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Bid Receiving/Réception des soumissions

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

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REQUEST FOR STANDING OFFER

DEMANDE D'OFFRES À COMMANDES (DOC)

Proposal to: Fisheries and Oceans Canada

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

Proposition aux : Pêches et Océans Canada

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

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

Title – Sujet Standing Offer: Provision of Scientific and Technical Advisory Services on Matters Related to Environmental Incidents, Response Measures and Emerging Technologies		Date October 1, 2020
Solicitation No. – N° de l'invitation F5211-210003		
Client Reference No. - No. de référence du client FP920-200022		
Solicitation Closes – L'invitation prend fin At / à : 14:00 ADT(Atlantic Daylight Time) On / le : November 17, 2020		
F.O.B. – F.A.B Destination	GST – TPS See herein — Voir ci-inclus	Duty – Droits See herein — Voir ci-inclus
Destination of Goods and Services – Destinations des biens et services See herein — Voir ci-inclus		
Instructions See herein — Voir ci-inclus		
Address Inquiries to – Adresser toute demande de renseignements à Kimberly Walker Email – courriel: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca		
Delivery Required – Livraison exigée See herein — Voir ci-inclus	Delivery Offered – Livraison proposée	
Vendor Name, Address and Representative – Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION.....4

1.1 INTRODUCTION.....4

1.2 SUMMARY4

1.3 SECURITY REQUIREMENTS5

1.4 DEBRIEFINGS.....6

1.5 KEY TERMS.....6

PART 2 - OFFEROR INSTRUCTIONS7

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....7

2.2 SUBMISSION OF OFFERS.....7

2.3 ENQUIRIES - REQUEST FOR STANDING OFFERS7

2.4 APPLICABLE LAWS.....8

PART 3 - OFFER PREPARATION INSTRUCTIONS.....9

3.1 OFFER PREPARATION INSTRUCTIONS.....9

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.....10

4.1 EVALUATION PROCEDURES.....10

4.2.1 BASIS OF SELECTION - HIGHEST COMBINED RATING TECHNICAL MERIT AND PRICE10

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION12

5.1 CERTIFICATIONS REQUIRED WITH THE OFFER12

5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION
12

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS.....17

6.1 SECURITY REQUIREMENTS17

6.2 INSURANCE - NO SPECIFIC REQUIREMENT.....17

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES18

A. STANDING OFFER.....18

7.1A OFFER.....18

7.2A SECURITY REQUIREMENTS18

7.3A STANDARD CLAUSES AND CONDITIONS.....18

7.4A TERM OF STANDING OFFER18

7.5A AUTHORITIES18

7.6A PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS19

7.7A IDENTIFIED USERS.....19

7.8A CALL-UP PROCEDURES.....19

7.9A CALL-UP INSTRUMENT20

7.10A LIMITATION OF CALL-UPS20

7.11A FINANCIAL LIMITATION.....20

7.12A PRIORITY OF DOCUMENTS21

7.13A CERTIFICATIONS AND ADDITIONAL INFORMATION.....21

7.14A APPLICABLE LAWS.....21

B. RESULTING CONTRACT CLAUSES.....22

7.1B STATEMENT OF WORK.....22

7.2B STANDARD CLAUSES AND CONDITIONS.....22
7.3B TERM OF CONTRACT22
7.4B PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS22
7.5B PAYMENT22
7.6B INVOICING INSTRUCTIONS24
7.7B INSURANCE REQUIREMENTS24
ANNEX "A" STATEMENT OF WORK.....25
ANNEX "B" BASIS OF PAYMENT32
ANNEX "C" TO PART 5 OF THE REQUEST FOR STANDING OFFERS.....34
ANNEX "D" EVALUATION CRITERIA.....35

PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes

1.2 Summary

1.2.1 The Department of Fisheries and Oceans (DFO) has a requirement to setup Standing Offer Agreements for the provision of scientific and technical advisory services on matters related to environmental incidents, response measures and emerging technologies.

When spills into aquatic environments occur (note: the terms “spills”, “incidents” and/or “environmental emergencies” are considered interchangeable in the context of this RFSO), or when stressors of concern are identified (related to a spill or otherwise), Fisheries and Oceans Canada (DFO, which can include the Canadian Coast Guard), uses science-based evidence to facilitate effective and sustainable management of Canada’s fisheries, ensure that aquatic ecosystems are protected from negative impacts and supports an informed environmental emergencies response. While much of the Department’s efforts are focused on oil-based spills, ‘incidents’ may include any event with the potential to affect the health of marine or freshwater species or habitats. This could include examples such as a ship-source oil spill, a rail-based spill of a hazardous substance, a landslide or breach of a mine tailings pond into fish bearing waters.

This standing offer is designed to ensure effective access to external expertise that will provide the necessary support to DFO in the exercising of its mandate and authorities. This includes, but is not limited to the provision of the following service offerings: expert advice; scientific support; scientific reporting and communications; operationalization of scientific knowledge; as well as research, study and/or sampling program planning and support services.

The Department (DFO) is seeking companies with the experience, expertise and ability to provide the defined scientific and technical advisory services (detailed in Annex A). Proponents must be able to demonstrate their capabilities to delivery on all service offerings. The successful proponents are required to have significant technical experience and be able to support incident response-related needs, remotely, across the country. Proponents should expect to support DFO staff (which can include the Canadian Coast Guard) prepare, respond to and address impacts to aquatic ecosystems resulting from specific incidents or other stressors, on an as needed basis.

A response to a call-up may be requested within a very short period (e.g., 24 hours for active incident support); however, no standby or 24/7 capacity is expected or required. Standard response timelines (i.e., 2 to 5 days) would be expected for all non-urgent requests. Proponents should also be aware that the scope of services included in this RFSO would not be expected to include field work or field study components. Overall, the efforts are expected to be completed from an office/home office setting, during regular business hours, unless a specific, regional time-zone consideration is required.

These services are required at a National scale, on an "as and when" requests basis. It is expected that most call-ups will have a value of less than \$50,000; however, on an annual basis there is likely to be a few larger call-ups and incident-specific call-ups may be higher. While it is expected that most call-ups will originate from DFO Headquarters (Ottawa, ON), the Standing Offer Agreements (SOA) will be open for use across the Department. The objective is to award up to six (6) SOAs to qualified suppliers who can provide the services to meet the specific needs outlined in the Statement of Work (Annex A). The SOAs will be valid from the time of issue until March 31, 2025.

1.2.2 "The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada-Korea Free Trade agreement (CKFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA)."

1.2.3 "The Request for Standing Offers (RFSO) is to establish National Master Standing Offers for the delivery of the requirement detailed in the RFSO, to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs)."

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

1.5 Key Terms

- **Incident** - Refers to any potential risk or unforeseen circumstance that has the potential to affect the health of a freshwater or marine environment. This can result from a spill, an incident, an emergency or any other unforeseen circumstance that has the potential to directly or indirectly impact an aquatic environment and/or ecosystem. With respect to experience, this can be considered to include contaminated sites.
- **Stressor** - Refers to any impact on a species, habitat, population, environment or ecosystem that may trigger a physical, chemical and/or biological response
- **Project Authority** - DFO Departmental Representative, responsible for the management of the Standing Offer Agreements
- **DFO Project Manager** - DFO Departmental Representative, designated as the central point of contact and responsible for the management of a specific call-up
- **Bidder's Project Manager** - Bidder's Representative, designated as the central point of contact and responsible for the management of any individual specific call-up
- **Regional-based Expertise** - Bidder has employee(s) in a defined location with regional experience and expertise that could support specific project needs
- **Remote Capacity** - Bidder has experience and regional expertise but not physically located in a defined region

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006 \(2018-05-22\)](#) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Offers

Offers must be submitted only to Fisheries and Oceans Canada Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

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

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 10 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force **in the province or territory where the goods and/or services are to be rendered.**

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Canada requests that Offerors provide their offer in separately bound sections as follows:

Section I:	Technical Bid (one soft copy in PDF format)
Section II:	Financial Bid (one soft copy in PDF format)
Section III:	Certifications (one soft copy in PDF format)

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

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

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

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

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the "Annex B, Basis of Payment".

