



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

Bid Receiving/Réception des soumissions

Procurement Hub | Centre d'approvisionnement
Fisheries and Oceans Canada | Pêches et Océans Canada
301 Bishop Drive | 301 promenade Bishop
Fredericton, NB E3C 2M6

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

REQUEST FOR STANDING OFFER

DEMANDE D'OFFRES À COMMANDES (DOC)

Proposal to: Fisheries and Oceans Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux : Pêches et Océans Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux appendices ci-jointes, les biens et les services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

| | | |
|--|---|---|
| Title – Sujet Standing Offer for Multidisciplinary Team Expertise for Regulatory Review | | Date February 19, 2019 |
| Solicitation No. – N° de l'invitation F5211-180343 | | |
| Client Reference No. - No. de référence du client F2479-180006 | | |
| Solicitation Closes – L'invitation prend fin At / à : 2 :00 PM AST On / le : MARCH 6, 2019 | | |
| F.O.B. – F.A.B Destination | GST – TPS See herein — Voir ci-inclus | Duty – Droits See herein — Voir ci-inclus |
| Destination of Goods and Services – Destinations des biens et services See herein — Voir ci-inclus | | |
| Instructions See herein — Voir ci-inclus | | |
| Address Inquiries to – Adresser toute demande de renseignements à Cathi Harris, Senior Contracting Officer Email – courriel: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca | | |
| Delivery Required – Livraison exigée See herein — Voir ci-inclus | Delivery Offered – Livraison proposée | |
| Vendor Name, Address and Representative – Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur: | | |
| Telephone No. – No. de téléphone | Facsimile No. – No. de télécopieur | |
| Name and title of person authorized to sign on behalf of Vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie) | | |
| Signature | Date | |

REQUEST FOR STANDING OFFER (RFSO)

F5211-180343

Standing Offer for Multidisciplinary Team Expertise for Regulatory Review

FISHERIES AND OCEANS CANADA

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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 Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes

1.2 Summary

- 1.2.1 The Fisheries Protection Program (FPP) of the Department of Fisheries and Oceans (DFO) is responsible for regulating projects near water that could impact the sustainability and ongoing productivity of commercial, recreational and Aboriginal fisheries in Canada's marine and freshwater ecosystems. The regulatory review unit has expertise to review projects as they relate to fish and fish habitat, but engineering and biophysical science expertise is limited. Fluvial geomorphology, hydrogeology, and hydrology play a critical role in the development and maintenance of fish and fish habitat. Projects that may affect groundwater and surface water or alter natural channel processes require review of those specific aspects as they relate to fish and fish habitat within and outside of the project footprint to ensure both local and regional ecosystem integrity.

In the 2017-18 fiscal years, the regulatory review unit identified the need for this type of expertise on several projects, some of which was carried out under low dollar value contracting. In anticipation of additional needs on existing and new projects, DFO will continue to consistently

require this expertise to ensure fulsome review of projects and that the principles of the Fisheries Protection Policy Statement are met.

DFO requires review of project proposals submitted for regulatory review and expert advice, as needed, focusing on aspects pertaining to:

- a. Fluvial geomorphology;
- b. Hydrogeology;
- c. Hydrology and hydraulics;
- d. Fish and fish habitat, habitat restoration and natural channel design in relation to the above areas

Consequently, experts required may include, but not be limited to engineers, hydrologists, geologists, fluvial geomorphologists and fisheries biologists.

This review may include but not be limited to proposed project designs, offsetting plans, monitoring plans, and monitoring reports. In addition, pre- and post-construction monitoring may be required to confirm pre- and post-construction conditions, and provide additional advice and recommendations based on those visits and monitoring results.

The Consultant shall coordinate and manage the services of sub-Consultants/Specialists required to complete project requirements in support of the requested services under a Call-up.

Category of Personnel Required

- Project Lead
- Senior Engineer
- Junior Engineer
- Fluvial Geomorphologist
- Hydrologist
- Fisheries Biologist
- Geologist
- Administrative

One (1) Standing Offer will be awarded. The period to make call-ups to the Standing Offer will be from the date of award to March 31, 2022. Standing Offers do not constitute a guarantee of work, and Fisheries and Oceans Canada is not obligated to use these services.

