



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scotia

B3J 1T3

Bid Fax: (902) 496-5016

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services 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, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux: Travaux Publics et Services Gouvernementaux 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 annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scot

B3J 1T3

Title - Sujet PORTABLE FRESHWATER MUSSEL MINI-MUS	
Solicitation No. - N° de l'invitation F5299-190054/A	Date 2019-12-11
Client Reference No. - N° de référence du client F5299-19-0054	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-220-10845	
File No. - N° de dossier HAL-9-83164 (220)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-01-03	Time Zone Fuseau horaire Atlantic Standard Time AST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Dunphy, Nancy	Buyer Id - Id de l'acheteur hal220
Telephone No. - N° de téléphone (902) 456-4287 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF FISHERIES AND OCEANS 1 CHALLENGER DR., PO BOX 1006 4TH FLOOR, POLARIS DARTMOUTH NOVA SCOTIA B2Y4A2 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
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)	
Signature	Date

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement.

1.2 Statement of Requirement

The Department of Fisheries and Oceans in Halifax has a requirement for two mini-museums (one in each Canadian official language) built based on the information provided in the work description, closely following the existing Brook Floater Mini-Museum. The final product will have to be portable, interactive and informative, as well as target a wide age range, from school age children (8+) to adults. The messages that we want to convey with this product are: the presence and importance of the Yellow Lampmussel and Brook Floater in the rivers of NB and NS, as well as what the public can do to help with the protection and conservation of these freshwater mussels. See Annex "A" for further details.

1.3 Debriefings

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

1.4 Trade Agreements

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

1.5 Canadian Content

The requirement is subject to a preference for Canadian goods and services.

1.6 epost Connect service

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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](#) (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation. Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 90 days

2.1.1 **SACC Manual Clauses**

B1000T (2014-06-26) Condition of Material

2.2 **Submission of Bids**

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

Bid Receiving Public Works and Government Services Canada / Réception des soumissions
Travaux publics et services gouvernementaux
1713 Bedford Row
Halifax, NS B3J 1T3

Email for epost Connect:

TPSGC.RAReceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions 2003.

Facsimile number: (902) 496-5016

2.3 **Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 **Applicable Laws**

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (2 hard copies)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy on electronic media 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.

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

- As fully detailed in Annex "C".

4.1.1.2 Point Rated Technical Criteria

- As fully detailed in Annex "C".

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid

4.2 Basis of Selection

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 50 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 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 60% for the technical merit and 40% 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 points available multiplied by the ratio of 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.

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.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation (See Annex E)

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property 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 Bidder 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 - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder 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 (ESDC) - Labour's website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian goods.

The Bidder certifies that:

() the good(s) offered are Canadian goods as defined in paragraph 1 of clause A3050T.

5.2.3.1.1 SACC Manual clause A3050T (2018-12-06) Canadian Content Definition

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Requirement

The Department of Fisheries and Oceans in Halifax has a requirement for two mini-museums (one in each Canadian official language) built based on the information provided in the work description, closely following the existing Brook Floater Mini-Museum. The final product will have to be portable, interactive and informative, as well as target a wide age range, from school age children (8+) to adults. The messages that we want to convey with this product are: the presence and importance of the Yellow Lampermussel and Brook Floater in the rivers of NB and NS, as well as what the public can do to help with the protection and conservation of these freshwater mussels. See Annex "A" for further details.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2010A (2018-06-21), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Delivery Date

All the deliverables must be received on or before **March 20, 2020.**

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Nancy Dunphy
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Address: 1713 Bedford Row, Halifax, NS B3J 3C9

Telephone: 902-456-4287
Facsimile: 902-496-5016
Email: nancy.dunphy@pwgsc-tpsgc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is: *(will be inserted at time of contract award)*

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

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

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

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6.5.3 Contractor's Representative (BIDDER TO FILL IN)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

