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

Revision to a Request for Supply Arrangement - Révision à une demande pour un arrangement en matière d'approvisionnement

The referenced document is hereby revised; unless
otherwise indicated, all other terms and conditions of
the Solicitation remain the same.

Ce document est par la présente révisé; sauf
indication contraire, les modalités de l'invitation
demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada -
Pacific Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

Title - Sujet Fisheries Monitoring	
Solicitation No. - N° de l'invitation F1054-180042/B	Date 2020-05-27
Client Reference No. - N° de référence du client F1054-180042	Amendment No. - N° modif. 001
File No. - N° de dossier VIC-8-41104 (239)	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$VIC-239-7620	
Date of Original Request for Supply Arrangement 2018-11-08 Date de demande pour un arrangement en matière d'app. originale	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2022-09-30	
Time Zone Fuseau horaire Pacific Standard Time PST	
Address Enquiries to: - Adresser toutes questions à: Large, Kathy	Buyer Id - Id de l'acheteur vic239
Telephone No. - N° de téléphone (250) 216-4455 ()	FAX No. - N° de FAX () -
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	
Security - Sécurité This revision does not change the security requirements of the solicitation. Cette révision ne change pas les besoins en matière de sécurité de l'invitation.	

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required Accusé de réception requis	Yes - Oui <input type="checkbox"/>	No - Non <input type="checkbox"/>
The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre.		
Signature	Date	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
For the Minister - Pour le Ministre		

Amendment #1

This amendment is being issued to modify the bid submission requirements.

Delete: Entire Document
Insert: As below

This bid solicitation cancels and supersedes previous bid solicitation number F1054-180042/A dated 2018-09-14 with a closing of 2018-10-02 at 14:00 PDT.

This solicitation will remain on Buy and Sell until September 30, 2022.

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION.....	3
1.2 SUMMARY	3
1.3 SECURITY REQUIREMENTS	4
1.4 CANADIAN CONTENT	4
1.5 DEBRIEFINGS	5
1.6 ANTICIPATED MIGRATION TO AN E-PROCUREMENT SOLUTION (EPS)	5
PART 2 - SUPPLIER INSTRUCTIONS	5
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	5
2.2 SUBMISSION OF ARRANGEMENTS	5
2.3 FORMER PUBLIC SERVANT - NOTIFICATION.....	6
2.4 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - NOTIFICATION.....	6
2.5 ENQUIRIES - REQUEST FOR SUPPLY ARRANGEMENTS	6
2.6 APPLICABLE LAWS	6
PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS	7
3.1 ARRANGEMENT PREPARATION INSTRUCTIONS.....	7
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	7
4.1 EVALUATION PROCEDURES.....	7
4.2 BASIS OF SELECTION - MANDATORY TECHNICAL AND FINANCIAL EVALUATION CRITERIA.....	7
PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION	8
5.1 CERTIFICATIONS REQUIRED WITH THE ARRANGEMENT.....	8
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A SUPPLY ARRANGEMENT AND ADDITIONAL INFORMATION.....	8
PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES.....	10
A. SUPPLY ARRANGEMENT.....	10
6.1 ARRANGEMENT	10
6.2 SECURITY REQUIREMENTS	10
6.3 STANDARD CLAUSES AND CONDITIONS.....	10
6.4 TERM OF SUPPLY ARRANGEMENT	10
6.5 AUTHORITIES	10
6.6 IDENTIFIED USERS	11

6.7	ON-GOING OPPORTUNITY FOR QUALIFICATION	11
6.8	PRIORITY OF DOCUMENTS	11
6.9	CERTIFICATIONS AND ADDITIONAL INFORMATION.....	11
6.10	APPLICABLE LAWS.....	12
6.11	INSURANCE	12
6.12	<u>OWNER/EMPLOYEE CERTIFICATION - SET-ASIDE FOR ABORIGINAL BUSINESS</u>	<u>12</u>
6.13	TRANSITION TO AN E-PROCUREMENT SOLUTION (EPS).....	13
B.	BID SOLICITATION	13
6.1	BID SOLICITATION DOCUMENTS.....	13
6.2	BID SOLICITATION PROCESS.....	14
C.	RESULTING CONTRACT CLAUSES	15
6.1	GENERAL	15
ANNEX "A" STATEMENT OF WORK.....		16
ANNEX "B" FINANCIAL EVALUATION / BASIS OF PAYMENT		31
ANNEX "C" MANDATORY TECHNICAL EVALUATION CRITERIA		33
ANNEX "D" SUPPLY ARRANGEMENT REPORTING – SAMPLE FORM ONLY		37
ANNEX E - BID SUBMISSION CHECKLIST		38
ANNEX F - SUPPLIER INFORMATION.....		39

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, the Basis of Payment and any other annexes.

1.2 Summary

Fisheries and Ocean Canada (DFO), Pacific Region, intends to establish a Supply Arrangement for a variety of services to be carried out within the South Coast Area of British Columbia, Canada. The south coast area includes Vancouver Island, Mainland Inlets and Sunshine Coast.

The services are being broken down into various streams as identified below:

Stream 1: South Coast Salmon Population Monitoring and Biological Support, Stream 2: South Coast Salmon Fishery Monitoring and Biological Support, and Stream 3: South Coast Salmon Habitat Monitoring and Biological Support.

Each stream is being broken down by zone, so that bidders may bid on 1 or more streams in 1 or more zones. The zones are as follows:

Zone 1 – Cape Lazo to Jordon River South – including the Sunshine Coast. DFO PFMA (Pacific Fishery Management Area) and Statistical Area 14 (excluding 14-13) through Area 19; Area 20-5 and the southern portion of 20-4.

Zone 2 – Tatchu Point to Cape Lazo– including the Mainland Inlets. DFO PFMA and Statistical Areas 26 through 27, Areas, 11 through 13, and Area 14-13.

Zone 3 – Tatchu Point to Jordon River North. DFO PFMA and Statistical Area 20 (excluding Area 20-5 and the southern portion of 20-4) through Area 25.

1.2.1 The RFSA covers three procurement umbrellas:

- 1a. PSAB Stream A: First Nations, Tribal Councils, or First Nation-Owned Businesses; or
- 1b. PSAB Stream B: All other Aboriginal Businesses; and
2. General Suppliers - Any supplier, including Aboriginal suppliers, wishing to submit an arrangement not pursuant to the PSAB. For the purpose of the RFSA, this stream is titled "General" or "General Suppliers". These suppliers must be able to provide all the services under one stream.

PSAB Suppliers must be able to provide a portion of the services in one stream.

1.2.2 Trade Agreements

PSAB stream:

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.

General stream:

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

1.2.3 The requirement covered by the bid solicitation of any resulting supply arrangement may be subject to a preference for Canadian goods and/or services or may be limited to Canadian goods and/or services.

1.2.4 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):

- Maa-nulth First Nations Final Agreement
- Tla'amin Final Agreement

1.2.5 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 Security Requirements

N/A

1.4 Canadian Content

The goods and/or services covered by the Supply Arrangement may be limited to Canadian goods and/or services as defined in clause [A3050T](#).

SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition

1.5 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.

