



<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment and Climate Change Canada</p> <p>Walk-in submission : Environment and Climate Change Canada Queen Square Building 15th Floor Reception Area 45 Alderney Drive Dartmouth, Nova Scotia B2Y 2N6</p> <p>Courier/Mail Submission: Environment and Climate Change Canada Queen Square Building 16th Floor Mail Room 45 Alderney Drive Dartmouth, NS B2Y 2N6</p> <p>BID SOLICITATION DEMANDE DE SOUMISSIONS</p> <p>PROPOSAL TO: ENVIRONMENT AND CLIMATE CHANGE CANADA</p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p>SOUSSION À: ENVIRONNEMENT CANADA</p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<p>Title – Titre Advanced Technologies and Management Practices of Seafood Processing Plant Effluents</p>	
	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000039199</p>	
	<p>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ) 2018-08-27</p>	
	<p>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ) at – à 2:00 P.M. on – le 2018-09-25</p>	<p>Time Zone – Fuseau horaire ADT</p>
	<p>F.O.B – F.A.B Destination</p>	
	<p>Address Enquiries to - Adresser toutes questions à Carole Daigle - carole.daigle@canada.ca</p>	
	<p>Telephone No. – N° de téléphone 902-426-0935</p>	<p>Fax No. – N° de Fax N/A</p>
	<p>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ) 2019-03-08</p>	
	<p>Destination - of Services / Destination des services See Herein</p>	
	<p>Security / Sécurité Security is Not Applicable</p>	
<p>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</p>		
<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>	
<p>Name and title of person authorized to sign on behalf of Vendor/Firm: (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</p>		
<p>Signature</p>	<p>Date</p>	

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Installation and Decommissioning of Telemetry Receiver Stations in New Brunswick, Nova Scotia and Prince Edward Island

PART 1 – GENERAL INFORMATION

1. Security Requirement

1.1 There is no security requirement associated with this requirement.

2. Statement of Work

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

3. Debriefings

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

PART 2 – BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the PWGSC *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.

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

The 2003 (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The standard instructions 2003 are modified as follows:

Under “Text” at 02:

Delete: “Procurement Business Number”

Insert: “Deleted”

At Section 02 Procurement Business Number

Delete: In its entirety

Insert: “Deleted”

At Section 05 Submission of Bids, Subsection 05 (2d):

Delete: In its entirety

Insert: “send its bid only to Environment and Climate Change Canada (ECCC) as specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;”

At Section 06 Late Bids:

Delete: "PWGSC"

Insert: "Environment and Climate Change Canada"

At Section 07 Delayed Bids:

Delete: "PWGSC"

Insert: "Environment and Climate Change Canada"

At Section 08 Transmission by Facsimile, Subsection 08 (1):

Delete: In its entirety

Insert: "Bids may be submitted by facsimile if specified in the bid solicitation."

At Section 12 Rejection of Bid, Subsection 12 (1) a. and b.:

Delete: In their entirety

Insert: "Deleted"

At Section 17 Joint Venture, Subsection 17 (1) b.:

Delete: "the Procurement Business Number of each member of the joint venture,"

Insert: "Deleted"

At Section 20 Further Information, Subsection 20 (2):

Delete: In its entirety

Insert: "Deleted"

2. Submission of Bids

- 2.1 Bids must be submitted to Environment and Climate Change Canada (ECCC) at the address and by the date, time and place indicated on page 1 of the bid solicitation.

3. Former Public Servant – Competitive Bid

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, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

- a. an individual;
- b. an individual who has incorporated;

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all 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, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;

- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than six (6) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

5. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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

6. Basis for Canada's Ownership of Intellectual Property

Environment and Climate Change Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

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

PART 3 – BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid two (2) hard copies

Section II: Financial Bid one (1) hard copy

Section III: Certifications two (2) hard copies

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

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

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

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

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

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

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will carry out the Work

Section II: Financial Bid

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

1.1 Price Breakdown

In their financial bid, the bidders are requested to provide a detailed breakdown of the price for the following elements for each milestone of the Work, as applicable:

- (a) Professional fees: For each individual and (or) labour category to be assigned to the Work, the bidders should indicate: i) the firm hourly rate or the firm daily rate, inclusive of overhead and profit; and ii) the estimated number of hours or days, as applicable. The bidders should indicate the number of hours in one working day.
- (b) Equipment (if applicable): The bidders should specify each item required to complete the Work and provide the pricing basis of each one, Canadian customs duty and excise taxes included, as applicable.
- (c) Materials and Supplies (if applicable): The bidders should identify each category of materials and supplies required to complete the Work and provide the pricing basis. The Bidder should indicate, on a per category basis, whether the items are likely to be consumed during the performance of any resulting contract.
- (d) Travel and Living Expenses: The bidders should indicate the number of trips and the number of days for each trip, the cost, destination and purpose of each journey, together with the basis of these costs without exceeding 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".
- (e) Subcontracts (if applicable): The bidders should identify all of the proposed subcontractors and provide in their financial bid for each one a price breakdown.
- (f) Other Direct Charges (if applicable): The bidders should identify all of the categories of other direct charges anticipated, such as long distance communications and rentals, providing the pricing basis for each and explaining the relevance to the work described in the resultant contract in part 6 of the bid solicitation.
- (g) Applicable Taxes: The bidders should indicate the Applicable Taxes separately.

