



**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
301 Bishop Drive | 301 promenade Bishop
Fredericton, NB E3C 2M6

Email – courriel : DFOtenders-soumissionsMPO@dfo-mpo.gc.ca

REQUEST FOR STANDING OFFER (RFSO)

DEMANDE D'OFFRES À COMMANDES (DOC)

Proposal to: Fisheries and Oceans Canada

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

Proposition aux : Pêches et Océans Canada

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

Comments : - Commentaries :

Title – Sujet eDNA Analyses		Date December 24, 2020
Solicitation No. – N° de l'invitation F5211-190695		
Client Reference No. – No. De référence du client F2402-190403		
Solicitation Closes – L'invitation prend fin At / à : 14 :00 AST (Atlantic Standard Time) On / le : January 29, 2021		
F.O.B. – F.A.B Destination	GST – TPS See herein — Voir ci-inclus	Duty – Droits See herein — Voir ci-inclus
Destination of Goods and Services – Destinations des biens et services See herein — Voir ci-inclus		
Instructions See herein — Voir ci-inclus		
Address Inquiries to – Adresser toute demande de renseignements à Emmanuelle Porter Senior Contracting Officer Fisheries and Oceans Canada Email – courriel : DFOtenders-soumissionsMPO@dfo-mpo.gc.ca		
Delivery Required – Livraison exigée See herein — Voir ci-inclus	Delivery Offered – Livraison propose	
Vendor Name, Address and Representative – Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur :		
Telephone No. – No. de telephone	Facsimile No. – No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	

TABLE OF CONTENTS

Contents

PART 1 - GENERAL INFORMATION	4
1.1 INTRODUCTION.....	4
1.2 SUMMARY	4
1.3 DEBRIEFINGS.....	5
PART 2 - OFFEROR INSTRUCTIONS	6
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	6
2.2 SUBMISSION OF OFFERS.....	6
2.3 ENQUIRIES - REQUEST FOR STANDING OFFERS	6
2.4 APPLICABLE LAWS.....	7
PART 3 - OFFER PREPARATION INSTRUCTIONS.....	8
3.1 OFFER PREPARATION INSTRUCTIONS.....	8
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	9
4.1 EVALUATION PROCEDURES.....	9
4.2 BASIS OF SELECTION.....	9
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	11
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER	11
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION 11	
5.3 FORMER PUBLIC SERVANT.....	12
PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS	15
6.1 SECURITY REQUIREMENTS	15
PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES	16
A7.1 OFFER.....	16
A7.2 SECURITY REQUIREMENTS	16
A7.3 STANDARD CLAUSES AND CONDITIONS.....	16
A7.4 TERM OF STANDING OFFER	17
A7.4.2 EXTENSION OF STANDING OFFER.....	17
A7.5 AUTHORITIES	17
A7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	18
A7.7 IDENTIFIED USERS.....	18
A7.8 CALL-UP PROCEDURES	19
A7.9 CALL-UP INSTRUMENT	19
A7.10 LIMITATION OF CALL-UPS	19
A7.11 FINANCIAL LIMITATION.....	19
A7.12 PRIORITY OF DOCUMENTS	20
A7.13 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	20
A7.14 APPLICABLE LAWS.....	20
B. RESULTING CONTRACT CLAUSES	21

B7.1	STATEMENT OF WORK.....	21
B7.2	STANDARD CLAUSES AND CONDITIONS.....	21
B7.3	TERM OF CONTRACT	21
B7.4	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	21
B7.5	PAYMENT	21
B7.6	INVOICING INSTRUCTIONS	22
B7.7	INSURANCE	22
ANNEX "A"	STATEMENT OF WORK.....	23
ANNEX "B"	BASIS OF PAYMENT	29
ANNEX "C"	STANDING OFFER REPORTING	31
ANNEX "D"	EVALUATION CRITERIA.....	32

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

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

1.2 Summary

DFO is seeking a lab to perform extraction, amplification, and metabarcoding of eDNA samples with the objective of taxonomic identification (ideally at species level) using the Barque metabarcoding pipeline. These results will be used to enable detection of biodiversity shifts and AIS due to introductions or range expansions, as well as exploration of poorly sampled diversity and species of concern. These services are required on request only, as and when needed.

One (1) Standing Offer will be issued for this requirement.

Standing Offer Period will be from date of issuance until March 31, 2023 with one (1) three (3) year optional period that may be exercised by DFO.

