





## **NOTICE TO BIDDERS**

A Supply Arrangement (SA) is a method of supply used by Natural Resources Canada (NRCan) to procure goods and services.

An SA is an arrangement between Canada and pre-qualified suppliers that allows identified users to solicit bids from a pool of pre-qualified suppliers for specific requirements within the scope of an SA.

An SA is not a contract for the provision of the goods and services described in it and neither party is legally bound as a result of signing a SA alone. The intent of an SA is to establish a framework to permit expeditious processing of “individual bid solicitations” which result in legally binding contracts for the goods and services described in those bid solicitations.



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
  - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
  - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
  - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Statement of Work, Reporting, Report card and Aboriginal Business certifications if applicable.

The Appendix includes the Evaluation Criteria.

### **1.2 Summary**

By means of the RFSA, Natural Resources Canada (NRCan) is seeking proposals from bidders to obtain professional services for the acquisition and processing of vector and raster geospatial data.

Suppliers can qualify for four (4) work categories.

First work includes:

#### **Acquisition, structuration and normalization of vector data**

Second work includes:

#### **Dematerialization and processing of raster data**

Third work includes:

#### **Processing of aerial photos**



Fourth work includes:

### **Dematerialization of aerial photos**

Companies can qualify for one or more work categories and each work is evaluated individually.

The Supply Arrangement has no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use it.

Though this request has not been set aside under the federal government's Procurement Strategy for Aboriginal Business (PSAB), enterprises are invited to complete Annex D – Aboriginal Business. A list of Aboriginal businesses will be available to allow us to identify Aboriginal businesses that have declared themselves in the Request for Supply Arrangement at our discretion, to put the process under the policy that would limit access to business qualified aboriginals.

The Request for Supply Arrangements (RFSA) is to establish supply arrangements for the delivery of the requirement detailed in the RFSA to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting supply arrangements.

The value of each contract from a request under the Supply Arrangement will be typically between \$3,000.00 and \$125,000.00.

### **How Does a Supply Arrangement (SA) Work?**

#### **The Two Phase Procurement Process**

**Phase 1** - is the action, by Natural Resources Canada, of soliciting offers from Contractors to provide Services. NRCan intends to issue Supply Arrangements (SAs) to those whose offers meet all the Mandatory Requirements and Conditions Precedent to the Issuance of the Supply Arrangements.

**Phase 2** - is the action, by Designated Representatives, of awarding contract or tendering for specific projects on an as-and-when-requested basis. Designated Representatives shall only request a quote from the Contractors who have received Supply Arrangements through Phase 1.

The representative will issue an "Invitation to Tender" (ITT) to SA Holders who must submit their tenders according to the instructions in each ITT. The tenders will be evaluated by client, according to the method stated in the ITT. The successful bidder will be awarded a contract (Call-up).

Each call-up awarded will incorporate by reference, all the terms and conditions set out in the Supply Arrangement.

### **1.3 Security Requirements**

There is no security requirements associated with this requirement.

### **1.4 Debriefings**

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



## PART 2 - SUPPLIER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2008](#) (2020-05-28) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

- **In the complete text content (except Section 3) Delete:** Public Works and Government Services Canada” and **Insert:** “Natural Resources Canada.” **Delete:** “PWGSC” and **Insert:** “NRCan”
- **Section 2:** **Delete:** “Suppliers are required to” and **Insert:** “It is suggested that suppliers”
- **Subsection 1 of Section 8:** delete completely
- **Under Subsection 2 of Section 19:** delete completely
- **Subsection 5.4:** Delete: 60 days and Insert: 120 days

### 2.2 Submission of Arrangements

It is the Bidders responsibility to ensure that proposals are sent to the following e-mail address, by the time and date indicated on page 1 of this RFP document:

[nrcan.quebecbid-soumissionquebec.nrcan@canada.ca](mailto:nrcan.quebecbid-soumissionquebec.nrcan@canada.ca)

#### **IMPORTANT**

It is requested that you write the following information in “Subject” of the e-mail:

[NRCan-5000054560 – Geospatial data processing work](#)

The address above is reserved for the submission of your proposal. No other communication should be sent to that address.



**PLEASE CLEARLY INDICATE FOR WHICH CATEGORY YOU SUBMIT THE BID**

**CATEGORY 1: Acquisition, structuration and normalization of vector data**

**OR**

**CATEGORY 2: Dematerialization and processing of raster data**

**OR**

**CATEGORY 3: Processing of aerial photos**



OR

#### **CATEGORY 4: Dematerialization of aerial photos**

**Due to the nature of the bid solicitation, bids transmitted by mail or facsimile to NRCan will not be accepted.**

**NRCan will not assume responsibility for proposals directed to any other location.**

The onus is on the Bidder to ensure that the proposal is submitted correctly to the above address. Not complying with the above instructions may result in NRCan's inability to ascertain reception date and/or to consider the bid prior to contract award. Therefore, NRCan reserves the right to reject any proposal not complying with these instructions.

#### **2.3 Former Public Servant - Notification**

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

#### **2.4 Federal Contractors Program for Employment Equity - Notification**

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

#### **2.5 Enquiries - Request for Supply Arrangements**

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

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



## 2.6 Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

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

## 2.7 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.



## **PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS**

### **3.1 Arrangement Preparation Instructions**

Canada requests that Suppliers provide the arrangement in separately bound sections as follows:

Section I: Technical Arrangement (1 electronic copy)

Section II: Certifications (1 electronic copy)

Section III: Additional Information (one (1) electronic copy)

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

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

#### **Section I: Technical Arrangement**

In the technical arrangement, Suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Certifications**

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

#### **Section III: Additional Information**

In Section III of their bid, bidders should provide:

1. the 1<sup>st</sup> page of this RFP signed with their legal name;
2. the name of the contact person (provide also this person's mailing address, phone numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid.



## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

Mandatory technical evaluation criteria are included in Appendix 1 – Evaluation Criteria.

CATEGORY 1: page 31 to 37

CATEGORY 2: page 38 to 43

CATEGORY 3: page 44 to 48

CATEGORY 4: page 49 to 51

### **4.2 Basis of Selection**

#### **4.2.1 Mandatory Technical Criteria – Category 1**

- 1. To be declared responsive, an Arrangement must:
  - a. comply with all the requirements of the Request for Supply Arrangement; and
  - b. meet all mandatory technical evaluation criteria; and
- 2. Arrangements not meeting (a) or (b) will be declared non-responsive.

#### **4.2.2 Mandatory Technical Criteria – Category 2**

- 1. To be declared responsive, an Arrangement must:
  - a. comply with all the requirements of the Request for Supply Arrangement; and
  - c. meet all mandatory technical evaluation criteria; and
- 2. Arrangements not meeting (a) or (b) will be declared non-responsive.