1.2 Bidders should include the following information in their financial bid:

- (a) Their legal name; and
- (b) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid; and any contract that may result from their bid.

Section III - Certifications

1. Certifications Required Precedent to Contract Award

Bidders must provide the required certifications Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

1.1 Technical Evaluation

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

1.2 Technical Evaluation

1.2.1. Mandatory Technical Criteria

See Annex C – Mandatory Requirements and Evaluation Criteria

1.2.2 Point Rated Technical Criteria

See Annex C – Mandatory Requirements and Evaluation Criteria

1.3 Financial Evaluation

Bidder to Complete Tables in Annex D, Basis of Payment

1.3.2 Evaluation of Price

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

2. Basis of Selection - Lowest Price Per Point

- (a) To be declared responsive, a bid must:
 - (i) comply with all the requirements of the bid solicitation;
 - (ii) meet all mandatory technical evaluation criteria; and
 - (iii) obtain the required minimum of 46 points overall of the points for the technical evaluation criteria which are subject to point rating.

- (b) Bids not meeting (i) or (ii) or (iii) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in

carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

1. Certifications Required Precedent to Contract Award

1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

2. Additional Certifications Required Precedent to Contract Award

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

2.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting 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 Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder 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 Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

2.2 Education and Experience

SACC Manual clause A3010T (2010-08-16) Education and Experience

3. Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid:
Former Public Servant Certification – See pages 4-6.

PART 6 - RESULTING CONTRACT

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

1. Security Requirement

1.1 There is no security requirement applicable to this Contract.

2. Statement of Work

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

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the PWGSC *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.

3.1 General Conditions

2010B (2018-06-21), General Conditions - Professional Services (Medium Complexity), as modified below, apply to and form part of the Contract.

General conditions 2010B is modified as follows:

At Section 12 Transportation Costs

Delete: In its entirety

Insert: "Deleted"

At Section 13 Transportation Carriers" Liability

Delete: In its entirety.

Insert: "Deleted"

At Section 18, Confidentiality:

Delete: In its entirety

Insert: "Deleted"

Insert Subsection: "35 Liability"

"The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to

persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.”

A. For professional services requirements where the deliverables are copyrightable works:

At Section 19 Copyright

Delete: In its entirety

Insert:

1. In this section:
"Material" means anything that is created or developed by the Contractor as part of the Work under the Contract, and in which copyright subsists.
"Background Information" means all Intellectual Property that is not Foreground Information that is incorporated into the Work or necessary for the performance of the Work and that is proprietary to or the confidential information of the Contractor, its subcontractors or any other third party;
"Foreground Information" means all Intellectual Property first conceived, developed, produced or reduced to practice as part of the Work under the Contract;
2. Material that is created or developed by the Contractor as part of the Work under the Contract belongs to Canada. The Contractor must incorporate the copyright symbol and either of the following notices, as appropriate: © Her Majesty the Queen in right of Canada (year) or © Sa Majesté la Reine du chef du Canada (année).
3. At the request of the Contracting Authority, the Contractor must provide to Canada, at the completion of the Work or at such other time as the Contracting Authority may require, a written permanent waiver of moral rights as defined in the *Copyright Act*, R.S., 1985, c. C-42, in a form acceptable to the Contracting Authority, from every author that contributed to the Work. If the Contractor is an author, the Contractor permanently waives the Contractor's moral rights.
4. All Intellectual Property Rights in the Material belongs to Canada as soon as they come into existence. The Contractor has no right in or to any such Intellectual Property except any right that may be granted in writing by Canada.
5. The Contractor also grants to Canada a non-exclusive, perpetual, irrevocable, worldwide, fully-paid and royalty-free license to use the Background Information to the extent that this information is required by Canada to exercise its rights to use the Material. This license cannot be restricted in any way by the Contractor providing any form of notice to the contrary, including the wording on any shrink-wrapped license attached to any deliverable.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract award to March 31, 2019 inclusive.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Carole Daigle

Contracting Officer

Environment and Climate Change Canada

45 Alderney Drive

Dartmouth, NS

B2Y 2N6

Telephone: 902-426-0935

E-mail address: carole.daigle@canada.ca

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

5.2 Technical Authority

The Technical Authority for the Contract is: *(to be provided upon contract award)*

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

6. Proactive Disclosure of Contracts with Former Public Servants

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

7. Payment

7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work as determined in accordance with the Basis of Payment in Annex D, to a limitation of expenditure of **\$(to be determined)**. Customs duties and Applicable Taxes are extra, if applicable.