1.3 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006 \(2020-05-28\)](#) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days

Insert: 120 days

2.2 Submission of Offers

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

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

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

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

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.4 **Applicable Laws**

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

- Section I: Technical Offer (1 soft copy in PDF format);
- Section II: Financial Offer (1 soft copy in PDF format);
- Section III: Certifications (1 soft copy in PDF format);

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

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

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the "Annex B, Basis of Payment". The total amount of Applicable Taxes must be shown separately.

3.1.1 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Section 5.2.3.2 Electronic Payment Instruments, to identify which ones are accepted.

If Section 5.2.3.2 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

3.1.2 Exchange Rate Fluctuation

[C3011T \(2013-11-6\)](#), Exchange Rate Fluctuation

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) 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

Please see Annex C for details.

4.1.1.2 Point Rated Technical Criteria

Please see Annex C for details.

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T \(2014-06-26\)](#), Evaluation of Price

4.2 Basis of Selection

4.2.1 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 182 points overall for the technical evaluation criteria which are subject to point rating and obtain the minimum number of points for specific criteria listed.

The rating is performed on a scale of 280 points.

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 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 equal 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)				
		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	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating		84.18	73.15	77.70
Overall Rating		1st	3rd	2nd

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide with its offer the required documentation, as applicable, to be given further consideration in the procurement process.

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

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website

(http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

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

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Status and Availability of Resources

SACC Manual clause [M3020T](#) (2016-01-28) Status of Availability of Resources

5.2.3.2 Electronic Payment Instruments

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

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

5.3 Former Public Servant

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

Definitions

For the purposes of this clause,

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

- a. an individual;
- b. an individual who has incorporated;

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

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

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

Former Public Servant in Receipt of a Pension

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

YES () NO ()

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

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

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

Work Force Adjustment Directive

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

YES () NO ()

If so, the Offeror must provide the following information:

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

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

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

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

Signature

Date

Print Name of Signatory

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

The following security requirements apply and form part of the Standing Offer:

- The supplier and all individuals assigned to work on the contract or arrangement **MUST NOT** have access to PROTECTED or CLASSIFIED information/assets.
- The supplier and all individuals assigned to work on the contract or arrangement **MUST NOT** have unescorted access to restricted access areas of Fisheries and Oceans Canada facilities, or Canadian Coast Guard vessels.
- The supplier and all individuals assigned to work on the contract or arrangement **MUST NOT** remove any PROTECTED or CLASSIFIED information/assets from DFO site(s).
- Subcontracts or arrangements with a third party which contain security requirements are not to be awarded without the prior written permission of the Contracting Authority (i.e. a new SRCL must be submitted and processed following the same procedure as for the contract with security requirement).

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

A7.1 Offer

A7.1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

A7.2 Security Requirements

A7.2.1 The following security requirements apply and form part of the Standing Offer:

- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have access to PROTECTED or CLASSIFIED information/assets.
- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have unescorted access to restricted access areas of Fisheries and Oceans Canada facilities, or Canadian Coast Guard vessels.
- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT remove any PROTECTED or CLASSIFIED information/assets from DFO site(s).
- Subcontracts or arrangements with a third party which contain security requirements are not to be awarded without the prior written permission of the Contracting Authority (i.e. a new SRCL must be submitted and processed following the same procedure as for the contract with security requirement).

A7.3 Standard Clauses and Conditions

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

A7.3.1 General Conditions

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

A7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

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

The data must be submitted on a semi-annual basis to the Standing Offer Authority.

The semi-annually reporting periods are defined as follows:

- Report 1: From contract award (first year) and April 1 to September 30;
- Report 2: October 1 to March 31

The data must be submitted to the Standing Offer Authority no later than thirty (30) calendar days after the end of the reporting period.

A7.4 Term of Standing Offer

A7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of Standing Offer Award to March 31, 2023.

A7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional one (1) three (3) year period, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

A7.5 Authorities

A7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Emmanuelle Porter
Title: Senior Contracting Officer
Department: Fisheries and Oceans Canada
Directorate: Materiel and Procurement Services
Address: 301 Bishop Drive
Fredericton, New Brunswick, E3C 2M6
Telephone: 506-452-3518
E-mail address: DFOtenders-soumissionsMPO@DFO-MPO.GC.CA

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

A7.5.2 Project Authority

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

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

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

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

A7.5.3 Offeror's Representative *(to be identified at Standing Offer award)*

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

A7.6 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.

A7.7 Identified Users

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

A7.8 Call-up Procedures

A7.8.1 Any call-up for Work against this Standing Offer will be processed as follows:

A7.8.1.1 The Technical Authority will provide the Offeror with the following information:

- i. the description of the services required and the location coordinates;
- ii. the schedule deemed acceptable by the identified User, if applicable.