3.1.1 Exchange Rate Fluctuation

[C3011T \(2013-11-06\)](#), Exchange Rate Fluctuation,

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

Section III: Certifications Offerors must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Annex D

4.1.1.2 Point Rated Technical Criteria

Refer to Annex D

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price - Offer

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

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

4.2 Basis of Selection

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

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 80 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 110 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 80% for the technical merit and 20% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of **points available** multiplied by the ratio of 80%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 20%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 80/20 ratio of technical merit and price, respectively. The total available points equals 100 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (80%) and Price (20%)			
	Bidder		
	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	90/100	78/100	80/100
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00
Calculations			
Technical Merit Score	$90/100 \times 80 = 72$	$78/100 \times 80 = 62.40$	$80/100 \times 80 = 64$
Pricing Score	$45/55 \times 20 = 16.36$	$45/50 \times 20 = 18.00$	$45/45 \times 20 = 20.00$
Combined Rating	88.36	80.4	84
Overall Rating	1st	3rd	2nd

Canada intends to award up to **six (6)** Standing Offer Agreements **per stream** under this Solicitation. The **six** suppliers who have achieved the Highest Combined Rating of Technical Merit and Price in each stream will be awarded a Standing Offer.

Although the Contracting Authority intends to award up to six SO Agreements per stream, the Project Authority will only issue call-ups on an "as and when" requested basis. As a result, there is no guarantee that the Project Authority will issue work to Bidders that are awarded a SO. Being awarded an SO does not commit the Project Authority to pay any cost incurred in the submission of offers, or to pay any cost incurred in making necessary studies for the preparation thereof.

Call-ups may be awarded to a company providing both experiences if both are required to complete a specific project. This will be determined by the Project Authority (DFO/CCG) at the time of the call-up. For each of these specialized fields of expertise, the Project Authority is seeking teams that can provide the following service offerings: expert advice; scientific support; scientific reporting and communications; operationalization of scientific knowledge; as well as research, study and/or sampling program planning and support services

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#) R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension?

YES () NO ()

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

YES () NO ()

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

5.2.4 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

5.2.5 Experience and Education

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual offered by the Offeror for the requirement is capable of performing the Work resulting from a call-up against the Standing Offer.

5.2.6 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 7 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.

5.2.7 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: _____

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

5.2.8 Supplementary Contractor Information

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

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

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

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

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

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

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

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

Signature

Print Name of Signatory

5.2.9 Electronic Payment Instruments

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

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

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

There is no security requirement applicable to the Standing Offer.

6.2 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.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1A Offer

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

7.2A Security Requirements

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

7.3A Standard Clauses and Conditions

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

7.3.1A General Conditions

[2005 \(2017-06-21\)](#) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.4A Term of Standing Offer

7.4.1A Period of the Standing Offer

The period for making call-ups against the Standing Offer is from Standing Offer award to March 31, 2025.

7.4.2A Comprehensive Land Claims Agreements (CLCAs)

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

7.5A Authorities

7.5.1A Standing Offer Authority

The Standing Offer Authority is:

Name: Kim Walker
Title: Senior Contracting Officer
Department: Department of Fisheries and Oceans
Directorate: Materiel and Procurement Operations
Address: 301 Bishop Drive, Fredericton, NB, E3C 2M6
E-mail address: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2A Project Authority

The Project Authority for the Standing Offer is: **(name to be provided at contract award)**

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

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

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

AND

The Project Manager for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Manger is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3A Offeror's Representative(name to be provided at contract award)

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

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

7.6A Proactive Disclosure of Contracts with Former Public Servants

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

7.7A Identified Users

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

7.8A Call-up Procedures

The call-up procedures require that when a requirement is identified, the identified user will contact a standing offer holder in writing to confirm offeror is able to meet the requirement. Once confirmed a call-up will be made against its standing offer. If that offeror is unable to meet the requirement, the identified

user will contact another offeror. The identified user will continue and proceed as above until one offeror indicates that it can meet the requirement of the call-up.

DFO will contact a Standing Offer holder of their choice when there is an identified requirement. The Standing Offer Hold will respond to the email confirming the availability of the resource. Upon receipt of confirmation, DFO will issue a Call-Up. Should the Standing Offer holder not be available or able to carry out the work, DFO will choose another holder.

Call-up issuance will be determined by geographic location for the delivery of services, language requirements, specific topic of expertise required, incident experience and resource experience. As a result of multiple considerations, multiple SOA holders may be required to work on the same projects. DFO has the discretion to issue call-ups to SOA holders of their choosing based on these criteria.

At the time of Call Up there may be a security requirement, and if the supplier's resource(s) does not meet the requirement at the time of Call Up, DFO will re-direct the Call Up to another SA Holder who meets the security requirement at the time of Call Up.

7.9A Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 1 and 2 below, or by using Canada acquisition cards (Visa) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. An equivalent form or electronic call-up document which contains at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;
 - confirmation that funds are available under section 32 of the Financial Administration Act;
 - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

7.10A Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$100,000.00 (Applicable Taxes included)**.

7.11A Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$7,000,000.00 (Applicable Taxes included)** unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.12A Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010B (2018-06-21), General Conditions - Professional Services (Medium Complexity);
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) the Offeror's offer dated _____ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable*).

7.13A Certifications and Additional Information

7.13.1A Compliance

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

7.13.2A Education and Experience

SACC Manual clause M3021T (2012-07-16) Education and Experience

7.13.3A Status and Availability of Resources

SACC Manual clause M3020C (2016-01-28) Status and Availability of Resources

7.14A Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force **in the province or territory where the goods and/or services are to be rendered.**

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1B Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2B Standard Clauses and Conditions

7.2.1B General Conditions

[2010B \(2018-06-21\)](#), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

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

7.3B Term of Contract

7.3.1B Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

7.4B Proactive Disclosure of Contracts with Former Public Servants

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

7.5B Payment

7.5.1B Basis of Payment

The Contractor will be paid firm unit prices stipulated in the call-up, calculated in accordance with the Basis of Payment detailed in Annex "B".

7.5.2B Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are _____ (*insert "included", "excluded" or "subject to exemption"*) and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or

- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.5.3B Method of Payment

One of the following methods of payment will be noted on any resulting call-ups

1. SACC Manual clause H1000C (2008-05-12), Single Payment

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

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

OR

2. SACC Manual clause H1008C (2008-05-12), Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

OR

3. SACC Manual clause H1003C (2010-01-11), Progress Payment

1. Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to _____ percent of the amount claimed and approved by Canada if:
 - a. an accurate and complete claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - b. the amount claimed is in accordance with the basis of payment;
 - c. the total amount for all progress payments paid by Canada does not exceed _____ percent of the total amount to be paid under the Contract;
 - d. all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.
2. _____ (*insert one of the options provided under the Remarks section above.*)
3. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

7.5.4B Electronic Payment of Invoices – Call-up

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

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

7.6B Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:
 - a. One (1) copy must be forwarded to the following email address:
DFO.invoicing-facturation.MPO@canada.ca
AP Coder - (name to be provided at contract award)

7.7B Insurance Requirements

SACC Manual clause [G2002C](#) (2018-06-21) Errors and Omissions Liability Insurance

ANNEX "A" STATEMENT OF WORK

SCOPE

Title

Standing Offer: Provision of Scientific and Technical Advisory Services on Matters Related to Environmental Incidents, Response Measures and Emerging Technologies

Introduction

Overall, Canada has a strong marine safety system focusing around four major pillars: prevention, preparedness and response, liability and compensation and recovery. In recent years, the Government of Canada has dedicated significant resources to further enhance specific aspects of the environmental protection and Emergency Response regime in Canada.