7.2 Limitation of Expenditure

- (a) Canada's total liability to the Contractor under the Contract must not exceed \$(to be determined). Customs duties and Applicable Taxes are extra, if applicable.
- (b) No increase in the total liability of Canada or in the price of the Work 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 approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (i) when it is 75 percent committed, or
 - (ii) four (4) months before the contract expiry date, or
 - (iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

- (c) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

8 Invoicing Instructions

8.1 Milestone Payment

- (a) Canada will make milestone payments in accordance with the Schedule of Milestones detailed below and the payment provisions of the Contract if:
 - (i) an accurate and complete claim for payment and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - (ii) all such documents have been verified by Canada;
 - (iii) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.

8.2 Schedule of Milestones

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

Milestone Payment	Deliverable item	Firm Milestone Amount
1.	1. Project Initiation: kick off meeting with the Contractor to distribute the necessary information (including reports and documents) and discuss any questions 2. Work plan including Table of contents and methodology/approach 3. Draft Partial Report and the Excel spreadsheet of ongoing review of treatment technologies, best management practices to treat and control pollution, and costs associated with various levels of adoption of seafood effluents treatment systems (Tasks 1 and 2)	30% of the contract value
2.	4. Draft Report that covers all tasks the draft report should be sent to The Forest Products and Fisheries Act Division for revisions, and comments/feedbacks (Tasks 1 to 3)	50% of contract value
3.	5. Final Report 6. Presentation of the contracts' findings by teleconference/webinar, or face-to-face at ECCC's office in Gatineau	20% of contract value

9. Certifications

9.1 Compliance

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

10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) Modified 2010B General Conditions - Professional Services (Medium Complexity) 2018-06-21
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Selection;
- (e) Annex C, Mandatory Requirements and Evaluation Criteria
- (f) Annex D, Basis of Payment/Financial Bid Evaluation
- (g) the Contractor's bid dated (*to be determined*)

ANNEX A STATEMENT OF WORK

Title: Advanced Technologies and Management Practices of Seafood Processing Plant Effluents

SW01 Background Information:

The seafood processing sector includes a broad range of operations and activities for the processing of fish and other aquatic organisms into commercial products. In 2016, total revenue in this sector was estimated at \$5.3 Billion. There are approximately 1,100 fish and seafood processing facilities in Canada, the majority of these are concentrated in coastal regions in the Atlantic (55%) and the Pacific coast (22%), with a few in the interior. The sector has a significant presence in smaller communities, where it plays an important role in local economies.

Within the seafood processing sector, effluent quantity and quality varies significantly depending upon processing type, water use, the fish species being processed and the extent to which best management practices (BMP) have been implemented. These effluents may contain high levels of organic matter, biochemical oxygen demand (BOD), chemical oxygen demand (COD), suspended solids (TSS), ammonia, total nitrogen, nitrate, oil and grease and potential pathogens. In addition, they can contain substances related to process operations and cleaning such as disinfecting agents and sanitizers.

Environment and Climate Change Canada (ECCC) is responsible for the administration and enforcement of the pollution prevention provisions of the *Fisheries Act*. These provisions include subsection 36(3) which prohibits the deposit of deleterious substances in water frequented by fish, or in any place, where the deleterious substance may enter any such water.

As part of ECCC's ongoing mandate of administering the pollution prevention provisions of the *Fisheries Act*, ECCC conducts periodic reviews of sectors in order to ensure our information is up to date. This undertaking will include a review of existing and emerging effluent management technologies and BMP to limit the volume, toxicity and pollutant loads and the analysis of capital and operating costs and barriers to the implementation of technologies and BMP.

