



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À :**

Bid Receiving/Réception des soumissions

Procurement Hub | Centre d'approvisionnement  
Fisheries and Oceans Canada | Pêches et  
Océans Canada  
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**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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 à : 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).

<b>Title / Titre</b> Carbon footprint analysis of five salmonid aquaculture technologies		<b>Date</b> December 23, 2020
<b>Solicitation No. / N° de l'invitation</b> FP802-210006		
<b>Client Reference No. / No. de référence du client(e)</b> FP802-210006		
<b>Solicitation Closes / L'invitation prend fin</b> <b>At / à :</b> 2 :00 PM / 14 :00 EST (Eastern Standard Time / HNE (Heure Normale de l'Est) <b>On / le :</b> February 3, 2021		
<b>F.O.B. / F.A.B.</b> Destination	<b>Taxes</b> See herein — Voir ci-inclus	<b>Duty / Droits</b> See herein — Voir ci-inclus
<b>Destination of Goods and Services / Destinations des biens et services</b> See herein — Voir ci-inclus		
<b>Instructions</b> See herein — Voir ci-inclus		
<b>Address Inquiries to : / Adresser toute demande de renseignements à :</b> Stephane Julien <b>Email / Courriel:</b> <a href="mailto:stephane.julien2@dfo-mpo.gc.ca">stephane.julien2@dfo-mpo.gc.ca</a>		
<b>Delivery Required / Livraison exigée</b> See herein — Voir en ceci	<b>Delivery Offered / Livraison proposée</b>	
<b>Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur</b>		
<b>Telephone No. / No. de téléphone</b>	<b>Facsimile No. / No. de télécopieur</b>	
<b>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)</b>		
<b>Signature</b>	<b>Date</b>	



**November 2020 High Complexity Bid Solicitation and Resulting Contract Template (HC)**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, 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 Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

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** This bid solicitation is being issued to satisfy the requirement of Fisheries and Oceans Canada, the "Client" for Professional Services to conduct a carbon footprint analysis of five existing and emerging production technologies. Using primary and secondary research, the consultant will develop a methodology and conduct a carbon footprint analysis of the following five salmonid aquaculture production system technologies:

- 1.2.1.1 land-based closed-containment (i.e. recirculating aquaculture systems [RAS]);
- 1.2.1.2 floating closed-containment (semi-closed and/or fully closed);
- 1.2.1.3 offshore technologies;
- 1.2.1.4 hybrid systems (a combination of land-based closed-containment or floating semi-closed containment and traditional open net-pens), and;
- 1.2.1.5 traditional open net-pens.

**1.2.2** The consultant will also develop a case study for each of the five production technologies, explaining the technology and the results of the carbon footprint analysis of each. Where possible, the case studies should include photographs of the technology and simple schematics illustrating how the technology works.

**1.2.3** Moreover, the consultant will compare the carbon footprints of each of the five salmonid aquaculture production systems. Finally, the consultant will develop a public-facing report explaining the methodology used and the results of the analysis.

- a. It is intended to award one contract as follows:



- b. The contract period will be from date of contract award to December 15, 2021.

**1.2.4** There are no security requirements associated with this requirement.

**1.2.5** The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA); Canada–Chile Free Trade Agreement; Canada-Colombia Free Trade Agreement; Canada-Honduras Free Trade Agreement; Canada Korea Free Trade Agreement and the Canada Panama Free Trade Agreement.

### **1.3 Debriefings**

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



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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

### 2.2 Submission of Bids

Bids must be submitted by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to DFO will not be accepted.

### 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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder 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 bid 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 Bidder a FPS in receipt of a pension? Yes ( ) No ( )**

If so, the Bidder must provide the following information, for all FPSs 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, Bidders agree that the successful Bidder'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 Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? Yes ( ) No ( )**

If so, the Bidder 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.



## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than eight (8) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## 2.5 Applicable Laws

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

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

## 2.6 Basis for Canada's Ownership of Intellectual Property

The department of Fisheries and Oceans Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts:

The main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.

