CHS ISO process documentation to assist the contractor with conversion of point, lines and area features to STAND-ALONE HOB and CSAR formats.
- Official BSB (.KAP) files (***\*NEW\*** To be used as a general visual reference only. Not to be used to validate the registering or georeferencing of source documents.*)
- Digital Ortho imagery, if available
- Horizontal datum of the source document(s)
- Projection of source document(s)
- Scale of source document(s)
- Horizontal Control points, relating to source data coverage
- Graticules, if necessary, relation to source data coverage
- Special instructions for contract, if applicable.

### Stream 2: Hydrographic Chart Production

#### INTRODUCTION

One of the mandates of The Canadian Hydrographic Service (CHS) of the Department of Fisheries and Oceans (DFO) is the production and maintenance of nautical charts. To facilitate this work, CHS proposes to establish Standing Offers with qualified companies. These services will be used, on an as required basis throughout the period of the Standing Offer.

Support services will be required in the following areas:

- A. Production Services**
- B. Consulting and Standard Analysis Services.**

#### **A. Production Services**

#### 1.0 BACKGROUND INFORMATION

For many years, the Canadian Hydrographic Service (CHS) of Fisheries and Oceans Canada has worked with the international hydrographic community toward the development and refinement of a world standard format to support the production, exchange, updating and use of electronic chart data. The result of this major effort is the S-57 standard. Currently, CHS is working with the international hydrographic community toward a new



standard, S-100, which will be phased in starting in 2016. CHS has recently migrated production from a file-based system into a database system (CARIS Hydrographic Production Database (HPD) utilizing the HPD suite of tools) for ENC products as well as paper chart products in vector and raster formats.

CHS is committed to producing and maintaining its suite of Charts (ENCs and paper charts) and the environment that is used to complete this work. To assist CHS in the continuing production and/or maintenance of charting products, CHS proposes to augment its production capability by enlisting the help of the private sector.

To facilitate this process, CHS proposes to establish Standing Offers with one or more companies to provide the required technical services. These services will be used, on an as required basis throughout the period of the resulting Standing Offer(s).

Regarding technological developments, it should be noted that CHS will continue to investigate and possibly implement new technologies during the term of any Standing Offers which may be awarded as a result of this Request for Standing Offer, with CARIS HPD being one example. Under agreement of both parties, these technologies and processes may be acceptable for the task at hand. In these cases, the definitions, the steps, and the deliverables may be modified. These changes will appear on Call-Up documentation, as applicable.

## **1.1 Description of Required Services**

The technical services required will be the production and/or maintenance of Digital Paper Charts (vector or raster) to the CHS Chart Specifications and/or Electronic Navigational Charts and related digital files to S-57 and/or S-100 standards as well as the maintenance of the production environment. Please note that the term “production” as used in this SOW can refer to the actual production of new ENCs, or new paper charts, as well as the preparation of new editions and updates. Generating new editions and updates is often considered “maintenance”. The production environment is the same for all these products. The Call-Up will define the product(s) involved.

## **1.2 Definitions**

S-57 and/or S-100/CARIS data

The HOB file is a spatially referenced dataset that has been used to support the internal structure of S-57 data in other CARIS products. The HOB file contains the point, line, and area geometry for Hydrographic objects and does not require a CARIS vector map.

S-57 and/or S-100 exchange set = .000, CATALOG.030, .001 to .00n update files (if required) .TXT files

Source material includes access to source documents (e.g., paper or plans) or any other information (e.g., Notice to Mariners) to be encoded in CHS products, as defined by the Call-Up.

## **1.3 Production Objective**

The Contractor must:

Produce S-57 and/or S-100 exchange sets in compliance with the CHS S-57 and/or S-100 ENC Production Specification and Coding Guide (PSCG) (hereafter called “the Product Specification”) utilizing the same suite of CARIS software and scripts supported by the CHS environment.



Produce Paper Charts in compliance with CHS Chart Specification and standards utilizing the same suite of CARIS software. Resulting paper chart products must be delivered in the format specified by individual Call-Ups (e.g. PDF, separated colour TIFF files, BSB KAP files, etc.).