SW02 Objective:

The objectives of the Contract are to obtain and document:

1. Information on advanced effluent treatment control technologies, and BMPs, that are currently in use and emerging effluent treatment, or control technologies that can be used in seafood processing plant operations that are technically and financially feasible. This will also include a comparative analysis of potential improvement of current seafood processing plant environmental performance with different scenarios related to the level of adoption of current and emerging technologies, techniques and BMPs (e.g. status quo, low, medium and high levels).
2. Information and analysis of the current capital and operational costs ((\$/m³ of effluent basis) associated with advanced effluent treatment systems that are currently being adopted by seafood processing plants in Canada, and the expected incremental costs that would be incurred in order to deploy advanced treatment technologies. This analysis will include information on potential financial feasibility for seafood processing facilities in

Canada to adopt these technologies, and whether this is financially sustainable with respect to ongoing costs associated with training, operations and maintenance; and

3. Information on other potential challenges and limitations (i.e., size and geographic location of seafood processing plants, technical feasibility) for adopting advanced technologies for seafood processing plant operations, and potential ways to overcome these constraints.

SW03 Scope of work:

- *The seafood processing and fish meal sector*

The contract shall focus on all fish and seafood processing facilities, including but not limited to shellfish, finfish, molluscs and pelagic processing, as well as fish meal processing facilities. The contract will also focus on all processing types, including but not limited to fluming, cutting, butchering, filleting, cooking, drying, canning, smoking, cleaning of floors and process equipment and fishmeal processing.

- *Current and emerging technologies and techniques*

The contractor is required to produce a report whose content will consist of the following elements related to advanced treatment technologies and BMPs related to pollution prevention and control in the seafood processing sector:

- A review of advanced effluent control technologies and BMPs. This includes describing the optimum effluent quality that is practically feasible with these technologies and BMPs.
 - Identify advanced treatment technologies and BMPs that are currently being used by Canadian facilities and a review of advanced technologies that will become commercially available in the next 20 years.
 - Identify the impact of advance technologies and BMPs on effluent quality, water use, and impact on the receiving environment.
 - Identify and compare advanced treatment technologies and BMPs used in other jurisdictions (USA, Europe, South America and Asia) by considering how Canadian seafood processors compare with facilities in other countries with respect to advanced treatment technologies and BMPs, and effluent quality achieved through their implementation.
 - The factors and limitations in adopting advanced technologies and BMPs for Canadian seafood processing facilities.
- A review of the costs for Canadian seafood processing facilities to adopt advanced treatment technologies and BMPs.
 - Identify the current capital and operational costs to install and operate advanced effluent treatment systems and BMPs for Canadian seafood processing facilities.
 - Identify barriers to Canadian seafood processing facilities from adopting advanced technologies and BMPs.
 - Identify the impacts of incremental costs on the ongoing operation of Canadian seafood processing facilities.
- A review of advanced technologies that could support production of secondary byproducts for commercial use (e.g., supplements, fish oils, biogas capture from sludge, etc.).
 - Identify existing and emerging byproducts that could be used for commercial use.

- Identify technologies and capital and operational costs associated with implementing advanced treatment technologies that could support production secondary byproducts for commercial use.

SW04 Tasks

Task 1: Review of advanced effluent treatment technologies and best management practices (BMP), to manage, control, treat and/or limit the volume, toxicity and pollutant loads of fish processing plant effluents and their effectiveness

As part of this task, the Contractor will:

1.1 Identify advanced technologies (e.g. including but not limited to screening, sedimentation, membrane-based processes, coagulation in combination with dissolved air floatation, biological nutrient removal for nitrogen and phosphorus, aerobic/anaerobic treatments) and BMPs that can be used to manage, control, treat and/or limit the volume, toxicity and pollutant loads of seafood processing plant effluents.

1.1.1 Provide a description of advanced technologies and BMPs, and the optimum effluent quality that is technically and financially feasible for, but not limited to:

- pH
- BOD
- COD
- TOC
- TSS
- Oil and grease
- Chloride
- PCB
- Sulphate
- Mercury
- Dissolved metals
- Nitrogen
- Phosphorus
- Nitrate
- Phosphate
- Un-ionized ammonia
- Total suspended matter
- Oil and grease
- Whole effluent acute toxicity
- Whole effluent chronic toxicity

1.2 Identify and describe the considerations in adopting advanced treatment technologies for Canadian seafood processing effluent by considering the following:

1.2.1 Identify the elements required for successful integration and implementation of advanced treatment technologies for seafood processing facilities.

1.2.2 Identify and tabulate the benefits and challenges for each treatment technology and BMP (i.e., existing and advanced technologies and BMP); and

1.2.3 Identify and describe technologies/techniques that are readily available to reprocess seafood wastes or residues into commercial by-products (i.e., supplements, fish oils, biogas, etc.).