1.2.2 Trade Agreements

The requirement is subject to the provisions of Canadian Free Trade Agreement (CFTA).

- 1.2.3 The Request for Standing Offers (RFSO) is to establish a Standing Offer 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 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.

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.

Revision to Departmental Name: As this solicitation is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.

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](#) (2018-05-22) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2.2 Submission of Offers

Bids must be submitted only to Fisheries and Oceans Canada (DFO) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to DFO will not be accepted.

2.3 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.

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.

2.4 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 Alberta.

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 Offerors provide their offer in separately bound sections as follows:

- Section I: Technical Offer (1 soft copy in PDF format);
- Section II: Financial Offer (1 soft copy in PDF format);
- Section III: Certifications (1 soft copy in PDF format);

The maximum size per email (including attachments) is limited to 10MB. If the limit is exceeded, your email might not be received by DFO. It is suggested that you compress the email size or send multiple emails to ensure delivery. Bidders are responsible to send their proposal and to allow enough time for DFO to receive the proposal by the closing period indicated in the RFP.

For bids transmitted by email, DFO will not be responsible for any failure attributable to the transmission or receipt of the email bid. DFO will send a confirmation email to the Bidders when the submission is received.

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

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

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.

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.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex 1 to Part 4, Pricing Schedule.

3.1.1 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex 1 to Part 3, Electronic Payment Instruments, to identify which ones are accepted.

If Annex 1 to Part 3, 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.

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.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Attached at Annex 1 to Part 4

4.1.1.2 Point Rated Technical Criteria

Attached at Annex 1 to Part 4

4.1.2 Financial Evaluation

Attached at Annex 1 to Part 4

4.1.2.1 Evaluation of Price - Offer

SACC Manual Clause [M0220T](#) (2016-01-28), Evaluation of Price

4.2 Basis of Selection

4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 60 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 87 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of 87 multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)

| | Bidder | | |
|--------------------------------|-----------------------------|----------------------------|----------------------------|
| | Bidder 1 | Bidder 2 | Bidder 3 |
| Overall Technical Score | 115/135 | 89/135 | 92/135 |
| Bid Evaluated Price | \$55,000.00 | \$50,000.00 | \$45,000.00 |
| Calculations | | | |
| Technical Merit Score | $115/135 \times 70 = 59.62$ | $89/135 \times 70 = 46.14$ | $92/135 \times 70 = 47.70$ |
| Pricing Score | $45/55 \times 30 = 24.54$ | $45/50 \times 30 = 27.00$ | $45/45 \times 30 = 30.00$ |
| Combined Rating | 84.16 | 73.14 | 77.70 |
| Overall Rating | 1st | 3rd | 2nd |

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.

5.1.2 Additional Certifications Required with the Offer

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 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.

Signature

Date

5.2.4 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.4.1 Education and Experience

SACC Manual clause [M3021](#) (2012-07-16) Education and Experience

5.2.4.2 Status and Availability of Resources

SACC Manual clause [M3020](#) (2016-01-28) Status and Availability of Resources

5.2.4.3 Contractor's Representative

The Contractor's Representative for the Contract is:

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

5.2.4.4 ELECTRONIC PAYMENT INSTRUMENTS

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

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

5.2.4.5 Supplementary Contractor Information

Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4-A supplementary slip.

To enable the Department of Fisheries and Oceans to comply with this requirement, the Contractor hereby agrees to provide the following information which it certifies to be correct, complete, and fully discloses the identification of this Contractor:

a) The legal name of the entity or individual, as applicable (the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code:

b) The status of the contractor (individual, unincorporated business, corporation or partnership:

c) For individuals and unincorporated businesses, the contractor's SIN and, if applicable, the BN, or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number:

-
- d)** For corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, the T2 Corporation Tax number must be shown:
-

The following certification signed by the contractor or an authorized officer:

"I certify that I have examined the information provided above and that it is correct and complete"

Signature

Print Name of Signatory

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. At the Request for Standing Offers closing date, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicate in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

7.2.1 There is no security requirement applicable to the Standing Offer.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

1. The Contractor/Offeror, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, MUST NOT access PROTECTED and/or CLASSIFIED information or assets.
2. The Contractor/Offeror personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the DFO or the CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex _____;
 - b. *Industrial Security Manual* (Latest Edition).