When spills into aquatic environments occur (note: the terms “spills”, “incidents” and/or “environmental emergencies” are considered interchangeable in the context of this RFSO), or when stressors of concern are identified (related to a spill or otherwise), Fisheries and Oceans Canada (DFO, which can include the Canadian Coast Guard), uses science-based evidence to facilitate effective and sustainable management of Canada’s fisheries, ensure that aquatic ecosystems are protected from negative impacts and supports an informed environmental emergencies response. While much of the Department’s efforts are focused on oil-based spills, ‘incidents’ may include any event with the potential to affect the health of marine or freshwater species or habitats. This could include examples such as a ship-source oil spill, a rail-based spill of a hazardous substance, a landslide or breach of a mine tailings pond into fish bearing waters. In the context of DFO’s interests for this RFSO, spills/incidents from ships, pipelines, rail lines or offshore platforms into aquatic environments are of primary interest; however, any spill/incident-related experience will be considered. An incident will refer to an explicit point-source of contamination or impact. Broad, historical contamination (e.g., harbour sediment contamination) or routine effluent/discharge monitoring will not be considered as an incident.

In order to efficiently and effectively response to such spills, a number of concurrent response measures, tactics and strategies may need to be deployed. Some internationally used examples could include: booming and skimming, physical removal, in-situ burning, decanting, oil translocation, spill treating agents, herders, dispersants, sorbents, shoreline cleaners, amongst others. The operational decisions about which combination of response measures is most appropriate is informed by a number of variables, including: the type of product, the environmental conditions, the physical location and local sensitivities, and the overall benefit to the environment.

This Statement of Work outlines the anticipated contracting needs for key DFO programs/groups that are focused on coordinating and enhancing DFO’s abilities to support all aspects of incident response (from prevention to recovery), specifically relating to the consideration and evaluation of response measures, in order to inform decisions for the protection and preservation of Canada’s aquatic resources.

Objectives of the Requirement

This standing offer is designed to ensure effective access to external expertise that will provide the necessary support to DFO in the exercising of it’s mandate and authorities. Specifically, DFO is seeking to identify and qualify teams that demonstrate technical expertise related to:

Stream 1: Incident response measures, emerging technologies and/or effects from these on aquatic species or environments; and/or

Stream 2: Impact/effects assessment and comparative trade-off analysis to support incident response decision making processes (commonly known as Net Environmental Benefit Analysis [NEBA] or Spill Impact Mitigation Analysis [SIMA])

The successful proponents are required to have significant technical experience and be able to support incident response-related needs, mostly remotely, across the Country. Proponents should expect to support DFO staff (which can include the Canadian Coast Guard) prepare, respond to and address impacts to aquatic ecosystems resulting from specific incidents or the use of specific response measures, on an as needed basis.

Proponents should be aware that such support services may be required on an accelerated schedule (depending on the specific call-up needs); however, no standby or 24/7 capacity is expected or required. Generally, the efforts are expected to be completed from an office/home office setting, during regular business hours, unless otherwise warranted and detailed in a specific call-up. International bidders that can demonstrate their technical expertise are encouraged to respond to this RFSO.

REQUIREMENTS

Services, Tasks and Anticipated Activities

The general scope of work for the resulting contract will require a contractor capable of providing the scientific and technical advisory services described below on matters related to incidents, response measures, trade-off analysis, new technologies and effects from these on aquatic species and environments. In doing so, the contractor will assist DFO in its mandate to protect Canada's aquatic resources. Depending on the needs, multiple services may be combined into any single project. (Note this list of services may also be modified based on incident-specific project needs).

Expert Advice Services

For these services, expert reviewers may be required to provide oral and/or written comments and edits, expert opinion, analysis, and recommendations.

Review of research proposals. Review may be required for a critical evaluation of a written research proposal produced by other parties with elements such as research question(s), objective(s), study design, scientific methodology, merit, sampling and data collection, sample analyses, QA/QC approaches, data analysis, identified limitations, identified outcomes, and others. Review may also be required for proposed budgets and project timeframes.

Review of scientific documents and manuscripts. Review may be required for a critical evaluation of various scientific documents including reports, research documents and/or deliverables generated by other parties. The format of the scientific documents and manuscripts may vary and can include written reports and/or data produced as outputs of research projects. These may include technical reports, raw data, analysed data, etc.

Participate and/or chair expert workshops and meetings. Chair or participate in meetings such as workshops, working groups, peer-review meetings, and others. For this requirement, expert advice may be required to review scientific documents prior to a meeting (conference calls or face-to-face) and to participate in peer-review meetings with other invited experts.

Emergency Science Tables or Environmental Unit. During the response to an environmental emergency, an Environmental Unit and/or and Environmental Emergencies Science Table can be convened to provide advice to the lead agency. These forums bring together relevant experts in the field of environmental protection such as response agencies, all levels of government, Aboriginal representatives, local communities, industries, environmental non-government organizations, and academic institutions. For this requirement, expert advice may be required to provide advice on response measures, effects from different response measures on aquatic resources, protection and clean-up priorities, clean-up strategies, tactics or plans, recovery plans, sampling or monitoring requirements etc. Discussions can occur on-site, or by telephone or videoconference.

Provide expert advice (incident response). As part of an incident response, timely and informed decisions need to be made. In support of DFO's participation in response efforts, external expert advice is sometimes required, including but not limited to: the identification and evaluation of response measures, efficacy monitoring, sampling-related efforts, standards for quality assurance/quality control, net

environmental benefit determination, information on the potential effects from various response measures to aquatic species, new technologies, opportunistic sampling, etc.

Provide expert assessment and advice (incident recovery). As part of the recovery phase of an incident, timely assessments and informed decisions need to be made. In support of DFO's participation in recovery efforts, external expert assessments or advice is sometimes required, including but not limited to: ecological risk assessment and the analysis of impacts from a specific incident or a specific response measure on aquatic organisms; scientific and technical advice regarding cumulative and/or incremental impacts on individual species and the ecosystem as a whole; other scientific and technical advice in support of management decisions.

Scientific Support Services

Analyse data, interpret and provide scientific support services. Following efforts by other parties, it may be required to analyse scientific data and produce a report on findings with sections that can include introduction, background information, material and methods, data and statistical analyses, results, discussion (interpretation), and references and others. This may be required for various types of research approaches including monitoring studies, experimental manipulations, standard toxicity testing, etc. The format of the report may be a technical report or a manuscript for publication in a scientific journal or technical report series.

Analyze, model, integrate and interpret technical information and scientific research. Much of the scientific research to support response planning and the selection of preferred response measures is centred around an analysis of where the spilled product and/or any additive components may go and how they will behave in the environment. Support for research, testing, and development of models that can help identify, predict and/or interpret the fate, behaviour and/or effects of an environmental incident may be required at any stage of incident response.

Compile, analyze, validate, interpret and provide scientific support services. As part of prepared efforts and following a spill incident, there is often a need to consolidate analytical, spatial and temporal information on an ongoing basis to inform subsequent response operations, as well as plan for future evaluations and quantifications of potential impacts. As part of that iterative process, available information is compiled, analyzed, validated and interpreted. Depending on the scope and scale of the incident, DFO (and other response partners) occasionally requires additional support to undertake this effort over either a short or long-term basis.

Environmental and/or human health risk assessment services. In order to evaluate and quantify the level of impact to the aquatic environment resulting from a spill incident or the use of a specific response measure, a risk assessment process can be applied. The scope of these services can include: development of sampling plans, review of existing data and recommendation for additional data collection and/or procedures, problem formulation, exposure assessment, assessment of toxicity/effects, risk characterization, recovery status, discussion and conclusion. Comprehensive, technical reports would be expected to be produced. These efforts can include collaboration with a number of internal and external stakeholders.