A7.8.1.2 The cost per service call will be established in accordance with the Basis of Payment, attached hereto as Annex "B".

A7.8.1.3 The Offeror will be authorized by the identified User to proceed with the Work by the issuance of a duly completed and signed Call-up from a Purchase Order form. The Offeror shall not commence any work until it has received a Call-up which is signed by the Identified User. The Offeror acknowledges that any and all work performed in the absence of a signed call-up will be done at its own risk, and Canada shall not be liable for payment therefore.

A7.8.2 A call-up made against this Standing Offer shall form a contract only for those goods or services, or both, which have been called-up, provided always that such call-up is made in accordance with the provisions of this Standing Offer.

A7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the call-up form PWGSC-TPSGC 942 – Call-up Against a Standing Offer.

A7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$90,000.00 (Applicable Taxes included).

A7.11 Financial Limitation

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

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

A7.12 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010B (2020-05-28), General Conditions – Professional Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Standing Offer Reporting
- h) the Offeror's offer dated _____ (to be inserted at Standing Offer Award).

A7.13 Certifications and Additional Information

A7.13.1 Compliance

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

A7.14 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____.
(to be inserted at standing offer award)

B. RESULTING CONTRACT CLAUSES

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

B7.1 Statement of Work

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

B7.2 Standard Clauses and Conditions

B7.2.1 General Conditions

[2010B \(2020-05-28\)](#), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

B7.3 Term of Contract

B7.3.1 Period of the Contract

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

B7.3.2 Delivery Date

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

B7.4 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.

B7.5 Payment

B7.5.1 Basis of Payment

B7.5.1.1 In consideration of the Contractor satisfactorily completing all of its obligations under the contract, the Contractor will be paid firm unit price(s) as specified in Annex "B" for a cost of \$_____ (to be inserted at standing offer award). Customs duties are included and applicable taxes are extra.

B7.5.1.2 All prices and amounts of money in the Contract are exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable, unless otherwise indicated. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims for goods supplied or work performed and will be paid by Her Majesty. The Contractor agrees to remit to Canada Revenue Agency any GST or HST paid or due.

B7.5.1.3 Any payment by Her Majesty under this contract is subject to there being an appropriation for the fiscal year in which the payment is to be made.

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 of the work.

B7.5.2 Limitation of Price

SACC Manual clause [C6000C \(2017-08-17\)](#) Limitation of Price

B7.5.3 Multiple Payments

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

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

B7.5.4 Electronic Payment of Invoices – Call-up

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

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

B7.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. One (1) copy must be forwarded to the following email address:
DFO.invoicing-facturation.MPO@canada.ca
CC AP Coder: _____ (to be identified at Standing Offer award)
 - b. One (1) copy must be forwarded to the Project Authority identified in the call-up.

B7.7 Insurance

SACC Manual clause [G1005C \(2016-01-28\)](#) Insurance

ANNEX "A" STATEMENT OF WORK

1.0 Contract Title

eDNA Analyses – Standing Offer

2.0 Background Statement

Environmental DNA (eDNA) can be a powerful tool in assessing biodiversity within marine and aquatic ecosystems. It may be utilized in detecting biodiversity shifts such as loss of species due to global warming and as an excellent screening tool for aquatic invasive species. Although standard approaches (e.g., netting, trawling, grabs) are relatively effective at sampling marine diversity, more sensitive methods (i.e., eDNA) can enhance detection of more difficult to sample organisms, and provide robust baseline genetic information as a reference point for current native biodiversity.

Water samples between 250 mL and 2 L will be collected in Arctic Marine waters with sample filtration performed as soon as possible (typically in less than 1 hour). Various filter types and sizes (including 0.7 µm Whatman GF/F, or 0.22 µm Sterivex filters) and filtration methods (syringe, peristaltic pump) will be used, depending on the project. Field negative controls (i.e. distilled water) are filtered for approximately every 10 samples. Filters will be preserved at 4°C in 700 µl of Longmire's lysis/preservation buffer within a 2 mL tube for up to a month and then frozen at -80°C. Care is taken to reduce the risk of cross-contamination in the field by using individual sampling kits for each sample (bottles and filter housing sterilized with a 10% bleach solution and new sterilized gloves, syringes and tweezers). Sampling kits are exposed to UV for 30 minutes as a precautionary measure.

3.0 Objectives of the Requirement

Department of Fisheries and Oceans Canada requires a lab to perform extraction, amplification, and metabarcoding of eDNA samples with the objective of taxonomic identification (ideally at species level). These results will be used to enable detection of biodiversity shifts and AIS due to introductions or range expansions, as well as exploration of poorly sampled diversity and species of concern.