Procurement Business Number: _____

6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a *firm lot price, as specified in Annex B for a cost of \$ _____ insert the amount at contract award*). Customs duties and shipping are *included* and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.6.2 Limitation of Price

SACC Manual clause C6000C (2017-08-17) Limitation of Price

6.6.3 Single Payment

SACC Manual Clause H1001C (2008-05-12) Multiple Payments

6.6.4 Shipping Instructions - Free on Board Destination and Delivered Duty Paid

Goods must be consigned and delivered to the destination specified in the contract:

FOB Destination Fisheries and Oceans Canada, Ecosystem Management, BIO, 1 Challenger Drive, Dartmouth, Nova Scotia B2Y 4A2, Canada, including all delivery charges and customs duties and Applicable Taxes.

6.6.5 Electronic Payment of Invoices – Contract

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

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

6.7 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. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.8 Certifications and Additional Information

6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.9 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2016-04-04) General Conditions – Goods (Medium Complexity)
- (c) Annex A, Statement of Requirement;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Mandatory Specifications;
- (f) the Contractor's bid dated _____ (insert date of bid).

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6.12 SACC Manual Clauses

A3060C (2008-05-12) Canadian Content Certification
A9068C (2010-01-11) Government Site Regulations
B7500C (2006-06-16) Excess Goods
G1005C (2016-01-28) Insurance – No Specific Requirement

ANNEX "A"

STATEMENT OF REQUIREMENT

1. Title: PORTABLE FRESHWATER MUSSEL MINI-MUSEUM

2. Background

Two freshwater mussel species in Nova Scotia (NS) and New Brunswick (NB) are listed as species of Special Concern under the federal Species at Risk Act (SARA): the Yellow Lampmussel (*Lampsilis cariosa*), and the Brook Floater (*Alasmodonta varicosa*). DFO has published three Recovery Documents for these species: a Management Plan for the Yellow Lampmussel (YLM) in Canada (DFO 2010), a 5-year Progress Report on the Implementation of the YLM Management Plan (DFO 2017), and a Management Plan for the Brook Floater (BF) in Canada (DFO 2018).

Strategies outlined in both the YLM and BF Management Plans state the need to encourage and support the implementation of education, outreach and stewardship initiatives, and to provide information on zebra mussels and other invasive species.

A Brook Floater "mini-museum" was developed by the Gulf Region of Fisheries and Oceans Canada (DFO) to serve this purpose (Appendix 1). It was modeled on the species at risk mini-museum developed by the British Columbia Royal Museum's (BCR museum). This Brook Floater "mini-museum" has proven to be highly successful and in demand within the Gulf Region.

Our intent is to create for the DFO Maritime Region a Freshwater Mini-Museum by expanding the Brook Floater Mini-Museum to include displays and educational materials about other freshwater mussels, particularly the Yellow Lampmussel, and the threats they face, as well as people can do to mitigate these threats.

This will support the implementation of educational and outreach initiatives described in the Management Plans for the Yellow Lampmussel and Brook Floater in Canada and it will help increase awareness of the species' importance in the ecosystem. Freshwater mussel species are not well known by the general public. Therefore, the objective of this portable, fun and interactive kit is to inform and instigate school-aged children, teens, and adults' desire to contribute to the conservation of freshwater mussels in Canada. We will be able to use this in our own outreach efforts, or lend it to organizations interested in educational activities related to species at risk. The kit will be used by schools, Indigenous Groups, environmental non-governmental organizations (ENGO's) at educational facilities and public events.

The content (information about the species, images, maps, photos) that will be printed on the inside walls of the box, as well as the freshwater mussels shells, will be provided by the Species at Risk Program. The contractor's work will include: placing the information in a logical and attractive way, creating and developing the video and interactive components that will incorporate the new content, doing new voice-overs of the fictional character in the videos to incorporate the new content, and creating, printing, building and assembling the mini-museum kit

based on the requirements presented in this document. The final product will have to catch people's attention and interest when displayed.