Scientific Reporting and Communications

Conduct literature review services. Prepare written reports that surveys and synthesizes the pertinent published research on a particular topic to provide: 1) an overview of the topic that reflects the current state of knowledge, 2) extensive reference list that may be used to locate further relevant publications and, 3) knowledge gaps in the existing literature that may be developed into research recommendations (possibly ranked by level of priority). May include coordinating the journal submission process for publication (i.e., prepare drafts for submission, coordinate submission and communicate with co-authors and journal editorial staff, coordinate the required revisions and address reviewer's concerns).

Write scientific manuscripts for publication services. Prepare original manuscripts on research findings suitable for publication in a peer-reviewed scientific journal (includes abstract, introduction, methods and materials, results, discussion, references cited, tables and figures, supporting information, acknowledgements). May include coordinating the journal submission process (i.e., prepare drafts for

submission, coordinate submission and communicate with co-authors and journal editorial staff, coordinate the required revisions and address reviewer's concerns).

Scientific communication services. Summarize and communicate technical information to a non-technical audience. This could include: the interpretation of scientific findings, the development of materials for communication with stakeholders, the synthesis and communication of incident-specific information, the development of plain language summaries, the development of presentations or briefings to support stakeholder engagement or consultation, products to support Consultation activities, or risk communications. The focus for these services is on the effective translation of technical content, rather than on communication expertise.

Operationalization of Scientific Knowledge

Build capacity and/or provide technical advice. Build capacity or provide technical advice to DFO on topics specific to environmental incident response measures, which could include: product fate and behaviour, new response technologies, efficacy and efficiency of different measures, assessment of impacts to aquatic ecosystems, recovery potential, etc. This requirement could be sought for providing advice on capacity building, techniques, procedures, analyses, or review.

Preparedness, response, recovery, remediation and options analysis services. Consolidate and leverage existing science to provide sound, defensible recommendations to DFO. Consolidate, interpret and communicate scientific knowledge in support of the development of operational considerations, guides, tools, reference materials and advice. Critically evaluate different options and provide recommendations that best support DFO's priorities.

Develop tools, guidance and protocols. Develop tools, guidance and protocols to assist DFO in environmental incident preparedness, response or recovery activities. Materials may include, but are not limited to: impacts of different response measures on the fate and behaviour of products, sampling, monitoring and/or clean-up guidelines and templates, comparative analyses between response measures, net environmental benefit analysis, new technology listing considerations, summaries of considerations to inform decision making, modelling requirements, species vulnerability to different response measures, impacts to species recovery, amongst others.

Research, Study and/or Sampling Program Planning and Support Services

Research recommendation services. Prepare recommendations for research to address an identified topic, priority area or question. Level of detail of prepared research recommendations will vary. Prioritization and ranking of research recommendations may also be required.

Research project design services. Prepare a design for a research project to address an identified topic, priority area or question. Various designs of research projects may be required including both experimental and observational (monitoring). The design of the research project would be expected to be in the format of a research proposal and include elements such as: background information, research question, objective(s), study design, scientific methodology, experimental protocols, sampling and data collection, sample analyses, QA/QC approaches, data analysis, identified limitations, identified outcomes, and others. Estimated budgets and project timeframes may also be required.

Experimental design and support services. Provide technical expertise and support for the design and implementation of research projects. This could include: conducting an inventory and analysis of existing research facilities; scoping and prioritizing research facility needs; developing plans to optimize existing facilities; developing plans to retrofit existing experimental design systems and facilities; technical design services (e.g., wave tank design); developing and/or implementing laboratory setup plans; detailing supply needs; providing recommendations and expert guidance related to installation; testing and validating systems and/or other such experimental design and support services.

Research or sampling protocol design services. Prepare written protocols required to perform research on new technologies, response measures and/or the impact of either on aquatic species and to address issues of emerging concern. Protocols may be required for chemical analyses, biological endpoint analyses, experiment preparations, experiment manipulations, etc.

Delivery Times

Proponents should be aware that such support services may be required on an accelerated schedule (depending on the specific call-up needs). A response to a call-up may be requested within a very short period (e.g., 24 hours for active incident support); however, no standby or 24/7 capacity is expected or required. Standard response timelines (i.e., days) would be expected for all non-urgent requests.

Proponents should also be aware that the scope of services included in this RFSO are generally expected to be completed from an office/home office setting, during regular business hours, unless otherwise specified in a call-up request.

Deliverables

Deliverables will be defined in each call up. It could include the following requirements:
Electronic files, hard copy files, or both; as appropriate for the specific project.
File format for reports and/or data must be compatible with DFO's PC computer systems.
Style and format of the reports and presentation of table, figures and data will depend on the specific project.
Communication must be by mail, email, telephone or in person; as appropriate for the specific project.

Unless otherwise defined in the call-up, the following should be expected:

Produce reports in the language requested by the call-up.
Draft copies of the deliverables should be provided to the Project Authority (DFO) for comment in MS Office format such as MSWord, Excel or PowerPoint depending on the type of deliverable. The preliminary report must be equivalent to a final report in terms of presentation quality and content. The final deliverable must be in MS Office format with the capability of editing or converting to a PDF format prior to distribution.

Reporting Requirements

All produced deliverables must have undergone an internal senior technical peer review to ensure all data, information and/or recommendations are correct, appropriate guidelines and protocols have been applied, and any calculations have been verified. All deliverables must include documentation of all considerations, assumptions and calculations to enable an independent technical review. All final deliverables will address all comments provided during the Project Authority's review of the draft.

Specific requirements for deliverable formats will be defined in the individual call-ups.

Method and Source of Acceptance

Final reports produced under each call up will be deemed complete upon review and acceptance by the Departmental Representative.

Language requirements

Language requirements will be indicated in each call-up.

Location of Work

It is expected that most call-ups will originate from DFO Headquarters (Ottawa, ON), the Standing Offer Agreements (SOA) will be open for use across the Department. The supplier is expected to be able to work from any location outside the federal government buildings, unless invited to attend a meeting in a federal building. Efforts will be made to support virtual meetings to the extent possible, unless a physical presence is required (which would be defined in the call-up).

To the extent possible, based on the technical expertise available, efforts will be made to utilize resources in proximity to the main project needs (e.g., efforts will be made to utilize pre-qualified resources from the east coast for an east coast incident).

Travel is not to be included unless expressly required as part of the needs defined in the call-up (described below).

Travel and living (if applicable)

If travel is required details will be outlined in the call-up and the costs will be reimbursed at rates according to the Government of Canada Treasury Board Secretariat Travel Directive. Please see this website for details: <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>

Security Requirements

If specific security requirements are required, they will be outlined in the call-up. It will be the Consultants responsibility to confirm and demonstrate that they meet or exceed the security requirements. If the supplier's resource(s) does not meet the requirement at the time of Call Up, DFO will re-direct the Call Up to another SA Holder who meets the security requirement at the time of Call Up.

It should be noted that depending on the nature of the individual call-up, data or information sharing between DFO and the Consultant may be subject to the signing of a confidentiality agreement.

Assumptions

Specific assumptions will be detailed in the individual call-up; however, unless otherwise specified, it is anticipated that the following assumptions will apply:

- Expert advice and scientific opinions will be based on the best available information at the time;
- DFO will coordinate participation by other federal departments and stakeholders;
- Virtual meetings will be preferred over in-person, to the extent possible;
- The Consultant will provide electronic copies of all referenced information sources;
- All deliverables will be provided in non-secured, source-file formats (including any graphics or embedded content);
- DFO will provide one consolidated set of comments for all draft materials reviewed;
- Existing, internal reference materials will be provided to the Consultant in the most convenient format readily available to DFO; and
- Deliverables will be prepared in the language of the call-up.