#### **4.2.3 Mandatory Technical Criteria – Category 3**

1. To be declared responsive, an Arrangement must:
  - a. comply with all the requirements of the Request for Supply Arrangement; and
  - b. meet all mandatory technical evaluation criteria
  
2. Arrangements not meeting (a) or (b) will be declared non-responsive.

#### **4.2.4 Mandatory Technical Criteria – Category 4**

1. To be declared responsive, an Arrangement must:
  - c. comply with all the requirements of the Request for Supply Arrangement; and
  - d. meet all mandatory technical evaluation criteria
  
2. Arrangements not meeting (a) or (b) will be declared non-responsive.



## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Arrangement

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

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

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



Name of Supplier: \_\_\_\_\_

Name of each member of the joint venture:

Member 1: \_\_\_\_\_

Member 2: \_\_\_\_\_

Identification of the directors / owners:

NAME	FIRST NAME	TITLE

**5.2.2 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting 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 Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder 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 Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

**5.2.3 Education and Experience**

The Supplier certifies that all the information provided in the résumés and supporting material submitted with the arrangement, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Supplier to be true and accurate.



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## PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

### A. SUPPLY ARRANGEMENT

#### 6.1 Arrangement

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

#### 6.2 Security Requirements

6.2.1 There is no security requirement applicable to the Supply Arrangement.

#### 6.3 Standard Clauses and Conditions

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

##### 6.3.1 General Conditions

2020 (2020-07-01) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

- **In the article 01: Delete:** Public Works and Government Services Canada” and **Insert:** “Natural Resources Canada.”

##### 6.3.2 Supply Arrangement Reporting

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

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

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

(If an alternate reporting period is required, delete the quarterly periods provided below and define the alternate reporting period.)

The quarterly reporting periods are defined as follows:

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

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



## 6.4 Term of Supply Arrangement

### 6.4.1 Period of the Supply Arrangement

The period of the Supply Arrangement is from award date until such time as Canada chooses to re-compete the Supply Arrangement, no longer deems the Supply Arrangements necessary, or proceeds with a different procurement vehicle.

The period for awarding contracts under the Supply Arrangement begins at the Supply Arrangement awarded date.

Canada may, by notice in writing to all Supply Arrangement suppliers and by posting on the Government Electronic Tendering Service (GETS), cancel this Supply Arrangement or individual categories or stream(s) by giving all Supply Arrangement suppliers at least 30 calendar days notice of the cancellation.

### 6.4.2 Comprehensive Land Claims Agreements (CLCAs)

The Supply Arrangement (SA) is for the delivery of the requirement detailed in the SA to the Identified Users across Canada, **excluding** locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the supply arrangement.

## 6.5 Authorities

### 6.5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

France Bolduc  
Procurement Specialist  
Natural Resources Canada  
1055 du P.E.P.S., PO Box 10380  
Quebec, QC G1V 4C7  
[france.bolduc@canada.ca](mailto:france.bolduc@canada.ca)

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

### 6.5.2 Supplier's Representative \*\*\*\* to be fill in by the supplier\*\*\*\*

Name :  
Title :  
Address :  
Phone :  
Email :

## 6.6 Identified Users

Canada Centre for Mapping and Earth Observation (CCMEO) of Natural Resources Canada



## 6.7 On-going Opportunity for Qualification

A permanent notice will be posted on the Government Electronic Tendering Service (GETS) for the duration of the Supply Arrangement (SA) describing this procurement vehicle which will invite additional suppliers to submit bids to become pre-qualified Suppliers and to be issued SAs for the provision of Services.

**New Suppliers:** Throughout the Supply Arrangement Period, new bidders may submit bids to become pre-qualified Suppliers.

**Existing pre-qualified Suppliers:** This will also permit pre-qualified Suppliers to submit bids to modify their existing SA. No existing Supplier will be removed from the qualified supplier list because of the addition of new Suppliers. Existing pre-qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

**Number of Supply Arrangements:** The Supplier acknowledges that Canada may issue an unlimited number of Supply Arrangements and may continue to issue Supply Arrangements to suppliers throughout the Supply Arrangement period.

**Evolving Requirement:** During a Refresh process, NRCan may add new and (or) remove and (or) modify existing streams and categories.

Canada reserves the right to issue Supply Arrangements to bidders who qualify throughout the entire period of the Supply Arrangement.

### 6.7.1 Evaluation period

Canada will evaluate the bids received at least once (1) per year, once in July and any other period that may be convenient for the evaluation team.

## 6.8 Priority of Documents

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

- (a) the articles of the Supply Arrangement;
- (b) the general conditions 2020 (2020-07-01), General Conditions - Supply Arrangement - Goods or Services;
- (c) Annex A – Statement of Work;
- (d) Annex B – Reporting;
- (e) Annex C – Report Card;
- (f) Annex D – Aboriginal Business (if applicable);
- (g) the Supplier's arrangement dated \_\_\_\_\_ (*insert date of arrangement*)

## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

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



## 6.10 Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (*Insert the name of the province as specified by the Supplier in the arrangement, if applicable*).

## 6.11 Suspension or Cancellation of Qualification by Canada

In addition to section 09 of general conditions 2020, the Canada may, by submitting a written notice to the supplier, suspend or cancel the Supply Arrangement where the supplier has made public any information contrary to the terms and conditions, price or availability of the systems referred to in this SA, Or the supplier is not fulfilling any of its obligations under this SA.

## B. BID SOLICITATION

### 6.1 Bid Solicitation Documents

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

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

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

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

The bid solicitation will contain as a minimum the following:

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

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

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



- (f) certifications;
- (g) conditions of the resulting contract.

## 6.2 Bid Solicitation Process

**6.2.1** Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA.

**6.2.2** The bid solicitation will be sent directly to Suppliers.

**6.2.3** The bid solicitation will be made by the SA Identified User in accordance with the SA requirements.

a) Thresholds for contracts with or without tender:

1. **Requirements estimated at less than \$40,000.00, taxes included**  
NRCAN may direct the requirement to a specific SA Holder or invite a limited number of SA Holders to respond within 5 calendar days from the bid solicitation date.
2. **Requirements estimated over \$40,000 but less than \$100,000.00, taxes included**  
A minimum of 3 SA Holders are invited to respond within 10 calendar days from the bid solicitation date. NRCAN is not required to invite all suppliers.
3. **Requirements exceeding \$100,000.00, taxes included**  
All SA Holders are invited to respond within 15 calendar days from the bid solicitation date.

b) Requests for bids relating to services in a CLCA region will not be processed under this Supply Arrangement

c) The bid solicitation and contracting process will be managed by an NRCAN Contracting officer only.

d) Given the nature of the Supply Arrangement and the objective of providing a prompt and efficient bidding process, Natural Resources Canada will deviate from the usual process for issuing documents related to the Bid solicitation in the Government Electronic Tendering Service for contracts valued at \$100,000.00 or more.