## 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 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Canada requests that the Bidder submit **all** its **email** bid in separately saved sections as follows and **prior to the bid closing date, time and location**:

**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)

#### **Important Note:**

**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 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.**

**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.**

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- a) use 8.5 x 11 inch (216 mm x 279 mm), letter-sized, paper;
- b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

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

#### **Section I: Technical Bid**

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment - Annex B





### **3.1.1 Electronic Payment of Invoices – Bid**

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

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

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

### **Section III: Certifications**

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



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

In describing the proposed resources' experience relative to each of the mandatory and point-rated technical criteria below, the bidder should address each element of the evaluation criterion, and provide the following information as indicated in each Mandatory Criteria.

**It is mandatory that the following information be provided by the Supplier:**

#### MANDATORY CRITERIA

No.	Mandatory Criteria	Proposal Page No.
M1	<p>The bidder <b>MUST</b> have performed at least two (2) carbon footprint analyses within the last sixty (60) months of bid closing date.</p> <p>To demonstrate the experience the bidder must provide two (2) project summaries which must include the following information:</p> <ol style="list-style-type: none"> <li>1. Name of client organization;</li> <li>2. Period during which the services was provided (from/to in months and years);</li> <li>3. Detailed outline of the analysis;</li> <li>4. Contact names, positions/titles and contact information for verification purposes, such as phone numbers and email addresses.</li> </ol>	

##### 4.1.1.2 Point Rated Technical Criteria

Proposals should be in sufficient detail to form the basis of a contractual agreement and to permit technical evaluation based on the enclosed criteria.

No.	Rated Criteria	Points	Maximum Score	Proposal Page No.
R1	The bidder should have experience conducting carbon footprint analysis over and above the M1 Criteria.	<b>10 points</b> per projects	<b>30 points.</b>	



	<p>To demonstrate the experience the bidder should provide project summaries which include the following details:</p> <ol style="list-style-type: none"> <li>1. Name of client organization;</li> <li>2. Description of the project;</li> <li>3. Scope of project;</li> <li>4. Audience/outcome.</li> </ol>			
R2	<p>The bidder should have experience conducting carbon footprint analysis, in the aquaculture industry.</p> <ol style="list-style-type: none"> <li>1. Name of client organization;</li> <li>2. Description of the project;</li> <li>3. Scope of project;</li> <li>4. Audience/outcome.</li> </ol>	<b>10 points</b> per project	<b>20 points.</b>	
R3	<p>The bidder should have experience conducting and documenting carbon footprint analysis resulting in an outward-facing report for public consumption.</p> <ol style="list-style-type: none"> <li>1. Name of client organization;</li> <li>2. Description of the project;</li> <li>3. Scope of project;</li> <li>4. Audience/outcome.</li> </ol>	<b>5 points</b> per project	<b>10 points.</b>	
R4	<p>The bidder should provide a scoping document outlining the approach that will be undertaken to conduct the work as described under the Task section of the Statement of Work and how the Deliverables and Timelines will be met. The scoping document should include the following 2 elements:</p> <ol style="list-style-type: none"> <li>1. Describe the milestones and their timing;</li> <li>2. Describe how the deliverables will be met within the project's timeline.</li> </ol>	<p><b>0 points:</b> The scoping document does not contain any of the two (2) required elements.</p> <p><b>5 points:</b> The scoping document only contains one (1) of the two (2) required elements.</p> <p><b>10 points:</b> The scoping document contains both of the two (2) required elements.</p> <p>Total maximum of <b>10 points.</b></p>		
<b>Minimum Pass Mark of 40 out of 70.</b>			<b>/70 Points</b>	

#### 4.1.2 Financial Evaluation

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price-Canadian/Foreign Bidders  
SACC Manual Clause [C2000C](#) (2007-11-30), Taxes - Foreign-based Contractor



**4.2 Basis of Selection - Highest Combined Rating of Technical Merit (70) and Price (30)**

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 40 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 70 points.
2. Bids not meeting (choose "(a) or (b) or (c)" OR "(a) or (b) or (c) and (d)") 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 70% for the technical merit and 30% 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 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
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 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

<b>Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)</b>				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27$	$45/45 \times 30 = 30.00$
Combined Rating		84.18	73.15	77.7
Overall Rating		1st	3rd	2nd



## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

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

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

### **5.2 Certifications Precedent to Contract Award and Additional Information**

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

#### **5.2.1 Integrity Provisions – Required Documentation**

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 Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### **5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

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

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

### **5.3 Additional Certifications Precedent to Contract Award**

#### **5.3.1 Contractor's Representative**

The Contractor's Representative for the Contract is:



Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**5.3.2 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:

\_\_\_\_\_

**5.3.3 Status and Availability of Resources**

SACC Manual Clause [A3005T](#) (2010-08-16)

**5.3.4 Education and Experience**

SACC Manual Clause [A3010T](#) (2010-08-16), Education and Experience  
SACC Manual Clause [A3015C](#) (2014-06-26), Certifications – Contract

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name of Signatory



## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

### 6.2 Standard Clauses and Conditions

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

#### 6.2.1 General Conditions

[2035](#) (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

**6.2.1.1 Subsection 12** of [2035](#) (2020-05-28), General Conditions - Professional Services (Medium Complexity) – Invoice submission, is amended as follows:

**Delete:** [2035 12](#) (2013-03-21) Invoice submission

**Insert: Invoice Submission**

1. Invoices must be submitted in the Contractor's name to [DFO.invoicing-facturation.MPO@canada.ca](mailto:DFO.invoicing-facturation.MPO@canada.ca). The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
2. Invoices must show:
  - a. Contractor's Name and remittance physical address;
  - b. Contractor's CRA Business Number or Procurement Business Number (PBN);
  - c. Invoice Date;
  - d. Invoice Number;
  - e. Invoice Amount (broken down into item and tax amounts);
  - f. Invoice Currency (if not in Canadian dollars);
  - g. DFO Reference Number (PO Number or other valid reference number);
  - h. DFO Contact Name (DFO employee who initiated the order or to whom the goods were sent. **Note:** Invoice will be return to the Contractor if that information is not provided);
  - i. Description of the goods or services supplied (provide details of expenditures (such as item, quantity, unit of issue, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
  - j. Deduction for holdback, if applicable;
  - k. The extension of the totals, if applicable; and
  - l. If applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
3. Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.



- 4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

**6.3 Security Requirements**

6.3.1 There is no security requirement applicable to the Contract.

**6.4 Term of Contract**

**6.4.1 Period of the Contract**

The period of the Contract is from date of Contract award to December 15, 2021 inclusive.

**6.5 Authorities**

**6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Stephane Julien  
 Title: Senior Contracting Officer  
 Fisheries and Oceans Canada  
 Directorate: Material and Procurement Services  
 Address: 200 Kent Street  
 Ottawa, Ontario K1A 0E6  
 Telephone: 343-548-5181  
 E-mail address: [stephane.julien2@dfo-mpo.gc.ca](mailto:stephane.julien2@dfo-mpo.gc.ca)

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

**6.5.2 Project Authority**

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

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
  
 Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
 Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

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





### 6.5.3 Contractor's Representative

(to be provided at the time of contract award)

### 6.6 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.

### 6.7 Payment

#### 6.7.1 Basis of Payment

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

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

#### 6.7.2 Method of Payment – Milestone Payments

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- a. an accurate and complete claim for payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

#### 6.7.3 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. Direct Deposit (Domestic and International);
- c. Electronic Data Interchange (EDI);
- d. Wire Transfer (International Only);

### 6.8 Invoicing Instructions

6.8.1 The Contractor must submit invoices in accordance with subsection 6.2.1 entitled "Invoice Submission" above. Invoices cannot be submitted until all work identified in the invoice is completed.

6.8.2 Payments will be made provided that the invoice(s) are emailed to DFO Accounts Payable at [DFO.invoicing-facturation.MPO@canada.ca](mailto:DFO.invoicing-facturation.MPO@canada.ca), with a cc to: the Project Authority and provides the required information as stated in subsection 6.8.1 above.



## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

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

### 6.10 Applicable Laws

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

### 6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2035](#) (2020-05-28), General Conditions - Higher Complexity – Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:*"), as clarified on \_\_\_\_\_ " *or* ", as amended on \_\_\_\_\_ " *and insert date(s) of clarification(s) or amendment(s)*).