4.0 Scope of Work

4.1 Tasks

The Contractor is responsible for completing the following tasks:

Receiving: The contractor will confirm receipt of samples within 24 hrs from DFO and verify against the provided sample list. The contractor will immediately notify DFO of any discrepancies.

Samples shall be analysed in the priority specified by the principal investigator

In the laboratory, meticulous care must be taken to reduce the risk of cross-contamination:

- eDNA extraction, PCR preparation, and post-PCR steps must be performed in different rooms.

- PCR manipulations are to be performed in a decontaminated UV hood
- Samples from a specific location should ideally be all treated together.
- The bench space and laboratory tools shall be bleached and exposed to UV for 30 minutes prior to processing the next port / region.
- Samples within a port/region shall be processed in a randomized order.

DNA extraction, amplification and sequencing instructions differ depending on what primer pairs are being used. The following instructions apply to primer pairs COI1 and COI2, as well as 18S1 and 18S2. Instructions for primers 16S and 12S will follow.

DNA extraction, amplification and sequencing instructions for primers COI and 18S:

- DNA extraction shall be performed with a QIAshredder and using phenol/chloroform protocol as described in Lacoursière-Roussel *et al.* (2018) (see supporting information in appendix S1) or a comparable alternative. Negative control extractions (950 µl distilled water) should be done for each sample batch.
- During the amplification step, different universal primer pairs shall be used to optimize the effectiveness of the eDNA method. These include two mitochondrial cytochrome c oxidase subunit I (COI) primers and two primer pairs of the ribosomal gene 18S. The COI primer pairs: mICOLintF and jgHCO02198 (COI1), and LCO1490 and ill_C_R (COI2) shall be used to amplify a region of 313 bp and 325 pb, respectively for the amplification of the V4 region: the primers F-574 and R-952 (18S1) as well as the primers TAREuk454FWD1 and TAREukREV3 (18S2) shall be used to amplify a region of 378 bp and 399 bp, respectively.

DNA amplifications shall be performed in a one-step dual-indexed PCR approach with Illumina barcoded adapters. Each PCR reactions shall be composed of 6 µl Qiagen Multiplex Mastermix, 4 µl diH₂O, 1 µl of each primer (10µM), and 3 µl of DNA. The PCR program must include an initial denaturation step at 95 °C for 15 min, followed by 35 cycles at 94°C for 30 s, 54°C for 90 s (except for primers LCO1490-ill_C_R which are 52°C for 90 s) and 72°C for 60s and a final elongation at 72°C for 10 min. Because barcodes are different for each sample, a negative PCR control shall be done for each sample and primer set. PCRs negative controls shall have the same barcode and then not be sequenced, but DNA extraction negative controls shall be treated as regular samples and also sequenced. Moreover, three PCR replicates shall be done for each sample and each primer set. Therefore, PCR products of the 12 aliquots can then be pooled for each sample. These pooled products shall be purified using Ultra AMPure beads and quantified by PicoGreen with pooling done in equal molar concentrations. Sequencing shall be carried out in three replicates using an Illumina MiSeq (Illumina, San Diego, CA, USA) and must have a sequencing depth of at least 150-200 unique reads/sample.

Cleaning of the raw data

- Raw forward and reverse reads shall be quality trimmed, assembled into contigs for each sample, and classified using the most recent version of the Barque pipeline, an eDNA metabarcoding pipeline (www.github.com/enormandeau/barque). More precisely, forward and reverse sequences shall be trimmed and filtered using Trimmomatic v 0.30 with the following parameters: (TrimmomaticPE, -phred33, ILLUMINACLIP:"\$ADAPTERFILE":3:30:6, LEADING:20, TRAILING:20, SLIDINGWINDOW:20:20, MINLEN:200 2). The pair of reads shall be merged with FLASH (Fast Length Adjustment of Short reads) with the following options: (-t 1 -z -O -m 30 -M 280). Contigs shall be split following their primers pairs (COI1, COI2, 18S1 and 18S2) and the sequences with lengths less than 270 bp shall be removed. Chimeric sequences shall be removed using VSEARCH. Finally, the database BOLD for COI sequences reference

and SILVA for the 18S sequences reference shall be used to classify the sequences with a 0.03 cut-off level. Reads matching with equal quality scores to more than one species due to low interspecific divergence shall be found using usearch. For multiple matches consult with the project authority. The Barque pipeline shall be used with and without operational taxonomic units (OTU) clustering. OTUs shall be generated using swarm 2.2.0 with the following option (-d 1, -f) (<https://github.com/torognes/swarm>). The sequences generated by both the COI primers shall be combined together. The same treatment shall be done with sequences from both the 18S primers.