3. Objective

The objective of this contract is to have two mini-museums (one in each Canadian official language) built based on the information provided in the work description, closely following the existing Brook Floater Mini-Museum. The final product will have to be portable, interactive and informative, as well as target a wide age range, from school age children (8+) to adults. The messages that we want to convey with this product are: the presence and importance of the Yellow Lampmussel and Brook Floater in the rivers of NB and NS, as well as what the public can do to help with the protection and conservation of these freshwater mussels.

4. Detailed work Description:

4.1 Scope of Work:

- 4.1.1** All the work will be conducted at the contractor's office or studio.
- 4.1.2** One mini-museum will be made in each Official Language, English and French.
 - 4.1.2.1** Both will have the same content and be made with the same materials.
 - 4.1.2.2** The two kits will have to be built in such a way that they can be displayed individually or together. Therefore, the information will be the same for both, but the background colours used in each kit can differ, which will make them appear complimentary when set side-by-side.
 - 4.1.2.3** The size of each kit, when opened, cannot exceed the size of a 6 feet foldable table (182 x 76 x 74 cm) and when closed, should be a portable size (See a schema on Appendix 2 and example of the box in Appendix 1). As a size reference, the Brook Floater Mini-Museum project measured approximately (30 x 30 x 30 cm) when closed.

4.2 Fictional Character:

- 4.2.1** The contractor will continue to use the character created for the Brook Floater Mini-Museum that appeals to users of all ages.
- 4.2.2** The objective of this character is to tie together all the elements and segments of this kit.
- 4.2.3** The character will combine the photos of the actual mussel species, some of the distinctive characteristics of these species (Appendix 2 and 3) with some cartoon aspects that would "humanize" the character (such as mouth, eyes, etc.).
- 4.2.4** The character will appear in different segments of the mini-museum.
 - 4.2.4.1** The character will be used in future promotional materials including posters and social media.

4.2.5 The character could provide information, ask questions and guide the public throughout the kit. The character created and used in the Brook Floater Mini-Museum and in this product, is the Government of Canada's Intellectual Property and it might be used in other promotional materials (posters, social media). The contractor will have to present a draft of the character sketches and how it will be used on the boards and in the video to the contract authority for feedback prior to final proof.

4.3 Panels and Interactive components:

4.3.1 The contractor will have to place the information in an organized, flowing and logical order which will convey the messages described in the objective section of this document.

4.3.2 The contractor will work with DFO for the words and selection of graphics/ images that will help get the message across.

4.3.3 The mussel character will be used throughout the panels.

4.3.4 The panels will need to be made of a durable and resistant material that will not fade or tear easily.

4.3.5 The Contractor will design and develop a trivia game that will engage the users to participate and learn.

4.3.5.1 The game will have to be incorporated in the panels and it has to provide some type of challenge and be completed in a timely manner so as to not discourage public participation.

4.3.5.2 There will be no loose pieces (eg. dice, pins, etc) that could be easily lost or become a safety issue.

4.3.5.3 The idea is to have the participants/ users selecting cards with trivia questions, which will lead them to try and find the answers throughout the panels.

4.3.5.4 The game has to be developed in such a way that will allow the participation of individuals or teams.

4.3.5.5 The contractor will include 3 sets of edits or revisions/ proof- reading by DFO's Project Authority of the content, placement of the information and game content in the panels in the estimate cost.

4.4 Text:

4.4.1 DFO will provide the text, images and logos to be printed on the panels.

4.4.2 The contractor will provide feedback to DFO on how to edit the content using plain and friendly language so as to reach a wide range of age groups.

4.4.3 All logos will have to be printed and presented based on the Government of Canada's Federal Identity Program Guidelines, which will be provided by the DFO project authority.

4.5 Video and Built-in Screen:

4.5.1 The contractor will create 3 short videos in both of Canada's official languages (a total of 6 videos - 3 in English and 3 in French) that will correspond to or complement the information provided in the three main panels of the mini-museum.