Estimated Level of Effort

The anticipated level of effort required will be detailed in each call-up. This should include a complete breakdown of expected hours, fees and disbursements, per task, deliverable or milestone based on the breakdown structure identified within the call-up.

Project Management Control Procedures

Specific project management control procedures will be defined in the individual call-ups, depending on the scale and scope of the services required.

In general, it is understood that a specified individual will be identified as the Bidder's Project Manager, for each call-up. This individual will service as the key point of contact for the

Consultant and shall work with the DFO Project Manager. This individual will generally be responsible for: initiating the work upon project award and ensuring the necessary resources have been allocated; ensuring the defined scope of efforts is being adhered too and tracked, defined timelines are being respected, and progress tracking mechanisms/reporting are being implemented; ensuring the completion of all deliverables; and communicating all proposed changes in scope to the Project Manager to ensure that necessary resources are being allocated.

One member from DFO will be assigned as the Project Manager for each call-up. The DFO Project Manager will serve as the single point of contact for call-ups. Depending on the specific needs, the DFO Project Manager may or may not be the same as the DFO Project Authority. They will be responsible for:

defining the scope of work for the individual call-up;
addressing and approving any changes in scope on the call-up;
providing any information originating from DFO;
consolidating and providing input on behalf of DFO; and
facilitating communication with other DFO representatives as well as other departments or stakeholders (as required).

It is anticipated that there would be regular and open communications between the Bidder's Project Manager and the DFO Project Manager throughout each project (as defined in the specific call-up).

Requirements for Progress Reporting

Progress report requirements will be defined in each call up. The format will depend on the level of work required in each call-up and may vary from a simple email to a detailed report of which format will be provided in the call-up.

Change Management Control Procedures

A request for a change in scope of the call-ups can be initiated by the Departmental Representative based on various internal or external conditions. Both parties must agree on the scope change and have a record of both parties agreement. In the event the scope change requires a budget change, an amending call-up will be actioned by the Departmental Representative.

Changes in scope, financial limitation, period of time, named resources, terms and conditions to the Standing Offer agreement(s) must be authorized in writing by the Contracting Authority prior to initiation.

Ownership of Intellectual Property Exception 6.4.1 – Information for Public dissemination

DFO has determined that any intellectual property arising from the performance of the Work under the contract will belong to Canada as the main purpose of the contract is to generate knowledge and information for public dissemination.

Exception 6.5 – Copyright

DFO has determined that any intellectual property rights arising from the performance of the Work under the Contract will belong to Canada, as it consists of copyright, which does not correspond to computer software or to any documentation pertaining to that software.

ANNEX "B" BASIS OF PAYMENT

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

Proposed Resource Category	<u>Year 1</u> Standing Offer Award Date — March 31, 2021	<u>Year 2</u> April 1, 2021 — March 31, 2022	<u>Year 3</u> April 1, 2022 — March 31, 2023	<u>Year 4</u> April 1, 2023 — March 31, 2024	<u>Year 5</u> April 1, 2024 — March 31, 2025	Total Per Hour Rate
Senior Technical Expert	\$ _____ Per hour	\$ _____ Per hour	\$ _____ Per hour	\$ _____ Per hour	\$ _____ Per hour	
Intermediate Technical Specialist	\$ _____ Per hour	\$ _____ Per hour	\$ _____ Per hour	\$ _____ Per hour	\$ _____ Per hour	
For Evaluation Purposes						

Pricing

For each contract/call-up, the basis of payment rates for Senior Technical Expert and Intermediate Technical Specialist will be the rates as agreed to in the Standing Offer. If the Bidder has specific rates for other resource categories that may be applicable in support of the SOW (Annex A), they must include them within their bid (e.g., modellers, GIS technicians, junior resources, admin resources, etc.). For each category listed, they must include the rates over the next five years (up to March 31, 2025).

Where a fixed price has been established as the total price authorized by the DFO Project Authority, the Supplier will complete the task for no more than the fixed price agreed to. Ceiling prices will be subject to downward adjustment to reflect the actual time worked and cost incurred.

Hourly rates in any resulting Standing Offer(s) are ceiling rates. For any call-up proposal, suppliers may use their ceiling rates, or a lesser rate. Rate increases other than those allowed in the Standing Offer(s) (i.e. yearly hourly rate increases) will not be allowed.

Travel and living expenses will be paid based on the current Treasury Board guidelines and authorized by the Project Authority.

GST/HST

All prices in the Standing Offer are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.

The estimated GST or HST to the extent applicable will be incorporated into all invoices and shown as a separate item on invoices. All items that are zero-rated, exempt, or to which the GST or HST does not apply, are to be identified as such on all invoices. The SO Holder agrees to remit to Canada Revenue Agency (CRA) any amounts of GST and HST paid or due.

Travel

All travel and accommodation must be pre-approved by the Project Authority as part of the call-up specifications. Expenses are to be reimbursed upon submission and approval of the travel claim(s) to the Project Authority in accordance with the Treasury Board of Canada Travel Directive.

Receipts must be submitted for invoiced travel expenses, except meals and incidentals can be invoiced at the current rates defined by the Treasury Board of Canada Travel Directive Appendix C (<http://www.njc-cnm.gc.ca/directive/d10/v238/s659/en>).

Vehicle kilometers can be invoiced at the current rates defined by the Treasury Board of Canada Travel Directive Appendix B (<http://www.njc-cnm.gc.ca/directive/d10/v238/s658/en>).

Guidelines for allowable accommodation and rental vehicle costs are defined by the Treasury Board of Canada Travel Directive (<http://www.njc-cnm.gc.ca/directive/d10/en>) and current government rates are listed on the Accommodation and Car Rental Directory (<http://rehelv-acrd.tpsgc-pwgsc.gc.ca/acrds/index-eng.aspx>).

Invoices for accommodation or car rentals must include receipts.

ANNEX "C" to PART 5 OF THE REQUEST FOR STANDING OFFERS

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Offeror, by submitting the present information to the Standing Offer Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare an offer non-responsive, or may set-aside a Standing Offer, or will declare a contractor in default, if a certification is found to be untrue, whether during the offer evaluation period, during the Standing Offer period, or during the contract period. Canada will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with any request or requirement imposed by Canada may render the Offer non-responsive, may result in the Standing Offer set-aside or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____(YYYY/MM/DD) (If left blank, the date will be deemed to be the RFSO closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Offeror certifies having no work force in Canada.
- A2. The Offeror certifies being a public sector employer.
- A3. The Offeror certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Offeror certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Offeror has a combined workforce in Canada of 100 or more employees; and

- A5.1 The Offeror certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Offeror certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to issuance of a standing offer, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Offeror is not a Joint Venture.

OR

- B2. The Offeror is a Joint venture and each member of the Joint Venture must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

ANNEX “D” EVALUATION CRITERIA

Mandatory Requirements

Failure to meet the mandatory requirements will render the proposal as non-responsive and no further evaluation will be carried out.

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders' Proposals must clearly demonstrate that they meet all Mandatory Requirements for the proposal to be considered for further evaluation. The same Mandatory Requirements (**Table 1**) apply to both Streams of expertise.

For Bidders submitting a proposal for Stream 1, the Rated Evaluation Criteria Grid for Response Measures Expertise (**Table 2**) must be completed and submitted for each listed resource.

For Bidders submitting a proposal for Stream 2, the Rated Evaluation Criteria Grid for Trade-off Analysis Expertise (**Table 3**) must be completed and submitted for each listed resource.

For Bidders submitting a proposal for both Streams, both Rated Evaluation Criteria Grid tables (**Table 2 and Table 3**) must be completed and submitted for each listed resource.

The same projects can be used to demonstrate experience relevant to both Streams; however, each application package must be distinct, complete and be able to be evaluated independently without reference to another package.