1.6 Anticipated migration to 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 Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

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

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 the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the RFSA:

PWGSC Pacific Region Bid Receiving Unit

Only arrangements submitted using epost Connect service will be accepted. The Supplier must send an email requesting to open an epost Connect conversation to the following address:
TPSGC.RPReceptiondessoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca

Note: Arrangements 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 [2008](#), or to send arrangements through an epost Connect message if the Supplier is using its own licensing agreement for epost Connect.

It is the Supplier's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the Request for Supply Arrangements closing date.

Transmission of arrangements by facsimile or hardcopy to PWGSC will not be accepted.

2.2.1 Ceiling Prices and/or Rates

The Supplier is required to submit ceiling prices, rates or both that will apply for the term of the Supply Arrangement.

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 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 **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 contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

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

The Supplier must submit its arrangement electronically 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: Financial Arrangement
Section III: Certifications
Section IV: Additional Information

Arrangements transmitted by facsimile or hardcopy will not be accepted.

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.

Section II: Financial Arrangement

Suppliers must submit the financial arrangement in accordance with the Annex B, Basis of Payment.

Section III: Certifications

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

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 including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

See Annex C

4.1.2 Financial Evaluation

Suppliers must complete and submit the table in Annex B, Basis of Payment, with their submission.

4.2 Basis of Selection - Mandatory Technical and Financial Evaluation Criteria

SACC Manual Clause S1001T (2008-12-12), Basis of Selection - Mandatory Technical and Financial Evaluation 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.

5.2 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.

List of names: all Offerors, regardless of their status under the Ineligibility and Suspension Policy, must submit the following information:

- i. Offerors that are corporate entities, including those submitting an offer as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- ii. Offerors submitting an offer as sole proprietors, including sole proprietors submitting an offer as joint ventures, must provide a complete list of the names of all owners; or
- iii. Offerors that are a partnership do not need to provide a list of names.

List of Names: See Annex F

During the evaluation of offers, the Offeror must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted with the offer.

5.2.2 Additional Certifications Precedent to Issuance of a Supply Arrangement

5.2.2.1 Status and Availability of Resources

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

5.2.2.2 Education and Experience

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

5.2.2.3 Canadian Content Certification – See Annex F

This procurement is limited to Canadian services.

The Offeror certifies that:

() the services offered are Canadian services as defined in paragraph 4 of clause [A3050T](#).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#) (9), Example 2, of the *Supply Manual*.

5.2.2.4 Set-aside for Aboriginal Business – Certification – For PSAB Suppliers Only

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: See Annex F
 - () 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: See Annex F.
 - () 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.

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 "D". 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 an annual basis to the Supply Arrangement Authority.

The data must be submitted to the Supply Arrangement Authority no later than 30 calendar days after the end of the reporting period.

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 date of award to December 31, 2022.

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:

Name: Kathy Large
Title: Supply Specialist

Public Works and Government Services Canada
Acquisitions Branch
Directorate: Pacific Region
Address: 401-1230 Government St. Victoria BC, V8W 3X4

Telephone: 250-216-4455
Facsimile: 250-363-0395
E-mail address: Kathy.large@pwgsc.gc.ca

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

6.5.2 Supplier's Representative

See Annex F.

6.6 Identified Users

The Identified User is: Department of Fisheries and Oceans.

6.7 On-going Opportunity for Qualification

A Notice will be posted for the duration of the arrangement 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.

Arrangements may be submitted at any time, however, due to the resources required to evaluate the arrangements, Canada has reserved the right to conduct the evaluation of arrangements in cycles, no less than quarterly. The schedule below outlines the closing dates for each quarterly evaluation.

Quarterly Refresh Periods:

June 30
Sept 30
Dec 31
March 31

Bids must be submitted on or before the quarterly refresh dates.

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, Basis of Payment;
- (e) the Supplier's arrangement dated _____.

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.

6.9.2 SACC Manual Clauses

M3060C (2008-05-12) Canadian Content Certification

6.10 Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

6.11 Insurance

6.11a Insurance - No Specific Requirement

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

OR

6.11b Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in *the solicitation document specific to the requirement*. 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.

6.12 Owner/Employee Certification - Set-aside for Aboriginal Business – For PSAB Suppliers – See Annex F

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

6.13 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 template

- Medium Complexity (MC) or
- High Complexity (HC).

A copy of the template 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.

The bid solicitation will contain as a minimum the following:

- a complete description of the Work to be performed;
- [2003](#), Standard Instructions - Goods or Services - Competitive Requirements; **OR** [2004](#), Standard Instructions - Goods or Services - Non-competitive Requirements;

" Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions ([insert, as applicable: 2003 or 2004](#)) incorporated by reference above is deleted in its entirety and replaced with the following:

- 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."
- bid preparation instructions;
- instructions for the submission of bids (address for submission of bids, bid closing date and time);

(f) evaluation procedures and basis of selection;

(g) 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;**

(h) conditions of the resulting contract.

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.

Solicitation Procedure Matrix

The length of the solicitation period, the minimum number of suppliers that must receive a bid solicitation, and the notification obligations are determined by the value of each specific requirement.

The following matrix outlines the responsibilities of the Identified User and PWGSC when conducting the bid solicitation process.

	Requirement Value Threshold	Solicitation Period	Minimum Number of Suppliers Solicited
Tier 1	Up to and including \$25,000	No minimum	-
Tier 2	Between \$25,001 and \$100,000	5 calendar days	All Suppliers
Tier 3	Over \$100,000	15 calendar days	All Suppliers

Provided a Client has the legal authority to contract, it may choose to award contracts under this SA in accordance with the Tier 1, Tier 2 or Tier 3 Contract Limitations described below. All contracts for Clients without authority to contract under Tier 1, Tier 2 or Tier 3 will be managed by Public Services and Procurement Canada (PSPC).

The following forms must be used for the first page of the bid solicitation document and the first page of the resulting contract document.

These forms are available on the [Electronic Forms Catalogue](http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html) (http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html) website.

PWGSC-TPSGC 9400-3, Bid Solicitation
PWGSC-TPSGC 9400-4, Contract

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) **MC** (for medium complexity requirements), general conditions 2020 (2017-09-21) General Conditions – Supply Arrangement – Goods or Services will apply to the resulting contract;
- (b) **HC** (for high complexity requirements), general conditions 2020 (2017-09-21) General Conditions – Supply Arrangement – Goods or Services will apply to the resulting contract.

A copy of the template 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 MC 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

The Department of Fisheries and Oceans has requirements for several streams of work and will be broken down by zones as indicated below:

Stream 1: South Coast Salmon Population Monitoring and Biological Support

Stream 2: South Coast Salmon Fishery Monitoring and Biological Support, and

Stream 3: South Coast Salmon Habitat Monitoring and Biological Support.

Zones (See Map in Annex A1)

Zone 1 – Cape Lazo to Jordon River South– including the Sunshine Coast. DFO PFMA (Pacific Fishery Management Area) and DFO Statistical Area 14 (excluding 14-13) through Area 19; Area 20-5 and the southern portion of 20-4.

Marshalling Locations: Sooke, Victoria, Duncan, Nanaimo, Powell River, Sechelt, and Qualicum.

