

PLEASE NOTE:

"This procurement is subject to the Labrador Inuit Land Claims Agreement".

This solicitation is set aside under the Procurement Strategy for Aboriginal Business (PSAB) for service delivery to areas that are subject to the Labrador Inuit Land Claims Agreement.

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement 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 arrangement and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
 - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
 - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
 - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Statement of Work and the information for Code of Conduct. Annex A, Statement of Work, Annex B, Evaluation Criteria, Annex C, Integrity Provisions, Annex D, Declaration Form for Procurement, Annex E, Periodic Usage Report, Annex F, Insurance Requirements and Annex G, Contracting Process/Statement of Work.

1.2 Summary

The Department of Fisheries and Oceans Canada (DFO), Newfoundland and Labrador region intends to establish a Supply Arrangement(s) for the provision of scientific services involving a knowledge of and technical support for a broad range of marine fish, fisheries, invertebrates, birds, marine mammals and habitats in the waters of Newfoundland and Labrador. Individual research projects will be related to monitoring of existing or proposed *Oceans Act* Marine Protected Areas (MPAs) as well as contributing to broader MPA program objectives and strategies. Please refer to the Statement of Work attached at Annex A.

The period for awarding contracts under the Supply Arrangement is from April 1, 2019 to March 31, 2021 with options to extend the supply arrangement for two separate and additional one year periods at April 1, 2021 and April 1, 2022.

1.2.1 Basis for Canada's Ownership of Intellectual Property

The Department of Fisheries and Oceans has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

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

1.2.2 The Request for Supply Arrangements (RFSA) is to establish supply arrangements for the delivery of the requirement detailed in the RFSA to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs).

1.2.3 This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, refer to [Annex 9.4](#) of the Supply Manual.

This procurement is set aside from the international trade agreements under the provision each has for measures with respect to Aboriginal peoples or for set-asides for small and minority businesses.

Further to Article 800 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement.

1.2.4 This RFSA allows suppliers to use the epost Connect service provided by Canada Post Corporation to transmit their arrangement electronically. Suppliers must refer to Part 2 of the RFSA entitled Supplier Instructions and Part 3 of the RFSA entitled Arrangement Preparation Instructions for further information on using this method.

1.3 Debriefings

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

1.4 Use of an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Supply Arrangement that is issued under this solicitation, refer to 6.12 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

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PART 2 - SUPPLIER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) 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.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The [2008](#) (2018-05-22) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of [2008](#), Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Arrangements

Arrangements must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the RFSA.

Rhonda Lacey
A/ Senior Contracting Officer
Public Services and Procurement Canada
The John Cabot Building
10 Barter's Hill, St. John's, NL A1C 5T2

or

Facsimile submissions may be faxed to:

(709) 772-4603

2.3 Former Public Servant - Notification

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, [Contracting Policy Notice 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

2.4 Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

2.5 Enquiries - Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than five (5) calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by Suppliers 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 Suppliers do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Suppliers. Enquiries not submitted in a form that can be distributed to all Suppliers may not be answered by Canada.

2.6 Applicable Laws

The Supply Arrangement (SA) and any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Newfoundland and Labrador.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 Suppliers.

PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

3.1 Arrangement Preparation Instructions

- If the Supplier chooses to submit its arrangement electronically, Canada requests that the Supplier submits its arrangement in accordance with section 08 of the 2008 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The arrangement must be gathered per section and separated as follows:

Section I: Technical Arrangement
Section II: Certifications

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

Section I: Technical Arrangement (1 hard copy)

Section II: Certifications (1 hard copy)

Canada requests that suppliers follow the format instructions described below in the preparation of the arrangement.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Supply Arrangements.

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

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

Section I: Technical Arrangement

In the technical arrangement, suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work, as outlined in Annex "A" - Statement of Work.

Section II: Certifications

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

3.1.1 Arrangement Submission

Suppliers must submit the following:

- a) Copy of the RFSA signed and completed, as necessary, at the time of bid closing;
- b) Technical arrangement at the time of bid closing;
- c) Resume for each service category at the time of bid closing;

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- d) Certifications signed and completed, as necessary, prior to SA issuance;
- e) Workers' Compensation Letter of Good Standing prior to SA issuance;
- f) Proof of required insurance, as outlined in Annex "D" - Insurance Requirements, after SA issuance.

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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

4.1.1 Technical Evaluation

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Please refer to Annex B

4.2 Basis of Selection

4.2.1 SACC Manual Clause

A0031T (2010-08-16) Basis of Selection - Mandatory Technical Criteria

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Suppliers must provide the required certifications and additional information to be issued a supply arrangement (SA).

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

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

5.1 Certifications Required with the Arrangement

Suppliers must submit the following duly completed certifications as part of their arrangement.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all suppliers must provide with their arrangement, **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 Arrangement

5.1.2.1 Insurance

The Contractor must comply with the insurance requirements specified in Annex "D". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

5.1.2.2 Workers Compensation Certification- Letter of Good Standing

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board. The Bidder must provide within five (5) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

5.1.2.3 Status and Availability of Resources

SACC Manual clause [S3005T](#) (2008-12-12) Status and Availability of Resources.

5.1.2.4 Education and Experience

SACC Manual clause [S1010T](#) (2008-12-12) Education and Experience

5.1.2.5 Set-aside for Aboriginal Business

1. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business see [Annex 9.4](#), of the *Supply Manual*.
2. The Supplier:
 - i. certifies that it meets, and will continue to meet throughout the duration of the Arrangement, the requirements described in the above-mentioned annex.
 - ii. agrees that any subcontractor it engages under the Arrangement must satisfy the requirements described in the above-mentioned annex.
 - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Supplier must check one applicable box below:
 The Supplier is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.
 The Supplier is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.
4. The Supplier must check one applicable box below:
 The Aboriginal business has fewer than six full-time employees.
 The Aboriginal business has six or more full-time employees.
5. The Supplier must, upon request by Canada, provide all information and evidence supporting this certification. The Supplier must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Supplier must provide all reasonably required facilities for any audits.
6. By submitting an arrangement, the Supplier certifies that the information submitted by the Supplier in response to the above requirements is accurate and complete.

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5.1.2.6 Owner/Employee Certification - Set-aside for Aboriginal Business

If requested by the Supply Arrangement Authority, the Supplier must provide the following certification for each owner and employee who is Aboriginal:

1. I am _____ (*insert "an owner" and/or "a full-time employee"*) of _____ (*insert name of business*), and an Aboriginal person, as defined in [Annex 9.4](#) of the *Supply Manual*, entitled "Requirements for the Set-aside Program for Aboriginal Business".
2. I certify that the above statement is true and consent to its verification upon request by Canada.

Printed name of owner and/or employee

Signature of owner and/or employee

Date

5.2 Certifications Precedent to the Issuance of a Supply Arrangement and Additional Information

The certifications and additional information listed below should be submitted with the arrangement, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier 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 arrangement 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 Supplier must provide the required documentation, as applicable, to be given further consideration in the procurement process.

PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

6.1 Arrangement

The Supply Arrangement covers the Work described in the Statement of Work at Annex A.

6.2. Security Requirements

There is no security requirement applicable to the Supply Arrangement.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Supply Arrangement 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.

6.3.1 General Conditions

[2020](#) (2017-09-21) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

6.3.2 Supply Arrangement Reporting

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex "E" – Periodic Usage Reports. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Supply Arrangement Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Supply Arrangement Authority no later than 15 calendar days after the end of the reporting period.

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6.4 Term of Supply Arrangement

6.4.1 Period of the Supply Arrangement

The period for awarding contracts under the Supply Arrangement is from April 1, 2019 to March 31, 2021 inclusive.

6.4.1.1 Extension of Supply Arrangement

If the Supply Arrangement is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two separate and additional one year periods at April 1, 2021 and April 1, 2022 under the same conditions specified in the Supply Arrangement.

The Offeror will be advised of the decision to authorize the use of the Supply Arrangement for an extended period by the Supply Arrangement Authority 15 days before the expiry date of the Supply Arrangement. A revision to the Supply Arrangement will be issued by the Supply Arrangement Authority.