### 6.12 Foreign Nationals (Canadian Contractor *OR* Foreign Contractor)

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

### 6.13 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance - No Specific Requirement

### 6.14 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".



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## ANNEX "A" - STATEMENT OF WORK

### 1. TITLE

Consultant to provide a carbon footprint analysis of five salmonid aquaculture technologies

### 2. BACKGROUND

#### **Aquaculture and a Sustainable Ocean Economy**

Aquaculture has been identified, both internationally and within Canada, as a key agri-food sector that, if pursued sustainably, will meet the growing global population's demand for animal protein. According to the United Nations Food and Agricultural Organization (FAO), aquaculture has expanded the availability of fish as an alternative source of protein, which has led to improved nutrition and food security. Globally, since 2016, aquaculture has surpassed wild fisheries as the main source of consumption and is expected to continue to increase its contribution in the long-term. With the stagnation/decline of wild stocks, the FAO has highlighted the need for aquaculture to fill the gap and meet the demand for animal protein.

A special report issued by the High Level Panel for a Sustainable Ocean Economy, of which the Prime Minister is a member, also articulates that meeting global protein demands can be achieved by increasing the sustainable production of ocean-based aquaculture, which would deliver benefits such as better health outcomes and lower greenhouse gas emissions. It is expected that in the final report, the High Level Panel will develop recommendations highlighting aquaculture as a key contributor to a sustainable ocean economy.

With rapidly expanding global economic activity tied to the oceans, Canada's ocean economy has significant potential for growth. Accordingly, the Minister of Fisheries and Oceans Canada's mandate includes the development of a comprehensive blue economy strategy to help guide future government actions and investments that enable Canada to grow its oceans economy to create good middle class jobs and opportunity for coastal communities while advancing our conservation objectives.

The Minister's mandate also includes instructions on aquaculture to work with the Province of British Columbia (B.C.) and Indigenous communities to create a responsible plan to transition open net-pen salmon farming in coastal B.C. waters and begin work to introduce Canada's first-ever Aquaculture Act.

Aquaculture is a key economic driver for local economies, particularly in coastal, rural and some Indigenous communities. Recent reports have recognized the economic potential of the aquaculture sector and recommended ways to support the responsible growth of the sector. Canada has an opportunity to enhance its reputation as a respected food supplier by promoting the development of alternative production systems and technologies. B.C. is well positioned geographically to take advantage of growing global demand, including from one of the world's largest salmon consuming nations, the U.S. As the low carbon economy increasingly influences the choices consumers make, B.C. and Canada can take advantage of geographic proximity to this major market.

#### **State of Salmon Aquaculture Technology study**

In 2019, DFO, in partnership with Sustainable Development Technology Canada (SDTC) and the Province of B.C., commissioned and funded a study entitled the "State of Salmon Aquaculture Technologies" to examine the risks and opportunities of the most promising emerging aquaculture production systems as well as technologies for salmon farming in B.C. The study explored four production systems: land-based closed-containment; floating closed-containment; offshore



technologies; and hybrid systems, which combine land-based closed-containment or floating semi-closed containment with traditional marine-based net-pen systems through the production of larger smolts that reduce the length of time the salmon spend in the marine environment.

### **Indigenous and multi-stakeholder advisory body**

Also in 2019, the Department of Fisheries and Oceans Canada (DFO) announced the creation of an Indigenous and multi-stakeholder advisory body (IMAB) and three technical working groups to develop recommendations related to aquaculture management in B.C. Among these, the salmonid alternative production technologies technical working group (TWG) was created to investigate and support the development and adoption of technologies that enhance the sustainability of salmon aquaculture in B.C. to support the protection and conservation of wild fish in the Pacific Region. The TWG built upon the work of the State of Salmon Aquaculture Technology study and provided recommendations to DFO in the summer of 2020 on how to incent the development of alternative production systems and technologies.

### **Carbon footprint analysis of salmonid aquaculture technologies**

Aquaculture is generally recognized as one of the most efficient animal protein production methods in terms of greenhouse gas emissions. The Food and Agriculture Organization of the United Nations' report *The State of World Fisheries and Aquaculture 2020* recognizes that aquaculture has a key role to play in feeding a growing world population with nutritious and low-carbon-footprint food.