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](#) (2017-06-21), 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 goods and 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.

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

The data must be submitted on a semi-annual basis to the Standing Offer Authority.

The semi-annual reporting periods are defined as follows:

- first half: April 1 to September 30
- second half: October 1 to March 31

The data must be submitted to the Standing Offer Authority no later than 14 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 Offer issuance to March 31, 2022.

7.4.2 Comprehensive Land Claims Agreements (CLCAs)

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO 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 standing offer.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Cathi Harris
Title: Senior Contracting Officer
Department: Fisheries and Oceans Canada
Directorate: Materiel and Procurement Operations
Address: 301 Bishop Drive, Fredericton, NB, E3C 2M6

Telephone: 506-238-1317
Facsimile: 506-452-3676
E-mail address: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca

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 is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority

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 filled in at Offer issuance)*

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail address: _____

7.6 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.

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is the Department of Fisheries and Oceans.

7.8 Call-up Procedures

7.8.1 Any call-up for Work against this Standing Offer will be processed as follows:

7.8.1.1 The Technical Authority will provide the Offeror with the following information:

- i. the description of the services required and the location coordinates;
- ii. the schedule deemed acceptable by the identified User, if applicable.

7.8.1.2 The cost per service call will be established in accordance with the Basis of Payment, attached hereto as Annex "B"

7.8.1.3 The Offeror will be authorized by the identified User to proceed with the Work by the issuance of a duly completed and signed Call-up from a Purchase Order form. The Offeror shall not commence any work until it has received a Call-up which is signed by the Identified User. The Offeror acknowledges that any and all work performed in the absence of a signed call-up will be done at its own risk, and Canada shall not be liable for payment therefore.

7.8.2 A call-up made against this Standing Offer shall form a contract only for those goods or services, or both, which have been called-up, provided always that such call-up is made in accordance with the provisions of this Standing Offer.

7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the call-up form PWGSC-TPSGC 942.

or

An equivalent form or electronic call-up document which contains at a minimum the following information:

- standing offer number;
- statement that incorporates the terms and conditions of the Standing Offer;
- description and unit price for each line item;
- 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 \$50,000.00 (Applicable Taxes included).

7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ *(to be filled in at offer issuance)* (Applicable Taxes excluded) 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 four (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 (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010B (2018-06-21), General Conditions - Professional Services (Medium Complexity) ;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment *(if applicable)*;
- g) 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.

7.13.3 SACC Manual Clauses

[M3020C](#) (2016-01-28), Status and Availability of Resources – Standing Offer

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 _____ (*insert the name of the province or territory as specified by the Offeror in its offer, if applicable*).

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](#) (2018-06-21), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

Insert the following clause when payment by credit cards is accepted by the Offeror.

Section 15 Interest on Overdue Accounts, of [2010B](#) (2018-06-21), General Conditions - Professional Services (Medium Complexity) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Period of the Contract

The period of the Contract is from date of award to March 31, 2022.

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

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.

7.5 Payment

7.5.1 Basis of Payment

The Contractor will be paid for the Work performed, in accordance with the Basis of payment at Annex B, to a limitation of expenditure of \$ _____ (to be provided at standing offer award). Customs duties are included and Applicable Taxes are extra.

7.5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (to be provided at standing offer award). Customs duties are included and Applicable Taxes are extra.
2. 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:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.

3. 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.

7.5.3 Multiple Payments

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

7.5.4 SACC Manual Clauses

SACC Manual clause [A9117C](#) (2007-11-30), T1204 – Direct Request by Customer Department

7.5.5 Electronic Payment of Invoices – Call-up

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

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

7.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Each invoice must be supported by a copy of any documents as specified in the Contract.

0. Invoices must be distributed as follows:
The original copy must be forwarded to DFO.invoicing-facturation.MPO@canada.ca for certification and payment.