4.5.1.1 The videos' length will be of 60 to 90 seconds each and will be created using available images and illustrations with an engaging voice over.

4.5.1.2 The character will act as host within the videos.

4.5.1.3 The contractor will setup a session with the DFO Project Authority to discuss the content of the videos and how to align the videos' content with the information found on the main panels of the mini-museum.

4.5.1.4 The video format will have to be source files and compatible with the specifications of the screen used for the display.

4.5.1.5 The video will have to be of high enough quality, resolution and sound to display clear images and sounds according to the size of the built-in screen.

4.5.1.6 The contractor will include up to 3 sets of edits or revisions of these videos by DFO's Project Authority as indicated in the estimated cost of the project.

4.5.2 The contractor will add a built-in LCD digital screen or iPad-type digital device to display the videos (see Appendix 1).

4.5.2.1 The screen will be placed in a way that could be easily removed to upload the videos or to be charged.

4.5.2.2 The screen size will not exceed the size of the back panel wall and it will have an electrical rechargeable battery.

4.5.2.3 The contractor will include a one year warranty that includes repair, preventative maintenance, and/or replacement.

4.5.2.4 The screen will need to have a SD memory card and USB port to load the video files, as well as an engineered-in speaker system for audio.

4.5.2.5 Based on the size limitation of the mini-museum - described in the general aspects section of this document- the screen will probably not exceed 10 to 12 inches.

4.5.3 All logos and display of information will have to follow the Government of Canada's Federal Identify Program Guidelines in both official languages.

4.6 Central Box- Display:

4.6.1 The center of the kit will be comprised of a Box made of durable material.

4.6.1.1 The top portion will have to be durable and clear allowing the users to see through.

4.6.1.2 The bottom portion will have a drawer to keep shells specimens of freshwater mussels species found in NB and NS, cards or any other material needed for the display and the trivia game.

4.6.1.2.1 As an example, in the BCR museum kit and Brook Floater Mini-Museum, the box was made of wood with a Plexiglas top.

4.6.1.3 All the panel pieces will have to be folded around this box for easy storage and transportation, and unfolded for the display.

4.6.2 In the clear portion of the box, the contractor will have to recreate the mini freshwater mussel habitat mock-up using organic material where possible (e.g. rocks, sand) or artificial materials (plastic plants) that will imitate the real habitat.

4.6.2.1 For both the Yellow Lampmussel and the Brook Floater, the contractor will display several shells with open valves and shells with closed valves but showing the mantle exposed, showing the orange mantle of the Brook Floater (Annex 2) and a fish lure mantle display of the Yellow Lampmussel (Annex 3).

4.6.2.1.1 DFO's Project Authority will provide shells of the Yellow Lampmussel and Brook Floater to be displayed in the mock-up.

4.6.2.2 The foot and mantle lure will have to be created with an artificial mouldable material.

4.6.2.3 All pieces must be permanently affixed to the kit because it will be transported on a regular basis.

4.6.2.4 An access to the interior of the clear portion of the box is required, in case some parts or material move or become detached over time.

5. Meetings or Conference Calls

At a minimum, the Contractor must meet or hold a conference call with Project Authority and/or other personnel on three (3) occasions during the term of the Contract, as follows:

- Start-up meeting or call upon award of Contract. At this meeting, the key objectives are the planning of the project schedule and deliverables and discussions on the content of the mini-museum.
- Two (2) meetings or calls to review or discuss feedback on the revised conceptual design, videos, construction - one for the English version and another one for the French version.

Meetings can be scheduled when either party is opportunistically visiting either Moncton or Dartmouth. Meeting dates must be flexible and open to negotiation between the Project Authority and the Contractor. Meeting dates will occur Monday to Friday and within the hours of 8:00 a.m. to 4:00 p.m.

6. Sub-Contractors

In the event that the Contractor subcontracts the construction of the mini-museum or any other component(s) of this project to (an) other subcontractor(s), the Client reserves the right to be informed.