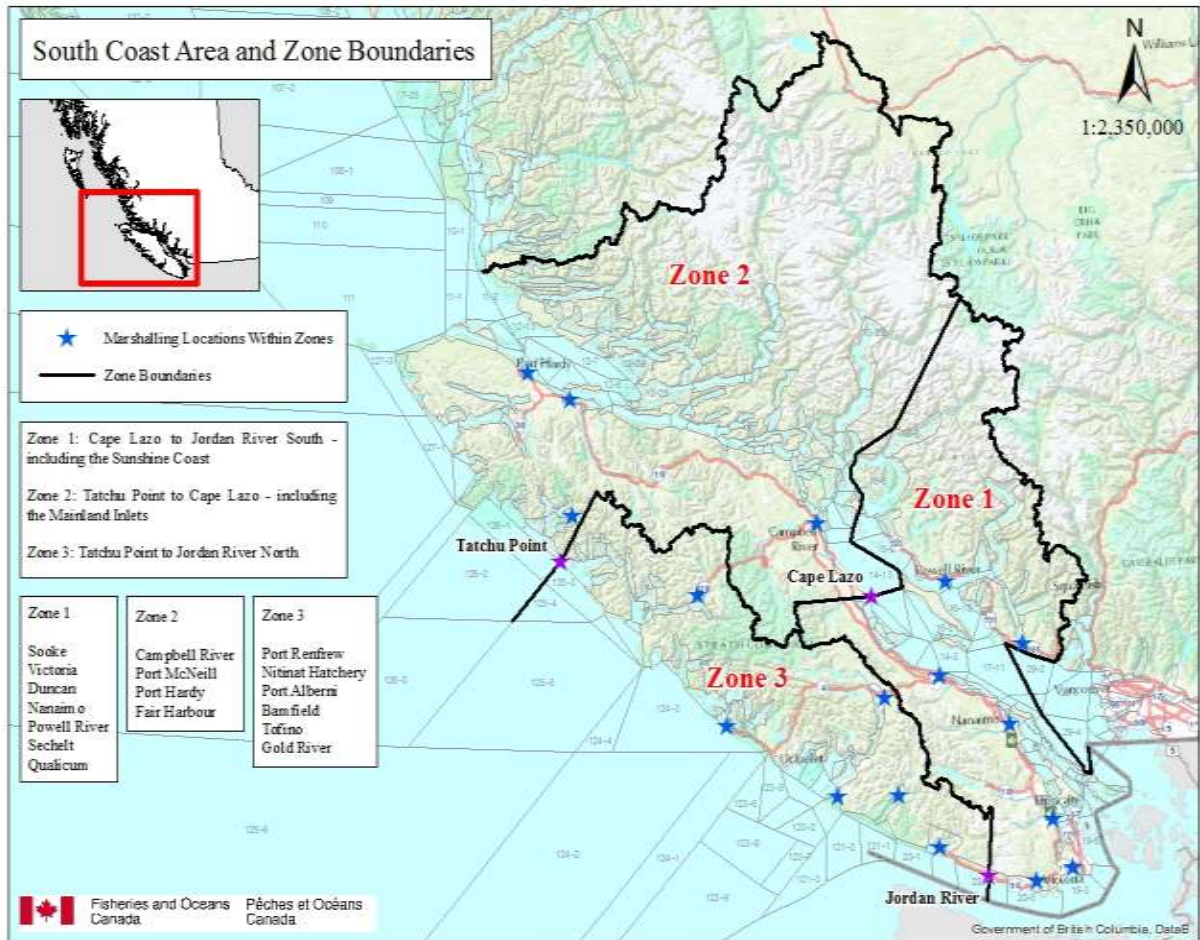
Zone 2 – Tatchu Point to Cape Lazo– including the Mainland Inlets. DFO PFMA and Statistical Areas 26 through 27 Areas, 11 through 13, and Area 14-13.

Marshalling Locations: Campbell River, Port McNeill Port Hardy, and Fair Harbour

Zone 3 – Tatchu Point to Jordon River North. DFO PFMA and Statistical Area 20 (excluding Area 20-5 and the southern portion of 20-4) through Area 25.

Marshalling Locations: Port Renfrew, Nitnat Hatchery, Port Alberni, Bamfield, Tofino, and Gold River

ANNEX A1 MAP OF ZONES



STATEMENT OF WORK

Stream 1: South Coast Salmon Population Monitoring and Biological Support

Fisheries and Ocean Canada (DFO), Pacific Region, intends to establish a Supply Arrangement for a variety of salmon assessment services to be carried out within the South Coast Area of British Columbia, Canada. The south coast area includes Vancouver Island, Mainland Inlets and Sunshine Coast. The types of services that may be needed are described in detail below but could include snorkel surveys, biosampling, or mark recapture.

Location of Work

Services will be conducted within statistical areas of South Coast of BC. The majority of work is expected to be completed in the field but some reporting deliverables will need to be provided from the Contractors facility

Tasks, Activities, Deliverables and Milestones

DFO requires the Contractor to provide the following types of services. The following is a general list of possible tasks to be undertaken. Each call-up or resulting contract will detail the actual services required, including information such as dates, level of effort, required resources, and service details such as survey design, methodology or reporting information.

Visual Surveys

Snorkel - Index Surveys

Snorkel surveys will be conducted on keystreams to target salmon and generate an AUC estimate. Snorkel survey counts will be conducted for all Salmonid species. Surveys will begin in early September and conducted on a weekly basis sometimes into December depending on weather, resources, and fish behaviour. An initial survey may be required in July or August to mark access trail, do stream reconnaissance and set-up stream markers. It is mandatory that keystreams be surveyed via snorkel survey. Crews covering index systems are expected to be represented at Pre-season and Post-season meetings as well as speaking regularly in-season to the DFO technician overseeing each area. Depending on weather windows, surveys are expected to occur from Sunday through Saturday. The Project Authority will provide forms to record data, data submission formats, survey and sampling protocols and discharge measuring equipment as required.

Snorkel - Non-Index Surveys

Surveys will be conducted on salmon streams to generate an abundance estimates. Surveys will be conducted weekly while the run is at its peak, typically between late September and October. The methodology for salmon surveys will depend on the system being surveyed and the conditions. The Project Authority will provide forms to record data, data submission formats, survey and sampling protocols and discharge measuring equipment as required.

Non-Snorkel Surveys

Lower Priority-Presence/Absence Surveys: Surveys will be required on lower priority streams to determine the presence or absence of salmonid species. Some of these streams will only require a single survey during the peak spawning season. Survey methods may include: Bank walks, stream walks, spot-check and estuary surveys. Depending on the survey conditions, observers will be required to wear polarized sunglasses to reduce glare and increase visibility of fish and the underwater environment. The Project Authority will provide forms to record data, data submission formats, survey and sampling protocols and discharge measuring equipment as required.

Stream Markers & Trail Work

Stream markers are required every 500m, with the mouth of the river being the 0 mark. The first survey of the season should be used to determine which (if any) markers need to be installed. All markers

should be installed on the same side of the stream affixed to a sturdy structure. GPS location of all identified markers will be provided by the project authority to ensure correct placement of all markers. Any new marker locations will need to be updated with new GPS coordinates back to the project authority.