Further Instructions

Please refer to the below journal article and attached appendix S1 for more detailed instructions:

Lacoursière-Roussel, Anaïs & Howland, Kimberly & Normandeau, Eric & Grey, Erin & Archambault, Philippe & Deiner, Kristy & Lodge, David & Hernandez, Cecilia & Leduc, Noémie & Bernatchez, Louis. (2018). eDNA metabarcoding as a new surveillance approach for coastal Arctic biodiversity. *Ecology and Evolution*. 8. 10.1002/ece3.4213.

Leduc, N., A. Lacoursière-Roussel, K.L. Howland, P. Archambault, M. Sevellec, E. Normandeau, A. Dispas, G. Winkler, C.W. McKindsey, N. Simard and L. Bernatchez. 2019. Comparing eDNA metabarcoding and species collection for documenting Arctic metazoan biodiversity. *Environmental DNA* 1 (4); 342-358.

DNA extraction, amplification and sequencing instructions for primer 16S:

- DNA extraction shall be performed with a QIAshredder and using phenol/chloroform protocol as described in Lacoursière-Roussel *et al.* (2018) (see supporting information in appendix S1) or a comparable alternative. Negative control extractions (950 µl distilled water) should be done for each sample batch.

In order to construct the community library, a region ~250 bp in the 16S rRNA gene, covering the V3-V4 region, shall be amplified (detailed in Appendix S1-2) using specific primers with Illumina barcoded adapters Bakt_341F-long and Bakt_805R-long in a dual indexed PCR approach (Klindworth, Pruesse, & Schweer, 2012). All PCR results, including negative controls, must be purified using the AMPure bead calibration method, quantified using a fluorometric kit (QuantIT PicoGreen; Invitrogen), pooled in equimolar amounts, and sequenced paired-end using Illumina MiSeq.

Amplicon Analysis

Raw forward and reverse reads shall be quality trimmed, assembled into contigs for each sample, and classified using Mothur v.1.36.0 following the protocol of MiSeq SOP (https://www.mothur.org/wiki/MiSeq_SOP) (Kozich, Westcott, Baxter, Highlander, & Schloss, 2013; Schloss *et al.*, 2009). Contigs should be quality trimmed using several criteria. First, a maximum of two mismatches are allowed when aligning paired ends and ambiguous bases must be excluded. Second, homo-polymers of more than eight, sequences with lengths <400 bp and >450 bp, sequences from chloroplasts, mitochondria, and nonbacteria shall be removed. Thirdly, chimeric sequences should be found and removed using the UCHIME algorithm (Edgar, Haas, Clemente, Quince, & Knight, 2011). Moreover, the database SILVA should be used for the alignment and the database RDP (v9) must be used to classify the sequences with a 0.03 cutoff level. The Good's coverage index, which is used to evaluate the quality of the sequencing depth, shall be estimated in Mothur (Hurlbert, 1971).

Further Instructions

Please refer to the below journal article and attached appendix S1-2 for more detailed instructions:

Sevellec, M, Laporte, M, Bernatchez, A, Derome, N, Bernatchez, L. Evidence for host effect on the intestinal microbiota of whitefish (*Coregonus* sp.) species pairs and their hybrids. *Ecol Evol* 2019; 9: 11762– 11774. <https://doi.org/10.1002/ece3.5676>

DNA extraction, amplification and sequencing instructions for primer 12S:

- DNA extraction shall be performed with a QIAshredder and using phenol/chloroform protocol as described in Lacoursière-Roussel *et al.* (2018) (see supporting information in appendix S1) or a comparable alternative. Negative control extractions (950 µl distilled water) should be done for each sample batch. In order to construct the fish community library, a hypervariable region of the 12S rRNA gene (163–185 bp), shall be amplified (Miya *et al.*, 2015) using specific primers MiFish-UF and MiFish-UR with Illumina barcoded adapters in a dual indexed PCR approach, cycling conditions are specified in Berger *et al* 2019. All PCR results, including negative controls, must be purified using the AMPure bead cleaning method, quantified using a fluorometric kit (QuantIT PicoGreen; Invitrogen), pooled in equimolar amounts, and sequenced paired-end using Illumina MiSeq .