Task 2: Costs of implementing current seafood effluents treatment systems compared to anticipated incremental costs of adopting more advanced, and emerging treatment technologies and techniques and BMP

As part of these tasks, the Contractor will:

2.1 Conduct a cost-benefit analysis of the capital and operational needs associated with the use of current, and emerging/more advanced treatment technologies by evaluating the following:

2.1.1 Describe the costs of current effluent treatment systems commonly used in seafood processing facilities, and the incremental costs of adopting various advanced treatment technologies, and BMPs, and or combination of scenarios with varying degrees of implementation of advanced treatment options;

2.1.2 Describe other potential technical constrains (e.g., technical feasibility, staff training, ease of operation, appropriate timeline) that would be required to implement new and better effluent treatment technology for the sector;

2.1.3 Identify and describe the financial challenges for Canadian seafood processing facilities to implement technologies and BMPs, and the outcomes this may have on facilities at various revenue levels and

2.1.4 Recommend the most appropriate advanced treatment that is both financially and technically feasible for Canadian seafood processing facilities.

Task 3: Comparison of advanced technologies in Canada and other jurisdictions

3.1 Identify and compare the extent of use of advanced technologies in other jurisdictions, including but not limited to the USA, Europe, South America and Asia, for effluent treatment that could be applied in a Canadian context by providing the following:

3.1.1 Identify legal mechanisms in place in other jurisdictions and how those jurisdictions apply effluent limits and treatment technologies.

3.1.2 Identify the effectiveness of those treatment technologies and how they could apply in the Canadian context.

Additional Information for the Tasks:

The tasks above are by no means exhaustive. The Contractor must provide any additional information discovered during the course of this work that is deemed relevant in fulfilling the objectives of this Contract.

SW05 Crown Input:

The Technical Authority will provide the Contractor with the following documents:

- AMEC Earth and Environment Limited. 2003. Management of Wastes from Atlantic Seafood Processing Operations. Report submitted to National Programme of Action-Atlantic Region Team, Environment Canada, Atlantic Region, Dartmouth, Nova Scotia.
- Chowdry, Viraraghavan and Srinivasan. 2010. Biological Treatment Processes for Fish Processing Wastewater – A Review. *Bioresource Technology* 101: 439-449.
- Coastal Zones Research Institute Inc. 2003. Best Management Practices: Marine Products Processing. Guide for best management practices of raw product, water and effluents for marine products processing plants in New Brunswick.
- Environment Canada. 1975. Fish Processing Operations Liquid effluent Guidelines. Regulations, Codes, and Protocols Report EPS 1-WP-75-1, Water Pollution Control Directorate, June 1975.
- James McLare Consulting. 2012. A profile of the Canadian Fish Processing Industry, the State of Its Pollution Control, and Its Current Regulatory Environment. Prepared for Environment Canada, Gatineau, Quebec. Contract #: K2A80-11-0015.
- Jamieson, BL, Goncalves, AA and Gagnon, GA. 2010. Evaluation of Treatment Options for Atlantic Canadian Seafood Processing Plant Effluent. *Journal of Environmental Engineering and Science*, 2013, 8(4), 448–460.
- Lalonde, BA, Garron, CA and Ernst W. 2007. Characterization and Toxicity of Fish Processing Plant Effluent in Canada. Surveillance Report EPS-5-AR-07-03, Environmental Protection Operations Directorate, Atlantic Region, Canada.
- NovaTec Consultants. 1994. Fraser River Action Plan: Guide for Best Management Practices for Process Water management at Fish Processing Plants in British Columbia. Prepared for Environment Canada – DOE FRAP 1994-20.

SW06 Deliverables:

Deliverable #1: Project initiation and kick off.

Under the guidance of the Technical Authority, the Contractor is required to produce a report in successive steps that include the following:

Deliverable #2: Work plan and draft outline of the report, including table of contents and methodology. To be completed and submitted three (3) weeks after contract award. This will include a description of the work plan and a draft outline of the report. The Forest Products and Fisheries Act Division of ECCC will provide comments back to the contractor within two (2) weeks of receipt of the draft outline of the report. Follow-up discussions may be required within one (1) week of the contractor receipt of comments.

Deliverable #3: Draft Partial Report that covers Tasks 1 and 2, and an Excel spreadsheet with information on ongoing review of seafood processing facilities' effluent treatment technologies (current, emerging, or advanced), best management practices to treat and control pollution, and costs associated with various levels of adoption of seafood effluents treatment systems.

Deliverable #4: Draft Report that covers all tasks (Tasks 1 to 3).

- Detailed report that includes considerations of any comments provided on the Draft Partial Report. Prior to finalization of the final report, the draft report should be sent to The Forest Products and Fisheries Act Division of ECCC for revisions, and comments/feedbacks.