7. DFO Support Obligations

DFO will provide the text, photos and illustrations to be used in the panels and videos, as well as any Government logos required in both official languages. DFO's Project Authority and/ or other DFO staff will be available to answer any questions related to the species in this project and to participate in meetings to discuss this project with the contractor. DFO's project authority and/ other DFO staff will review and provide feedback, direction and approval in a timely manner, within 3 to 5 days (depending on the amount of material to review). DFO will also provide the shells for the habitat mock-up.

8. Deliverables and Project Schedule

At the end of the project, the contractor will provide the following: two Freshwater Mussel Mini-Museums - one in English and one in French, with the specification provided above.

The contractor will also provide the workable files of the text, images and video files in a format that is easily accessible (PDF and others).

The mini-museums will be delivered to:

Species at Risk Program,
Fisheries and Oceans Canada,
The Bedford Institute of Oceanography,
1 Challenger Drive,
Dartmouth, NS B2Y 4A2

Deliverable	Time due
Delivery of the final Design and conceptualization	January 17, 2019
Delivery of the final English and French mini-museum	March 21, 2019 (the latest)
Delivery of the workable files and the videos in format source files for both English and French kits	March 21, 2019 (the latest)

Appendix 1- The Brook Floater Travelling Mini-Museum

a) Full frontal view



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b) Side View



c) Close-up of the diorama

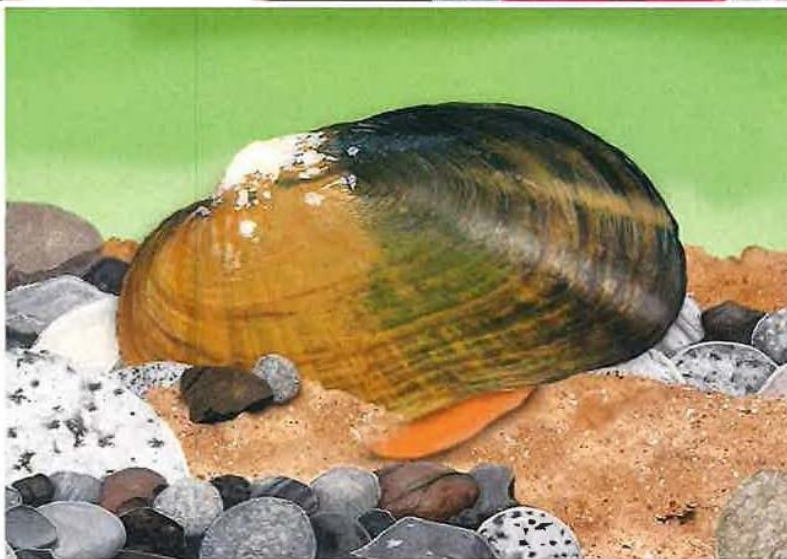


c) Close-up of the diorama

d) Mini-museum folded up for transport



Appendix 2 - Images of the Brook Floater and habitat