If required, digitize charts or portions of charts from source material according to CHS Chart Specifications as specified in the CHS Online Information library. The preparation of existing digital chart files by performing upgrades from older versions of Digital Chart File Standards (DCFS) to the latest version may also be required. Preparation and maintenance may also include the encoding of features and other information from various sources into the HPD environment.

Meet production objectives, given the current production environment, by following the steps listed below:

- Producing chart products within CARIS HPD Production tools (Source Editor, Paper Chart Editor, Product Editor),
- Code all objects and attributes according to the coding rules provided in the PSCG (Product Spec and Coding Guide).
- Apply changes and/or modifications to an existing data set, e.g., Notice to Mariners information, if required
- Validate ENC structure and content using CHS ISO processes which include approved 3<sup>rd</sup> party checking tool (e.g., dKart Inspector 5.1 or the most current software version). [Note: The costs and effort required for the acquisition and maintenance of these tools is the sole responsibility of the contractor.]
- Contractor to provide peer review QC within HPD and document it in CHS QMS check sheets.
- Final data certification will be conducted by CHS and the contractor will make all requested repairs and modifications before final acceptance.
- Updating existing CHS charts for additional information provided by CHS,
- Following CHS' production procedures as outlined in CHS ISO documentation, where applicable

#### **1.4 Deliverables**

For each digital chart file, the Contractor must deliver the following to the CHS:

- I. A standalone HOB file that can be used by CHS for source integration, ENC generation/updating, and/or Paper chart generation/updating. Completed CHS ISO forms and/or check sheets
- II. Log files, test results, from the 3<sup>rd</sup> party checking software
- III. Confirmation of peer review of work completed before submission

#### **1.5 Government Furnished Information**

Canada agrees to provide the Contractor with the following information/data:

- Production Specification and Coding Guide (PSCG).
- Source material, as required
- CHS/CARIS Digitizing Guide.
- Overlap limits for M\_COVR, CATCOV=2
- Access to CHS production documentation.
- CHS Quality Management System (QMS) records and check sheets.
- Any relevant regional documentation
- Various other source material for coding or validation if required
- CHS Chart Specifications and CHS production documentation for the work required,
- Horizontal Control (if available) will be provided so that the data can be properly geo-referenced.

NOTE: CHS will not provide the contractor with any CARIS environment variables or specifications files without prior agreement from CARIS (the software developer). The Contractor must purchase a license(s) for the software and provide Canada with a copy of such agreement before proceeding with the work that involves the software.

## **B. Consulting and Standard Analysis Services.**

### **2.0 GENERAL INFORMATION**

CHS wishes to have the capability of enlisting outside consulting expertise throughout the term of the Standing Offers to undertake a variety of primarily in-house production tasks such as georeferencing, geo-rectification, data capture (digitizing), file preparation, file updating, S-57 and/or S-100 conversion, assessment of source data for Notices to Shipping, Notice to Mariners or other updating, quality control and compilation. As well, CHS wishes to have the capacity to enlist outside consulting expertise to undertake a variety of production support tasks such as GIS application training, production software enhancements, and international standards development.

The various classifications of consulting personnel which may be required are listed below.

#### **2.1 Classifications**

The following classifications of consulting personnel may be required from time to time based on the level of difficulty or complexity of the task. The level of resource(s) required will be specified in "Description" portion of the Call-Up.

- a) GIS and/or Hydrographic Standards Consultant
  - Senior Level in support of production (Involving the provision of CARIS application training, production software enhancements, production system upgrades, or S-57/S-100 standard development)
  - Intermediate Level (Involving difficult analytical tasks and software enhancement development or difficult Quality Assurance (QA)/Quality Control (QC) and production tasks).



- Junior Level (involving basic QA/QC and production tasks or QA/QC tasks).