Deliverable #5: Final Report (Tasks 1 to 3)

- The final report must reflect the requirements outlined in Tasks 1 to 3, and address any comments/feedbacks/suggestions provided on previous draft reports.
- The final report must be provided free of confidential business information (i.e., where individual company confidential information is not revealed, or cannot be revealed through deduction).
 - Information which was submitted as confidential but which, due to aggregation, cannot be related to a specific facility may be included in the main report. This report is intended to be made available as noted under the Confidentiality clause in section X.
- Along with the Final report, the following must be provided as well:
 - All related research materials, raw data spreadsheets, databases and records of discussion used for the delivery of this Contract.
 - All of the background materials, documents, reports, and information provided to the Contractor by the Departmental Representative, and/or any other material used to develop the study.

Deliverable #6: Presentation

- The Contractor is required to prepare and give a presentation (max. 60 minutes, excluding the question period) on the final results of the study to Environment and Climate Change Canada officials, and any other persons designated by the Departmental Representative. The presentation will be delivered by teleconference/webinar or face-to-face if the Contractor is located in the Gatineau/Ottawa area.

Additional Instructions for the Deliverables:

- The Contractor must report all the sources of data and information.
- Tables and schematics/figures should be used to facilitate the presentation of key findings and data analysis results.
- Methodologies and calculations must be described in full or referenced, and are subject to approval by the Technical Authority.
- A complete list of referenced material is required for all the elements of this study.
- Uncertainties must be identified and their impacts on the results and conclusions explained.
- The Contractor must provide an explanation of how the comments on previous deliverables have been addressed in the subsequent deliverables. This can be done by providing two versions of each deliverable, one with the changes in "track mode" and the other with the changes "accepted".

All reports and data must be submitted in both PDF and Microsoft Word/Excel 2010 format, as applicable.

Information that should be kept confidential must be compiled under separate cover and labelled confidential within the meaning of the *Access to Information Act*.

As indicated in SW11, no copy (hard or electronic) of confidential documents/information is to be retained by the Contractor.

SW07 Deliverable Schedule:

Deliverable Number	Deliverable item	Delivery date (on or before)
Deliverable 1	Project Initiation: kick off meeting with the Contractor to distribute the necessary information (including reports and documents) and discuss any questions	One Week After Contract Award
Deliverable 2	Work plan including Table of contents and methodology/approach	Three Weeks After Contract Award
Deliverable 3	Draft Partial Report and the Excel spreadsheet of ongoing review of treatment technologies, best management practices to treat and control pollution, and costs associated with various levels of adoption of seafood effluents treatment systems (Tasks 1 and 2)	Twelve Weeks After Contract Award
Deliverable 4	Draft Report that covers all tasks the draft report should be sent to The Forest Products and Fisheries Act Division for revisions, and comments/feedbacks (Tasks 1 to 3)	February 7, 2019
Deliverable 5	Final Report	March 1, 2019
Deliverable 6	Presentation of the contracts' findings by teleconference/webinar, or face-to-face at ECCC's office in Gatineau	March 8, 2019

SW08 Acceptance of Deliverables:

All documents, reports and presentations produced by the Contractor will be subject to review by the Technical Authority.

All work is to be performed by the project team identified in the proposal and completed to the satisfaction of the Technical Authority.

SW09 Communication:

Regular contacts or routine communications [(at least every two (2) weeks)] through email, and/or phone calls are anticipated and must be maintained between the Contractor and the Technical Authority.

SW10 Language:

All reports and data shall be written in English or French. The final report must include an executive summary in both French and English.

SW11 Confidentiality:

It is understood and agreed that the Contractor must, during and after the effective period of the ensuing contract, treat as confidential and not divulge, unless authorized in writing by the Technical Authority, any information obtained in the course of the performance of the ensuing contract.

The Contractor must maintain the confidentiality of all facility-specific information obtained in the course of the ensuing contract that has been identified as confidential. Confidential information shall not be included in reports, and must be generalized sufficiently such that the data cannot be identified with an individual facility. Information which was submitted as confidential but which, due to aggregation, cannot be related to a specific facility may be included in the main report.

Information that a facility requests to be kept confidential shall be compiled in the Excel spreadsheet and under separate cover, and labelled confidential within the meaning of the *Access to Information Act*.

Any failure of the Contractor to respect the confidentiality obligations is a default of the Contractor for which the Contracting Authority may terminate the Contract.

SW12 Use/Destruction/Return of Information:

The information obtained during the course of the contract or provided to the Contractor by the Technical Authority are to be used for the purpose of this Contract only and shall not be used for other purposes unless duly authorized by the Technical Authority. After completion of the Contract, this information must be destroyed in a manner deemed appropriate by the Technical Authority. The Contractor shall send a letter to the Technical Authority acknowledging the disposition of the information.

ANNEX B BASIS OF SELECTION

Any proposal not meeting the mandatory requirements will be considered non-compliant and will be given no further consideration.