DFO remains committed to supporting technologies that improve environmental performance of the industry in Canada. To date, there have been few studies conducting a comparative analysis of the carbon footprint of different salmonid aquaculture production methods. Given the overall limited scientific studies on this issue, there is an opportunity to conduct a carbon footprint of a variety of existing and emerging aquaculture production methods within the Canadian context to inform efforts to advance the Minister's mandate commitments.

## **3. PROJECT OBJECTIVES**

DFO is seeking the services of a consultant to conduct a carbon footprint analysis of five existing and emerging production technologies. Using primary and secondary research, the consultant will develop a methodology and conduct a carbon footprint analysis of the following five salmonid aquaculture production system technologies:

- land-based closed-containment (i.e. recirculating aquaculture systems [RAS]);
- floating closed-containment (semi-closed and/or fully closed);
- offshore technologies;
- hybrid systems (a combination of land-based closed-containment or floating semi-closed containment and traditional open net-pens), and;
- traditional open net-pens.

The consultant will also develop a case study for each of the five production technologies, explaining the technology and the results of the carbon footprint analysis of each. Where possible, the case studies should include photographs of the technology and simple schematics illustrating how the technology works.

Moreover, the consultant will compare the carbon footprints of each of the five salmonid aquaculture production systems. Finally, the consultant will develop a public-facing report explaining the methodology used and the results of the analysis.



## 4. TASKS

In order to achieve these objective, it is expected the consultant will perform the following tasks:

### **Phase 1: Carbon footprint analysis**

- a. Develop a methodology to estimate the carbon footprint of five salmonid aquaculture production system technologies through primary and secondary research and a review of relevant ISO standards assessments (e.g., ISO 14067 <https://www.iso.org/standard/71206.html>), in coordination with the DFO Project Authority to capture the scope (e.g. construction, operations, etc.) of the analysis.

### **Phase 2: Case studies**

- b. Estimate the carbon footprint of each of the five aquaculture production system technologies, using a functional unit (e.g. 1 tonne of harvest-ready live-weight salmonid species),
- c. Develop a case study for each of the five production technologies based on current/common commercial scale production systems in operation or trial, explaining the technology and the results of the carbon footprint analysis of each technology.

### **Phase 3: Comparison of the carbon footprint results of the five technologies**

- d. Compare the carbon footprint of the five aquaculture production system technologies based on a standard unit (e.g. common net-pen production level of 3,000 tonnes).

### **Phase 4: Development of a report**

- e. Develop a public-facing report, written in language that is understandable by a non-expert audience, explaining the results of the work. The report must:
  - Explain the scope and methodology used to conduct the carbon footprint analysis of the five technologies;
  - Explain the case studies developed, including an explanation of the technology and the results of the carbon footprint analysis of each technology;
  - Compare the results of the individual carbon footprint analysis of each of the technologies based on a standard;
  - Identify any lack of data and assumptions used in the carbon footprint estimation;
  - Include a bibliography and references to information used to inform the report;
  - Include diagrams and infographics in the report, where appropriate.

Where data may be lacking to conduct a fulsome carbon footprint analysis for some of the technologies, notably offshore production systems, the consultant will do their best to conduct the work and will reflect any lack of data and/or assumptions in the final report.

Where possible, the case studies should include photographs of the technology and simple schematics illustrating how the technology works.

Progress meetings will occur between the DFO Project Authority and the consultant at a minimum of once per month, via telephone.

#### **4.1 Deliverables and Timelines**

The consultant must provide DFO with a report of the results of work as identified in the Tasks section of this document.