### **Stream 3: Hydrographic/Bathymetric Data Processing**

## **INTRODUCTION**

One of the mandates of The Canadian Hydrographic Service (CHS) of the Department of Fisheries and Oceans (DFO) is the production of nautical charts. To facilitate this work, CHS proposes to establish Standing Offers with qualified companies to provide technical support services for the processing of hydrographic/bathymetric data (comprising bathymetry, acoustic backscatter and vector shoreline data). These services will be used, on an as required basis, throughout the period of the Standing Offer.

Support services will be required in the following areas:

- A. Consulting Services**
- B. Production Services.**

## **A. Consulting Services**

### **1.0 BACKGROUND INFORMATION**

The Canadian Hydrographic Service (CHS) of the Department of Fisheries and Oceans (DFO) produces nautical charts using data collected from a variety of sources. Before this “raw” data can be used, however, it requires some form of processing to make it ready for product creation. To facilitate this process, CHS proposes to establish Standing Offers, with qualified companies, to provide the required technical services on an as required basis throughout the period of the Standing Offer.

### **1.1 Description of Required Services**

Services will be required to perform the verification and processing of hydrographic/bathymetric data.

CHS utilizes various data acquisition systems to provide the basic data required for the production of nautical charts. As each of these acquisition systems provide their data in a unique format, it is necessary to subsequently process the data to ensure that it is accurate and that it is in a format which facilitates the production of the nautical charts. This is usually accomplished by using a variety of software packages, such as KONGSBERG SIS, HYPACK, HySweep, POSPAC, CARIS HIPS/SIPS, Geocoder, QTCView, SonarScope, CARIS BASE Editor/Manager, Fledermaus, ESRI, Surfer, etc.

Contractors will be provided with the source data and required to process the data to convert it to the format required by CHS. Detailed descriptions of the source data, required or suggested software programs to be used, and the output format will be provided with each **Call-Up**.

### **1.2 Processing Objective**

- I)** To verify and process hydrographic/bathymetric source data to make it ready for data integration and CHS product creation.



While CHS has several data acquisition systems, the following example is provided to illustrate the work which might be involved in the processing of multibeam data:

The multibeam data recording is done using KONGSBERG SIS software; for single-beam and multi-transducer data, recording is done with HYPACK. The data being processed should be submitted in one of these two data formats or already be converted to CARIS HDCS.

To meet the data processing objectives the following points should be noted:

- Treatment would be performed using software as specified in the **Call-Up** form.
- Treatment would be conducted in accordance with the following criteria:
  - Perform the processing of bathymetric data by completing the CHS quality records. Data processing must be done in the following order:
    - For each survey line, validate the position of the vessel. Detect anomalies and apply the appropriate corrections.
    - For each survey line, confirm the vessel's attitude (roll, pitch, "gyro," "heave") and tidal (normal or GPS). Detect anomalies and apply the appropriate corrections.
    - For each survey line, apply the best available sound speed profile information.
    - For each survey line, merge data using the GPS tide or normal tide.
    - For all data, clean soundings. Ensure that erroneous soundings are removed. Ensure that the check lines agree with the regular lines. Ensure that the swath soundings agree with each other. If the data contains errors due to a problem of refraction, correct these errors.

II) To assess hydrographic data, for example, processing for Notices to Shipping.

Note: To ensure data integrity and consistency of processing, the processing must be verified by a third party application not involved in the process. The bidder must submit evidence of such verification to CHS. This verification of the data processing must be included in the quality records.

### 1.3 Deliverables

For total coverage data, the final product must be a bathymetric surface (CUBE) with an appropriate spatial resolution (as specified in the Call-Up).

For other types of coverage, the final product must be cleaned soundings in the standard format specified in the Call-Up.



The processed data files must be submitted on DVD or external hard drive. The files must contain all the data processed in HDCS format (CARIS HIPS software format) and all products resulting from processing (final data sets, surfaces, object files, point files, etc.).

Appropriate metadata must accompany each completed final data set (e.g., ISO19115 (or FGDC) compliant metadata).