Some streams are only accessible by trails. Trail maintenance may be required. Trail maintenance may require clearing brush or marking the trail with flagging tape or spray paint. The Project Authority will provide stream markers.

Analysis of Survey Data and Biological Support

Developing population monitoring work plans and activities by designing or performing complex tests in support of studies, experiments or research projects. Assisting in the delivery of field studies associated with population monitoring or coordinating the performance of specific salmon related studies, experiments and research projects. Performing basic to complex research specific to Pacific Salmon. Conducting field studies or coordinating the activities being conducted in various studies, experiments or research projects focused on Pacific Salmon.

Compiling data, performing statistical analysis and reporting from a variety of salmon related studies, experiments or research projects. Report production for peer review processes such as CSAS and advising senior officials on the potential impact of salmon related studies, experiments or research projects on current and proposed programs and policies.

Enhanced Population Monitoring

Mark Resight / Recapture

A mark resight or recapture is a method of estimating returning salmon populations. Salmon are captured and a "spaghetti tag" or a Petersen disk tag is attached below the dorsal fin. The salmon are then released and observed or recaptured at a later date. Each tag has a unique number or colour to indicate when or where the fish was tagged. The ratio between the tagged and non-tagged fish observed or recaptured is used to estimate the population size of the returning salmon.

The Project Authority will provide forms to record data, data submission formats, survey and sampling protocols, tags and tagging equipment as required.

Tag Application

Beach seining is one method used to tag and biosample fish in conjunction with mark recapture studies. Fish may also be captured using hook and line. Duties will include application of various types of tags (internal and external) and recording bio-data.

Bio-data recorded during tagging may include:

Sex

Maturity

Adipose clip

Release condition

Tag information

Safe handling of fish is required at all times to minimize impact on the fish.

The Project Authority will provide forms to record data, data submission formats, sampling protocols, tags and tagging equipment as required.

Telemetry work

Radio telemetry is used to collect data on the location and status of fish. Salmon are captured and a radio tag is inserted inside or attached to the salmon. Survey crews walk or drive along the river with a receiver and record the location and signal strength of the tag. If possible, retrieve the tags.

The Project Authority will provide forms to record data, data submission formats, survey and sampling protocols and telemetry equipment as required.

DIDSON sonar

A DIDSON (Dual frequency IDentification SONar) is an acoustic camera which gives near video quality images of objects underwater. A DIDSON may be used to count fish either manually by the operator or in some cases by using motion detection software.

The Project Authority will provide forms to record data, data submission formats, survey protocols and sonar equipment as required.

Juvenile or Adult Trapping

Juvenile trapping and marking work may be required to produce juvenile abundance estimates or to note presence/absence in streams. Types of juvenile assessment may include:

Rotary screw traps

Inclined plane trap

Beach seines

Pole seines

Electrofishing

Fence traps

Juvenile marking methods may include dyeing methods (Bismarck brown) and application of coded wire tags.

The Project Authority will provide forms to record data, data submission formats, survey and sampling protocols, tags, and equipment to assess juveniles as required.

Broodstock Removal and Dead Pitch

Broodstock removal for hatcheries and dead pitch work will be carried out to collect bio-data on salmon carcasses, and are carried out post spawn. Bio-data recorded may includes:

Tag information

Opercular punch information (DNA)

Fork length & post orbital-hypural length

Adipose clip

Sex

Egg retention

Carcass condition

Scale samples and otoliths must also be taken and recorded. After sampling the caudal fin must be removed to avoid repeat sampling.

The Project Authority will provide forms to record data, data submission formats, sampling protocols and sampling equipment as required.

Fence Monitoring & Maintenance

Adult and juvenile counting fences exist on numerous WCVI streams and require maintenance.

Maintenance may include: checking and cleaning traps, clearing debris from fence, maintaining erosion control measures, inspecting fence and making necessary repairs. Fence monitoring may involve video monitoring, video review, live or dead biosampling, bypass calibrations, recording water conditions, and providing the data in a format identified by the project authority.

The Project Authority will provide forms to record data, data submission formats, survey and sampling protocols and discharge measuring equipment as required.

Acoustic Surveys

Every year annual surveys are conducted on a series of WCVI lakes and Nimpkish Lake in Area 12 to estimate salmon production. Although in the past more lakes were surveyed, current statistics are available for the Great Central, Sproat, Henderson and Kennedy Lake populations. Survey data are gathered from acoustic soundings conducted on series of transects across the lake. Biological samples are also taken through trawls. These data are analyzed to estimate total juvenile abundance, total production (biomass) and monitor annual trends in abundance and size of the juvenile salmon populations. The estimates of smolt abundance are used directly in annual production forecasts of Great

Central and Sproat Lakes. Annual variations in size and density are important parameters for understanding changes in lake productivity, particularly the 'post-fertilisation' state of Henderson Lake. The Project Authority will provide forms to record data, data submission formats, survey protocols and sonar equipment as required.

Analysis of Enhanced Population Monitoring and Biological Support

Developing population assessment work plans and activities by designing or performing complex tests in support of studies, experiments or research projects. Assisting in the delivery of field studies associated with enhanced population monitoring or coordinating the performance of specific salmon related studies, experiments and research projects. Performing basic to complex research specific to Pacific Salmon. Conducting field studies or coordinating the activities being conducted in various studies, experiments or research projects focused on Pacific Salmon.

Compiling data, performing statistical analysis and reporting from a variety of salmon related studies, experiments or research projects. Report production for peer review processes such as CSAS and advising senior officials on the potential impact of salmon related studies, experiments or research projects on current and proposed programs and policies.

Biological Sampling and Analysis

Biosampling in Non-Tidal Waters

In all possible cases biosampling should take place in conjunction with a survey. If encountered, all salmon carcasses must be examined for tag presence (other species if requested). The data to be collected from carcasses includes:

Scales and otoliths for ageing and thermal mark assessment

Length (post – orbital hypural)

Sex

DNA punches if requested

Tag number (or absence with secondary mark) if fish in system are a part of a tagging program

Radio tag collected if encountered

All data collected is provided back to DFO in a timely manner in the format identified by the project authority

The Project Authority will provide forms to record data, data submission formats, sampling protocols and bio-sampling equipment as required.

Analysis of Biological Data and Biological Support

Developing biological sampling work plans and activities by designing or performing complex tests in support of studies, experiments or research projects. Assisting in the delivery of sampling programs or coordinating the performance of specific salmon sampling projects.

Collecting and compiling digital biological data, performing statistical analysis and reporting from a variety of salmon related studies, experiments or research projects. Report production for peer review processes such as CSAS and advising senior officials on the potential impact of salmon related studies, experiments or research projects on current and proposed programs and policies.

Thermal Marks

Process salmonid otolith samples provided from non-tidal waters; read otolith data and summaries within the otolith database. This work may be comprised of the following tasks:

Dissect juvenile and adult salmonids and remove their otoliths.

Prepare otoliths for thermal mark analysis by mounting them on glass slides using epoxy.

Grind the otoliths to the central plane/ primordia.

Turn adult otoliths over and grind down to a thin section using a dissecting microscope to aid in accurate grinding to the correct plane.

Label slides and slide boxes.

Refurbish sample boxes for reuse.