6.4.2 Comprehensive Land Claims Agreements (CLCAs)

The Supply Arrangement (SA) is for the delivery of the requirement detailed in the SA to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs).

6.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Supply Arrangement.

6.5 Authorities

6.5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Rhonda Lacey
A/ Senior Contracting Officer
Public Works and Government Services Canada
Acquisitions Branch, Atlantic Region
Science, Professional Services and Marine
The John Cabot Building, 10 Barter's Hill
P.O. Box 4600, St. John's, NL A1C 5T2

Telephone: (709) 730-1597
Facsimile: (709) 772-4603
E-mail address: rhonda.lacey@pwgsc-tpsgc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

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6.5.2 Technical Representative

The Technical Authority for contracts resulting from the Supply Arrangement is identified in the contract as the DFO representative or his/her designated Project Officer.

The Technical Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a Contract against the Supply Arrangement and is responsible for all the technical content of the Work under the resulting Contract.

6.5.3 Supplier's Representative

Name: _____

Telephone: _____

Facsimile: _____

E-mail Address: _____

6.6 Identified Users

The Identified User is the Department of Fisheries and Oceans, Canadian Coast Guard.

6.7 On-going Opportunity for Qualification

A Notice will be posted once a year on the Government Electronic Tendering Service (GETS) to allow new Suppliers to become qualified. Existing qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

6.8 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 the Supply Arrangement;
- (b) the general conditions 2020 (2017-09-21) (General Conditions - Supply Arrangement - Goods or Services
- (c) Annex A, Statement of Work;
- (d) Annex B, Evaluation Criteria;
- (e) Annex C, Contracting Process
- (f) Annex D, Insurance Requirements
- (g) Annex E, Periodic Usage Reports
- (h) Annex F, Information Required for Code of Conduct
- (i) the Supplier's arrangement dated _____ (*insert date of arrangement*) (*if the arrangement was clarified or amended, insert at the time of issuance of the arrangement: "as clarified on _____" or "as amended _____". (Insert date(s) of clarification(s) or amendment(s), if applicable).*

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

The Supply Arrangement (SA) and any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province or territory where the goods and/or services are to be rendered.

6.11 Transition to an e-Procurement Solution (EPS)

During the period of the Supply Arrangement, Canada may transition to an EPS for more efficient processing and management of individual contracts for any or all of the SA's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Supplier with at least a three-month notice to allow for any measures necessary for the integration of the Supply Arrangement into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Supplier chooses not to provide the supply arrangement of their goods or services through the e-procurement solution, the Supply Arrangement may be set aside by Canada.

B. BID SOLICITATION

6.1 Bid Solicitation Documents

Canada will use the following bid solicitation templates based on the estimated dollar value and complexity of the requirement:

- Simple, for low dollar value requirements;
- Medium Complexity (MC) for medium complexity requirements;
- High Complexity (HC) for more complex requirements.

A copy of the standard procurement template(s) can be requested by suppliers from the Supply Arrangement Authority or the Contracting Authority, as applicable.

Note: References to the HC, MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

The bid solicitation will contain as a minimum the following:

- (a) a complete description of the Work to be performed;
- (b) [2003](#), Standard Instructions - Goods or Services - Competitive Requirements

Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of directors.
- (c) bid preparation instructions;
- (d) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (e) evaluation procedures and basis of selection;
- (f) certifications;

-Federal Contractors Program (FCP) for Employment Equity - Notification

SACC Manual [A3005T](#), [A3010T](#) for service requirements when specific individuals will be proposed for the work;

-Integrity Provisions - Declaration of Convicted Offences;

- (g) conditions of the resulting contract.

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6.2 Bid Solicitation Process

- 6.2.1** Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA.
- 6.2.2** The bid solicitation will be sent directly to suppliers. This process is outlined in Annex "C" - Contracting Process/Statement of Work Format.

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C. RESULTING CONTRACT CLAUSES

6.1 General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using the template:

- (a) **Simple** (for low dollar value requirements), general conditions [2029](#) will apply to the resulting contract;
- (b) **MC** (for medium complexity requirements), general conditions 2010C will apply to the resulting contract;
- (c) **HC** (for high complexity requirements), general conditions 2035 will apply to the resulting contract.

A copy of the template(s) can be provided upon request by contacting the Strategic Policy Integration Division by sending a query to TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca.

Note: References to the HC, MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

ANNEX "A"

STATEMENT OF WORK

Supply Arrangement for monitoring activities in the Department of Fisheries and Oceans (DFO) - Newfoundland and Labrador region Oceans Management Program

Background

The Department of Fisheries and Oceans Canada (DFO) intends to establish a Supply Arrangement for the provision of scientific services involving a knowledge of and technical support for a broad range of marine fish, fisheries, invertebrates, birds, marine mammals and habitats in the waters of Newfoundland and Labrador. Individual research projects will be related to monitoring of existing or proposed *Oceans Act* Marine Protected Areas (MPAs) as well as contributing to broader Oceans Management program objectives and strategies.

The overall objective is to effectively monitor the existing and proposed *Oceans Act* MPAs and inform the management of conservation activities in the Oceans Management program in the DFO-NL region, which may also include: *Fisheries Act* Marine Refuges, Marine Environmental Quality, and other marine conservation initiatives on behalf of Canadians. In 2015, the Government of Canada announced that the federal government, provinces and territories had developed national biodiversity goals and targets for 2020. Canada's Biodiversity Target 1 also calls for the conservation of 10 percent of coastal and marine areas by 2020. Canada also set an interim conservation target of 5 percent by the end of 2017. The Government of Canada was able to move from less than 1 percent of marine and coastal protection in December 2015, to 7.9 percent in 2018, exceeding the interim target of 5 percent. DFO generally refers to these as the Marine Conservation Targets (MCTs). Protected areas include those created under a variety of federal legislative tools (e.g. *Oceans Act*, *Fisheries Act* etc), as well as marine portions of national and provincial parks.

Geographic Areas

For the purposes of Marine Conservation the area includes all waters of the DFO- Newfoundland and Labrador region (Figure 1).

Currently the Department of Fisheries and Oceans Canada (DFO), Newfoundland and Labrador region MPA Program consists of: two designated *Oceans Act* Marine Protected Areas (Eastport and Gilbert Bay), as well as, the Laurentian Channel Area of Interest (AOI); in addition, ongoing Network planning is progressing in the region. There are regulatory requirements to demonstrate MPA effectiveness in meeting marine conservation goals and objectives.

Field sample collection could potentially include any inshore and/or offshore waters of Newfoundland and Labrador using appropriate vessels and other equipment as required under specific contracts.

The area covered by this Supply Arrangement is delimited inshore and offshore waters of Newfoundland and Labrador (out to 200 mile limit in to the low water mark and estuaries). The following areas will be delineated for the purposes of this SA:

Gilbert Bay & Southern Labrador
Eastport & Bonavista Bay
Laurentian Channel Area of Interest
Laurentian Channel & southern Newfoundland

Placentia Bay
Fortune Bay
Other inshore Newfoundland
Other offshore Newfoundland
NAFO 4R
NAFO 4Vs and 4Vn
Other inshore Labrador
Other offshore Labrador
Land based activity
Laboratory

Oceans Management Program Objectives

Within the DFO NL region there are two existing MPAs and an Area of Interest (AOI) (Figure 1). The Eastport MPA is a small MPA of 2.1 km²; the conservation objective is to “conserve and protect the local lobster population”. The Gilbert Bay MPA is larger at 61 km², with a conservation objective “to conserve and protect a unique species of Atlantic cod”. The Laurentian Channel AOI is approximately 11, 619 km² with an overall goal to “conserve biodiversity, and several conservation objectives focusing on protecting key species (including Corals and Sea Pens, Porbeagle Shark, Black Dogfish, Skate, Northern Wolffish and Leatherback Sea turtles) and habitats, ecosystem structure and function and through scientific research”. This research/monitoring will assist DFO in the understanding and protection of several of the species and populations of concern in all three MPA/AOI(s) within the Newfoundland and Labrador region.