### 6.2.4 Supply Arrangement – Report Card

NRCAN will evaluate the performance of all Supply Arrangement (SA) holders during each contract. The Performance Report will be evaluated against Annex C - Vendor Performance Report Card at the end of each contract.

The purpose of this Report Card is to enable assurance of acceptable performance of an SA Holder during the course of each awarded Contract. This Report Card is to be used at the end of each contract to provide the SA Holder with an assessment on their performance. At the end of each contract, the final Report Card will be provided to the SA Holder for their response and the final score attributed by NRCAN shall be deemed final, at NRCAN's full discretion. The SA Holder shall have the opportunity to provide comments on their scored performance.

The performance evaluation of a SA Holder will be affected if there is a significant delay in the delivery of the data or if the quality of the data produced does not meet the technical specifications of the project. In the case of a performance deemed unsatisfactory during the contract, a first notice will be sent in writing



(email) to the SA Holder who will have to submit a recovery plan and confirm in writing that deliveries will be made according to a schedule which will have to be specified and accepted.

Should the score be less than 10 points, the SA holder could be penalized for his performance. These penalties could result in one or more of the following situations:

- Refusal to invite the SA Holder to the next opportunities / requests for proposals following a first result below 10;
- Refusal to invite the SA Holder on the next two (2) opportunities / requests for proposals, following a second result below 10;
- Suspension or cancellation of qualification by Canada, as provided for in general condition 2020 09. <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2020/17#suspension-or-cancellation-of-qualification-by-canada>

### C. RESULTING CONTRACT CLAUSES

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

For any contract to be awarded using the template:

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

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

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



## ANNEX A - STATEMENT OF WORK

The Canada Center for Mapping and Earth Observation (CCMEO) is responsible for the acquisition, management, dissemination and updating of a wide range of geospatial data covering the Canadian landmass.

To be relevant, this data must be continuously updated. Through the service categories of this supply arrangement, CCMEO acquires a processing capacity related to the extraction and standardization of geospatial data in support of carrying out its workload and taking advantage of data from observations of the Earth and recent technological developments such as new approaches like Deep Learning and data cubes.

### SERVICE CATEGORIES

#### **1 - Acquisition, structuration and normalization of vector data**

The services required are the acquisition of vector data from various sources, the structuring of data and the standardization of vector data according to data model or technical standards and specifications.

##### **Technical specifications**

For each need, the technical specifications will be described in the proposition requests.

##### **Deliverables**

For each requirement, the deliverables can be those listed below, without being limited to them and they will be indicated in detail in the requests for quotation:

- Training data acquisition for deep learning processes
- Acquisition or updating of fundamental topographic data
- Structuring and standardization of raw data

#### **2- Dematerialization and processing of raster data**

The services required cover various processing of raster data such as dematerialization, resampling, histogram spreading, pansharping, orthorectification, spectral band alignment, projection change and others.

##### **Technical specifications**

For each need, the technical specifications will be described in the proposition requests.

##### **Deliverables**

For each requirement, the deliverables can be those listed below, without being limited to them and they will be indicated in detail in the requests for quotation:

Digitization of paper maps

- Orthorectification of satellite images
- Satellite image mosaic
- Correction or improvement of MNE (eg: MNE Hydro Enforced)



### **3- Processing of aerial photos**

The services required include, but are not limited to, the creation of orthophotos, mosaics or digital elevation models from existing aerial photographs.

#### **Technical specifications**

For each need, the technical specifications will be described in the proposition requests.

#### **Deliverables**

For each requirement, the deliverables can be those listed below, without being limited to them and they will be indicated in detail in the requests for quotation:

- Orthophotos
- Mosaics
- Digital elevation models
- External orientations

### **4- Dematerialization of aerial photos**

The required service targets the dematerialization of existing aerial photographs.

#### **Technical specifications**

For each need, the technical specifications will be described in the proposition requests.

#### **Deliverables**

For each requirement, the deliverables can be those listed below, without being limited to them and they will be indicated in detail in the requests for quotation:

- Aerial photos converted to high resolution digital data in geotiff or other raster format



## ANNEX B - REPORTING

Typically, suppliers must report on a quarterly basis on the call-up/contract activities.

Such reports may contain, but are not limited to, the following information:

1. the supply arrangement number;
2. the supplier name;
3. the reporting period;
4. the call-up/contract number for each call-up/contract, including amendments;
5. the contracting authority;
6. the date of the call-up/contract;
7. the call-up/contract period;
8. the services provided;
9. the value of the call-up/contract, Goods or Services Tax/Harmonized Sales Tax included, as applicable.



**ANNEX C – REPORT CARD**

**Report Card  
For Contracts awarded under the Supply Arrangement  
related to Geospatial Data**

**Name of Project:**

**Contract Number:**

**Name of Supplier:**

**Name of Person Completing Form:**

**Title of Person Completing the Form**

**Date of Completion of Form:**

**Subject of Form (e.g., specific deliverable; project):**

The purpose of this Report Card is to enable assurance of acceptable performance of an SA Holder during the course of **each** awarded Contract. This Report Card is to be used at the end of each contract to provide the SA Holder with an assessment on their performance. The SA Holder shall have the opportunity to provide comments on their scored performance. At the end of each contract, the final Report Card will be provided to the SA Holder for their response and the final score attributed by NRCan shall be deemed final, at NRCan’s full discretion.

Should the score be less than 10 points, the SA holder could be penalized for his performance. These penalties could result in one or more of the following situations:

- Refusal to invite the SA Holder to the next opportunities / requests for proposals following a first result below 10;
- Refusal to invite the SA Holder on the next two (2) opportunities / requests for proposals, following a second result below 10;
- Suspension or cancellation of qualification by Canada, as provided for in general condition 2020 09. <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2020/17#suspension-or-cancellation-of-qualification-by-canada>

Criteria	Definitions	Score
Communication	<b>Definition: <i>Communications with Strategic Evaluation, Program Officials and Interviewees are professional (e.g., clear, courteous and businesslike).</i></b>	
	<b>1 Point</b> - Not very professional.	
	<b>2 Points</b> - Mostly professional.	
	<b>3 Points</b> - Consistently professional.	
	<b>Comments:</b>	