Polish and read otoliths with a compound microscope using reference samples in the DFO sample bank as a guide.

Record results on sheets and/or in a custom Access database.

Meet the processing goals and data request priorities of thermal marking clients

Organize and provide updates and progress on the status of the otolith samples.

Produce a lab procedures and protocol manual.

Participate in the photography and review of reference samples.

Review reads as requested.

Review reference marks as requested.

Salmon Aging

Process salmonid scale samples provided from non-tidal waters; read scale data and summaries in a digital format. This work may be comprised of the following tasks:

Process scale in forms

Press scales

Preparing scale data sheets

Enter sample data into a spreadsheet

Analysis and read scales for age using a digital microscope and camera

Assess samples for quality

Store samples appropriate

STATEMENT OF WORK

Stream 2: South Coast Salmon Fishery Monitoring and Biological Support

Fisheries and Ocean Canada (DFO), Pacific Region, intends to establish a Supply Arrangement for a variety of salmon fisheries assessment services to be carried out within the South Coast Area of British Columbia, Canada. The south coast area includes Vancouver Island, Mainland Inlets and Sunshine Coast. The types of services that may be needed are described in detail below but could include interviewing to determine fishing activity profiles, catch per unit of effort (CPUE), mark rate and catch verification, fishery monitoring, effort counts, or biosampling in First Nation, commercial and / or recreational fisheries.

Location of Work

Services will be conducted within statistical areas of South Coast of BC. The majority of work is expected to be completed in the field but some reporting deliverables will need to be provided from the Contractors facility

Tasks, Activities, Deliverables and Milestones

DFO requires the Contractor to provide the following types of services. The following is a general list of possible tasks to be undertaken. Each call-up or resulting contract will detail the actual services required, including information such as dates, level of effort, required resources, and service details such as survey design, methodology or reporting information.

Fishery Monitoring

Fishery Interviews

Fishing interviews are conducted in First Nation, commercial and recreational fisheries to monitor, collect, verify and report catch data. Interview data may provide fishing activity profiles and catch per unit of effort (CPUE) information that combined with effort data can produce catch and release estimates. Catch data interviews may be conducted on boats, docks, ramps, over the radio as hails or by telephone. Depending on the survey design and fishery, contractors may need to provide abundance and / or stock composition data.

The Project Authority will provide forms to record data, data submission formats, survey and sampling protocols. Reports summarizing the data collected may be required. Crews may need to be transported by vessel from marshalling site to work location.

Effort Counts

Effort is a measurement of the time and energy spent fishing, generally recorded as boat days but can also include rod or person hours. Depending on the type of survey or fishery assessment, contractors will be required to count the number of boat fishing or anglers fishing in rivers on foot, by vehicle, on a vessel or in an aircraft.

The Project Authority will provide forms to record data, data submission formats, survey and sampling protocols. Reports summarizing the data collected may be required. Crews may need to be transported by vessel from marshalling site to work location.

Analysis of Fishery Data and Biological Support

Developing fishery monitoring work plans and activities by designing or performing complex tests in support of studies, experiments or research projects. Assisting in the delivery of field studies associated with fishery monitoring or coordinating the performance of specific salmon related studies, experiments and research projects. Performing basic to complex research specific to Pacific Salmon. Conducting field studies or coordinating the activities being conducted in various studies, experiments or research projects focused on Pacific Salmon.

Compiling data, performing statistical analysis and reporting from a variety of salmon related studies, experiments or research projects. Report production for peer review processes such as CSAS and

advising senior officials on the potential impact of salmon related studies, experiments or research projects on current and proposed programs and policies.

Biosampling in Tidal Waters

Bio-sampling fish from tidal waters may take place in fish plants, on vessels, on docks, at boat ramps or the tidal portions of a river. The data to be collected from carcasses may include:

Scales and otoliths for ageing and thermal mark assessment

Length (post – orbital hypural)

Sex

DNA punches if requested

Tag number (or absence with secondary mark) if fish in system are a part of a tagging program

Radio tag collected if encountered

All data collected is provided back to DFO in a timely manner in the format identified by the project authority

The Project Authority will provide forms to record data, data submission formats, sampling protocols and bio-sampling equipment as required. Crews may need to be transported by vessel from marshalling site to work location.

STATEMENT OF WORK

Stream 3 : South Coast Salmon Habitat Monitoring and Biological Support

Fisheries and Ocean Canada (DFO), Pacific Region, intends to establish a Supply Arrangement for a variety of salmon habitat assessment services to be carried out within the South Coast Area of British Columbia, Canada. The south coast area includes Vancouver Island, Mainland Inlets and Sunshine Coast. The types of services that may be needed are described in detail below but could include river profiling, water quality testing, habitat mapping, impact assessment or Hydromet installation / maintenance.

Location of Work

Services will be conducted within statistical areas of South Coast of BC. The majority of work is expected to be completed in the field but some reporting deliverables will need to be provided from the Contractors facility

Tasks, Activities, Deliverables and Milestones

DFO requires the Contractor to provide the following types of services. The following is a general list of possible tasks to be undertaken. Each call-up or resulting contract will detail the actual services required, including information such as dates, level of effort, required resources, and service details such as survey design, methodology or reporting information.

Habitat Impact Monitoring

River Profiling

Rod & Level Surveys - The purpose of this survey is to describe the river by calculating vertical and horizontal distances.

Calculating Stream Discharge - To calculate the stream discharge a location of a stream or river is selected. The river is divided into sections, the area of each section is determined by measuring the width and depth then a flow meter is used to record the velocity of the water. The area and velocity of each section is multiplied the all sections are added together to calculate the discharge. A Swoffer or SonTek - River Surveyor may be used to calculate the stream discharge.

Water Quality Testing - Water quality testing includes but is not limited to measuring the temperature, visibility and amount of particulates

The Project Authority will provide forms to record data, data submission formats, survey and sampling protocols and discharge measuring equipment as required. Crews may need to be transported by vessel or by aircraft from marshalling site to work location.

Habitat Impact, Mapping & Monitoring

Conduct surveys to document and identify critical habitat, spawning grounds, nutrient availability and stream vegetation in rivers and estuaries. Characterising or mapping and documenting river bed movement and stream strata through visual surveys, LIDAR, Orthoimagery and / or drone imagery. The Project Authority will provide forms to record data, data submission formats, survey and sampling protocols. Reports summarizing the data collected may be required. Crews may need to be transported by vessel or by aircraft from marshalling site to work location.

Hydromet Installation / Maintenance

Currently there are 20 Hydromet stations located within the South Coast. Contractors may be required to perform site selection, Hydromet installation, troubleshooting installation or operational problem and/or maintenance of Hydromet stations. Crews may need to be transported by vessel or by aircraft from marshalling site to work location.

Analysis of Habitat Data and Biological Support

Developing habitat monitoring work plans and activities by designing or performing complex tests in support of studies, experiments or research projects. Assisting in the delivery of field studies associated with habitat assessment or coordinating the performance of specific salmon related studies, experiments and research projects. Performing basic to complex research specific to Pacific Salmon. Conducting field studies or coordinating the activities being conducted in various studies, experiments or research projects focused on Pacific Salmon.