Brook Floater Illustration by Jeff Domm

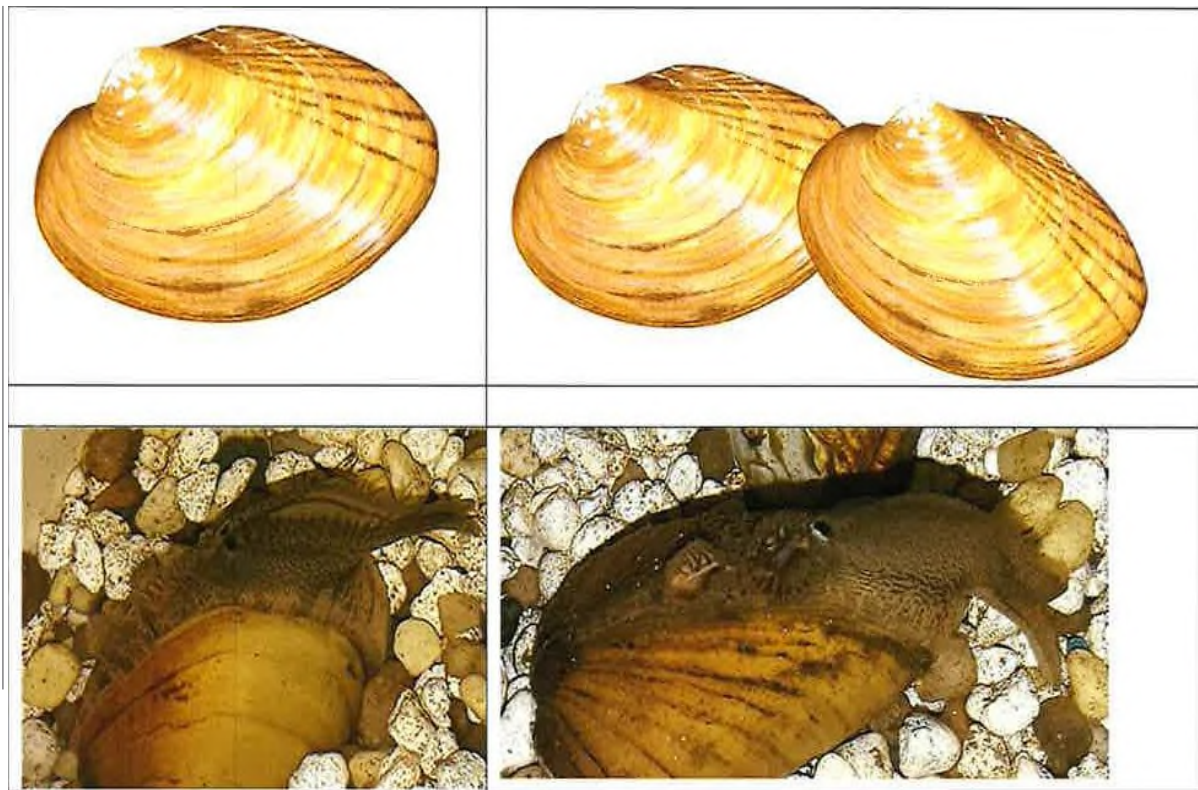


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Appendix 3 - Images of the Yellow Lampmussel



ANNEX "B"

BASIS OF PAYMENT

Note: Bidders are required to complete the pricing table shown below. An incomplete bid (financial or technical) will be deemed non-responsive and will not be considered for further evaluation.
Prices must be in Canadian Dollars (CAD) and include delivery and all applicable charges to the final destination at:

Payment Schedule

Payment 1 - Upon delivery and DFO approval of the final design and conceptualization and submission of the first invoice for \$_____. (TBD) This invoice will include the cost of materials and miscellaneous expenses to prepare the mini-museum as outlined in the quote.

Payment 2 - Upon submission of all deliverables and approval by DFO, and submission of the final invoice for \$_____. (TBD). This invoice will include the remaining expenses and fees.

Prices for Delivery Duty Paid firm lot price for:

1. Supply
2. Delivery

<u>Quantity</u>	<u>Description</u>	<u>Unit Price CAD</u>	<u>Extended Total</u>
2	Portable Freshwater Mussel mini-museum which meets the requirements outlined in Annex A. Qty 1 – English Qty 1 – French As per <u>Payment 1</u> schedule above - Cost of materials and miscellaneous expenses (only): \$ _____	\$	\$
	Total Evaluation Price		\$
	HST 15%		\$
	Grand-total		\$

Bidders best delivery date:_____. (Bidder to fill in)

The 2 mini-museums will be delivered to:
Species at Risk Program,
Fisheries and Oceans Canada,
The Bedford Institute of Oceanography,
1 Challenger Drive,
Dartmouth, NS B2Y 4A2

ANNEX "C"

Mandatory and Point-rated Evaluation Criteria

Mandatory Technical Criteria:

Bidders must meet all the mandatory requirements described below.