Cleaning of the raw data

- Raw sequencing reads shall be filtered to remove primer sequences and de-multiplexed using the MiSeq Control software. Reads from 5' and 3' shall be merged and the sequences shall be analyzed using the Barque v1.5.2 pipeline (www.github.com/enormandeau/barque). Taxonomic assignment shall be performed by searching the sequences among the MitoFish database (Iwasaki *et al.*, 2013), the GENBank database (Benson *et al.*, 2012), and the Barcode of Life (Ratnasingham *et al.* 2007).

Further Instructions

For all samples:

- Upon completion of the project, it shall be discussed with the principal investigator whether samples should be stored onsite or shipped to DFO for storage.
- The Contractor shall report immediately, any problems or questions to the Project Authority so the appropriate action can be taken to ensure the contract can be completed within the contract period.

4.2 Deliverables

The Contractor is responsible for completing and producing the following deliverables:

- DNA extraction, amplification and sequencing of samples, using the primer/primer pair specified by project authority, with the objective of species identification through either the most recent version of the Barque or Mothur pipeline.

-
- The Contractor must be able to coordinate the receipt of these samples within a 24 hour window to their facility.

5.0 DFO Support

The contractor may have access to the DFO library or collaborator's reference collections if required.

DFO is responsible for providing the contractor with eDNA samples (shipping samples), samples list and precise instructions for DNA extraction, amplification, metabarcoding and cleaning of raw data.

6.0 Location of Work

Work shall be performed at Contractor's own place of business with a location that is capable to receive samples from DFO within a 24 hour window to their facility in order to maintain and assure integrity of the sample.

7.0 Method and Source of Acceptance

All services rendered under any Contract are subject to inspection by the Project Authority. The Project Authority shall have the right to reject any service that is not considered satisfactory, or require their correction before payment will be authorized.

8.0 Travel and Living Expenses

The Crown will not reimburse the Contractor for any travel and/or living expenses as part of this Contract.

9.0 Project Reporting

The Contractor's resource(s) must report to the Project Authority, and provide regular updates including:

- Bi-weekly Progress Reports identifying work completed during the reporting period and any work that is still outstanding

10.0 Language Requirements

The work for this Contract will be carried out in English. All deliverables must be submitted in English and the Contractor's resource(s) must have an intermediate proficiency in English for the written, verbal and comprehension areas as described in the table below.

Language Proficiency Grid			
	Oral	Comprehension	Written
Basic	A person speaking at this level can: <ul style="list-style-type: none"> • ask and answer simple questions; • give simple instructions; and, • give uncomplicated directions relating to routine work situations. 	A person reading at this level can: <ul style="list-style-type: none"> • fully understand very simple texts; grasp the main idea of texts about familiar topics; and, • read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks. 	A person writing at this level can: <ul style="list-style-type: none"> • write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.
Intermediate	A person speaking at this level can: <ul style="list-style-type: none"> • sustain a conversation on concrete topics; report on action taken; • give straightforward instructions to employees; and, • provide factual descriptions and explanations. 	A person reading at this level can: <ul style="list-style-type: none"> • grasp the main idea of most work-related texts; • identify specific details; and, • distinguish main from subsidiary ideas. 	A person writing at this level can: <ul style="list-style-type: none"> • deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.
Advanced	A person speaking at this level can: <ul style="list-style-type: none"> • support opinions, and understand and express hypothetical and conditioned ideas. 	A person reading at this level can: <ul style="list-style-type: none"> • understand most complicated details, inferences and fine points of meaning; and, • have a good comprehension of specialized or less familiar material. 	A person writing at this level can: <ul style="list-style-type: none"> • write texts where ideas are developed and presented in a coherent manner.

ANNEX "B" BASIS OF PAYMENT

The Contractor will be paid in accordance with the following basis of Payment for all professional services, including all associated costs necessary to carry out the required work in accordance with the Contract.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included, and GST/HST extra, where applicable.

INITIAL CONTRACT PERIOD (contract award to March 31, 2022):

Table A (Year 1 & 2)

Item #	Deliverable	Standard Samples Price (A)	Estimated Annual Quantity (B)	Estimated Total Price (C) (A) X (B) = C
1	All-inclusive cost to deliver sample analysis services according to Annex "A" Statement of Work		For evaluation purpose only	(for evaluation purpose only)
		\$ _____	200	\$ _____

Year 3 (April 1, 2023 to March 31, 2024):

Table B

Item #	Deliverable	Standard Samples Price (A)	Estimated Annual Quantity (B)	Estimated Total Price (C) (A) X (B) = C
1	All-inclusive cost to deliver sample analysis services according to Annex "A" Statement of Work		For evaluation purpose only	(for evaluation purpose only)
		\$ _____	200	\$ _____