Compiling data, performing statistical analysis and reporting from a variety of salmon related studies, experiments or research projects. Report production for peer review processes such as CSAS and advising senior officials on the potential impact of salmon related studies, experiments or research projects on current and proposed programs and policies.

STATEMENT OF WORK – APPLICABLE TO ALL STREAMS OF WORK

Communication Requirements

The communication requirements of the Contractor are as follows:

Submission of original data forms, completed as required

Contractor must notify the Project manager as soon as possible when alterations to survey schedule are required

Check-in times with Project Authority or DFO Fishery Technicians will be set at time of call-up.

Weekly check-in phone call with Project Authority or DFO Fishery Technicians may be required

Ownership of Intellectual Property (IP)

When IP is created during these services, Canada's intention will be to own the IP. IP-related clauses will be included in those solicitations.

Safety

The personal safety of the Contractor, individuals being trained in assessment work, and any persons employed thereby is the responsibility of the Contractor. At no time is the Contractor expected to endanger themselves, trainees, or their employees during surveys or related activities, including travel, stream access, and biosampling events.

The following safety provisions are the responsibility of the Contractor and must be in place for any work that takes place in or **within 10m of moving water**:

Minimum crew size of **two**, with at least one being an experienced crew chief.

All crew must be trained in Swiftwater Rescue Technician Level 1 (current and valid, or no break in swim surveys greater than one year from time of course attendance) and First Aid (minimum OFA Level 1).

DFO Obligations

Depending on each individual requirement, DFO may provide, but is not limited to the following:

Provide data forms and data submission formats

Provide survey and sampling protocols, if required

Provide stream markers

Provide biosampling equipment

Provide specialized Government Furnished Equipment (i.e. vessels, sonar, communications)

Provide special transportation requirements when necessary. Services being required within any areas may require transportation by vessel or aircraft, if required.

Obtain the necessary licenses to fish for scientific purposes and identify persons authorized to carry out sampling activity under the authority of the license.

Contractor's Obligations

In the event that differences or conflicts arise between legislation, regulations or safety standards that apply to the contract or work being done, the more stringent provisions will be applied and enforced.

The Contractor must maintain consistent and clear communication with the DFO project authority by email, text messaging, cell phone and/or satellite voice or text messaging. Methods of communication in remote communities can be limited.

The Contractor will work cooperatively with other contractors.

The Contractor will be required to ensure adequate and safe transportation to job sites that require remote transportation.

Crew members will be required to arrive to the work site with the necessary equipment. If the crew member arrives without the necessary equipment they will not be allowed to participate in the survey.

The Contractor will be expected to have appropriate replacement resources or risk forfeiting a resulting contract.

Crew members will be required to keep their training and certifications current.

Swiftwater Rescue Technician Level 1 (current and valid, or no break in swim surveys greater than one year from time of course attendance)

First Aid (minimum OFA Level 1).

Required Equipment may include but is not limited to:

Waders, wading boots, rain gear, Personal Floatation Devices (PFDs), drysuit(s), appropriate clothing and foot ware for travelling in the bush.

Contractor Staffing Obligations

Ensuring there is one person on site at all times who is competent, qualified, experienced and trained in all aspects of this contract and who is responsible for the proper performance of employees and has the authority to receive, on behalf of the Contractor, any order, direction or other communication that may be given under this contract.

Notifying DFO of all employee names and call signs.

Ensuring that all persons employed under this contract conduct themselves at all times in accordance with the service standards provided by DFO.

Ensuring the removal of any persons employed under this contract who, have been identified at the discretion of DFO or the Contractor, as being incompetent or as having been conducting themselves improperly and unprofessionally. This includes but is not limited to any crew member who is late or arrives unprepared without the required equipment to safely conduct the survey.

Adhering to all DFO protocols and policies.

First Nations Capacity Building

DFO is developing a capacity building program in which contractors may be required, as part of their contract, to bring additional First Nations crew members and provide training in population monitoring, fishery monitoring and habitat monitoring. Before going out into the field, First Nations crew members will be required to complete where applicable: escapement training, swiftwater rescue training, and first aid. Training may be provided by DFO at mutually agreed upon locations and dates.

These additional crew members are paid by their Nation.

Resource Duties and Qualifications

Fisheries Technicians

A fisheries technician supports the efforts of biologists, scientists, engineers and other professionals by conducting biological, microbiological and biochemical tests, laboratory analyses, performing field research, maintaining field equipment, conducting experimental procedures and preparing reports to detail findings.

Junior Fisheries Technician

Performing basic biological sampling, (e.g. sex, age, DNA , Otolith),

Laboratory analyses,

Interviewing recreational, First Nations and Commercial fishermen for catch statistics at sea and dockside

Stream Marking, trail work,

Maintaining field equipment,

Adult salmon population monitoring such as beach seining, tagging applications, dead pitch,

Juvenile salmon population monitoring such as trapping, marking, fish fence maintenance, video review,

Performing data entry and data entry and editing activities.

Minimum of six (6) months of relevant experience is required

Intermediate Fisheries Technician

Performing basic biological sampling, (e.g. sex, age, DNA , Otolith),

Laboratory analyses,

Assisting with implementation catch monitoring programs for recreational, first nations and commercial fishers
Assisting with implementation adult and juvenile salmon escapement programs
Assisting with implementation of salmon spawning habitat monitoring, (e.g. stream mapping, geospatial analysis, flow and discharge measurements)
Stream mapping,
Maintaining field equipment,
Data entry, basic analysis in Microsoft Excel.
Minimum of three (3) years, in the last 5, of relevant experience is required.

Senior Fisheries Technician

Performing basic biological sampling, (e.g. sex, age, DNA , Otolith)
Laboratory analyses,
Maintaining field equipment,
Conducting environmental monitoring and compliance activities for the protection of natural resources
Coordinating operational programs (e.g. adult salmon escapement, creel surveys, commercial test fisheries)
Coordinating the activities of more junior technicians,
Training, quality control and auditing monitoring programs.
Minimum of five (5) years, in the last 10, of relevant experience is required.

Biologist – Duties and Qualifications

A fisheries biologist examine the structure, function, growth, origin, evolution, and distribution of salmon populations.

Junior Biologist

Developing salmon assessment work plans and activities
Assisting in the delivery of field studies associated with catch monitoring, abundance determination and habitat assessments.
Performing basic salmon research
Compiling data resulting from salmon related studies, experiments or research projects
Performing basic statistical analysis and reporting
Minimum of six (6) months of relevant experience is required

Intermediate Biologist

Performing more complex tests in support of studies, experiments or research projects associated with Pacific Salmon
Performing more complex research
Conducting of field studies
Assisting in the design, planning and conducting of studies, experiments or research projects associated with Pacific Salmon
Assisting in the analysis of data resulting from salmon related studies, experiments or research projects, including the preparation of reports
Minimum of three (3) years, in the last 5, of relevant experience is required

Senior Biologist

Performing complex tests required by studies, experiments or research projects specific to Pacific Salmon
Performing complex research specific to Pacific Salmon
Conducting field studies specific to Pacific Salmon
Designing, planning and conducting a specific study, experiment or research projects specific to Pacific Salmon

Statistical Analysis and Reporting from a specific salmon related study, experiment or research project

Report production for peer reviewed processes such as CSAS

Minimum of five (5) years, in the last 10, of relevant experience is required

Advanced Biologist

Designing, planning and conducting a specific study, experiment or salmon research projects

Coordinating the performance of specific salmon related studies, experiments and research projects required as part of a broader project

Coordinating field studies relating to Pacific Salmon

Coordinating the activities being conducted in various studies, experiments or research projects focused on Pacific Salmon.