7.7 Insurance – No Specific Requirement

SACC Manual clause [G1005C](#) (2016-01-28) Insurance

ANNEX "A"

STATEMENT OF WORK

1. Project Title

Multidisciplinary Team Expertise for Regulatory Review

2. Objective

To obtain multidisciplinary expert services of a team including fluvial geomorphology, hydrogeology, hydrology and fisheries expertise to assist in review of projects submitted to Fisheries and Oceans Canada (DFO) for regulatory review as they relate to effects on fish and fish habitat.

3. Background

The Fisheries Protection Program (FPP) of DFO is responsible for regulating projects near water that could impact the sustainability and ongoing productivity of commercial, recreational and Aboriginal fisheries in Canada's marine and freshwater ecosystems.

The regulatory review unit has expertise to review projects as they relate to fish and fish habitat, but engineering and biophysical science expertise is limited. Fluvial geomorphology, hydrogeology, and hydrology play a critical role in the development and maintenance of fish and fish habitat. Projects that may affect groundwater and surface water or alter natural channel processes require review of those specific aspects as they relate to fish and fish habitat within and outside of the project footprint to ensure both local and regional ecosystem integrity.

In the 2017-18 fiscal year, the regulatory review unit identified the need for this type of expertise on several projects, some of which was carried out under low dollar value contracting. In anticipation of additional needs on existing and new projects, DFO will continue to consistently require this expertise to ensure fulsome review of projects and that the principles of the Fisheries Protection Policy Statement are met.

4. Scope of Work

4.2 DFO requires review of project proposals submitted for regulatory review and expert advice, as needed, focusing on aspects pertaining to:

- a. Fluvial geomorphology;
- b. Hydrogeology;
- c. Hydrology and hydraulics;
- d. Fish and fish habitat, habitat restoration and natural channel design in relation to the above areas

Consequently, experts required may include, but not be limited to engineers, hydrologists, geologists, fluvial geomorphologists and fisheries biologists.

4.3 This review may include but not be limited to proposed project designs, offsetting plans, monitoring plans, and monitoring reports. In addition, pre- and post-construction monitoring may be required to confirm pre- and post-construction conditions, and provide additional advice and recommendations based on those visits and monitoring results.

4.4 Work may take place at the Contractor's place of business, but the Contractor may be expected to undertake field visits across the Central and Arctic region, and attend regular teleconference meetings.

4.5

4.6 The Work resulting in this contract will take place from contract award until March 31, 2022.

5. Tasks

The Contractor will:

- 5.1 Collaborate with DFO to define project-specific scoping and budget for projects requiring expertise. Based on this, submit a work plan to DFO for each project.
- 5.2 Participate in meetings with DFO and proponents, when required, to communicate review findings.
- 5.3 Participate in progress review meetings with DFO and advise on potential avoidance and mitigation measures, and monitoring requirements.
- 5.4 The tasks for each review will be subject to the specific requirements of each project. Review activities may include, but are not limited to:
 - 5.6.1 review of existing background information;
 - 5.6.2 desktop analysis;
 - 5.6.3 field reconnaissance and site visits including, but not limited to:
 - 5.6.3.1 baseline site visits
 - 5.6.3.2 critically assess the work and field-fit decisions during construction
 - 5.6.3.3 post-construction to assess the condition with respect to fish and fish habitat and geomorphic parameters.
 - 5.6.4 field data collection or verification;
 - 5.6.5 perform monitoring trips to project sites pre-, during, and post-construction; and
 - 5.6.6 any other means of acquiring data to inform the review, develop conclusions and recommendations, when required.
 - 5.6.7 Report on observations on-site, recommendations and the progression and status of the work.
 - 5.6.8 Review monitoring reports
- 5.5 Provide milestone reporting. Reporting may be in the form of technical memorandums, briefings or full technical reports. Milestones may include:
 - 5.5.1 Technical review and formal information requests
 - 5.5.2 Follow-up to formal information request responses
 - 5.5.3 Formal advice to DFO in response to a specific request