#### 1.4 Government Furnished Information/Data

A copy of the quality records associated with the survey will be provided, as well as the configuration file of the vessel (e.g., Creed.HVF). CHS will supply the Total Propagated Uncertainty (TPU) values.

## **SECTION 2**

### **B. Production Services**

#### **2.0 GENERAL INFORMATION**

CHS wishes to have the capability of enlisting outside consulting expertise throughout the term of the Standing Offer to undertake a variety of primarily in-house production tasks such as digitizing, file preparation, file updating, Notice to Mariners or other updating, quality control and compilation. As well, CHS wishes to have the capacity to enlist outside consulting expertise to undertake a variety of production support tasks such as GIS application training, production software enhancements, and international standards development

The various classifications of consulting personnel which may be required are listed below.

#### **2.1 Classifications**

The following classifications of consulting personnel may be required from time to time based on the level of difficulty or complexity of the task. The level of the resource(s) required will be specified in the "Description" portion of the Call-Up.

##### **GIS and/or Hydrographic Standard Consultant:**

- Senior (involving complex analysis and problem solving or the provision of CARIS application training, production software enhancements, or production system upgrades)
- Intermediate (Involving difficult analytical tasks and software enhancement development or difficult Quality Assurance (QA)/Quality Control (QC) and production tasks)
- Junior (Involving basic programming or analytical tasks or basic QA/QC and production tasks)



**ANNEX "B"**

**BASIS OF PAYMENT**

*(to be provided at Standing Offer award)*



**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST FORM**

**Attached hereto**



## ANNEX "C-1"

### DFO SECURITY CLAUSES

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

- 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).



## **ANNEX "D"**

### **ELECTRONIC PAYMENT INSTRUMENTS**

#### **ELECTRONIC PAYMENT INSTRUMENTS**

The Offeror accepts to be paid by any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)



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## ANNEX “E” – STATEMENT OF WORK **TEMPLATE**

### 1.0 **Scope**

#### 1.1 **Title**

*Identify a title by which the work will be referred. This title may link it to a larger Project or to the overall use with which the work will be put.*

#### 1.2 **Introduction**

*Provide a brief description of the tasks or services required. This description can often be used in the notice identifying the requirement electronically for competitive purposes.*

#### 1.3 **Objectives of the Requirement**

*Describe in a broad way what is to be achieved or delivered by the completion of the contract. Make sure to identify the intended use of the completed requirement.*

#### 1.4 **Background, Assumptions and Specific Scope of the Requirement**

*Identify the situation leading up to the requirement and identify any assumptions being made by the Crown with regard to the work. Describe the range, extent, and parameters around the work to be completed in association with the contract and those events and circumstances leading to the need for this contract.*

*This section may also include a description of the organization, end users, previous contract work and its success or failure, bibliography, references, technical experts in the field, previous contractors, etc. - anything that will assist the contractor in formulating a good bid.*

*Information should be broad with details coming in other sections of the SOW. Constraints may be identified in this section at a very high level: There may be physical, legal, budgetary, or time-based, constraints; there may be limited access to essential premises or equipment; or it may be planned to carry out the project in phases.*

### 2.0 **Requirements**

#### 2.1 **Tasks, Activities, Deliverables and Milestones**

*Through the contract, describe the tasks or activities to be performed by the Contractor. It should also include a detailed description of what is required for each of the identified deliverables. The description will need to provide sufficient information so that all parties will be able to understand what will signal completion of a phase or milestone in the work. In most situations, this Section will identify what methodology and sequence each of the deliverables will need to meet, how the deliverable will need to be delivered and what will be the relationship of one deliverable with another. This section should provide information on the language, format, version and content requirements for each task or activity and each deliverable or milestone in the work. It will also need to reference the Schedule and Estimate Level of Effort expected for completion of the work; any Specifications or Standards which will be used; and the Method and Source of Acceptance which will be applied by the Crown to the deliverables. This information may help to establish a progress payment schedule.*