A contract will be awarded based on best value taking into account technical merit and price for those proposals meeting the mandatory requirements. A minimum technical score of 46/65 is required.

The technically responsive proposal that obtains the highest combined rating of technical merit and price (e.g. adding the technical score with the financial score to result in a Total Score) will be recommended for award of a contract.

The total possible technical score is 70 while the total financial score is 30. Where two or more proposals achieve the identical highest combined technical (70%) and financial (30%) score, the proposal with the highest technical score with a total estimated cost not exceeding the maximum budget will be recommended for award of a contract.

For each proposal:

Calculation of Technical Score: the technical score is calculated by prorating the technical score obtained by the proposal against the total possible score of 70.

$$\text{TECHNICAL SCORE} = \frac{\text{Bidder's TECHNICAL SCORE}}{\text{Total Possible TECHNICAL SCORE}} \times 70 \text{ points}$$

Calculation of Financial Score: the financial score is calculated by giving full points (30) to the lowest priced responsive proposal (based on the proposal's **Total Estimated Cost**) and prorating all other responsive proposal financial scores accordingly.

The calculation used to determine points for all other Bidders (other than the lowest) will be Lowest TOTAL ESTIMATED COST (\$) divided by Bidder's TOTAL ESTIMATED COST, multiplied by 30 points, as follows:

$$\text{FINANCIAL SCORE} = \frac{\text{Lowest TOTAL ESTIMATED COST (\$)}}{\text{Bidder's TOTAL ESTIMATED COST (\$)}} \times 30 \text{ points}$$

Calculation of Total Score:

$$\begin{aligned} & [\text{Bidder's TECHNICAL SCORE (out of 70 points)}] + [\text{Bidder's FINANCIAL SCORE (out of 30} \\ & \text{points)}] \\ & = \text{Bidder's TOTAL SCORE (out of 100 points)}. \end{aligned}$$

Note: Contract will be awarded based on total proposed cost including all option periods.

**ANNEX C
EVALUATION CRITERIA**

1. Mandatory Technical Evaluation Criteria

1.1 Each bid will be reviewed to determine whether it meets the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be considered non-compliant.

	Mandatory Technical Criteria	Met	Not Met
M-1	The project team shall be comprised of at least one qualified engineer with relevant qualification (engineering degree), and experience in the treatment of effluents from seafood processing facilities.		
M-2	The project team shall be comprised of at least one member with at least 5 years of experience on projects concerning the treatment of seafood processing effluents and/or water use by seafood processing sector.		
M3	The maximum budget for this contract is \$40,000.00 not including taxes. Bids must not exceed it		

2. Point-Rated Technical Evaluation Criteria

2.1 Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly.

For the bid to be valid, the bidder must obtain a minimum pass mark of 46 points within the technical evaluation based on the following grid. Bids that obtain less than 46 points will be considered non-responsive.

	Point Rated Criteria	Score	Score
1. UNDERSTANDING OF THE REQUEST FOR PROPOSAL (MAX. 5 POINTS) MINIMUM REQUIRED: 3 POINTS	R1. Does the proposal indicate a clear and logical understanding of the objective and Statement of Work? The proposal clearly demonstrates an understanding of the objectives and	Maximum 5 points 5	

	<p>statement of work in a logical fashion.</p> <p>The proposal demonstrates an understanding of the objectives and statement of work, but not in a clear and logical manner.</p> <p>The proposal does not demonstrate an understanding of the objective and statement of work at all.</p>	<p>3</p> <p>0</p>	
<p>2. WORK PLAN, APPROACH & METHODOLOGY (MAX. 20 POINTS) MINIMUM REQUIRED</p> <p>FOR R2A): 2.5 POINTS AND R2 B): 5 POINTS</p>	<p>R2. A) Does the work plan identify milestones and how the Contractor will satisfy the requirements in the Statement of Work? <i>(partial points will be awarded in R2 A) as indicated in this section)</i></p> <p>The proposal clearly identifies the milestones, timelines and deliverables for all of the requirements in the Statement of Work.</p> <p>The proposal is missing information related to the milestones, timelines and deliverables for some of the requirements identified in the Statement of Work.</p> <p>The proposal is missing information related to the milestones, timelines and deliverables for many of the requirements identified in the Statement of Work.</p> <p>R2. B) Is the presented approach and methodology well-defined, logical and adequate for each of the tasks in the Statement of Work? <i>(partial points will be awarded in R2 B) as indicated in this section)</i></p> <p>All of the three points below are satisfied: (1) The presented approach and methodology are well-defined</p>	<p>A) Maximum 5 points</p> <p>5</p> <p>2.5</p> <p>0</p> <p>B) Maximum 15 points</p> <p>15</p>	