5.5.4 Summaries of field reconnaissance, data collection, modelling and monitoring

5.5.5 Recommendations based on the project review

5.5.6 Other technical plans or reporting, as required.

6. Constraints

Constraints that may affect the cost, time, performance or completion of a task may include:

- Timely delivery of information required for the review from DFO to the successful contractor. Timely is defined as within 5 working days of notification to the Contractor that a project review is required.
- Environmental constraints associated with field work including, but not limited to access, weather, and health and safety considerations.
- Location of each project and travel requirements
- The contractor will be responsible for providing their own technical requirements. The context of this statement refers to the contractor's ability to meet the criteria of this contract by using whatever tools and resources are required to complete their review.
- The contractor will be responsible for providing their own working environment including workstation and telephone.
- The Contractor and its resources will be expected to travel for in-person site inspections. Travel details are to be included in the call-up.

7. Departmental Support

The Department will:

- Provide access to relevant project information within 5 working days of notification to the Contractor that a project review is required.
- Provide access to staff that can offer assistance or support relative to procedures, policies and legislation.
- Provide access to a staff that will be available to coordinate activities
- Although it is the responsibility of the Contractor to supply their own technical requirements, DFO can provide access to facilities when required including a workstation.
- Reimburse the Contractor for travel under the [National Joint Council travel and living allowance rates](#).

8. Deliverables

The deliverables for each review will be subject to the specific requirements of each project. Each project will include a work plan, and other primary deliverables for each project will include at minimum the milestone reporting.

| Deliverable | Minimum Requirements |
|------------------------|---|
| 1) Work plan | <ul style="list-style-type: none"> • Scope of services to be provided as per discussions with DFO • Assumptions • Deliverables • Schedule • Cost |
| 2) Milestone reporting | Reporting format will be discussed with and agreed to by DFO prior to submission. Requirements will vary depending on the type of report, but will generally include: |

| Deliverable | Minimum Requirements |
|-------------|--|
| | <ul style="list-style-type: none"> • Introduction • Methods • Findings or Results • Conclusions • Next Steps or Recommendations • References |

All documents shall be in electronic format and must be compatible with Microsoft Office. One copy of the electronic file must be fully editable.

All deliverables must be submitted to the named Project Authority in each call-up.

9. Other Requirements

9.1 Language of Work

All requirements for completion of the project will be fluent in English.
 Fluent is defined as Written, Verbal, and Comprehension at an intermediate or advanced level.

| LANGUAGE PROFICIENCY GRID | | | |
|---------------------------|---|--|---|
| | Oral | Comprehension | Written |
| Basic | A person speaking at this level can: <ul style="list-style-type: none"> • ask and answer simple questions; • give simple instructions; and • give uncomplicated directions relating to routine work situations. | A person reading at this level can: <ul style="list-style-type: none"> • fully understand very simple texts; • grasp the main idea of texts about familiar topics; and • read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks. | A person writing at this level can: <ul style="list-style-type: none"> • write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person. |
| Intermediate | A person speaking at this level can: <ul style="list-style-type: none"> • sustain a conversation on concrete topics; report on actions taken; • give straightforward instructions to employees; and • provide factual descriptions and explanations. | A person reading at this level can: <ul style="list-style-type: none"> • grasp the main idea of most work-related texts; • identify specific details; and • distinguish main from subsidiary ideas. | A person writing at this level can: <ul style="list-style-type: none"> • deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary. |
| Advanced | A person speaking at this level can: <ul style="list-style-type: none"> • support opinions; and understand and express hypothetical and conditional ideas | A person reading at this level can: <ul style="list-style-type: none"> • understand most complex details, inferences and fine points of meaning; and • have a good comprehension of specialized or less familiar material. | A person writing at this level can: <ul style="list-style-type: none"> • Write texts where ideas are developed and presented in a coherent manner. |

ANNEX "B"

BASIS OF PAYMENT

The rates specified below 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 contract required to be performed within Edmonton AB.
- 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.