The experience of the Bidder must be clearly identified by providing a summary/description of the previous projects/work experience and indicating when the work was carried out. In the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not be counted more than once (For example: a Project Manager working on Project A (Jan 2020 to May 2020 = 5 months) and Project B (Mar 2020 – June 2020 = 4 months) would be considered to have a total of 6 months experience, not 9 months, as the sum).

The Bidder must include the following table (Table 1) in their proposal, indicating that their proposal meets the mandatory requirements, and providing the proposal page number or section that contains information to verify that the criteria has been met.

Table 1: Mandatory Requirements

No.	CORPORATE MANDATORY REQUIREMENTS CRITERIA	X-REF BID PROPOSAL PAGE #
CM1	<p>Corporate Information</p> <p>The Bidder must include a Company Profile in their bid submission. This must include the following information:</p> <ul style="list-style-type: none"> a) The full legal name of the entity submitting the Proposal (if the Bidder is submitting as a joint venture this must be provided for all members); b) The number of years that the Bidder has been in business (if the Bidder is submitting as a joint venture this must be provided for all members); and 	

No.	CORPORATE MANDATORY REQUIREMENTS CRITERIA	X-REF BID PROPOSAL PAGE #
	c) Indicate the full legal address(es) of its base(s) of operations, including the postal code(s).	
CM2	<p>Language Capabilities</p> <p>The Bidder must affirm that they can offer their technical expertise and services in at least 1 official language (English, French and/or Inuit).</p> <p>Note: For this requirement, a minimum of 1 individual per resource category must be able to offer their technical expertise in at least one of these official languages.</p>	
CM3	<p>Depending on geographic location, the ability to work in a specific official language may be required. The Bidder must indicate in their submission in which languages (English and/or French and/or Inuit languages) the Company can offer their technical expertise. (The specific resources that can deliver these services do not have to be part of the proposed team for the RFSO).</p> <p>Note: For this requirement, the capacity to work in just one official language will NOT result in disqualification from the process as language requirements will be dictated on a case-by-case basis and is influenced by location in the country. It is only mandatory to indicate your capacity in the proposal for later consideration based on specific project needs.</p> <p>Table 4 must be complete.</p>	
CM4	<p>Corporate Profile</p> <p>The Bidder must include a corporate profile/resume demonstrating the Company's breadth, depth and experience in the provision of services relevant to, and similar to the work streams as defined in Annex A.</p> <p>The Corporate profile must include a written description (approximately 1000 words) indicating the Bidder's capabilities as a firm related to those detailed in Annex A – specifically: environmental incidents, response measures, trade-off analysis, new technologies and effects from these on aquatic species and environments.</p>	
CM5	<p>Application Stream</p> <p>The Bidder must clearly identify which Standing Offer stream they are submitting their bid proposal for. Bidder can submit their single proposal for either stream, or both, within the same application.</p> <ul style="list-style-type: none"> • Stream 1: Incident response measures, emerging technologies and/or effects from these on aquatic species 	

No.	CORPORATE MANDATORY REQUIREMENTS CRITERIA	X-REF BID PROPOSAL PAGE #
	<p>or environments; and/or</p> <ul style="list-style-type: none"> • Stream 2: Impact/effects assessment and comparative trade-off analysis to support incident response decision making processes (commonly known as Net Environmental Benefit Analysis [NEBA] or Spill Impact Mitigation Analysis [SIMA]) 	
CM6	<p>Resource Expertise</p> <p>Regardless of the Stream selected, the Bidder must propose a resource team comprised of the following Resource Categories:</p> <ul style="list-style-type: none"> a) Senior Technical Expert b) Intermediate Technical Specialist <p>Within the respective, Rated Evaluation Criteria Grid, project personnel must be identified and designated as one (1) of the resource categories listed above. Each resource on the Bidder's proposed team may only be designated in one (1) category per stream. A minimum of 1 resource must be proposed per category. A maximum of 12 total resources will be evaluated per Stream.</p> <p>A CV must also be included within the proposal, demonstrating the resources' technical capabilities and experience related to either, or both, streams of expertise being sought. Each CV must clearly identify each of the following, as applicable:</p> <ul style="list-style-type: none"> a) The personnel's education background; b) The personnel's work history, including years of experience, number of years with the company, and their location of employment; c) Their current Government security status (if any); d) Their relevant experience (with dates) including the role played by the individual and how it relates to the SOW in this RFSO; and e) Professional accredited and technical publications related to the provision of services identified in Annex A (if any). <p>Note: Copies of diplomas/degrees and reference numbers for valid security status must be provided in support of the RFSO process.</p> <p>Individuals may also be included in more than 1 bid team.</p>	

Rated Criteria

The Bidder must demonstrate that they have an experienced Project Team with the capability, capacity and expertise to provide the full range of services in each area listed in Annex A.

The following Rated Evaluation Criteria Grid (**Table 2** with R1 to R11 for Stream 1 and **Table 3** with R12 to R22 for Stream 2) for each identified resource (see CM6 above) will be used to evaluate this criteria. The Bidder is free to use the format of their choice (Proposal text, CVs, Project Summaries, Resource Profiles, etc.) to demonstrate this experience. A Project Summary Template is included in **Table 6** (to support R11 or R22) and a Resource Profile Template is included in **Table 7**. Both are encouraged to be used; however, the Bidder is not required to use this format and it should not replace the submission of a CV. It is the Bidder's responsibility to ensure that the cross-references listed in the Rated Criteria Grid can be used to substantiate and evaluate the demonstrated experience (breadth and depth of project experience, scope of services, and specific roles) of each resource.

A minimum of 1 resource must be proposed per category. A maximum of 12 total resources will be evaluated per Stream. The following Rated Criteria Grid must be completed for each proposed resource by Stream and submitted as part of the bid proposal. It must cross reference where in the bid proposal the substantiation of the information can be found. Only the projects specifically cross-references will be considered and evaluated.

All Projects referenced (for each resource) must include a minimum of the following:

- a) Name of the client and/or Project Authority the service was provided to;
- b) Start and finish date of project (month and year) or total duration (months);
- c) Description of the project, the scope of services and the specific role of the resource, as it aligns with the SOW (Annex A)

Each resource (up to the maximum of 12 per Stream) will be evaluated individually. The combined average score for each resource category will then be used for the evaluation score. For example, if 3 Senior Technical Experts are proposed within the RFSO team for Stream 1, the combined average score (out of a total of 65 points) will be used for the purposes of the evaluation. The scope of demonstrated expertise for each resource will be considered for future call-ups, based on specific project needs.

Table 2: Rated Evaluation Criteria Grid for Response Measures Expertise (Stream 1)

No	Resource Rated Criteria Senior Technical Expert	Score	x-ref bid proposal (Section and/or page)
Resource Name:			
R1	Proposed resource has an educational background relevant to the role of a Senior Technical Expert as described in this RFSO	0 pt no education in a relevant field 1 pt diploma or Bachelors degree 1 pt Masters or Doctorate in a relevant field 1 pt Professional Certification or License (e.g., P. Eng, RPBio) /3	