The consultant must provide the following deliverables in English:

No	Deliverable	Content	Format	Due Date
1	Work Plan	Consultant to provide a detailed work plan with timelines and key milestones, for approval by DFO Project Authority.	MS Word and any other additional format	Within 30 days of contract award
2	Report Scope	Overview of report scope and methodology to conduct the carbon footprint	MS Word and any other additional format	Approximately March 19, 2021
3	Draft Report	The report will explain the methodology and results of a carbon footprint analysis of five aquaculture production system technologies, including case studies and comparisons as described in the Tasks and Consultant Responsibilities sections.	MS Word and any other additional format	Approximately June 1, 2021
4	Final Report	The report will explain the methodology and results of a carbon footprint analysis of five aquaculture production system technologies, including case studies and comparisons as described in the Tasks and Consultant Responsibilities sections.	MS Word and any other additional format	Approximately November 30, 2021

#### 4.2 Method and Source of Acceptance

The consultant must provide a final report comprised of elements as identified in the Tasks and Consultant Responsibilities sections of this document.

The deliverables and supporting documents must be submitted in draft form in English using MS Word format to allow input by the DFO Project Authority. The consultant may be required to submit revised drafts with required changes. Deliverables will only be considered final upon written confirmation by the DFO Project Authority.

All services provided by the consultant under the Contract must, at the time of acceptance, be free from defects in workmanship and conform to the requirements of the Contract. If the consultant must correct or replace the work or any part of the work, it will be at no cost to DFO.

All reports must also be provided in English as MS Word files and are to be sent by email.

#### 5. CONSULTANT RESPONSIBILITIES

The consultant is responsible for conducting research and assessment activities which may include phone interviews, online research, and literature review, as appropriate to support the analysis.

The consultant will be responsible to decide where to find the appropriate information to conduct the research over and above the relevant documents that will be provided by DFO.

#### 6. DFO RESPONSIBILITIES

DFO will provide any other relevant documentation to the consultant upon award of the Contract:

Relevant links:



1. State of Salmon Aquaculture Report (2019)  
<https://waves-vagues.dfo-mpo.gc.ca/Library/40864492.pdf>
2. Salmonid alternative production technologies technical working group report and recommendations  
<https://dfo-mpo.gc.ca/aquaculture/publications/sapt-twg-eng.html>
3. Pan Canadian Framework on Clean Growth and Climate Change  
<https://www.canada.ca/en/services/environment/weather/climatechange/pan-canadian-framework/climate-change-plan.html>
4. Energy management for industry  
<https://www.nrcan.gc.ca/energy-efficiency/energy-efficiency-industry/energy-management-industry/20397>
5. Energy benchmarking for industry  
<https://www.nrcan.gc.ca/energy/efficiency/energy-efficiency-industry/energy-management-industry/energy-benchmarking-industry/20407>
6. Energy Audit Manual and Tools  
<https://www.nrcan.gc.ca/sites/www.nrcan.gc.ca/files/oe/pdf/publications/infosource/pub/cipec/energyauditmanualandtool.pdf>

Additional documents may also be provided following the contract award.

## **7. CLIENT LIAISON**

All project activities will be at the direction and discretion of the DFO Project Authority as listed in the statement of work. Meetings and other communication (e.g. email, phone calls) between the DFO Project Authority and the consultant will occur as required.

## **8. LOCATION OF WORK**

The work will take place at the consultant's place of work. Any meeting attendance will be conducted by teleconference and/or web conference.

## **9. TRAVEL**

Travel and living expenses will not be considered in the contract.



**ANNEX "B" - BASIS OF PAYMENT**

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

Milestone No.	Description or "Deliverable"	Firm Amount	Due Date or "Delivery Date"
1	Work Plan - To provide a detailed work plan with timelines and key milestones, for approval by DFO Project Authority.	\$ _____ CAD	Within 30 days of contract award
2	Report Scope - Overview of report scope and methodology to conduct the carbon footprint	\$ _____ CAD	Approximately March 19, 2021
3	Draft Report - The report will explain the methodology and results of a carbon footprint analysis of five aquaculture production system technologies, including case studies and comparisons as described in the Tasks and Consultant Responsibilities sections.	\$ _____ CAD	Approximately June 1, 2021
4	Final Report - The report will explain the methodology and results of a carbon footprint analysis of five aquaculture production system technologies, including case studies and comparisons as described in the Tasks and Consultant Responsibilities sections.	\$ _____ CAD	Approximately November 30, 2021
TOTAL BID PRICE		\$ _____ CAD	





## **ANNEX "C" to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

- VISA Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);