Year 4 (April 1, 2024 to March 31, 2025):

Table C

Item #	Deliverable	Standard Samples Price (A)	Estimated Annual Quantity (B)	Estimated Total Price (C) (A) X (B) = C
1	All-inclusive cost to deliver sample analysis services according to Annex "A" Statement of Work		For evaluation purpose only	(for evaluation purpose only)
		\$ _____	200	\$ _____

Year 5 (April 1, 2025 to March 31, 2026):

Table D

Item #	Deliverable	Standard Samples Price (A)	Estimated Annual Quantity (B)	Estimated Total Price (C) (A) X (B) = C
1	All-inclusive cost to deliver sample analysis services according to Annex "A" Statement of Work		For evaluation purpose only	(for evaluation purpose only)
		\$ _____	200	\$ _____

TOTAL ESTIMATED PRICE (FOR EVALUATION PURPOSES ONLY)	
Table A estimated total price: Standing Offer Year 1 &2	\$ _____
Table B estimated total price: Standing Offer Year 3	\$ _____
Table C estimated total price: Standing Offer Year 4	\$ _____
Table D estimated total price : Standing Offer Year 5	\$ _____
Total bid cost (excluding taxes):	\$ _____

ANNEX “D” EVALUATION CRITERIA

Mandatory Requirements

Bidders must meet all the mandatory requirements described below.

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

Evaluation Instructions – Mandatory Criteria

The experience of the Bidder must be clearly identified by providing a summary/description of the previous projects/work experience and indicating when the work was carried out. In the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not be counted more than once.

The experience of the Bidder must be clearly identified by providing:

- The project name;
- The name of the client organization;
- The period during which the service was provided (month and year); and
- A detailed outline of the services provided

Please note: Bidders must complete the following chart and all substantiation, to be included with their bid submission.

No.	Mandatory Requirement	Proposal Cross-reference Page (Bidder to Complete)
M1	The Bidder must provide an organizational profile. The organizational profile must include: <ul style="list-style-type: none"> • Significant dates (ie. Founding date); • Description of services and specializations; • Professional collaborations; 	
M2	The Bidder must have been in continuous business for longer than 5 years with specialization in eDNA metabarcoding and other genetics techniques. Bidder must provide a short summary with significant dates that demonstrate the 5 years continuity.	
M3	The Bidder must demonstrate using process description, the procedures in lab cleanliness and efforts taken to prevent cross-contamination between samples and from outside sources.	
M4	The Bidder must demonstrate using process description, its facilities, equipment, and capacity for following the specific extraction, amplification, and metabarcoding procedures identified in the statement of work by identifying and addressing the following components:	

	<ul style="list-style-type: none"> • Measures, equipment storage and handling procedures to reduce risk of cross-contamination • Describe methods and equipment used to perform DNA extraction including qa/qc. This must include ability to perform phenol-chloroform or an analogous method for extractions and use of DNA extraction negative controls that shall be treated as regular samples and also sequenced. • Describe methods and equipment used to perform DNA amplification, purification and quantification including qa/qc. This shall be done using the CO1, CO2, 18S1,18S2, 16S and 12S primer sets. Amplifications must include use of negative PCR controls. <p>(A new amplification shall be performed if a contamination is observed). Sequencing shall be carried using an Illumina MiSeq (Illumina, San Diego, CA, USA) or equipment with equivalent or superior capability. Steps should be taken for maximizing sequencing depth.</p> <ul style="list-style-type: none"> • Demonstrate ability to clean raw sequence data and classify sequences using the Barque pipeline (www.github.com/enormandeaubarque) or a comparable bioinformatics pipeline. This must include trimming and filtering of forward and reverse primers, removal of chimeric and short sequences and classifying sequences with a 0.03 cut-off level using reference sequences from the following public databases: BOLD for COI sequences and SILVA for 18S and 16S, and Mitofish database for 12S sequences. Procedures for finding reads matching with equal quality scores to more than one species due to low interspecific divergence shall be described (note: handling of multiple matches shall be done in consultation with the project authority and need not be described here). Procedures for operational taxonomic units (OTU) clustering shall be described. 	
M5	<p>The bidder must confirm using a written statement and description of facilities demonstrating their capacity for short-term storage (up to 1 year) and custodianship of eDNA samples during the course of the project.</p>	

Point-Rated Requirements

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the table inserted below.

The Bidder must achieve a minimum score of 182 (65%) out of 280 points overall to be considered technically responsive. Bids failing to meet the minimum score of the Rated Requirements will be deemed non-responsive and given no further consideration.