R2	Proposed resource has <u>more than 10</u> years of experience as a Technical Expert as described in this RFSO	/3	
R3	<p>The proposed resource demonstrates they have project experience (defined as 15 distinct projects) being a Technical Expert that addresses a minimum of 3 of the following service offerings specifically related to Stream 1 (incident response <u>measures</u>, emerging technologies for incident response and/or effects from these on aquatic species and environments):</p> <ul style="list-style-type: none"> a) Expert Advise Services b) Scientific Support Services c) Scientific Reporting and Communication Knowledge d) Operationalization of Scientific Knowledge e) Research Planning and Support Services <p>Note: A single project may demonstrate experience with one or more service offerings. The types of incidents and types of response measures that are of interest to DFO are defined in the SOW (Annex A). Resource must be described to be a Senior Technical Expert for the project to be evaluated.</p> <p>Each project will be evaluated based on the following:</p> <ul style="list-style-type: none"> 1 pt – Project is described and demonstrates experience delivering at least 1 service (listed above) 1 pt – Project directly and explicitly relates to Stream 1 (incident response measures, emerging technologies for incident response and/or effects from these on aquatic species and environments). 1 pt – Recent project (<10 years old) 	3 pts per project /45	
R4	Proposed resource has experience (defined as 3 projects) working as part	2 pt per project	

	of a multi-disciplinary team. Note: The same project(s) referenced for other criteria can also be used for this criteria.	/6	
R5	Proposed resource demonstrates experience providing Technical Expertise/Advise specifically related to Stream 1 (incident response measures , emerging technologies for incident response and/or effects from these on aquatic species and environments). Note: The same project(s) referenced for other criteria can also be used for this criteria.	2 pts per peer reviewed paper on a related topic (max 6 pts) 1 pt per jurisdiction (Canada or internationally) they have provided Technical Expertise/Advice too, specific to an incident impacting an aquatic environment (max 2 pts) /8	
Total Possible		/65	
No	Resource Rated Criteria Intermediate Technical Specialist	Score	x-ref bid proposal (Section and/or page)
Resource Name:			
R6	Proposed resource has an educational background relevant to the role of an Intermediate Technical Specialist as described in this RFSO	0 pt no education in a relevant field 1 pt diploma or Bachelors degree 1 pt Masters or Doctorate 1 pt Professional Certification or License (e.g., P. Eng, RPBio) /3	
R7	Proposed resource has <u>more than</u> 5 years of experience as a Technical Specialist as described in this RFSO	/3	
R8	Proposed resource has experience (defined as 5 projects) supporting projects that address at least 2 of the following, specifically as it relates to Stream 1 (Stream 1 (incident response measures , emerging technologies for incident response and/or effects from	1 pt per project /5	

	<p>these on aquatic species and environments)</p> <ul style="list-style-type: none"> a) Expert Advise Services b) Scientific Support Services c) Scientific Reporting and Communication Knowledge d) Operationalization of Scientific Knowledge e) Research Planning and Support Services <p>Note: A single project may be used to demonstrate experience with one or more service offerings.</p>		
R9	<p>Proposed resource has experience (defined as 2 projects) working as part of a multi-disciplinary teams.</p> <p>Note: The same project(s) referenced for other criteria can also be used for this criteria.</p>	<p>2 pts per project /4</p>	
R10	<p>Proposed resource demonstrates specialized training or experience specifically related to Stream 1 (incident response <u>measures</u>, emerging technologies for incident response and/or effects from these on aquatic species and environments).</p> <p>Note: The same project(s) referenced for other criteria can also be used for this criteria. The types of courses of interest include: fate, behaviour or effects training, spill response training, Incident Command System training, Shoreline Clean-up and Assessment Technique, dispersant training, etc.</p>	<p>1 pt per course (max 2 pts) 2 pts per peer reviewed paper on a related topic (max 6 pts) 1 pt per jurisdiction (Canada or internationally) they have provided Technical support too (max 2 pts) /10</p>	
Total Possible		/25	
No	Corporate Rated Criteria	Score	x-ref bid proposal (Section and/or page)
R11	<p>Environmental Incident Response Experience</p> <p>The Bidder may provide up to 2 additional project examples (describing their role and experience), specifically in support of a aquatic <u>incident-response related project</u>.</p>	<p>10 pts per project /20</p>	

	<p>In order for the project to be evaluated, at least 1 of the Bidder's team resources needs to have participated in the project, while working for their current company.</p> <p>Experience will be evaluated as follows:</p> <ul style="list-style-type: none"> • Experience supporting an Incident Command System (1 pt) • Experience supporting a public sector department related to a spill/incident (1 pt) • Experience providing advice related to a spill/incident specifically from a ship, pipeline, rail line or offshore platform (2 pts) • Experience providing technical expertise directly related to spill response measures (3 pts) • Experience providing technical expertise to support the evaluation of potential impacts/effects and/or environmental considerations related to the response measure(s) (3 pts) <p>Note: The same project(s) referenced for other criteria can also be used for this criteria.</p>		
Total Possible		/20	
Total (minimum 80/110 required)		/110	

Table 3: Rated Evaluation Criteria Grid for Trade-off Analysis Expertise (Stream 2)

No	Resource Rated Criteria Senior Technical Expert	Score	x-ref bid proposal (Section and/or page)
Resource Name:			
R12	Proposed resource has an educational background relevant to the role of a Senior Technical Expert as described in this RFSO	0 pt no education in a relevant field 1 pt diploma or Bachelors degree 1 pt Masters or Doctorate in a relevant field 1 pt Professional Certification or License (e.g., P. Eng, RPBio) /3	
R13	Proposed resource has more than 10 years of experience as a Technical Expert as described in this RFSO	/3	
R14	<p>The resource must demonstrate they have project experience (defined as 15 distinct projects) being a Technical Expert that addresses a minimum of 3 of the following service offerings specifically as it relates to Stream 2 (Impact/effects assessment and comparative trade-off analysis to support incident response decision making processes):</p> <ul style="list-style-type: none"> f) Expert Advise Services g) Scientific Support Services h) Scientific Reporting and Communication Knowledge i) Operationalization of Scientific Knowledge j) Research Planning and Support Services <p>Note: A single project may demonstrate experience with one or more service offerings. The types of</p>	3 pts per project /45	

	<p>incidents and types of response measures that are of interest to DFO are defined in the SOW (Annex A). Resource must be described to be a Senior Technical Expert for the project to be evaluated</p> <p>Each project will be evaluated based on the following:</p> <p>1 pt – Project is described and demonstrates experience delivering at least 1 service (listed above)</p> <p>1 pt – Project directly and explicitly relates to Stream 2 (Impact/effects assessment and comparative trade-off analysis to support incident response decision making processes).</p> <p>1 pt – Recent project (<10 years old)</p>		
R15	<p>Proposed resource has experience (defined as 3 projects) working as part of a multi-disciplinary team.</p> <p>Note: The same project(s) referenced for other criteria can also be used for this criteria.</p>	<p>2 pt per project /6</p>	
R16	<p>Proposed resource demonstrates experience providing Technical Expertise/Advice specifically related to Stream 2 (Impact/effects assessment and comparative trade-off analysis to support incident response decision making processes).</p> <p>Note: The same project(s) referenced for other criteria can also be used for this criteria.</p>	<p>2 pts peer reviewed paper on a related topic (max 6 pts)</p> <p>1 pt per jurisdiction (Canada or internationally) they have provided Technical Expertise/Advice too, specific to a incident impacting an aquatic environment (max 2 pts)</p> <p>/8</p>	
Total Possible		/65	
No	Resource Rated Criteria Intermediate Technical Specialist	Score	x-ref bid proposal (Section and/or page)
Resource Name:			
R17	Proposed resource has an educational background relevant to the role of an	0 pt no education in a	

	Intermediate Technical Specialist as described in this RFSO	<p>relevant field</p> <p>1 pt diploma or Bachelors degree</p> <p>1 pt Masters or Doctorate</p> <p>1 pt Professional Certification or License (e.g., P. Eng, RPBio)</p> <p>/3</p>	
R18	Proposed resource has more than 5 years of experience as a Technical Specialist as described in this RFSO	/3	
R19	<p>Proposed resource has experience (defined as 5 projects) supporting projects that address at least 2 of the following, specifically as it relates to Stream 2 (Impact/effects assessment and comparative trade-off analysis to support incident response decision making processes)</p> <ul style="list-style-type: none"> a) Expert Advise Services b) Scientific Support Services c) Scientific Reporting and Communication Knowledge d) Operationalization of Scientific Knowledge e) Research Planning and Support Services <p>Note: A single project may be used to demonstrate experience with one or more service offerings.</p>	<p>1 pt per project</p> <p>/5</p>	
R20	<p>Proposed resource has experience (defined as 2 projects) working as part of a multi-disciplinary teams.</p> <p>Note: The same project(s) referenced for other criteria can also be used for this criteria.</p>	<p>2 pts per project</p> <p>/4</p>	
R21	Proposed resource demonstrates specialized training or experience related to environmental incidents and/or experience specifically related to Stream 2 (Impact/effects assessment and comparative trade-off analysis to support incident response decision making processes).	<p>1 pt per course (max 2 pts)</p> <p>2 pts per peer reviewed paper on a related topic (max 6 pts)</p> <p>1 pt per jurisdiction (Canada or internationally) they have provided</p>	