| CATEGORY OF PERSONNEL | NAME | Fixed Hourly Rates | Fixed Hourly Rates | Fixed Hourly Rates |
|-------------------------|------|--------------------|--------------------|--------------------|
| | | Year 1 | Year 2 | Year 3 |
| Project Lead | | \$ | \$ | \$ |
| Senior Engineer | | \$ | \$ | \$ |
| Junior Engineer | | \$ | \$ | \$ |
| Fluvial Geomorphologist | | \$ | \$ | \$ |
| Hydrologist | | \$ | \$ | \$ |
| Fisheries Biologist | | \$ | \$ | \$ |
| Geologist | | \$ | \$ | \$ |
| Administrative | | \$ | \$ | \$ |

Travel Allowance:

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the Treasury Board Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

Amount not to exceed: \$ (to be added at contract award)

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:

$$\text{(Hours worked} \times \text{applicable firm per diem rate)} \div 7.5 \text{ hours}$$

- 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.

ANNEX "1" to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

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

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

Solicitation No. - N° de l'invitation

F5211-180343

Client Ref. No. - N° de réf. du client

F2479-180006

Amd. No. - N° de la modif.

File No. - N° du dossier
F5211-180343

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

ANNEX "C" STANDING OFFER REPORT

| Date of the call-up | Project Authority | Services Provided | Work completion date | Quantity | Price | Total |
|----------------------------|--------------------------|--------------------------|-----------------------------|-----------------|--------------|--------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
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ANNEX “1” to PART 4 OF THE REQUEST FOR STANDING OFFERS

EVALUATION CRITERIA

MANDATORY REQUIREMENTS:

Proposals will be evaluated in accordance with BOTH the mandatory and rated evaluation criteria as detailed herein. Bidders' Proposals must clearly demonstrate that they meet all Mandatory Requirements. Proposals not meeting the mandatory criteria will be excluded from further consideration. If multiple proposals are received that meet all Mandatory requirements, the Rated evaluation will be used to rank the proposals.

Proposals submitted for this requirement **must clearly demonstrate** that the Bidder meets all of the Mandatory Criteria. Failure to demonstrate this will result in the Proposal being deemed NON-COMPLIANT and given no further consideration.

The bidder must include the following table in their proposal, indicating how their proposal meets the mandatory criteria, providing the proposal page number or section that contains information to verify that the criteria has been met.

| No. | Mandatory Criteria | Meets Criteria (✓) | Proposal Page No. |
|-----|---|--------------------|-------------------|
| M1 | <p>The Bidder must provide a CV of all the resources who will be providing services under the Standing Offer Agreement. Of those resources, the Bidder must identify one person as the Lead Resource who will be responsible for coordinating efforts and act as a Project Manager for each call-up. Each CV must include a list of published peer-reviewed articles and conference presentations, and a demonstration of project experience from January 2013 to present.</p> <p>Demonstration of project experience must include:</p> <ul style="list-style-type: none"> • Title of the Project; • Client Organization; • Dates and Duration of the Project (For example, January 2013 to October 2013, 9 months); • A brief description of the project or task (500 words or less), including the scope and elements of the framework, activities performed by the proposed resource and the results/outcomes of the work undertaken by the proposed resource. | | |
| M2 | <p>The Bidder's Proposed Resource(s) must have a minimum 60 months of combined experience in the design and oversight of stream rehabilitation and restoration projects that considered fluvial geomorphology, sediment transport, hydraulics and fish and fish habitat in their design.</p> | | |
| M3 | <p>Members of the Proposed Resource Team must have collectively</p> | | |

| | | | |
|-----------|---|--|--|
| | published at least one (1) peer-reviewed publication OR presented their work at conferences related to each of the following areas of expertise: <ul style="list-style-type: none"> • stream restoration • geomorphology and sediment transport • hydrology • fish and fish habitat. | | |
| M4 | The Proposed Resource Team must have conducted reviews/assessments for or developed design plans for two or more projects in conjunction with the Government of Canada. The Proposed Resource Team must have spent a minimum of two months on the project for the experience to be considered valid. | | |
| M5 | The bidder must submit in its technical bid a methodology and approach on how they will meet the deliverables. | | |

POINT RATED REQUIREMENTS:

Bidders must attain a rating of at least 70% of the maximum possible points for the Rated Requirement to be considered compliant. Proposals which fail to attain at least 70% will be considered technically non-responsive and no further evaluation will be conducted.