Performing strategic planning and development of salmon related studies, experiments or research projects

Statistical Analysis and Reporting from a variety of salmon related studies, experiment or research project

Report production for peer reviewed processes such as CSAS

Advising senior officials on the potential impact of salmon related studies, experiments or research projects on current and proposed programs and policies

Minimum of ten (10) years of relevant experience is required

ANNEX "B"

FINANCIAL EVALUATION / BASIS OF PAYMENT

The Supplier is required to submit ceiling prices, rates or both that will apply for the term of the Supply Arrangement. The ceiling rates are subject to downward adjustment so as not to exceed the actual rates submitted as per the resulting solicitations within the scope of the Supply Arrangement.

Hourly rates are all inclusive, including any costs associated with gear, equipment, materials, travel and administrative business costs such as overhead, training or profit. Costs to be determined at the time of the Task Authorization.

Other Direct Expenses

The Contractor will be reimbursed for the direct expenses not covered in the hourly rate, in certain cases and at the sole discretion of Canada, where services outside of normal overhead expenses (e.g. equipment, rentals, material, translation, hospitality, etc..) that are required to complete the Work. These expenses will be reimbursed net of any discounts with no mark-up provided the costs are approved in advance by the Project Authority and they are reasonably and properly incurred in carrying out the services under this contract.

Travel costs may only be charged from marshalling locations and must be in accordance with the National Joint Council Travel Directive as indicated below. Applicable marshalling location will be determined based on where the work will take place.

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

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

All payments are subject to government audit.

Zone and Marshalling Location Descriptions:

Zone 1 – Cape Lazo to Jordon River South– including the Sunshine Coast. DFO PFMA (Pacific Fishery Management Area) and DFO Statistical Area 14 (excluding 14-13) through Area 19; Area 20-5 and the southern portion of 20-4.

Marshalling Locations: Sooke, Victoria, Duncan, Nanaimo, Powell River, Sechelt, and Qualicum.

Zone 2 – Tatchu Point to Cape Lazo– including the Mainland Inlets. DFO PFMA and Statistical Areas 26 through 27, Areas, 11 through 13, and Area 14-13.

Marshalling Locations: Campbell River, Port McNeill Port Hardy, and Fair Harbour

Zone 3 – Tatchu Point to Jordon River North. DFO PFMA and Statistical Area 20 (excluding Area 20-5 and the southern portion of 20-4) through Area 25.

Marshalling Locations: Port Renfrew, Nitnat Hatchery, Port Alberni, Bamfield, Tofino, and Gold River

Bidders are not required to submit rates for all types of personnel.

Stream 1 – South Coast Salmon Population Monitoring and Biological Support

Title	Zone 1	Zone 2	Zone 3
Junior Technician (Crew)			
Intermediate Technician (Crew)			
Senior Technician (Crew Chief)			

Junior Biologist			
Intermediate Biologist			
Senior Biologist			
Advanced Biologist			

Stream 2 – South Coast Salmon Fishery Monitoring and Biological Support

Title	Zone 1	Zone 2	Zone 3
Junior Technician (Crew)			
Intermediate Technician (Crew)			
Senior Technician (Crew Chief)			

Junior Biologist			
Intermediate Biologist			
Senior Biologist			
Advanced Biologist			

Stream 3 – South Coast Salmon Habitat Monitoring and Biological Support

Title	Zone 1	Zone 2	Zone 3
Junior Technician (Crew)			
Intermediate Technician (Crew)			
Senior Technician (Crew Chief)			

Junior Biologist			
Intermediate Biologist			
Senior Biologist			
Advanced Biologist			

ANNEX "C"

MANDATORY TECHNICAL EVALUATION CRITERIA

All Suppliers:

- Suppliers do not have to bid on all streams or zones.
- Suppliers do not need to have experience in each of the associated activities for each task. For example if a supplier is submitting their experience for Visual Surveys under M1a, they do not have to provide experience for all 5 associated activities.
- Suppliers must provide proof of a minimum of 2 years' experience in whichever Activity they are providing experience for.
- Bidders must demonstrate their compliance by providing substantial information describing completely and in detail, how the requirement is met or addressed. Please provide your experience (in point form) conducting those tasks including references that can confirm the activities and timeline.

General Suppliers must submit experience for all of the tasks in the stream for which they are submitting a bid. For example, if they are bidding on Stream 1, then they have to provide proof of experience for M1a AND M1b AND M1c.

PSAB Suppliers do not have to bid on each task in a stream. For example, if they are bidding on Stream 1, then they have to provide proof of experience for M1a AND/OR M1b AND/OR M1c.

Demonstrate how you meet the criteria for the tasks you are submitting a bid for.

In point form, provide examples and references (i.e. list the project, type of tasks performed, duration and employer). You may use additional paper if necessary.

Stream 1 - South Coast Salmon Population Monitoring and Biological Support			Submitted?	
	Tasks	Activities	Yes	No
M1a	Visual Surveys	<ul style="list-style-type: none"> Snorkel – Index & Non-Index Surveys Non-Snorkel Surveys Stream Markers & Trail Work Analysis of Survey Data and Biological Support 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Stream 1 - South Coast Salmon Population Monitoring and Biological Support			Submitted?	
	Tasks	Activities	Yes	No

M1b	Enhanced Population Monitoring	<ul style="list-style-type: none"> • Mark Resight / Recapture • Tag Application • Telemetry work • DIDSON sonar • Juvenile or Adult Trapping • Broodstock Removal and Dead Pitch • Fence Monitoring & Maintenance • Acoustic Surveys • Analysis of Enhanced Population Monitoring and Biological Support 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Stream 1 - South Coast Salmon Population Monitoring and Biological Support			Submitted?	
	Tasks	Activities	Yes	No
M1c	Biological Sampling and Analysis	<ul style="list-style-type: none"> • Biological Sampling in Non-Tidal Waters • Analysis of Biological Data and Biological Support • Thermal Marks • Salmon Aging 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Stream 2 - South Coast Salmon Fishery Monitoring and Biological Support			Submitted?	
	Tasks	Activities	Yes	No
M2a	Fishery Monitoring	<ul style="list-style-type: none"> • Fishery Interviews • Effort Counts • Biosampling in Tidal Waters • Analysis of Fishery Data and Biological Support 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Stream 3 - South Coast Salmon Habitat Monitoring and Biological Support			Submitted?	
	Tasks	Activities	Yes	No
M3a	Habitat Impact Assessment	<ul style="list-style-type: none"> • River Profiling • Habitat Impact, Mapping & Monitoring • Hydromet Installation / Maintenance • Analysis of Habitat Monitoring and Biological Support 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Submissions not meeting the mandatory technical criteria will not be evaluated further.

Sample Technical Submissions

This is the type of information that we are looking for in order to conduct the technical evaluations. These are provided as examples only. Examples have not been provided for each type of activity.