	Note: The same project(s) referenced for other criteria can also be used for this criteria. The types of courses of interest include: fate, behaviour or effects training, spill response training, Incident Command System training, Shoreline Clean-up and Assessment Technique, dispersant training, etc.	Technical support too (max 2 pts) /10	
Total Possible		/25	
No	Corporate Rated Criteria	Score	x-ref bid proposal (Section and/or page)
R22	<p>Environmental Incident Response Experience</p> <p>The Bidder may provide up to 2 additional project examples (describing their role and experience), specifically in support of a aquatic <u>incident-response related project</u>.</p> <p>In order for the project to be evaluated, at least 1 of the Bidder's team resources needs to have participated in the project, while working for their current company.</p> <p>Experience will be evaluated as follows:</p> <ul style="list-style-type: none"> • Experience supporting an Incident Command System (1 pt) • Experience supporting a public sector department related to a spill/incident (1 pt) • Experience providing advice related to a spill/incident specifically from a ship, pipeline, rail line or offshore platform (2 pts) • Experience providing technical expertise to support the evaluation of potential impacts/effects and/or environmental considerations related to the response measure(s) (3 pts) • Experience providing technical expertise to support the comparative evaluation/ trade-off analysis required to support 	<p>10 pts per project</p> <p style="text-align: center;">/20</p>	

	incident response decision making processes (3 pts) Note: The same project(s) referenced for other criteria can also be used for this criteria.		
Total Possible		/20	
Total (minimum 80/110 required)		/110	

Table 4: Corporate Language Capabilities

Language Capacities	English			French			Inuit Language		
	Basic	Intermediate	Advanced	Basic	Intermediate	Advanced	Basic	Intermediate	Advanced
Corporate Capabilities for the Technical Expertise	<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"/>

Bidders are to indicate their language capabilities as a company.
Note: Refer to **Table 5** for the language proficiency grid.

Table 5: Language Proficiency Profiles

	Oral	Comprehension	Written
Basic	A person speaking at this level can: ask and answer simple questions; give simple instructions; and give uncomplicated directions relating to routine work situations.	A person reading at this level can: fully understand very simple texts; grasp the main idea of texts about familiar topics; and read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks.	A person writing at this level can: write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.
Intermediate	A person speaking at this level can: sustain a conversation on concrete topics; report on actions taken; give straightforward instructions to employees; and provide factual descriptions and explanations.	A person reading at this level can: grasp the main idea of most work-related texts; identify specific details; and distinguish main from subsidiary ideas.	A person writing at this level can: deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.
Advanced	A person speaking at this level can: support opinions; and understand and express hypothetical and conditional ideas	A person reading at this level can: understand most complex details, inferences and fine points of meaning; and have a good comprehension of specialized or less familiar material.	A person writing at this level can: write texts where ideas are developed and presented in a coherent manner.

Table 6: Optional Project Summary Template

Project Summary Number		Project Name	
Client and/or Project Authority and Contact Details			
Incident Source	<input type="checkbox"/> Ship	<input type="checkbox"/> Pipeline	<input type="checkbox"/> Rail <input type="checkbox"/> Platform <input type="checkbox"/> Other
Relevant Stream	<input type="checkbox"/> Stream 1 <input type="checkbox"/> Stream 2		
Experience Highlighted	<input type="checkbox"/> Response Measures <input type="checkbox"/> Emerging technologies <input type="checkbox"/> Impacts/effects <input type="checkbox"/> Trade-offs		
Relevant Service Offering Highlighted (Select only the most relevant)	<input type="checkbox"/> Expert Advice <input type="checkbox"/> Operationalization of Science <input type="checkbox"/> Scientific Support <input type="checkbox"/> Research Planning/Support <input type="checkbox"/> Reporting and Communications <input type="checkbox"/> Environmental Incidents (R11 / R22)		
Total Project Value (CAD)		Project Duration (Dates)	
List of Participating Resources	[Bulleleted list of RFSO listed resources that supported this project and their function/role]		
Support for Incident Command System	[Yes/No, describe the role played]		
Public Sector Advice	[Yes/No, brief description recommended, including identification of the scope of advice, to whom it was given and when the advice was provided]		
Project Summary			
[Brief description of the project, the scope of services provided and the expertise leveraged, relevant to the service offerings. Can also include a highlight of the roles, responsibilities and expertise of the RFSO listed resources to support the resource evaluation]			

All project summary sheets should be a maximum of 2 pages in length. Alternative formats can be used; however, it is the Bidder's responsibility to ensure all this information is clearly presented.

Table 7: Optional Resource Profile Summary

Resource Name			
Resource Category	<input type="checkbox"/> Senior Technical Expert	<input type="checkbox"/> Intermediate Technical Specialist	
Official Language Capabilities	English	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
	French	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
	Inuit	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
Educational Background (R1, R6, R12, R17)	Diploma		
	Bachelors		
	Masters		
	Doctorate		
	Professional Certification or License		
Current Security Status	<input type="checkbox"/> None but reliability compliant <input type="checkbox"/> Confidential	<input type="checkbox"/> Secret	<input type="checkbox"/> Reliability Ref No:
Incidents Experience (R5, R10, R16, R21)	Papers: [Bulleted list recommended]		
	Advice: [Brief description recommended, including identification of the scope of advice, to whom it was given and when the advice was provided]		
	Courses:		
Professional Experience (R2, R7, R13, R18)	[Total number of years and specifically, number of years in function proposed for this RFSO, as well as employment history]		
Experience with Multi-disciplinary Teams (R4, R9, R15, R20)	[Brief summary of experience and roles. Cross-reference to projects described in the proposal and/or CV recommended]		
Highlight of Relevant Experience (R3, R8, R14, R19)			
1	[Project title, role, dates]		
	[Description of the project and relevance to the SOW]		
	Topic:	<input type="checkbox"/> S1: Response Measures <input type="checkbox"/> S2: Impacts	<input type="checkbox"/> S1: Emerging Tech <input type="checkbox"/> S2: Trade-offs
	Service Offering:	<input type="checkbox"/> Advice <input type="checkbox"/> Operational <input type="checkbox"/> Research	<input type="checkbox"/> S1/S2: Effects <input type="checkbox"/> Reporting/Comms
2	[Project title, role, dates]		
	[Description of the project and relevance to the SOW]		
	Topic:	<input type="checkbox"/> S1: Response Measures <input type="checkbox"/> S2: Impacts	<input type="checkbox"/> S1: Emerging Tech <input type="checkbox"/> S2: Trade-offs
	Service Offering:	<input type="checkbox"/> Advice <input type="checkbox"/> Operational <input type="checkbox"/> Research	<input type="checkbox"/> S1/S2: Effects <input type="checkbox"/> Reporting/Comms
3	[Project title, role, dates]		
	[Description of the project and relevance to the SOW]		
	Topic:	<input type="checkbox"/> S1: Response Measures <input type="checkbox"/> S2: Impacts	<input type="checkbox"/> S1: Emerging Tech <input type="checkbox"/> S2: Trade-offs
	Service Offering:	<input type="checkbox"/> Advice <input type="checkbox"/> Operational <input type="checkbox"/> Research	<input type="checkbox"/> S1/S2: Effects <input type="checkbox"/> Reporting/Comms