Content	<b>Definition: <i>The content of the deliverables is technically accurate and comprehensive.</i></b>	
	<b>2 Point</b> - Contains significant technical inaccuracies compared to what was requested in the Statement of Work, even following a first recovery plan.	
	<b>4 Points</b> - The deliverable is acceptable in relation to the statement of work following a recovery plan.	
	<b>5 Points</b> – The deliverable is acceptable after minor changes made by the SA holder. Did not require a recovery plan.	
	<b>6 Points</b> – The deliverable is acceptable in relation to the Statement of Work. Required no correction and no recovery plan. NRCan was required to put very little effort into getting the final project to an acceptable level of quality.	
	<b>Comments:</b>	
Punctuality	<b>Definition: <i>The deliverables are provided according to the timelines</i></b>	
	<b>1 Point</b> - Not provided within the timelines and no recovery plan was provided and agreed prior to the due dates OR the schedule of the recovery plan has not been respected.	
	<b>2 Points</b> - Not provided within the timelines but valid justification(s) and request(s) for extension(s) received and agreed to in advance, including through a recovery plan.	
	<b>3 Points</b> - Provided within the timelines.	
	<b>Comments:</b>	
<b>Total Score Available (a minimum of 10 points is necessary to pass)</b>		12
<b>Total Score Obtained</b>		



## ANNEX D – ABORIGINAL BUSINESS

Outlet operating name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

**If several outlets are Aboriginal businesses, please complete this annex for each outlet concerned with the information for each business.**

Annex 9.4:

<https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/annex/9/4>

### Requirements for the Set-aside Program for Aboriginal Business

1. Who is eligible?

- a. An Aboriginal business, which can be:
  - i. a band as defined by the Indian Act
  - ii. a sole proprietorship
  - iii. a limited company
  - iv. a co-operative
  - v. a partnership
  - vi. a not-for-profit organization

in which Aboriginal persons have at least 51 percent ownership and control,

OR

- b. A joint venture consisting of two or more Aboriginal businesses or an Aboriginal business and a non-Aboriginal business(es), provided that the Aboriginal business(es) has at least 51 percent ownership and control of the joint venture.

When an Aboriginal business has six or more full-time employees at the date of submitting the bid, at least thirty-three percent of them must be Aboriginal persons, and this ratio must be maintained throughout the duration of the contract.

The supplier must certify in its submitted bid that it is an Aboriginal business or a joint venture constituted as described above.

2. Are there any other requirements attached to suppliers in the Set-Aside Program for Aboriginal Business?

Yes



- 
- a. In respect of a contract, (goods, service or construction), on which a supplier is making a proposal which involves subcontracting, the supplier must certify in its bid that at least thirty-three percent of the value of the work performed under the contract will be performed by an Aboriginal business. Value of the work performed is considered to be the total value of the contract less any materials directly purchased by the contractor for the performance of the contract. Therefore, the supplier must notify and, where applicable, bind the subcontractor in writing with respect to the requirements that the Aboriginal Set-Aside Program (the Program) may impose on the subcontractor or subcontractors.
  - b. The supplier's contract with a subcontractor must also, where applicable, include a provision in which the subcontractor agrees to provide the supplier with information, substantiating its compliance with the Program, and authorize the supplier to have an audit performed by Canada to examine the subcontractor's records to verify the information provided. Failure by the supplier to exact or enforce such a provision will be deemed to be a breach of contract and subject to the civil consequences referred to in this document.
  - c. As part of its bid, the supplier must complete the Certification of Requirements for the Set-Aside Program for Aboriginal Business(certification) stating that it:
    - i. meets the requirements for the Program and will continue to do so throughout the duration of the contract;
    - ii. will, upon request, provide evidence that it meets the eligibility criteria;
    - iii. is willing to be audited regarding the certification; and
    - iv. acknowledges that if it is found NOT to meet the eligibility criteria, the supplier shall be subject to one or more of the civil consequences set out in the certification and the contract.
- ➔ See Standard Acquisition Clauses and Conditions (SACC) Manual clause [S3035T](#).
3. How must the business prove that it meets the requirements?
    - a. It is not necessary to provide evidence of eligibility at the time the bid is submitted. However, the business should have evidence of eligibility ready in case it is audited.
    - b. The civil consequences of making an untrue statement in the bid documents, or of not complying with the requirements of the Program or failing to produce satisfactory evidence to Canada regarding the requirements of the Program, may include: forfeiture of the bid deposit; retention of the holdback; disqualification of the business from participating in future contracts under the program; and/or termination of the contract. In the event that the contract is terminated because of an untrue statement or non-compliance with the requirements of the Program, Canada may engage another contractor to complete the performance of the contract and any additional costs incurred by Canada shall, upon the request of Canada, be borne by the business.
  4. What evidence may be required from the business?
    - a. Ownership and control
      - i. Evidence of ownership and control of an Aboriginal business or joint venture may include incorporation documents, shareholders' or members' register; partnership agreements; joint venture agreements; business name registration; banking arrangements; governance documents; minutes of meetings of Board of Directors and Management Committees; or other legal documents.
      - ii. Ownership of an Aboriginal business refers to "beneficial ownership" i.e., who is the real owner of the business. Canada may consider a variety of factors to satisfy whether Aboriginal persons have true and effective control of an Aboriginal business. (See [Appendix A Set-aside Program for Aboriginal Business](#) for a list of the factors, which may be considered by Canada.)



- 
- b. Employment and employees
- i. Where an Aboriginal business has six or more full-time employees at the date of submitting the certification and is required by Canada to substantiate that at least 33 percent of the full-time employees are Aboriginal, the business must, upon request by Canada, immediately provide a completed Owner/Employee Certification form for each full-time employee who is Aboriginal.  
  
→ See SACC Manual clause [S3036T](#).
  - ii. Evidence as to whether an employee is or is not full-time and evidence as to the number of full-time employees may include payroll records, written offers for employment, and remittance and payroll information maintained for Canada Revenue Agency purposes as well as information related to pension and other benefit plans.
  - iii. A full-time employee, for the purpose of this program, is one who is on the payroll, is entitled to all benefits that other full-time employees of the business receive, such as pension plan, vacation pay and sick leave allowance, and works at least 30 hours a week. It is the number of full-time employees on the payroll of the business at the date of bid submission that determines the ratio of Aboriginal to total employees of the business for the purpose of establishing eligibility under the Program.
  - iv. Owners who are Aboriginal and full-time employees who are Aboriginal must be ready to provide evidence in support of such status. The Owner/Employee Certification to be completed by each owner and full-time employee who is Aboriginal shall state that the person meets the eligibility criteria and that the information supplied is true and complete. This certification shall provide the person's consent to the verification of the information submitted.
5. Subcontracts
- a. Evidence of the proportion of work done by subcontractors may include contracts between the contractor and subcontractors, invoices, and paid cheques.
  - b. Evidence that a subcontractor is an Aboriginal business (where this is required to meet the minimum Aboriginal content of the contract) is the same as evidence that a prime contractor is an Aboriginal business.
6. Who is an Aboriginal Person for Purposes of the Set-Aside Program for Aboriginal Business?
- a. An Aboriginal person is an Indian, Metis or Inuit who is ordinarily resident in Canada.
  - b. Evidence of being an Aboriginal person will consist of such proof as:
    - i. Indian registration in Canada;
    - ii. membership in an affiliate of the Metis National Council or the Congress of Aboriginal Peoples, or other recognized Aboriginal organizations in Canada;
    - iii. acceptance as an Aboriginal person by an established Aboriginal community in Canada;
    - iv. enrollment or entitlement to be enrolled pursuant to a comprehensive land claim agreement;
    - v. membership or entitlement to membership in a group with an accepted comprehensive claim;
    - vi. evidence of being resident in Canada includes a provincial or territorial driver's license, a lease or other appropriate document.