M1a – Visual Surveys

- **Snorkel – Index & Non-Index Surveys**

Project Name: WCVI Chinook Snorkel Surveys

Duration: 2012-2017

Contact Information: John Doe 999-999-9999

Type of Tasks Performed: Conducted weekly snorkel survey of several salmon spawning streams on the west coast of Vancouver island. Streams were surveyed for all species of salmonids, recording numbers of species (live and dead) every 500 metres at predetermined stream markers. Other information recorded included: % population spawning, environmental conditions, discharge measurements, horizontal and vertical visibility. All data was recorded on Stream Inspection Logs and submitted to DFO after each swim. I was also responsible for being present at pre-season and post-season meetings

- **Non-Snorkel Surveys**

Project Name: WCVI Chum Surveys

Duration: 2012-2017

Contact Information: John Doe 999-999-9999

Type of Tasks Performed: Conducted periodic surveys of Chum bearing streams via boat survey of the estuary and bank walks. Surveys were lower priority than snorkel surveys and used to determine presence/absence and generate a peak count. Environmental data and discharge data were also recorded. All data was recorded on SILs and submitted to DFO after each survey.

- **Stream Markers & Trail Work**

Project Name: WCVI Chinook Snorkel Surveys

Duration: 2012-2017

Contact Information: John Doe 999-999-9999

Type of Tasks Performed: In the summer, before snorkel surveys commenced, I visited each of the streams I would be surveying to ensure that there was trail access to the stream and that stream markers were in place every 500m along the surveyed sections of the river. Trail maintenance included clearing brush using a machete, and marking the trail with flagging tape. Stream markers were hung on sturdy permanent (or semi-permanent) structures with hammer and nails, at predetermined locations (using handheld GPS)

M1b – Enhanced Population Monitoring

- **Mark Resight / Recapture**

Project Name: Henderson Sockeye Mark/Resight Project

Duration: 2013-2014

Contact Information: John Doe 999-999-9999

Type of Tasks Performed: Sockeye salmon were netted at the mouth of Clemens Creek, a tributary of Henderson Lake. Coloured spaghetti tags were attached to the backs of captured and salmon, and the fish was released and allowed to migrate upstream. Additional samples were also taken (scales, sex, length, DNA). The ration of tagged and non-tagged fish on subsequent swims was used to estimate population size and observer efficiency.

- **DIDSON sonar**

Project Name: Henderson DIDSON program

Duration: 2013-2014

Contact Information: John Doe 999-999-9999

Type of Tasks Performed: A DIDSON unit was installed on Henderson River in the early summer in order to enumerate returning Sockeye into Henderson Lake. Tasks included: Installing and maintaining the DIDSON, manually reviewing the data to generate an estimate of abundance.

M1c – Biological Sampling and Analysis

- **Biological Sampling in Non-Tidal Waters**

Project Name: WCVI Chinook Snorkel Surveys and Biosampling

Duration: 2012-2013

Contact Information: John Doe 999-999-9999

Type of Tasks Performed: In conjunction with snorkel surveys, all chinook carcasses encountered were sampled. Samples/Measurements taken include:

Length; Sex; Spawning status; Carcass condition; adipose clip status; DNA; Scales; Inspect for tags

Solicitation No. - N° de l'invitation
F1054-180042/B
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
001
File No. - N° du dossier

Buyer ID - Id de l'acheteur
VIC239
CCC No./N° CCC - FMS No./N° VME

ANNEX "D" – SUPPLY ARRANGEMENT REPORTING – SAMPLE FORM ONLY

Reporting period _____ to _____,
dates

Month

Month

Year

Solicitation Number	Successful Award? Yes/No	\$ Value of successful Contract

Total number of solicitations responded to for reporting period	
Total number of successful contracts for reporting period	
Total value of successful contracts for reporting period	

ANNEX E - BID SUBMISSION CHECKLIST

- [] Checklist Document
Read checklist to make sure all documents are included in the submission bid.

 - [] Cover Page – Fill out
 1. Vendor/Firm Name and Address
 2. Telephone & Facsimile No.
 3. Name of Person authorized to sign on behalf of Vendor/Firm
 4. Sign and Date

 - [] Supplier Information
Fill out or check boxes as required:
 - ☐ Canadian Content?
 - ☐ Aboriginal Company?
 - ☐ Names of Owners/Board of Directors – For companies that are NOT Bands, First Nations or Tribal Councils.
 - ☐ Procurement Business Number (PBN)?

 - [] Financial Evaluation – Basis of Payment Annex B

 - [] Technical Evaluation
 1. Suppliers must provide proof of a minimum of 2 years' experience in whichever Activity they are providing experience for.
 2. Bidders must demonstrate their compliance by providing substantial information describing completely and in detail, how the requirement is met or addressed. Please provide your experience (in point form) conducting those tasks including references that can confirm the activities and timeline.

 - [] Make sure your Vendor/Firm name is written on the top of each page.

 - [] Number the pages prior to submission (for example: Page 3 of 10).
- Methods for submitting bid:
1. Mailing to the address on the cover page;
 2. Dropping it off in person to the address on the cover page;
 3. Faxing to the bid fax on the cover page; and
 4. Epost. The Epost instructions are included in the standard instructions which you can link to from the document on page 5. Please note: with Epost you must start a "conversation" at least 6 days prior to the bid closing. The email address for that initiation is listed on page 5.

ANNEX F - SUPPLIER INFORMATION

For ease of submission, all the required information (except for Annex B – Basis of Payment) is provided below.

Circle: **New Submission** **Update previous Submission**

2.3 Former Public Servant - Notification

Are you a former Public Servant: **Yes** **No**

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 website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2.1 List of Owner(s)/Board of Directors

_____	_____
_____	_____
_____	_____

5.2.2.3 Canadian Content Certification

This procurement is limited to Canadian services.

The Offeror certifies that:

- ☐ the services offered are Canadian services as defined in paragraph 4 of clause A3050T.
If applicable check box.

5.2.2.4 Set-aside for Aboriginal Business – Certification – For PSAB Suppliers Only

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.

If 5.2.2.4 Applies, then:

6.12 Owner/Employee Certification - Set-aside for Aboriginal Business – For PSAB Suppliers

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

6.5.2 Supplier's Representative

Name & Title	Address	E-mail	Phone

Other: Procurement Business Number (PBN): _____

The PBN is a 9 digit number ending in "PG001". You need one for PSPC to issue you a Supply Arrangement. If you don't already have a PBN, here is the link on how to register.

<https://srisupplier.contractsCanada.gc.ca/index-eng.cfm?af=ZnVzZWJdGlvbj1yZWdpc3Rlci5pbmRybyZpZD00&lang=eng>

Technical Bid Submission: Demonstrate how you meet the criteria for the tasks you are submitting a bid for. In point form, provide examples and references (i.e. list the project, type of tasks performed, duration and employer). See Annex C for examples.

Activity:	
Project Name:	
Duration:	
Contact Information:	
Type of Tasks Performed:	

Solicitation No. - N° de l'invitation
F1054-180042/B
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
001
File No. - N° du dossier

Buyer ID - Id de l'acheteur
VIC239
CCC No./N° CCC - FMS No./N° VME