In addition to MPA monitoring, the Oceans Management Program may also monitor or otherwise conduct studies on *Fisheries Act* Marine Refuges, aspects of Marine Environmental Quality and/or the Community-based Coastal Resource Inventory.

“Other effective area-based conservation measures” are part of the Government of Canada’s Strategy for meeting MCTs. To date, all of Canada’s “other effective area-based conservation measures” have been *Fisheries Act* closures that meet a set of defined criteria. DFO refers to all “other measures” that meet its criteria as “Marine Refuges”, all are identified and described on the “Protecting Oceans” section of the DFO website (<http://www.dfo-mpo.gc.ca/oceans/oeabcm-amcepz/index-eng.html>); they are important contributions to Canada’s Marine Conservation Targets.

There are twelve ‘Marine Refuges’ established in NL waters (approximately 100, 000 km²). The majority of these Marine Refuges are closed to bottom contact fishing to protect sensitive coral and sponge benthic communities (NL portion Hatton Basin, Hopedale Saddle, Northeast Newfoundland Slope, 30 Coral). Two are closed to protect Atlantic cod and its benthic habitat (Hawke Channel and Funk Island Deep), seven are closed for the protection of American lobster (Trout River, Shoal Point, Glovers Harbour, Mouse Island, Penguin Islands, Gooseberry Island, and Gander Bay), and one is closed to protect Atlantic salmon (Bay of Islands Salmon migration closure).

The Marine Environmental Quality initiative under the Government of Canada’s Oceans Protection Plan aims to understand and reduce the impacts of underwater noise on marine mammals and on the marine environment. In the NL region, research is focusing on establishing current ambient underwater noise levels in Placentia Bay and other areas of the province. Monitoring and research will focus on projects designed to understand and develop potential mitigation measures to assess effects of noise on marine mammals.

Between 1997 – 2007 the Oceans Management Program-NL region developed an extensive database of Traditional Ecological Knowledge (TEK) known collectively as the Community-based Coastal Resource Inventory (CCRI). This is anecdotal information collected systematically through interviews with local fishers and other interested parties, the results of which are incorporated into a digital spatial database. The current database covers the entire coastline of the DFO Newfoundland and Labrador Region and includes the following themes, Groundfish, Pelagics, Shellfish, Marine Mammals, Aquatic Plants, and Birds. A pilot project is currently being undertaken to assess the need and feasibility of updating this database.

Types of Work

The Department of Fisheries and Oceans Canada may require scientific and/or technical services under this Supply Arrangement:

Monitoring/Research associated with Oceans Management Program Objectives.

This work may include any of the following (but not limited to):

- (a) Logbooks (e.g. lobster, cod etc)
- (b) At-sea sampling (e.g. lobster traps)
- (c) Tagging studies (e.g. streamer and acoustic tags)
- (d) Fecundity and larval drift studies (e.g. counting lobster eggs)
- (e) Habitat mapping
- (f) Fin clip collection and genetic analysis
- (g) Aquatic invasive species (e.g. identification, mitigation, monitoring)
- (h) Deployment, maintenance and redeployment of equipment (e.g. underwater cameras, ROV's, acoustic recorders)
- (i) Onboard vessel sampling associated with MPA monitoring/research
- (j) Sediment/water sampling and analysis

Biological sample collection, and/or processing and/or related analysis:

This work may include any of the following (but not limited to):

- a) Fish and invertebrates all life stages (e.g. biomass, weight etc)
- b) Plankton (e.g. plankton tows)
- c) Marine mammals
- d) Marine reptiles (e.g. observations Leatherback sea turtles)
- e) Birds
- f) Isotopes
- g) Marine plants
- h) Coral and sponges
- i) Otoliths/fin clips
- j) Tissues
- k) Blood

Taxonomic, biodiversity, environmental, or ecological research or related information services

This work may include any of the following (but not limited to):

- (a) Contribute, add to, or quality control biological databases
- (b) Conduct biodiversity, environmental or ecological studies, monitoring, and sample collection, assessment and analysis

Biophysical, Oceanographic data including:

This work may include any of the following (but not limited to):

- (a) Habitat use (e.g. multibeam, side scan sonar, grab sampling)
- (b) Sediment and/or water analysis (e.g. Conductivity Temperature Depth (CTDs), pH, Mercury, grab sampling, etc).

Photo/video Collection

This work may include any of the following (but not limited to):

- a) Deep imager camera systems

- b) Automated Underwater vehicle
- c) Remotely Operated vehicles
- d) Drone photo/video
- e) Drop camera footage etc

Oceanographic Data Collection

This work may include any of the following (but not limited to):

- a) Temperature
- b) Salinity
- c) Oceanographic (processing of sea surface temperature satellite)
- d) Ice cover
- e) Bathymetric
- f) Backscatter
- g) Multibeam
- h) Side scan sonar
- i) Sub bottom profiling
- j) Ground truthing
- k) Current profilers etc
- l) Specify _____

Data Processing and Analysis

This work may include any of the following (but not limited to):

- (a) Processing and analysis of cetacean sound recording
- (b) Analysis of geospatial data for the development of maps and other tools
- (c) Traditional Ecological Knowledge
- (d) Movement pattern analysis
- (e) Laboratory work (e.g. isotope, genetics etc)
- (f) Photo/video processing/analysis
- (g) Oceanographic data processing/analysis
- (h) Processing and analysis of data from Autonomous Underwater Recorders for Active Listening

Installation, retrieval, data collection, recording, maintenance/servicing of underwater acoustic and oceanographic sound receivers and recorders.

This work may include any of the following (but not limited to):

- a) Installation, retrieval, data collection, processing, maintenance and/or servicing of Autonomous Underwater Recorders for Active Listening (AURAL) and/or Autonomous Multichannel Acoustic Recorder (AMAR) moorings.

Specialized Scientific Assessments

This work may include any of the following (but not limited to):

- a) Experience using statistical packages
- b) GIS Mapping and Analysis and database management.
- c) Experience working with DFO Research vessel survey datasets
- d) Expertise in analyzing outputs from oceanographic, multibeam, backscatter data collection etc (value added products from classification schemes, habitat maps).

- e) Experience in developing biophysical overview, socio-economic overview, risk assessment reports, benthic biodiversity, genetics and other reports for marine spatial planning
- f) Experience with internal placement of acoustic tags in fish

Training

This work may include any of the following (but not limited to):

- a) Completed technical training with respect to working on/near marine environments related to MPA monitoring programs in the study area (MEDS, Basic Survival Training, Helicopter training, diving certificates etc.)
- b) Completed training on scientific equipment, equipment replacement, maintenance or other specialized certified training (GIS, Statistical packages etc).

Fieldwork in the Marine Environment

The work may involve and of the following (but not limited to):

- a) Sampling, processing, and recording data on biotic and abiotic specimens onboard marine vessels
- b) Trials and testing of various forms of marine equipment onboard vessels
- c) Sampling, processing, and recording of Oceanographic data
- d) Sampling, processing, and recording of photo/video data on biotic and or abiotic specimens
- e) The Logistical placement/retrieval of scientific equipment.

Equipment (holdings and/or access to equipment)

This work may involve any of the following (but not limited to):

- a) Logistical placement/retrieval of scientific equipment and the capability of vessels to accommodate adjustments for scientific equipment
- b) Equipment may include underwater photo/video, CTD and other oceanographic equipment, Laboratory equipment, fishing gear etc

Availability of Vessel(s)

This work may involve the availability of vessel for monitoring activities, either own vessel (s) or have access to sea worthy vessel(s) to be used for various near shore and/or offshore activities. Categories may be further subdivided based on the vessels ability to conduct research activities in the inshore versus offshore and also vessels equipment/ability to support scientific equipment and/or technicians.

Local Ecological Knowledge

This work may involve any of the following (but not limited to):

- a) Experience interviewing individuals on Local Ecological Knowledge/traditional ecological knowledge.
- b) Local Ecological Knowledge processing, digitizing, data base development and database management.
- c) Experience publishing on local ecological knowledge.