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## SACC S3035T - Set-aside for Aboriginal Business

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

### Appendix A Set-aside Program for Aboriginal Business

(Excerpt from Treasury Board Contracting Policy Notice 1996-6, Annex A.)

Factors that may be considered in determining whether Aboriginal persons have at least 51% ownership and control of an Aboriginal business include:

- a. capital stock and equity accounts, i.e., preferred stock, convertible securities, classes of common stock, warrants, options;
- b. dividend policy and payments;
- c. existence of stock options to employees;
- d. different treatment of equity transactions for corporations, partnerships, joint ventures, community organizations, cooperatives, etc.;
- e. examination of charter documents, i.e., corporate charter, partnership agreement, financial structure;
- f. concentration of ownership or managerial control in partners, stockholders, officers trustees and directors-based definition of duties;



- g. principal occupations and employer of the officers and directors to determine who they represent, i.e., banker, vested ownerships;
- h. minutes of directors meetings and stockholders meetings for significant decisions that affect operations and direction;
- i. executive and employee compensation records for indication of level of efforts associated with position;
- j. nature of the business in comparison with the type of contract being negotiated;
- k. cash management practices, i.e., payment of dividends - preferred dividends in arrears;
- l. tax returns to identify ownership and business history;
- m. goodwill contribution/contributed asset valuation to examine and ascertain the fair market value of non-cash capital contributions;
- n. contracts with owners, officers and employees to be fair and reasonable;
- o. stockholder authority, i.e., appointments of officers, directors, auditors;
- p. trust agreements made between parties to influence ownership and control decisions;
- q. partnership - allocation and distribution of net income, i.e., provision for salaries, interest on capital and distribution share ratios;
- r. litigation proceedings over ownership;
- s. transfer pricing from non-Aboriginal joint venture;
- t. payment of management or administrative fees;
- u. guarantees made by the Aboriginal business;
- v. collateral agreements.

## SACC S3036T - Owner/Employee Certification - Set-aside for Aboriginal Business

The Supplier must provide the following certification for each owner and employee who is Aboriginal:

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

\_\_\_\_\_  
Printed name of owner and/or employee

\_\_\_\_\_  
Signature of owner and/or employee

\_\_\_\_\_  
Date



**APPENDIX 1 - EVALUATION CRITERIA**

Bidders are advised to address these criteria in the following order and in sufficient depth in their proposals to enable a thorough assessment. NRCan’s assessment will be based solely on the information contained within the proposal. NRCan may confirm information or seek clarification from bidders.

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the criteria will not be considered demonstrated for the purpose of this evaluation.

The Bidder should provide complete details as to where, when (month and year) and how (through which activities/ responsibilities) the stated qualifications/experience were obtained. Experience gained during formal education shall not be considered work experience. All criteria for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

For the purposes of the technical criteria specified below, the experience of the Bidder and its sub-contractors, affiliates and suppliers will be taken into account, as long as the Bidder is responsible for the entire project.

**CATEGORY 1: Acquisition, structuration and normalization of vector data**

**1. TECHNICAL CRITERIA**

**1.1 MANDATORY EVALUATION CRITERIA**

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Proposals which fail to meet the mandatory criteria will be deemed non-responsive.

Requirement N°	Mandatory Requirements	N° OF PAGES TO THE PROPOSAL	Pass/ Fail
<p><b>A minimum of four (4) distinct projects must have been cited through the mandatory criteria OA1, OA2, AO3.</b></p>			



Requirement N°	Mandatory Requirements	N° OF PAGES TO THE PROPOSAL	Pass/ Fail
OA1	<p><b>Experience in structuration geospatial vector data</b></p> <p>By structuring data NRCAN implies; spatial constraint, topological rules, data network, generalization, OGC (Open Geospatial Consortium) standards, application of technical specifications.</p> <p>The supplier <b>must</b> demonstrate that they have experience structuring data in two (2) different projects and these projects <b>must</b> be completed within the last 5 years of the RFSA closing date. Each project chosen by the supplier <b>must</b> have a minimum value of \$ 3,000.</p> <p>In order to demonstrate that their company has the required experience, bidders should provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of the project</li> <li>- Project value</li> <li>- Name of the client's company</li> <li>- Contact name and customer details (references)</li> <li>- Period</li> <li>- List of classes or data layers</li> <li>- The number of data sets</li> <li>- Project summary (objectives, deliverables, delivery schedule, data sources)</li> </ul> <p style="margin-left: 40px;">→ If the information provided is not complete to confirm the relevance of the completed project to the above requirements, the project will be declared inadmissible.</p> <ul style="list-style-type: none"> <li>• It is requested to provide the experience using the <u>Table A below</u></li> </ul> <p><b>Note:</b> If necessary, references will be contacted to confirm the information provided.</p>		



Requirement N°	Mandatory Requirements	N° OF PAGES TO THE PROPOSAL	Pass/ Fail
<p><b>OA2</b></p>	<p><b>Experience in geospatial vector data standardization</b></p> <p>By standardization data NRCAN means; application of data models, application of product standards (eg: data catalog, attribute fields to be respected)</p> <p>The supplier <b>must</b> demonstrate that they have experience standardizing data in two (2) different projects and these projects <b>must</b> be completed within the last 5 years of the RFSA closing date. Each project chosen by the supplier <b>must</b> have a minimum value of \$ 3,000.</p> <p>In order to demonstrate that their company has the required experience, bidders should provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of the project</li> <li>- Project value</li> <li>- Name of the client's company</li> <li>- Contact name and customer details (references)</li> <li>- Period</li> <li>- List of classes or data layers</li> <li>- The number of datasets</li> <li>- Project summary (objectives, deliverables, delivery schedule, data sources)</li> </ul> <p style="margin-left: 40px;">→ If the information provided is not complete to confirm the relevance of the completed project to the above requirements, the project will be declared inadmissible.</p> <ul style="list-style-type: none"> <li>• It is requested to provide the experience using the <u>Table B below</u></li> </ul> <p><b>Note:</b> If necessary, references will be contacted to confirm the information provided.</p>		