	<p>and logical (e.g. potential data sources and strategies to obtain the information are clearly described).</p> <p>(2) The presented approach and methodology are adequate (e.g. the approach and methodology allow for meeting the objectives; team members' time allocated to each task is based on their qualification and experience, etc.).</p> <p>(3) Potential challenges are clearly identified and potential solutions to challenges are addressed.</p> <p>Only two of the above points are satisfied.</p> <p>Only one of the above points is satisfied.</p> <p>None of the points above is satisfied.</p>	<p>10</p> <p>5</p> <p>0</p>	
<p>3. PROJECT TEAM QUALIFICATION AND EXPERIENCE (MAX. 40 POINTS)</p> <p>R3 A): MINIMUM 15 POINTS REQUIRED AND 12.5 POINTS MUST BE MADE BY AT LEAST ONE MEMBER</p>	<p>R3. A) Project Team Members Experience: Total years of experience of the project team members, (not including the project manager), on projects concerning advanced treatment technologies for seafood processing effluents and impacts on the receiving environment? Experience must be clearly described in the proposal and supported by team members resumes.</p> <p>A minimum of 12.5 points must be contributed by at least one team member</p> <p>2.5 points per year</p>	<p>A) Maximum 25 points.</p>	

<p>R3 B): MINIMUM 6 POINTS REQUIRED</p>	<p>R3. B) Project Manager Experience: Total number of projects completed by the project manager managing effluent processing plant projects. Experience must be clearly described in the proposal and supported by the project manager resume.</p> <p>2.0 points per completed project managing projects in effluent processing plants - up to a maximum of 5 projects.</p> <p>Additional 1.0 points per completed project managing projects in effluent seafood processing plants – up to a maximum of 5 projects.</p>	<p>B) Maximum. 15 points</p>	
<p>TOTAL POSSIBLE POINTS</p>	<p>An overall score of 46/65 is also required</p>	<p>65</p>	

ANNEX D
BASIS OF PAYMENT/FINANCIAL BID EVALUATION

The period of the Contract is from date of Contract Award to March 8, 2019.

The maximum budget for this contract is \$40,000.00 not including taxes.

Reimbursement of Travel Expenses will not exceed Treasury Board's Travel Directive allowable rates: <https://www.canada.ca/en/treasury-board-secretariat/services/travel-relocation/travel-government-business.html>

Proposals exceeding the maximum budget, (including all labour, associated costs and travel will not be considered. (Applicable taxes are not included.)

The price proposal should indicate a detailed breakdown of the total quoted price. The price proposal should address each of the following as applicable:

- (a) Labour
- (b) Equipment
- (c) Supplies

Quotation for the Purpose of Submitting a Bid:

The Bidder is to supply a per day charge which includes all requirements as set out in the Statement of Work. Contractors must consider all costs in their Financial Proposal.

The daily charge should reflect all expenses related to the contract for each period quoted. The Bidder is to submit milestone invoices which reflect the number of days for each deliverable.

Tables 1 and 2 Must Be Completed by Bidder:

Table 1. Professional Fees and All Associated Costs

Milestone Payment	Deliverable item	Per Diem Rate	Number of Days	Total Amount
1.	1. Project Initiation: kick off meeting with the Contractor to distribute the necessary information (including reports and documents) and discuss any questions 2. Work plan including Table of contents and methodology/approach 3. Draft Partial Report and the Excel spreadsheet of ongoing review of treatment technologies, best management practices to treat and control pollution, and costs associated with various levels of adoption of seafood effluents treatment systems (Tasks 1 and 2)			
2.	4. Draft Report that covers all tasks the draft report should be sent to The Forest Products and Fisheries Act Division for revisions, and comments/feedbacks (Tasks 1 to 3)			
3.	5. Final Report 6. Presentation of the contracts' findings by teleconference/webinar, or face-to-face at ECCC's office in Gatineau			
TOTAL AMOUNT				

Estimated Travel Expenses will not be included in the Contract evaluation, but will be added to the Total Amount Above to determine maximum Contract amount. The Travel Expenses plus the Total Amount Above must not exceed the maximum budget.

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, in accordance with Contract Cost Principles 1031-2, with no allowance for profit and/or administrative overhead. All payments are subject to government audit.

Travel Expenses must not exceed Treasury Board's Travel Directive allowable rates.)
<https://www.canada.ca/en/treasury-board-secretariat/services/travel-relocation/travel-government-business.html>

Table 2. Maximum Estimated Travel Expenses

Expense Description	Unit (Per Diem/Day, Etc.)	Total Amount
TOTAL TRAVEL EXPENSE AMOUNT		