Indigenous/Aboriginal Knowledge Collection on marine environment

This work may involve any of the following (but not limited to):

- a) Experience in conducting Key Informant Interviews for collection of Indigenous Knowledge in Newfoundland and Labrador marine environment.
- b) Experience in participatory mapping techniques to collect ecological and biological components of the environment important to Indigenous Peoples.
- c) Data Processing and Analysis.

Publication

This work may involve publishing articles in scientific peer reviewed journals on marine conservation projects in Newfoundland and Labrador. Please clearly indicate and list publications in which you are primary or secondary author.

Public Awareness and Education

This work may involve product development, multimedia products (professional photo, video, graphics design, web based media, hardware (e.g. kiosk touch screen), experience organizing public events etc.

Requirements and Deliverables

Anticipated contract/ project requirements can range from one to numerous samples with an estimated collection, processing and analysis time requirement ranging from 1-3 days conducted monthly to 5-10 weeks conducted 2-3 times per year.

Detailed deliverables will be specified for individual projects. Projects may range from the collection of specimens/samples to multi-phased research projects involving large datasets, data processing, mapping and detailed report writing. Assessment of occupational health and safety requirements will be conducted on an individual project basis.

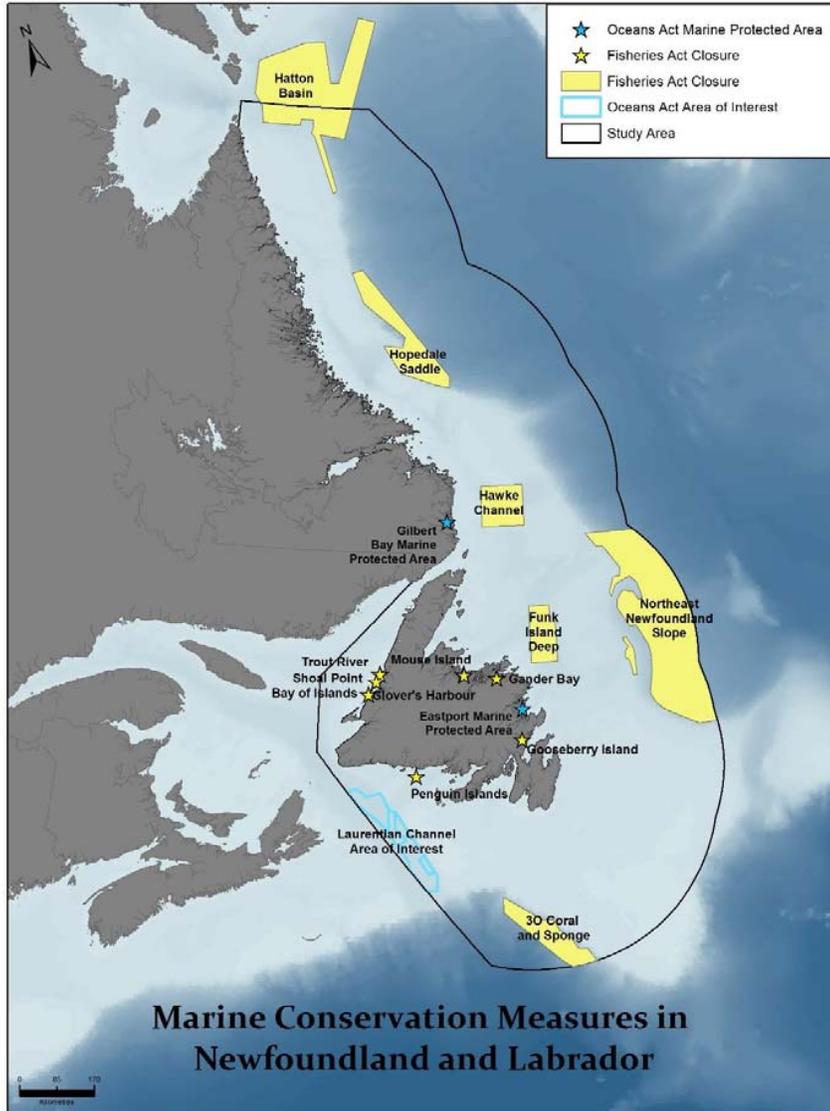


Figure 1. Marine Conservation Measures in Newfoundland and Labrador/ Mesures de conservation marine à Terre-Neuve-et-Labrador.