Requirement N°	Mandatory Requirements	N° OF PAGES TO THE PROPOSAL	Pass/ Fail
OA3	<p><b>Experience geospatial vector data acquisition</b></p> <p>By data acquisition NRCAN means; creation of vector data from Earth observation data sources such as, aerial photos, satellite images, DEM, point cloud.</p> <p>The bidder <b>must</b> demonstrate that they have experience acquiring data in two (2) different projects and these projects <b>must</b> be completed within the last 5 years of the RFSA closing date. Each project chosen by the bidder <b>must</b> have a minimum value of \$ 3,000.</p> <p>In order to demonstrate that their company has the required experience, bidders should provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of the project</li> <li>- Project value</li> <li>- Name of the client's company</li> <li>- Contact name and customer details (references)</li> <li>- Period</li> <li>- List of classes or data layers</li> <li>- The number of data sets</li> <li>- Project summary (objectives, deliverables, delivery schedule, data sources)</li> </ul> <p style="padding-left: 40px;">→ If the information provided is not complete to confirm the relevance of the completed project to the above requirements, the project will be declared inadmissible.</p> <ul style="list-style-type: none"> <li>• It is requested to provide the experience using the <u>Table C below</u></li> </ul> <p><b>Note:</b> If necessary, references will be contacted to confirm the information provided.</p>		



Requirement N°	Mandatory Requirements	N° OF PAGES TO THE PROPOSAL	Pass/ Fail
OA4	<p><b>Experience in quality control</b></p> <p>Quality control is essential to any type of work. By quality control NRCAN implies; the use of automated processes for validation of structuring and standardization</p> <p>The bidder <b>must</b> demonstrate that he has quality control experience in <u>all projects</u> cited in through mandatory criteria OA1, OA2, OA3.</p> <p>In order to demonstrate that their company has the required experience, bidder should summarize their quality control process:</p> <ul style="list-style-type: none"><li>- Name of the project</li><li>- The method used (automatic and/or interactive)</li><li>- The list of steps</li><li>- Standard procedures (attach as an annex if necessary)</li></ul> <p>→ If the information provided is not complete to confirm the relevance of the completed project to the above requirements, the project will be declared inadmissible.</p> <ul style="list-style-type: none"><li>• It is requested to provide the experience using the <u>Table D below</u></li></ul>		



Table A – OA1 - Experience in geospatial vector data structuration.

Requirement	Name of project Name of enterprise Name of contact Coordinnates	Project Value	Period	List of layers	Number of dataset	Project Summary
OA1 Project #1	Project Y Enterprise ABC Mister X <a href="mailto:misterx@abc.com">misterx@abc.com</a> 613-xxx-xxxx	4000\$	June 2016 – September 2016 incld	Hydro Roads Infrastructure	4 tiles 1 :10000	Brief description of the project and the result. The information mentioned here should be related to the experience sought. If you attach a document as an annex to Table A, indicate the location (page and section) of this information in the proposal.
OA1 Project #2	...					

Table B – OA2- Experience in geospatial vector data standardization

Requirement	Name of project Name of enterprise Name of contact Coordinnates	Project Value	Period	List of layers	Number of data set	Project Summary
OA2 Project #1	Project Y Enterprise ABC Mister X <a href="mailto:misterx@abc.com">misterx@abc.com</a> 613-xxx-xxxx	4000\$	June 2016 – July 2016 incld	Hydro Roads Infrastructure	4 tiles 1 :10000	Brief description of the project and the result. The information mentioned here should be related to the experience sought. If you attach a document as an annex to Table B, indicate the location (page and section) of this information in the proposal.
OA2 Project #3	...					



Table C – OA3- Experience in geospatial vector data acquisition

Requirement	Name of project Name of enterprise Name of contact Coordinates	Project Value	Period	List of layers	Number of data set	Project Summary
OA3 Project #4	Project Y Enterprise ABC Mister X <a href="mailto:misterx@abc.com">misterx@abc.com</a> 613-xxx-xxxx	15000\$	June 2016 – December 2016 incld	Hydro Roads Infrastructure	5 Satellite images	Brief description of the project and the result. The information mentioned here should be related to the experience sought. If you attach a document as an annex to Table C, indicate the location (page and section) of this information in the proposal.
OA3 Project #5	...					

Table D – OA4 - Experience in quality control

Requirement	The list of steps	Method used (automatic and/or interactive)	Standard procedures (write "see appendix" if necessary)
OA4 Project name #1	Step 1 Step 2 Step 3 ...		
OA4 Project name #2	...		
OA4 Project name #3			
OA4 Project name #4			
OA4 Project name #5			

Note: All the projects presented for category 1 must be present in this table

## 1.2 RATED TECHNICAL CRITERIA

NRCan will not use point rated technical criteria for this category.



**CATEGORY 2: Dematerialization and processing of raster data**

**1. TECHNICAL CRITERIA**

**1.1 MANDATORY TECHNICAL CRITERIA**

The following mandatory criteria are assessed based on a simple "pass" or "fail" rating. A proposal that does not meet the mandatory criteria will be deemed non-compliant.

Requirement N°	Mandatory Requirements	N° OF PAGES TO THE PROPOSAL	Fail / pass
<p><b>A minimum of two (2) distinct projects must have been cited through the mandatory criteria OB1 and OB2.</b></p>			
<p><b>OB1</b></p>	<p><b>Experience in dematerialization of Earth observation documents</b></p> <p>By dematerialization, NRCAN implies; converting non-digital Earth observation documents (eg paper maps, aerial photos) into digital georeferenced raster data.</p> <p>The bidder <b>must</b> demonstrate that they have experience in dematerialization of Earth observation documents in two (2) different projects and these projects <b>must</b> be completed within the last 5 years of the RFSA closing date. Each project chosen by the bidder <b>must</b> have a minimum value of \$ 3,000.</p> <p>In order to demonstrate that their company has the required experience, bidder should provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of the project</li> <li>- Project value</li> <li>- Name of the client's company</li> <li>- Contact name and customer details (references)</li> <li>- Period</li> <li>- Media type of documents to be scanned</li> <li>- The number of documents to be scanned</li> <li>- The resolution of the scanned raster data</li> <li>- Project summary (The project summary must include at least the georeferencing method, the type of scanner, evidence that the scanner is calibrated regularly, the process from scanning to the final deliverable)</li> </ul> <p style="margin-left: 40px;">→ If the information provided is not complete to confirm the relevance of the completed project to the above requirements, the project will be declared inadmissible.</p>		



Requirement N°	Mandatory Requirements	N° OF PAGES TO THE PROPOSAL	Fail / pass
	<ul style="list-style-type: none"><li>• It is requested to provide the experience using the <u>Table E below</u></li></ul> <p><b>Note:</b> The OB1, OB2 experience can be compiled in the same projects.</p> <p><b>Note:</b> If necessary, references will be contacted to confirm the information provided.</p>		