Evaluation Instructions – Rated Criteria

The experience of the Bidder must be clearly identified by providing a summary/description of the previous projects/work experience and indicating when the work was carried out. In the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not be counted more than once.

The experience of the Bidder must be clearly identified by providing:

- The project name;
- The name of the client organization;
- The period during which the service was provided (month and year); and
- A detailed outline of the services provided

Please note bidders must complete the following chart and include with their bid submission.

No.	Technical Criteria	Point Breakdown	Evaluated Score	Proposal Cross-reference Page (Bidder to Complete)
R1	The Bidder should demonstrate, using project description, that they have experience in using and developing techniques to identify and monitor organisms using genetic metabarcoding.	0-12 months = 0 13-24 months = 10 25-36 months = 20 37-48 months = 30 49+ months = 40	/40	
R2	The Bidder should demonstrate, using project description, that they have experience with eDNA metabarcoding of eastern Arctic marine species.	0-12 months=0 13-24 months=10 25-36 months= 20 37-48 months= 30 49+ months= 40	/20	
R3	The Bidder should demonstrate, using project description, that they have experience with eDNA metabarcoding of Aquatic Invasive species.	0-12 months=0 13-24 months=10 25-36 months= 20 37-48 months= 30 49+ months= 40	/20	
R4	The Bidder should demonstrate that it has experience with writing peer-reviewed journal articles and/or book chapters on DNA metabarcoding and/or working with eDNA. <i>Note: Bidder must provide a list citing the author's name(s), date of publication, title, name of journal/book, volume (if applicable) and page numbers</i>	0 peer-reviewed journal articles/book chapters = 0 1 peer-reviewed journal articles/book chapters = 10 2 peer-reviewed journal articles/book chapters = 20 3 peer-reviewed journal articles/book chapters =	/40	

		30 4+ peer-reviewed journal articles/book chapters = 40		
R5	The Bidder should demonstrate experience with the use of a shredder and phenol/chloroform protocol or DNeasy blood kits in DNA extraction. Demonstrated experience in the form of written documentation (ie. Contract/project protocol, report, job log or journal article)	0 documentation= 0 1 documentation= 5 2 documentation=10 3 documentation= 15 4+ documentation= 20	/20	
R6	The Bidder should demonstrate experience and success using primer pairs (cytochrome oxidase subunit 1) and 18S for eDNA metabarcoding of invertebrates. Demonstrated experience in the form of written documentation (ie. Contract/project protocol, report, job log or journal article)	0 documentation= 0 1 documentation= 10 2 documentation=20 3 documentation= 30 4+ documentation= 40	/40	
R7	The Bidder should demonstrate experience and success using primer pairs 16S for eDNA metabarcoding of bacteria Demonstrated experience in the form of written documentation (ie. Contract/project protocol, report, job log or journal article)	0 documentation= 0 1 documentation= 5 2 documentation=10 3 documentation= 15 4+ documentation= 20	/20	
R8	The Bidder should demonstrate experience and success using primer pairs 12S for eDNA metabarcoding of fishes Demonstrated experience in the form of written documentation (ie. Contract/project protocol, report, job log or journal article)	0 documentation= 0 1 documentation= 5 2 documentation=10 3 documentation= 15 4+ documentation= 20	/20	

R9	<p>The Bidder should demonstrate experience and success using the Illumina MiSeq and a paired-end MiSeq reagent kit.</p> <p>Demonstrated experience in the form of written documentation (ie. Contract/project protocol, report, job log or journal article)</p>	<p>0 documentation= 0 1 documentation= 5 2 documentation=10 3 documentation= 15 4+ documentation= 20</p>	/20	
R10	<p>The Bidder should demonstrate experience using, Barcode of Life and other marine biodiversity databases (ie. WORMs, OBIS, GBIF, SealifeBase)</p> <p>Demonstrated experience in the form of written documentation (ie. Contract/project protocol, report, job log or journal article)</p>	<p>0 documentation= 0 1 documentation= 5 2 documentation=10 3 documentation= 15 4+ documentation= 20</p>	/20	
R11	<p>The Bidder should demonstrate they have the ability to run, efficiently use, and interpret outputs of the Barque eDNA metabarcoding or analogous analysis pipeline.</p> <p>Demonstrated experience in the form of written documentation (ie. Contract/project protocol, report, job log or journal article)</p>	<p>0 documentation= 0 1 documentation= 10 2 documentation=20</p>	/20	
		Total Score	/280	
		Minimum Pass Score (65%)	182	