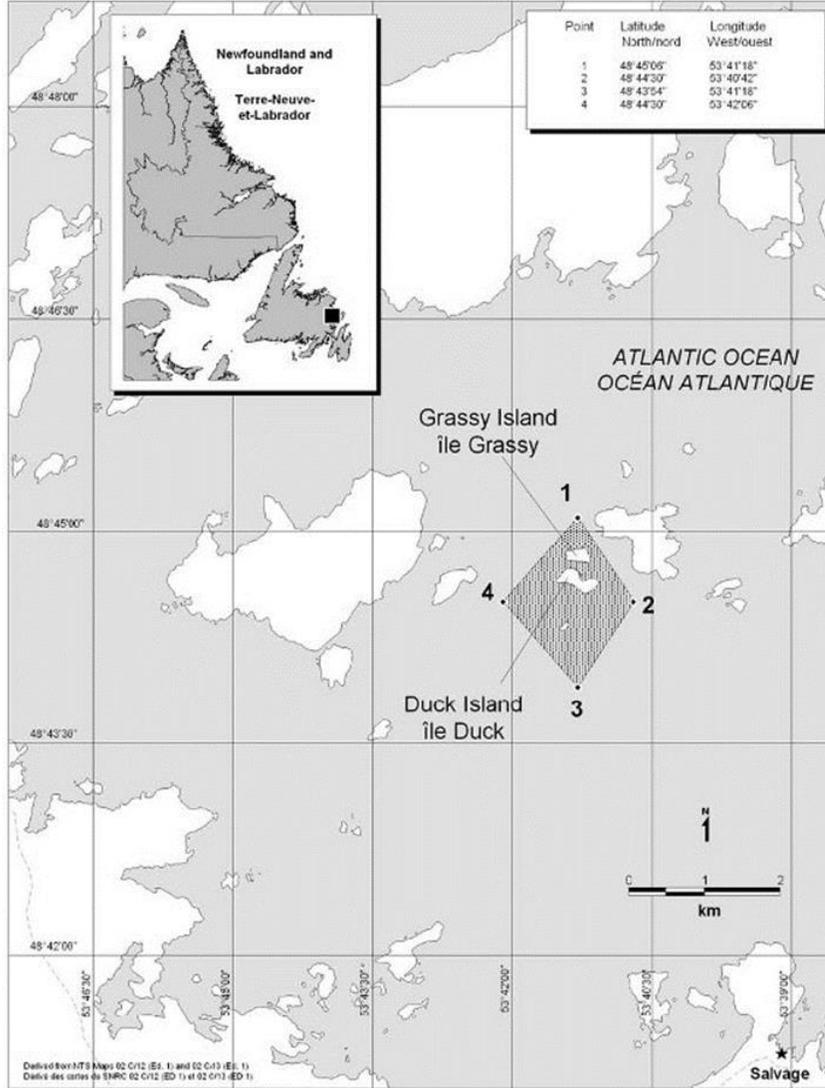


Figure 2a - EASTPORT — DUCK ISLAND MARINE PROTECTED AREA/ZONE DE PROTECTION MARINE D'EASTPORT — ÎLE DUCK

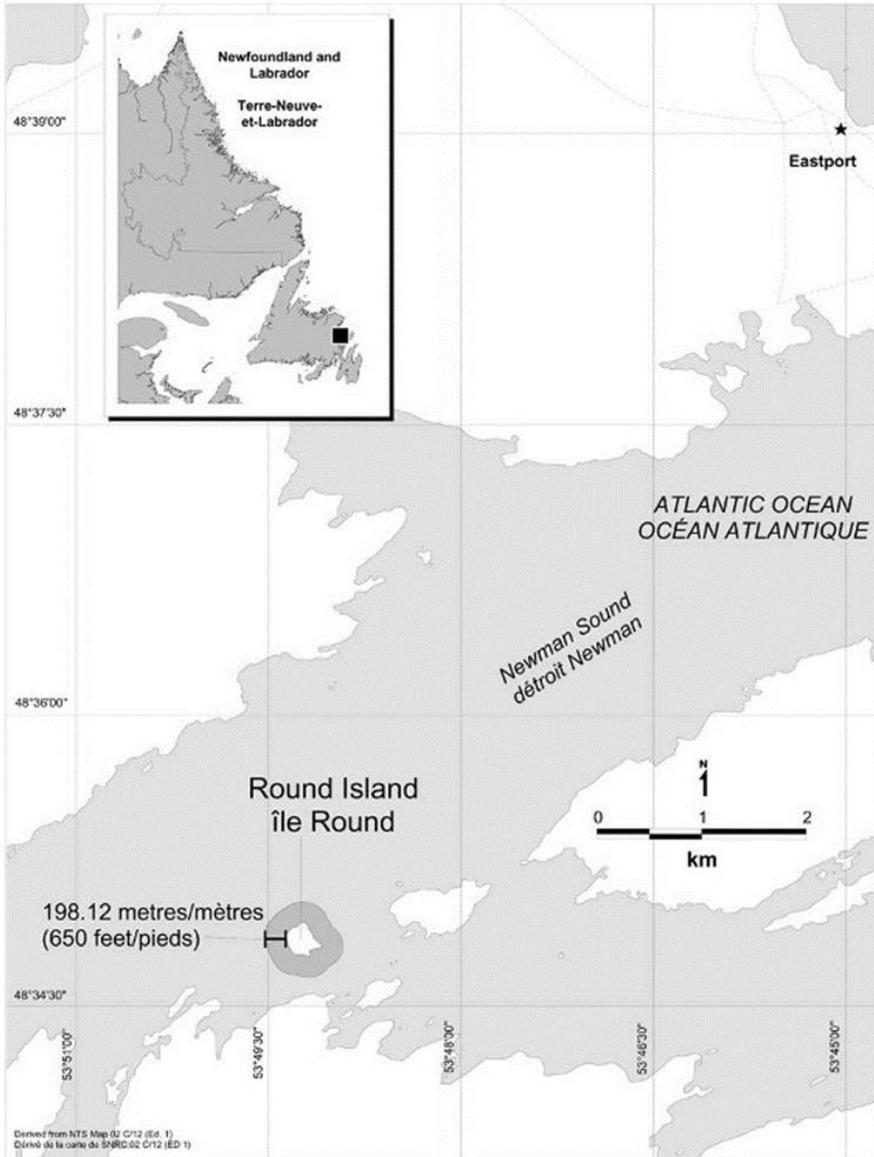


Figure 2b - EASTPORT — ROUND ISLAND MARINE PROTECTED AREA/ZONE DE PROTECTION MARINE D'EASTPORT — ÎLE ROUND

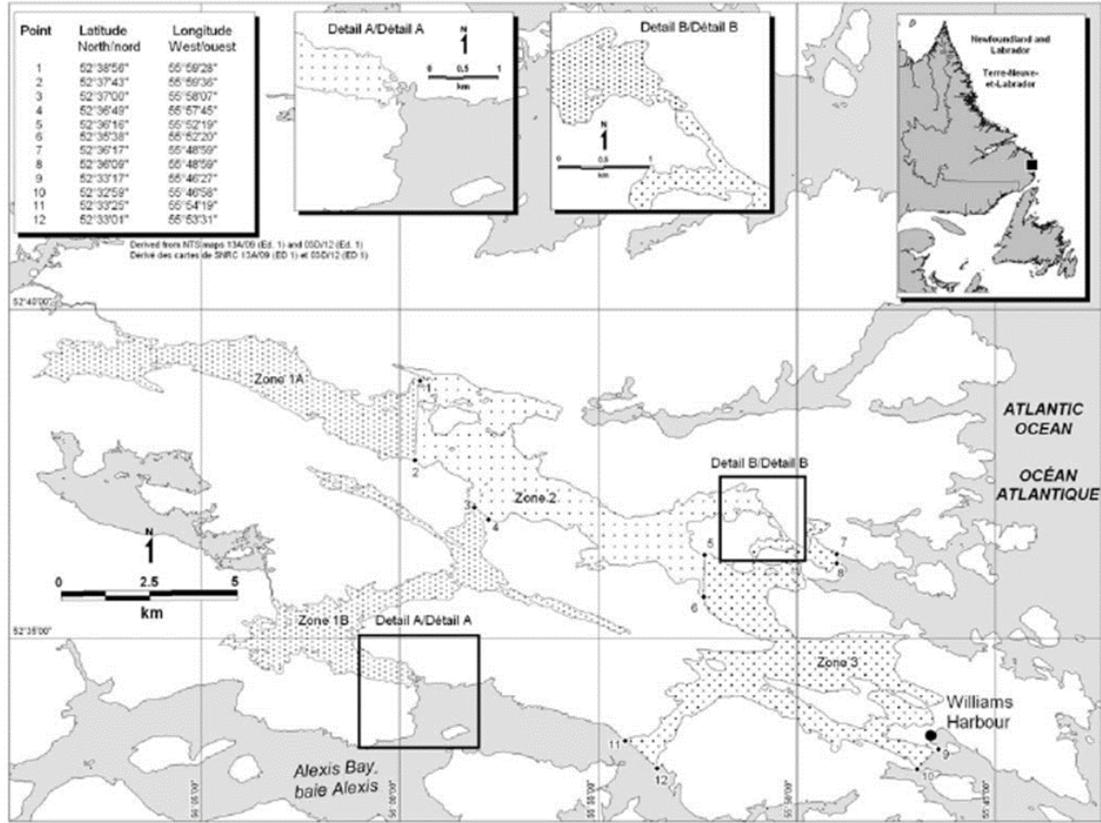


Figure 3 - GILBERT BAY MARINE PROTECTED AREA / ZONE DE PROTECTION MARINE DE LA BAIE GILBERT

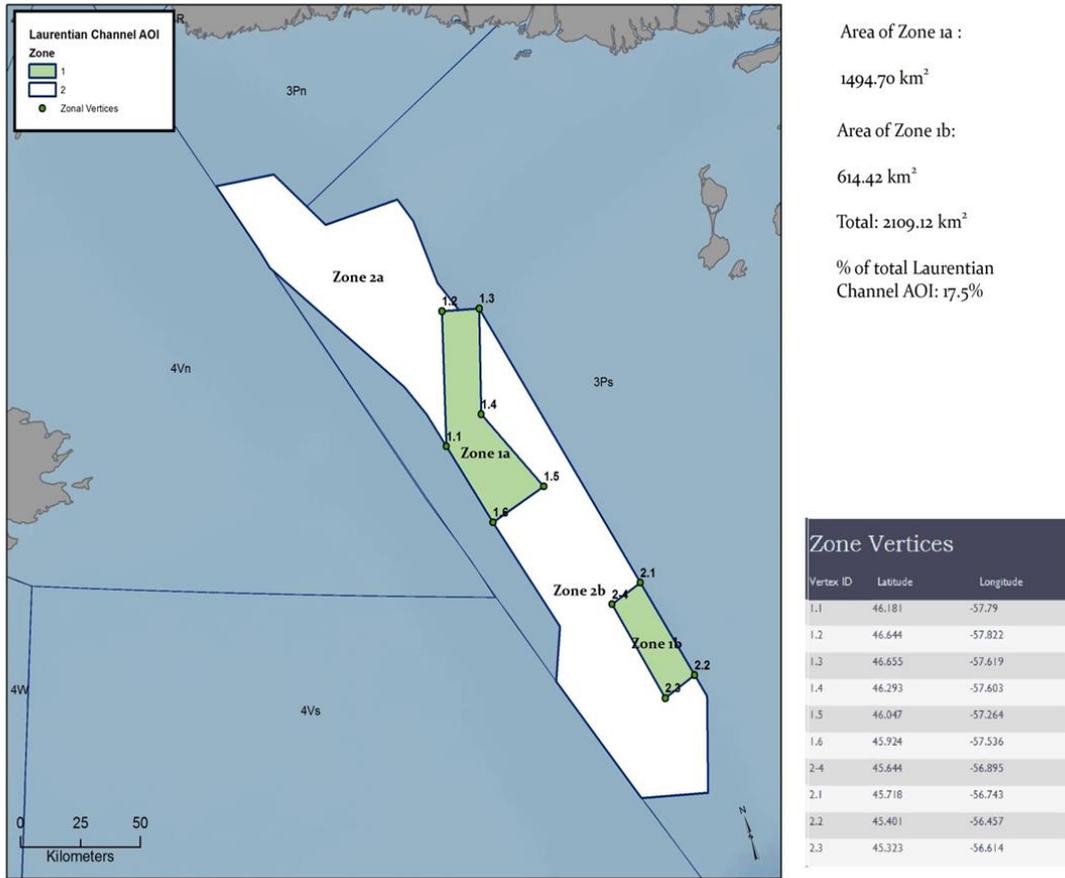


Figure 4 – Laurentian Channel Area of Interest/Région du chenal Laurentien de la zone d'intérêt