Requirement N°	Mandatory Requirements	N° OF PAGES TO THE PROPOSAL	Fail / pass
OB2	<p><b>Experience in processing geospatial data in raster format</b></p> <p>By raster data processing, NRCAN implies; resampling, histogram spreading, pansharpened, spectral band alignment, projection change, orthorectification and more.</p> <p>The bidder <b>must</b> demonstrate that he has experience in two (2) raster data processing projects and these projects <b>must</b> be completed within the last 5 years of the RFSA closing date. Each project chosen by the bidder <b>must</b> have a minimum value of \$ 3,000.</p> <p>In order to demonstrate that their company has the required experience, bidder should provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of the project</li> <li>- Project Value</li> <li>- Name of the company</li> <li>- Contact name and contact details (references)</li> <li>- Period</li> <li>- The type of treatment</li> <li>- The number of raster data to be processed</li> <li>- Project summary</li> </ul> <p style="margin-left: 40px;">→ If the information provided is not complete to confirm the relevance of the completed project to the above requirements, the project will be declared inadmissible.</p> <ul style="list-style-type: none"> <li>• It is requested to provide the experience using the <u>Table F below</u></li> </ul> <p><b>Note:</b> The OB1, OB2 experience can be compiled in the same projects.</p> <p><b>Note:</b> If necessary, references will be contacted to confirm the information provided.</p>		



Requirement N°	Mandatory Requirements	N° OF PAGES TO THE PROPOSAL	Fail / pass
<b>OB3</b>	<p><b>Experience in quality control</b></p> <p>Quality control is essential to any type of work. By quality control, NRCAN implies; the use of automated validation processes related to dematerialization and the processing of geospatial raster data</p> <p>The bidder must demonstrate that he has quality control experience in <u>all the projects</u> cited in through the mandatory criteria OB1 and OB2.</p> <p>In order to demonstrate that their company has the required experience, bidder should summarize their quality control process:</p> <ul style="list-style-type: none"><li>- Name of the project</li><li>- The method used (automatic and/or interactive)</li><li>- The list of steps</li><li>- Standard procedures (attach as an annex if necessary)</li></ul> <p style="margin-left: 40px;">→ If the information provided is not complete to confirm the relevance of the completed project to the above requirements, the project will be declared inadmissible.</p> <ul style="list-style-type: none"><li>• It is requested to provide the experience using the <u>Table G below</u></li></ul>		



**Table E – OB1 - Experience in dematerialization of Earth observation documents:**

Requirement	Name of Project Name of Company Name of contact Coordinnates	Project Value	Period	Type of support	Number of documents	Resolution	Project Summary
OB1 Project #1	Project Y Entreprise ABC Mister X <a href="mailto:misterx@abc.com">misterx@abc.com</a> 613-xxx-xxxx	5000\$	April 2018 – September 2018 incld.	Paper maps of flood zones	100	300 dpi	Brief description of the project and the outcome of the <u>acquisition</u> . The information mentioned here should be related to the experience sought. If you attach a document as an annex to the Table, indicate the location (page and section) of this information in the proposal.
OB1 Project #2	...						

**Table F – OB2 - Experience in processing raster data:**

Experience	Name of Project Name of Company Name of contact Coordinnates	Project Value	Period	Type of treatment	Number of data to process	Project Summary
OB2 Project #1	Project Y Entreprise ABC Mister X <a href="mailto:misterx@abc.com">misterx@abc.com</a> 613-xxx-xxxx	5500\$	October 2018 – January 2019 incld.	Spreading the histogram Change of projection Mosaic	110	Brief description of the project and the outcome of the classification. The information mentioned here should be related to the experience sought. If you attach a document as an annex to the Table, indicate the location (page and section) of this information in the proposal.
OB2 Project #3	...					



**Table G – OB3- Experience in quality control**

<b>Requirement</b>	<b>The list of steps</b>	<b>Method used</b> (automatic and/or interactive)	<b>Standard procedures</b> (write "see appendix" if necessary)
<i>OB3</i> <i>Project name #1</i>	<i>Step 1</i> <i>Step 2</i> <i>Step 3 ...</i>		
<i>OB3</i> <i>Project name #2</i>	...		
<i>OB3</i> <i>Project name #3</i>			

**Note: All the projects presented for category 2 must be present in this table**

## **1.2 RATED TECHNICAL CRITERIA**

NRCAN WILL NOT USE POINT RATED TECHNICAL CRITERIA FOR THIS CATEGORY.



**CATEGORY 3 : Aerial photos processing**

**1. TECHNICAL CRITERIA**

**1.1 MANDATORY TECHNICAL CRITERIA**

The following mandatory criteria are assessed based on a simple "pass" or "fail" rating. A proposal that does not meet the mandatory criteria will be deemed non-compliant.

Requirement N°	Mandatory Requirements	N° OF PAGES TO THE PROPOSAL	Fail / pass
<p><b>A minimum of two (2) distinct projects must have been cited through the mandatory criteria OC1 and OC2.</b></p>			



<p><b>OC1</b></p>	<p><b>Experience in 3D modeling of aerial photos</b></p> <p>By 3D modeling, NRCAN implies; a process of 3D or stereoscopic models are generated by coupling 2 aerial photos.</p> <p>The bidder must demonstrate that they have experience in two (2) 3D modeling projects and these projects must be completed within the last 5 years of the RFSA closing date. Each project chosen by the bidder must have a minimum value of \$ 3,000.</p> <p>In order to demonstrate that their company has the required experience, bidder should provide the following information:</p> <ul style="list-style-type: none"><li>- Name of the project</li><li>- Project Value</li><li>- Client's Company Name</li><li>- Contact name and contact details (references)</li><li>- Period</li><li>- Number of photos</li><li>- Methodology</li><li>- Project summary</li></ul> <p>→ If the information provided is not complete to confirm the relevance of the completed project to the above requirements, the project will be declared inadmissible.</p> <ul style="list-style-type: none"><li>• It is requested to provide the experience using the <u>Table H below</u></li></ul> <p><b>Note:</b> The OC1, OC2 experience can be compiled in the same projects.</p> <p><b>Note:</b> If necessary, references will be contacted to confirm the information provided.</p>		
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Requirement N°	Mandatory Requirements	N° OF PAGES TO THE PROPOSAL	Fail / pass
OC2	<p><b>Experience in creating orthophotos</b></p> <p>By creation of orthophoto NRCAN implies; a process whereby a digital elevation model from a stereoscopic pair or bundle adjustment is applied to aerial photos to remove topographic distortions.</p> <p>The bidder must demonstrate that they have experience in two (2) orthophoto creation projects and these projects must be completed within the last 5 years of the RFSA closing date. Each project chosen by the bidder must have a minimum value of \$ 3,000.</p> <p>In order to demonstrate that their company has the required experience, bidder should provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of the project</li> <li>- Project Value</li> <li>- Client's Company Name</li> <li>- Contact name and contact details (references)</li> <li>- Period</li> <li>- Number of photos</li> <li>- Methodology</li> <li>- Project summary</li> </ul> <p>→ If the information provided is not complete to confirm the relevance of the completed project to the above requirements, the project will be declared inadmissible.</p> <ul style="list-style-type: none"> <li>• It is requested to provide the experience using the <u>Table H below</u></li> </ul> <p><b>Note:</b> The OC1, OC2 experience can be compiled in the same projects.</p> <p><b>Note:</b> If necessary, references will be contacted to confirm the information provided.</p>		