Technical evaluation criteria (87 points total; 60 points minimum)

| No. | Criteria | Scoring | Proposal Cross-reference Pages |
|-----------|---|---------|--------------------------------|
| R1 | The Bidder's Proposed Resource(s) should have a minimum 60 months of combined experience in the design and oversight of stream rehabilitation and restoration projects that considered fluvial geomorphology, sediment transport, hydraulics and fish and fish habitat in their design. One (1) point will be awarded for every completed project to a maximum of 10 points. | /10 | |
| R2 | The Proposed Resource Team should demonstrate that it collectively published at least one (1) peer-reviewed publication OR presented their work at conferences related to each of the following areas of expertise: <ul style="list-style-type: none"> • stream restoration • geomorphology and sediment transport • hydrology • fish and fish habitat • groundwater – surface water modelling Points will be allocated as follows: Five (5) points will be awarded for each published article and two (2) points will be awarded for each conference presentation to a maximum of 30 points. | /35 | |

| | | | |
|--------------------|--|------------|--|
| R3 | <p>The Proposed Resource Team should demonstrate that they have conducted reviews/assessments for or developed design plans for two or more projects in conjunction with federal or provincial governments.</p> <p>The Proposed Resource Team must have spent a minimum of two months on the project for the experience to be considered valid.</p> <p>Points will be allocated as follows:</p> <p>Four (4) points will be awarded for each completed federal project to a maximum of 20 points.</p> <p>Two (2) points will be awarded for each completed provincial project to a maximum of 10 points.</p> | /30 | |
| R4 | <p>The bidder should demonstrate using project descriptions that the Proposed Resource Team has experience in one or more of the following activities related to stream restoration:</p> <ol style="list-style-type: none"> a) Baseline data collection including field programs for hydrology, geomorphology, and fish and fish habitat b) Planning and technical design c) Monitoring program design related to geomorphology and fish and fish habitat that includes development of performance indicators d) Construction and post-construction monitoring <p>Points will be awarded as follows:</p> <p>Experience in one (1) activity = 3 points Experience in two (2) different activities= 6 points Experience in three (3) activities= 9 points Experience in four (4) activities = 12 points</p> | /12 | |
| Total Score | | /87 | |

FINANCIAL EVALUATION

PRICING TABLE:

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 for each of the periods specified below its quoted all-inclusive fixed hourly rate for each of the resource categories identified.

The rates specified below, when 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 contract required to be performed within Edmonton AB.
- 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.

Note: Volumetrics (weight factor) is provided for evaluation purposes only and is not a guaranteed amount. Prices are required for the table provided. If rates are not provided for all the years, they will be considered to be the same as for Year 1.

| CATEGORY OF PERSONNEL | Name | Weight Factor | Fixed Hourly Rates | Fixed Hourly Rates | Fixed Hourly Rates | A x (B+C+D) |
|---|------|---------------|--------------------|--------------------|--------------------|-------------|
| | | | Year 1 | Year 2 | Year 3 | |
| Project Lead | | 10% | \$ | \$ | \$ | \$ |
| Senior Engineer | | 5% | \$ | \$ | \$ | \$ |
| Junior Engineer | | 10% | \$ | \$ | \$ | \$ |
| Fluvial Geomorphologist | | 20% | \$ | \$ | \$ | \$ |
| Hydrologist | | 20% | \$ | \$ | \$ | \$ |
| Fisheries Biologist | | 10% | \$ | \$ | \$ | \$ |
| Geologist | | 20% | \$ | \$ | \$ | \$ |
| Administrative | | 5% | \$ | \$ | \$ | \$ |
| SUB-TOTALS | | 100% | | | | \$ |
| TOTAL FOR EVALUATION PURPOSES (GST/HST not included) | | | | | | \$ |

Travel Allowance:

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the Treasury Board Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

Amount not to exceed: \$ (to be added at contract award)

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:

$$\text{(Hours worked} \times \text{applicable firm per diem rate)} \div 7.5 \text{ hours}$$

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