ANNEX "B"
EVALUATION CRITERIA

MANDATORY CRITERIA:

Bidders must clearly demonstrate that they meet 1 of the following 6 mandatory technical criteria (either Criteria 1 and/or Criteria 2 and/or Criteria 3 and/or Criteria 4 and/or Criteria 5 and/or Criteria 6) to be evaluated further. The offer must contain sufficient information to confirm that the mandatory criteria has been met. Those that do not will be deemed non-responsive and not evaluated further.

Criteria 1: Experience in marine conservation activities (MET ____ NOT MET ____)

Bidders MUST have extensive experience, defined as a minimum of two years, in Category A and/ or Category B and/or Category C and/or Category D and/or Category E and/or Category F and/or Category G. Please provide Curriculum Vitae's(CV's)/Resumes detailing relevant experience. CV's must clearly demonstrate at least two years of recent (within past five years) experience in the relevant categories. Copy of any certificates, accreditations, training, insurance certificates etc. should be referenced in application.

Category A: Data Collection (biological, ecological, and biophysical)

Bidders must have two years recent (within past five years) experience in one or more field below (a and/or b and/or c and/or d and/or e and/or f):

- a. **Biological sample collection (one or more of the following):**
 - i. Plankton
 - ii. Fish and invertebrates (all life stages)
 - iii. Marine mammals
 - iv. Reptiles
 - v. Birds
 - vi. Isotopes
 - vii. Marine plants
 - viii. Corals and Sponges
 - ix. Infauna species
 - x. Otoliths/fin clips
 - xi. Scales
 - xii. Tissues
 - xiii. Blood etc

- b. **Ecological, biodiversity, environmental, or taxonomic research or related information services (one or more of the following):**
 - i. Contribute, add to, or quality control biological databases.
 - ii. Conduct biodiversity, environmental or ecological studies, monitoring, and sample collection, assessment and analysis.

- c. **Biophysical-data including but not limited to (one or more of the following):**

-
- i. Habitat use
 - ii. Sediment and/or water collection/sampling (such as CTD, pH, mercury, grab sampling, etc.)
- d. **Photo/video Collection** (such as deep imager camera systems, Automated Underwater Video, Remotely Operated Video, Drone pictures and videos etc)
- e. **Oceanographic Data Collection**
- I. Temperature
 - II. Salinity
 - III. Oceanographic (processing of sea surface temperature, plankton etc from satellite)
 - IV. Ice cover
 - V. Bathymetric
 - VI. Backscatter
 - VII. Multibeam
 - VIII. Side scan sonar
 - IX. LIDAR
 - X. Sub bottom profiling
 - XI. Ground truthing
 - XII. Current profilers etc
 - XIII. Other, please specify _____
- f. **Internal and/or external tag** data collection for marine species. The fabrication or otherwise supply of internal and/or external tags detailed below for marine fish, shellfish, marine mammals and marine reptiles, harmless and effective installation of tags onto fish and other marine species; efficient download of (collection) data from installed Pop-off Satellite Archival Tags (PSAT) and/or hydroacoustic receivers as instructed by scientific staff or the project authority.
- I. Acoustic tags for marine fish (internal)
 - II. Autonomous Underwater Recorders for Active Listening (AURAL)
 - III. External fin tags for marine fish
 - IV. Double ended poly streamer tags (American Lobster)
 - V. External dorsal fin tags for sharks
 - VI. Pop-off Satellite Archival Tags (PSAT)

Category B: Data Processing and Analysis

Bidders must have two years recent (within past five years) experience with the utilization of software and/or hardware and/or other related equipment and resources used for technical data processing and/or analysis in one or more fields below (a and/or b and/or c and/or d and/or e):

- a. **Biological sample processing** (one or more of the following):
- I. For all samples listed in a above
 - II. Life history characteristics
 - III. DNA extraction
 - IV. Morphometrics
 - V. Meristics
 - VI. Dissection
 - VII. Necropsy

- VIII. Otolith extraction
- IX. Scale samples
- X. microscope work
- XI. Infaunal
- XII. DNA
- XIII. Other please list

b. Ecological, biodiversity, environmental, or taxonomic analysis

c. Biophysical

- I. Habitat use
 - II. Sediment and/or water processing/analysis (such as PSA, TCH, TIC, TAC, heavy metals etc).
- d. **Photo/Video Processing/Analysis.** Photo and/or video identification of marine species, estimates of abundance, distribution of marine species. Photo/video processing for oceans floor mapping.
- I. Drone photo and/or video processing
 - II. ROV
 - III. Drop camera system footage
 - IV. Other, please specify type_____

e. Oceanographic Data Processing/Analysis

- I. Temperature
- II. Salinity
- III. Oceanographic (processing of sea surface temperature satellite)
- IV. Ice cover
- V. Bathymetric maps
- VI. Classification schemes backscatter, multibeam etc
- VII. Side scan sonar
- VIII. Sub bottom profiling
- IX. Ground truthing
- X. Current profilers
- XI. Laboratory
- XII. Specify _____

f. Processing and analysis of data from Autonomous Underwater Recorders for Active Listening (AURAL)

Category C: Installation and/or retrieval, data collection and recording, maintenance/servicing and underwater acoustic and oceanographic sound receivers and recorders (e.g., Autonomous Underwater Recorders for Active Listening (AURAL) or (Autonomous Multichannel Acoustic Recorder (AMAR)) moorings.

Bidder must demonstrate recent (within the past two years) experience including timely replacement of batteries, downloading data, and other servicing or maintenance required for efficient performance of hydroacoustic receivers/recorders and moorings with minimal down-time.

Category D: Specialized Scientific Assessments

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Bidders must have two years recent (within past five years) experience in one or more of the following:

- a. Experience using scripting languages such as R
- b. Specify statistical packages you are proficient in _____
- c. Expert Subject area benthic biodiversity, genetics work etc. _____
- d. GIS Mapping and Analysis and database management. Specify what software _____
- e. Experience working with DFO Research vessel survey datasets
- f. Expertise in analyzing outputs from oceanographic, multibeam, backscatter data collection etc (value added products from classification schemes, habitat maps).
- g. Experience in developing biophysical overview, socio-economic overview, and risk assessment reports for marine spatial planning.
- h. Experience and appropriate training of internal placement of acoustic tags in fish

Category E: Training (must provide copy of any training certificates)

Bidders must have two years recent (within past five years) experience one of the following:

- a. Completed training with respect to working on/near water (MEDS, Basic Survival Training, helicopter, First Aid, diving certifications)
- b. Completed training on scientific equipment, equipment replacement, maintenance or other specialized certified training (GIS, statistical packages)
- c. Certification to provide such training to DFO staff. Please specify _____

Category F: Fieldwork in the Marine Environment

Bidder must have two years recent (within past five years) experience one or more of the following (a-e):

- a. Sampling, processing, and recording data on biotic and abiotic specimens onboard marine vessels
- b. Trials and testing of various forms of marine equipment onboard vessels
- c. Sampling, processing, and recording of Oceanographic data
- d. Sampling, processing, and recording of photo/video data on biotic and or abiotic specimens
- e. The Logistical placement/retrieval of scientific equipment.