Requirement N°	Mandatory Requirements	N° OF PAGES TO THE PROPOSAL	Fail / pass
OC3	<p><b>Experience in quality control</b></p> <p>Quality control is essential to any type of work. By quality control, NRCAN implies; the use of automated validation processes related to the processing of aerial photography.</p> <p>The bidder must demonstrate that it has quality control <u>experience in all projects</u> cited in through mandatory criteria OC1 and OC2.</p> <p>In order to demonstrate that their company has the required experience, bidder should summarize their quality control process:</p> <ul style="list-style-type: none"><li>- Name of the project</li><li>- The method used (automatic and/or interactive)</li><li>- The list of steps</li><li>- Standard procedures (attach as an annex if necessary)</li></ul> <p>→ If the information provided is not complete to confirm the relevance of the completed project to the above requirements, the project will be declared inadmissible.</p> <ul style="list-style-type: none"><li>• It is requested to provide the experience using the <u>Table J below</u></li></ul>		



**Table H – OC1 - Experience in 3D modeling of aerial photographs**

Requirement	Name of Project Name of Company Name of contact Coordinnates	Project Value	Period	Number of photos	Methodology	Summary of project
OC1 Project #1	Project Y Company ABC , Mister X <a href="mailto:misterx@abc.com">misterx@abc.com</a> 613-xxx-xxxx	33 000\$	August 2017- November 2018	220	Description of the methodology	Brief description of the project.
OC1 Project #2	...					

**Table I – OC2 - Experience in creating orthophotos**

Requirement	Name of Project Name of Company Name of contact Coordinnates	Project Value	Period	Number of photos	Methodology	Summary of project
OC2 Project #1	Project Y Company ABC , Mister X <a href="mailto:misterx@abc.com">misterx@abc.com</a> 613-xxx-xxxx	33 000\$	August 2017- November 2018	220	Description of the methodology	Brief description of the project.
OC2 Project #3	...					

**Table J – OC3- Experience in quality control**

Requirement	The list of steps	Method used (automatic and/or interactive)	Standard procedures (write "see appendix" if necessary)
OC3 Project name #1	Step 1 Step 2 Step 3 ...		
OC3 Project name #2	...		
OC3 Project name #3			

**Note: All the projects presented for category 3 must be present in this table**

**1.2 RATED TECHNICAL CRITERIA**

NRCAN WILL NOT USE POINT RATED TECHNICAL CRITERIA FOR THIS CATEGORY.



**CATEGORY 4: Dematerialization of aerial photos**

**1. TECHNICAL CRITERIA**

**1.1 MANDATORY TECHNICAL CRITERIA**

The following mandatory criteria are assessed based on a simple "pass" or "fail" rating. A proposal that does not meet the mandatory criteria will be deemed non-compliant.

Requirement N°	Mandatory Requirements	N° OF PAGES TO THE PROPOSAL	Fail / pass
OD1	<p><b>Experience in dematerialization of aerial photos</b></p> <p>By dematerialization of photographs, NRCAN implies; a process whereby aerial photographs are converted into raster format and all types of deformation are taken into account (eg camera calibration report).</p> <p>The bidder must demonstrate that they have experience in two (2) aerial photography dematerialization projects and these projects must be completed within the last 5 years of the RFSA closing date. Each project chosen by the bidder must have a minimum value of \$ 3,000.</p> <p>In order to demonstrate that their company has the required experience, bidder should provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of the project</li> <li>- Project Value</li> <li>- Client's Company Name</li> <li>- Contact name and contact details (references)</li> <li>- Period</li> <li>- Number of photos</li> <li>- The resolution in dpi (dots per inch)</li> <li>- Methodology</li> <li>- Project summary (The project summary must include at least, the type of scanner, the scanner calibration reports, the resolution of the photos in raster format)</li> </ul> <p>→ If the information provided is not complete to confirm the relevance of the completed project to the above requirements, the project will be declared inadmissible.</p> <ul style="list-style-type: none"> <li>• It is requested to provide the experience using the <u>Table K below</u></li> </ul> <p><b>Note:</b> If necessary, references will be contacted to confirm the information provided.</p>		



Requirement N°	Mandatory Requirements	N° OF PAGES TO THE PROPOSAL	Fail / pass
OD2	<p><b>Experience in quality control</b></p> <p>Quality control is essential to any type of work. By quality control, NRCAN implies; the use of automated validation processes linked to the dematerialization of aerial photographs</p> <p>The bidder must demonstrate that he has quality control experience in <u>all the projects</u> cited in through the mandatory criteria OD1</p> <p>In order to demonstrate that their company has the required experience, bidder should summarize their quality control process:</p> <ul style="list-style-type: none"><li>- Name of the project</li><li>- The method used (automatic and/or interactive)</li><li>- The list of steps</li><li>- Standard procedures (attach as an annex if necessary)</li></ul> <p>→ If the information provided is not complete to confirm the relevance of the completed project to the above requirements, the project will be declared inadmissible.</p> <ul style="list-style-type: none"><li>• It is requested to provide the experience using the <u>Table L below</u></li></ul>		



**Table K – OD1 - Experience in dematerialization of aerial photos**

Experience	Name of Project Name of Company Name of contact Coordinnates	Contract Value	Period	Number of photos	Resolution (dpi)	Methodology	Summary of project
OD1 Project #1	Project Y Company ABC Mister X <a href="mailto:misterx@abc.com">misterx@abc.com</a> 613-xxx-xxxx	11150\$	September 2016- January 2017	506	2032	Description of the methodology	Brief description of the project.
OD1 Project #2	...						

**Table L – OD2- Experience in quality control**

Requirement	The list of steps	Method used (automatic and/or interactive)	Standard procedures (write "see appendix" if necessary)
OD2 Project name #1	Step 1 Step 2 Step 3 ...		
OD2 Project name #2	...		

**Note: All the projects presented for category 4 must be present in this table.**

**1.2 RATED TECHNICAL CRITERIA**

NRCAN WILL NOT USE POINT RATED TECHNICAL CRITERIA FOR THIS CATEGORY.