#### 2.2 **Specifications and Standards**



*Identify the manner in which the work is to be delivered and will be measured as completed. In some cases, the information provided in the Deliverable or the Method and Source of Acceptance Sections of the SOW will be sufficient. In other cases, specific reference will need to be made to the details and qualitative and quantitative measures which will be used by the Crown to determine completion and satisfaction with the work.*

### **2.3 Method and Source of Acceptance**

*Provide a description of the performance, quality, format, and testing requirements which will be used to measure whether the work is acceptable or not.*

### **2.4 Reporting Requirements**

*Describe any performance or status reporting requirements which will be expected of the Contractor during the life of the Contract. Include both the format, frequency, number of copies and specific content requirements.*

### **2.6 Project Management Control Procedures**

*Provide details of how the Departmental Representative and Project Authority will control the work (progress meetings, demonstrations, prototypes etc.). Further detail how the payment schedule will be matched to the measurement of performance throughout the contract. Contract management and controls in the SOW should be specific to the work and tasks. The following language might be used:*

*The individual identified in the proposal as the Project Coordinator or Technical Authority shall: (and then list actions that will ensure the contract will be brought in on time, on budget and of an acceptable quality; i.e. submission of progress reports, system tests, etc.)*

## **3.0 DFO Obligations**

*Identify the access to facilities, the loan or use of Government Furnished Equipment, the access to documentation, networks, etc. which the Crown will provide to the Contractor. The following are examples of the contents that may be included under this heading:*

- access to departmental library, government and departmental policies and procedures, publications, reports, studies, etc.*
- access to facilities and equipment (i.e. a workstation with a computer and associated equipment, telephone, etc.)*
- access to a staff member who will be available to coordinate activities*
- provide comments on draft reports within five (5 working days*
- provide other assistance or support.*

## **4.0 Contractor's Obligations**

*Clarify all other obligations of the Contractor which have not already been identified.*

## **5.0 Location of Work, Work site and Delivery Point**





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*Identify where the majority of the work is expected to be completed. This is important in terms of where “ownership” may occur. State whether there are any requirements to work at any specific site or whether the Contractor will need to be available for meetings. A general statement such as the following may be useful:*

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

## **6.0 Travel and Living**

*You must specify if travel and living expenses will be considered. How it will be handled and which travel and living reconciliation forms will be used? **If travel and living expenses will be incurred by the contractor, a Travel Plan must be prepared and approved before any work can begin.** Who will provide advance approval of the contractor’s travel to be undertaken in association with the requirement? **Note that the current TBS Travel Directive will apply.***

## **7.0 Project Schedule**

### **7.1 Expected Start and Completion Dates**

*Identify the period in which the work is to be completed. More details are then provided in the section of the SOW which identifies the specific schedule which will be required for completion of the work. You must allow sufficient time in the end date or completion date for the Crown to apply the full acceptance criteria for the final deliverable.*

The services of the Contractor will be required for a period of approximately (*weeks, months or years*) commencing on or about (*day, month, year*). The expected completion date of this project is (*day, month, year*).

### **7.2 Schedule and Estimated Level of Effort (Work Breakdown Structure)**

*Include a detailed time schedule for the completion of each stage or milestone or phase of the work as well as for the entire work. Often a Work Breakdown Structure will also be included in order to show the dependencies of various parts of the work. This Schedule will help to identify demands on the resources of both DFO and the Contractor.*

## **8.0 Applicable Documents and Glossary**

### **8.1 Applicable Documents**

*Append any relevant background documents, drawings, specifications, samples or information which will be important to demonstrate what, how and when the work will need to be completed. Cross reference the documents back to the relevant Section of the SOW in which they will apply.*



## ANNEX "F" – NON-DISCLOSURE AGREEMENT

### Non-Disclosure Agreement

I, \_\_\_\_\_, recognize that in the course of my work as an employee or subcontractor of \_\_\_\_\_, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. \_\_\_\_\_ between Her Majesty the Queen in right of Canada, represented by the Minister of Fisheries and Oceans and \_\_\_\_\_, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.:

\_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Date