Category G: Equipment (holdings and/or access to equipment)

Bidders must demonstrate if they have the capability to provide one or more of the following (a-d):

- a. Equipment may include but is not limited to the following: underwater photo/video, Conductivity Temperature Depth (CTD) devices, laboratory equipment, acoustic recording devices, AUV's and ROVs, Infaunal coring, sediment grab samples
- b. Various types of fishing gear (longlines seines, pots, heavy duty rods etc)
- c. Various types of oceanographic gear, please specify _____
- d. Access to equipment, please list _____

Criteria 2: Availability of Vessel(s)

Bidders must demonstrate that they either own or have access to sea worthy vessel(s) to be used for various near shore and/or offshore marine conservation activities. If Bidders qualify under Category A or B or C or D or E or F then they meet criteria 2. Please note: Categories may be further subdivided based on the vessels ability to conduct research activities in the inshore versus offshore and also vessels equipment/ability to support scientific equipment and/or technicians.

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If you own or have access to vessel(s) that may be used for various near shore and/or offshore activities please indicate below by checking appropriate boxes and providing additional information where required.

Category A: Own Vessel Very Small < 25' (MET _____ NOT MET _____)

- a. Do you own a small sea worthy vessel(s) (open vessel, outboard motor) less than 25' in length
Yes () No ()

If yes, what is the length of the vessel(s). Length (in feet) _____

Please indicate home port and name of the vessel(s) _____

What is the vessel capacity (total number persons allowed onboard)? _____

Is it suitable for Inshore only? Yes () No ()

If possible, specify how far from the coastline the vessel is capable of servicing? _____

If more than one vessel provide a list. _____

- b. Vessel operating platforms & equipment: Does vessel have space and capability to operate smaller oceanographic or fishing or scientific equipment (haulers) etc? Yes () No ().

For each vessel described above please list onboard equipment: For example, does it have a hydraulic hauler, crane, winches, sounders etc. Please list _____

- c. Vessel operating platforms/specs: Does vessel have space to accommodate at least one science technician if required? Yes () No () _____

- d. Does Vessel have its own crew? Yes () No () _____

Category B: Own Vessel Small ≥ 25' - 34'11" (MET _____ NOT MET _____)

- a. Do you own a sea worthy vessel(s) between 25' and 34'11" in length Yes () No ()

If yes, what is the length of the vessel(s) (in feet) _____

Please indicate home port and name of the vessel(s) _____

Is it suitable for either: Inshore (), Offshore (), or Both ()

If more than one vessel provide a list: _____

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- b. Vessel operating platforms & equipment: Does ship have large enough platform space for deploying oceanographic equipment, moderately sized fishing equipment, winches etc? Yes () No () please specify, _____

For each vessel described above please list onboard equipment related to projects in the marine environment: For example, does it have a crane, winches capable of deploying ROV equipment, oceanographic moorings, CTDs, Camera systems etc. Please list _____

- c. Vessel Capacity & Accommodations: What is the vessel capacity (total number persons allowed onboard)?

Does Vessel have its own crew? Yes () No (). Please specify number of crew and their role. _____

Does vessel have access to Science technicians Yes () No ()

Does vessel have accommodations? Please provide a description _____

Does vessel have the provisions to be away from port for up to 1 week or longer?
Yes () No () How long? _____

Category C: Own Vessel Large (35' – 64' 11") (MET _____ NOT MET _____)

- a. Do you own a sea worthy vessel(s) between 35' and 64'11" in length Yes() No ()

If yes, what is the length of the vessel(s) (in feet) _____

Please indicate home port and name of the vessel(s) _____

Is it suitable for either: Inshore (), Offshore (), or Both ()

If more than one vessel provide a list. _____

What is the vessel capacity (total number persons allowed onboard)? _____

- b. Vessel operating platforms and equipment: Does ship have large enough platforms for deploying oceanographic equipment, large fishing equipment, large winches etc? Yes () No () please specify _____

For each vessel described above please list onboard equipment related to projects in the marine environment: For example, does it have a crane, winches capable of deploying ROV equipment, oceanographic moorings, CTDs, Camera systems etc. Please list _____

- c. Vessel Capacity and Accommodations: What is the vessel capacity (total number persons allowed onboard)?

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Does Vessel have its own crew? Yes () No (). Please specify number of crew and their role.

Access to Science technicians Yes () No ()

Does vessel have accommodations? Please describe

Does vessel have the provisions to be away from port for up to 1 week or longer?
Yes () No () How long? _____

Category D: Own Vessel Very Large (>64' 11") (MET _____ NOT MET _____)

- a. Do you own a sea worthy vessel(s) greater than 64'11" in length Yes() No ()
If yes, what is the length of the vessel(s) (in feet) _____

Please indicate home port and name of the vessel(s) _____

Is it suitable for either: Inshore (), Offshore (), or Both ()

If more than one vessel provide a list. _____

What is the vessel capacity (total number persons allowed onboard)? _____

- b. Vessel operating platforms and equipment: Does ship have large enough platforms for deploying oceanographic equipment, large fishing equipment, large winches etc? Yes () No ()
please specify _____

For each vessel described above please list onboard equipment related to projects in the marine environment: For example, does it have a crane, winches capable of deploying ROV equipment, oceanographic moorings, CTDs, Camera systems etc. Please list

- c. Vessel Capacity and Accommodations: What is the vessel capacity (total number persons allowed onboard)?

Does Vessel have its own crew? Yes () No (). Please specify number of crew and their role.

Access to Science technicians Yes () No ()

Does vessel have accommodations? Please describe

Does vessel have the provisions to be away from port for up to 1 week or longer?
Yes () No () How long? _____

Category E: Access to Vessel(s) (MET _____ NOT MET _____)

- a. Do you have access to a sea worthy vessel(s) Yes() No ()
If yes, what is the length of the vessel(s). Length (in feet) _____

Please indicate home port of the vessel(s) _____

—

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Is it suitable for either: Inshore (), Offshore (), or Both ()

If more than one vessel provide a list.

- b. Vessel operating platforms and equipment: Does ship have large enough platforms for deploying oceanographic equipment, fishing equipment, sounders, winches etc? Yes () No () please specify _____

For each vessel described above please list onboard equipment related to projects in the marine environment: For example does it have a crane, winches capable of deploying ROV equipment, ocean moorings, CTDs, Camera systems etc. Please list _____

- c. Vessel Capacity and Accommodations: What is the vessel capacity (total number persons allowed onboard)?

Does Vessel have its own crew? Yes () No (). How many _____ ?
Do you have access to Science technicians Yes () No () How many? _____

Does vessel have accommodations? Please describe _____
Does vessel have the provisions to be away from port for up to 1 week or longer? Yes () No () How long? _____

Category F: Access to wide variety of vessels (MET _____ NOT MET _____)

Bidders must demonstrate that they have access to a wide variety of vessels in order to meet this criteria.

Proof of vessel lease, ownership, or plan must be provided. Must submit vessel ownership, certification, and insurance documentation.

Do you have access to a wide variety of vessels? Yes () No ()

Please indicate the number of vessels in which you have access to, and provide a general overview of the types of vessels that you have access to. Please note: specific vessel specifications will vary based on individual projects as required.

Please indicate the types of vessels you have access to (e.g. small open boat, small longliner, etc)

For each vessel type listed above please indicate the vessel capacity (total number persons allowed onboard) of this vessel?

Do vessels have space and capability to operate oceanographic or fishing or scientific equipment (haulers) etc? Yes () No ().

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For each vessel type listed above please provide a general list of onboard equipment: For example does it have a hydraulic hauler, cranes, winches, sounders etc. Please list

Do any of the vessels have space to accommodate at least one science technician if required? Yes ()
No ()

Does Vessels have its own crew? Yes () No (). Please provide a brief description of each vessel type

Criteria 3: Local Ecological Knowledge Collection on Marine Environment (MET _____ NOT MET _____)

Bidders must have recent (within past three years) and significant experience (two years) in category a and/or b and/or c. Must provide CV demonstrating at least 2 years' experience in one or more of the following:

- a. Educational background and recent (within past three years) and significant (at least two years total) experience conducting key informant interviews with fish harvesters for collection of local ecological knowledge. Soliciting harvester feedback with respect to fisheries and the marine environment (local ecological knowledge/traditional ecological knowledge).
 - b. Local Ecological Knowledge processing, digitizing, data base development and database management.
 - c. Experience publishing on Local Ecological Knowledge studies in peer reviewed scientific journals (list publications if you are first or second author) _____
-

Criteria 4: Indigenous/Aboriginal Knowledge Collection on marine environment (MET _____ NOT MET _____)

(This is only applicable to the Aboriginal set aside).