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

No.	Mandatory Requirement	Proposal Cross-reference Page	Met Yes/ No
M1	Bidders must provide a detailed work plan in order to demonstrate their full comprehension of the Statement of Work (SoW) details. The work plan must identify key dates, tasks and delivery schedule.		
M2	Bidders must demonstrate their experience and capacity to deliver this project by providing a short executive summary highlighting the following: - A description of the company outlining: <ul style="list-style-type: none">- Their business and specializations- The total number of years that they have been in this business		
M3	Bidders must provide at least two references from within the last five years for which projects of a similar nature were completed. The contract will only be awarded to a company in good standing with their references. References may also be used to decide between two or more highest ranking bids with identical scores. Each reference should include the following details: <ul style="list-style-type: none">- Organization:- Contact Name:- Contact phone number:- Contact email:- Services period:- Brief description of the services/ project provided:		
M4	Bidders must provide two examples of projects completed within the last five years that are similar to what is described in the SoW. Each example must include a brief description of the project (in		

	<p>200 words or less) and supporting material to demonstrate one or more elements required in the SoW (graphic design, development of an interactive component such as a trivia game or a board game that will engage the users to learn, video component, use of an animated avatar, fabrication of exhibits and displays).</p> <p>Supporting material should include the following:</p> <ul style="list-style-type: none"> - Detailed description and objective of the project - Completion date - Target audience - The types of material used in the fabrication process - The project stages (design, creation, fabrication, maintenance, repair, other stages) - Language used (unilingual, bilingual) - Photos of the final product - If interactive, digital (videos), interactive resources were used, provide details as well. 		
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Point-Rated Technical Criteria:

The Bidder must achieve a minimum score of 50 points overall to be considered technically responsive. Bids failing to meet the minimum scores required will be deemed non-compliant and given no further consideration.

Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which address the requirement identified in the criteria.

No.	Technical Criteria	Point Breakdown	Evaluated Score	Proposal Cross-reference Page
R1	Based on the information provided in M2, the years of experience providing graphic design services and fabrication of educational products.	<p>< 2 years = 10 points</p> <p>2 to 5 years = 15 points</p> <p>> 5 years = 20 points</p>	Max 20 points	
R2	Evaluation of the presence of required elements from the SoW on example 1 provided on M4.	<p>Presence of:</p> <ul style="list-style-type: none"> - Development of interactive component (such as a trivia game or a board game that will engage the users to learn) = 10 points - The development of video component = 15 points - The fabrication of displays or exhibit materials = 15 points 	Max 40 points	
R3	Evaluation of the presence of required elements from the SoW on example 2 provided on	<p>Presence of:</p> <ul style="list-style-type: none"> - Development of interactive component (such as a trivia 	Max 40 points	

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	M4.	game or a board game that will engage the users to learn) = 10 points - The development of video component = 15 points - The fabrication of displays or exhibit materials = 15 points		
		Total Score	Max 100	

Basis of Selection

Highest Compliant combined rating of Technical Merit and Price 60/40

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).

		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	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1	3	2

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ANNEX “D” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.1.2, the Bidder must identify which electronic payment instruments they are willing to accept for payment of invoices.

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

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

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ANNEX "E" INTEGRITY CHECKLIST

COMPLETE LIST OF EACH INDIVIDUAL WHO ARE CURRENTLY DIRECTORS AND/OR OWNERS OF THE BIDDER

(Choose and insert if applicable - Bidders bidding as societies, firms, or partnerships do not need to provide lists of names.)

Complete Legal Name of Supplier: _____

Supplier Address: _____

Supplier Procurement Business Number (PBN): _____

NOTE TO BIDDERS: WRITE DIRECTORS' AND/OR OWNERS' SURNAMES AND GIVEN NAMES

NAME	JOB TITLE / POSITION

Include additional names on a separate sheet if required.