Bidders must have experience in category a and/or b and/or c. Must provide CV demonstrating at least 1 year's experience in the following:

- a. Experience in conducting Key Informant Interviews for collection of Indigenous Knowledge in Newfoundland and Labrador marine environment.
- b. Experience in participatory mapping techniques to collect ecological and biological components of the environment important to Indigenous Peoples.
- c. Data Processing and Analysis, including development of electronic composite maps of important ecological components.

Criteria 5: Publication (s) (MET _____ NOT MET _____)

Bidders must have published in scientific peer reviewed journals on projects in the marine environment in NL. (Please provide 2 examples in CV that clearly demonstrates your subject matter expertise).

Criteria 6: Public Awareness and Education (MET _____ NOT MET _____)

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Bidders must have a minimum of three years of recent (within past 5 years) experience in any one of the following:

- a. Product development (display models, communications material etc), please list and include example photo of your work
- b. Multimedia products (professional photo, video, graphics design, web based media, hardware (e.g kiosk touch screen). Please include example photo of your work
- c. Facilitation, consultation, experience organizing public events etc. with respect to projects in the marine environment. Please list examples of events you have organized.

Area of Operation

Bidders shall indicate areas in which they are capable of performing work by providing a check in the areas below.

Ability to access areas (Check the areas you are capable of working)

Gilbert Bay & Southern coast Labrador ()
Northern Labrador
Eastport & Bonavista Bay ()
Laurentian Channel Area of Interest ()
Laurentian Channel & southern Newfoundland ()
NAFO DIVISION 3Ps and 3Pn
NAFO DIVISION 4R
NAFO DIVISION 4Vn and 4Vs
Placentia Bay ()
Fortune Bay ()
Other inshore Newfoundland ()
Other offshore Newfoundland ()
Other inshore Labrador ()
Other offshore Labrador ()
Land based Activities only ()
Laboratory only ()

ANNEX "C"

CONTRACTING PROCESS/STATEMENT OF WORK FORMAT

1. CONTRACTING PROCESS

Individual requirements will be raised and processed as follows:

1.1. The PSPC Supply Arrangement Authority (SAA) will prepare a Request for Proposal (RFP) including a Statement of Work (SOW) in the format provided. This will be distributed via e-mail to all approved contractors in the relevant category.

1.2. The Contractor(s) will provide a return firm price proposal by e-mail to the SAA within the time frame requested. This proposal will provide an all-inclusive firm price for the completion of the work outlined in the SOW. For urgent work the SAA may request a proposal for reply within 24 hours.

To be responsive, the Contractor must meet all requirements of the RFP, utilising the personnel in their SA.

1.3. The SAA will select the lowest priced compliant proposal for award of a contract, and forward the contract document to the successful contractor by e-mail. A copy of the contract will be forwarded to the DFO Technical Authority.

1.4. Upon final inspection and acceptance of the work by Canada, the Contractor will invoice DFO for payment, with a copy to the PWGSC Supply Arrangement Authority. The invoice shall contain a reference to the PWGSC SA number and the individual contract number.

Care must be taken by both parties in the contracting activities, as under no circumstances can Canada authorise payment of an invoice greater than \$100,000 under any contract resulting from these SAs. All contracts will be subject to audit verification as defined in the SA.

2. STATEMENT OF WORK (SOW) FORMAT

All RFPs shall have a SOW attached based on this format, addressing the following elements, as applicable:

1.1 SCOPE:

Provide brief introductory overview of work required addressing what, where and when, but not how. The how shall be the responsibility of the Contractor based on the following criteria stated in the SOW and so reflected in the Contractor's proposal for the work.

1.2 REFERENCES:

- a. Guidance drawings
- b. Standards
- c. Regulations
- d. Quality assurance standards

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1.3 TECHNICAL DESCRIPTION:

- a. Define requirement in terms of performance
- b. State clearly what work is required to be completed

1.4 PROOF OF PERFORMANCE:

- a. Inspection
- b. Test
- c. Certification

1.5 DELIVERABLES:

- a. Drawings (including any revisions)
- b. Spares
- c. Training
- d. Manuals
- e. Maintenance
- f. Software

ANNEX "D"

Insurance Requirements

Commercial General Liability Insurance

1. **The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.**
2. **The Commercial General Liability policy must include the following:**
 - a. **Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.**
 - b. **Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.**
 - c. **Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.**
 - d. **Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.**
 - e. **Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.**
 - f. **Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.**
 - g. **Employees and, if applicable, Volunteers must be included as Additional Insured.**
 - h. **Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)**
 - i. **Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.**
 - j. **Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.**
 - k. **If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.**
 - l. **Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.**
 - m. **Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.**
 - n. **Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada**

as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

Marine liability insurance

1. The Contractor must obtain protection and indemnity insurance that must include excess collision liability and pollution liability. The insurance must be placed with a member of the International Group of Protection and Indemnity Associations or with a fixed market in an amount of not less than the limits determined by the [Marine Liability Act](#), S.C. 2001, c. 6. Coverage must include crew liability, if it is not covered by Worker's Compensation as detailed in paragraph (2.) below.
2. The Contractor must obtain worker's compensation insurance covering all employees engaged in the Work in accordance with the statutory requirements of the territory or province or state of nationality, domicile, employment, having jurisdiction over such employees. If the Contractor is subject to an additional contravention, as a result of an accident causing injury or death to an employee of the Contractor or subcontractor, or due to unsafe working conditions, then such levy or assessment must be paid by the Contractor at its sole cost.
3. The protection and indemnity insurance policy must include the following:
 - a. Additional insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - b. Waiver of subrogation rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Fisheries and Oceans and Public Works and Government Services Canada for any and all loss of or damage to the watercraft however caused.

-
- c. **Notice of cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.**
 - d. **Cross liability and separation of insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
(Contracting officers must insert the following option, if applicable.)**
 - e. **Litigation rights: Pursuant to subsection 5(d) of the Department of Justice Act, R.S.C. 1985, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.**

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
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For other provinces and territories, send to:

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Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
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A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

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ANNEX "E"

PERIODIC USAGE REPORTS

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Supply Arrangement Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;**
- 2nd quarter: July 1 to September 30;**
- 3rd quarter: October 1 to December 31;**
- 4th quarter: January 1 to March 31.**

The data must be submitted no later than fifteen (15) calendar days after the end of the reporting period.

GSIN	Supply Arrangement Number	Supply Arrangement Title / Description	Document Type	Supplier's Name	Supplier's Contract Info	Supply Arrangement Value (\$)	
						Original Value	Total Amended Value
Name of PWGSC Authority	Reporting Period (FY & Quarter)	Call up Detail by ordering Department					
		Department or Agency	Delivery Location (Province)	Total # of Orders for the Reporting Period (Quarter)	Total \$ Value of Orders for the Reporting Period (incl GST/HST)	Total # of Orders for the Fiscal Year to Date	Total # of Orders for the Fiscal Year to Date (incl GST/HST)

The required information for this Supply Arrangement must be e-mailed to the following address: rhonda.lacey@pwgsc-tpsgc.gc.ca

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ANNEX "F"

INFORMATION REQUIRED FOR CODE OF CONDUCT CERTIFICATION

Please provide list of names of the following entities, according to the ownership nature of the company

1. For a Corporation - each current member of the Bidder's Board of Directors;

2. For a Partnership, General Partnership or Limited Partnership - the names of all current partners;

3. For a Sole Proprietorship or an individual doing business under a firm name - the name of the sole proprietor or individual;

4. For a Joint Venture - the names of all current members of the Joint venture;

5. For an individual - the full name of the person
