



**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 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 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 Yukon River Chinook Biological Escapement Goals		Date January 14, 2021
Solicitation No. – N° de l'invitation F5211-200528		
Client Reference No. - No. de référence du client F1624-205110		
Solicitation Closes – L'invitation prend fin At / à : 14:00 AST(Atlantic Standard Time)/ HNA (heure normale de l'Atlantique) 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 Michael Peters – Contracting Specialist Email – courriel: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca		
Delivery Required – Livraison exigée See herein — Voir ci-inclus	Delivery Offered – Livraison proposée	
Vendor Name, Address and Representative – Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION 3

1.1 SECURITY REQUIREMENTS3

1.2 STATEMENT OF WORK.....3

1.3 DEBRIEFINGS3

1.4 TRADE AGREEMENTS3

1.5 PROCUREMENT OMBUDSMAN3

PART 2 - BIDDER INSTRUCTIONS 4

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS4

2.2 SUBMISSION OF BIDS.....4

2.3 ENQUIRIES - BID SOLICITATION.....4

2.4 APPLICABLE LAWS.....5

PART 3 - BID PREPARATION INSTRUCTIONS..... 6

3.1 BID PREPARATION INSTRUCTIONS6

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION 7

4.1 EVALUATION PROCEDURES.....7

4.2 BASIS OF SELECTION – HIGHEST COMBINED RATING OF TECHNICAL MERIT AND PRICE7

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION 9

5.1 CERTIFICATIONS REQUIRED WITH THE BID9

5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION12

PART 6 - RESULTING CONTRACT CLAUSES 13

6.1 SECURITY REQUIREMENTS13

6.2 STATEMENT OF WORK.....13

6.3 STANDARD CLAUSES AND CONDITIONS.....13

6.4 TERM OF CONTRACT13

6.5 AUTHORITIES13

6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS14

6.7 PAYMENT15

6.8 INVOICING INSTRUCTIONS16

6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....16

6.10 APPLICABLE LAWS.....16

6.11 PRIORITY OF DOCUMENTS17

6.12 PROCUREMENT OMBUDSMAN17

6.13 INSURANCE G1005C (2016-01-28).....17

ANNEX "A" STATEMENT OF WORK ERROR! BOOKMARK NOT DEFINED.

ANNEX "B" BASIS OF PAYMENT ERROR! BOOKMARK NOT DEFINED.

ANNEX "C" EVALUATION CRITERIA ERROR! BOOKMARK NOT DEFINED.



PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with this bid solicitation.

1.2 Statement of Work

The work to be performed is in accordance with the Statement of Work at Annex A.

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 may be in writing, by telephone or in person.

1.4 Trade Agreements

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

1.5 Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$26,400 for goods and under \$105,700 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at opo-boa@opo-boa.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.



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.

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

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: 90 days

2.2 Submission of Bids

Bids 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 bid solicitation.

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

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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.



2.4 Applicable Laws

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

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.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound/saved sections as follows:

Section I: Technical Bid (one soft copy in PDF format)

Section II: Financial Bid (one soft copy in PDF format)

Section III: Certifications (one soft copy in PDF format)

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

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

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

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

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

See Annex C for details

4.1.1.2 Point Rated Technical Criteria

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 – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation;
 - (b) meet all mandatory criteria; and
 - (c) obtain the required minimum of 75 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points
2. Bids not meeting (a)(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.

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 an 70/30 ratio of technical merit and price, respectively. The total available point equals 30 and the lowest evaluated price is \$75.00 per hour (75).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		27/30	18/30	24/30
Bid Evaluated Price		\$120.00	\$90.00	\$75.00
Calculations	Technical Merit Score	$27/30 \times 70 = 63$	$18/30 \times 70 = 42$	$24/30 \times 70 = 56$
	Pricing Score	$75/120 \times 30 = 18.75$	$75/90 \times 30 = 25$	$75/75 \times 30 = 30$
Combined Rating		81.75	67	86
Overall Rating		2 nd	3 rd	1 st



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. [procurement process.](#)

5.1.2 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: _____
 Title: _____
 Address: _____

 Telephone: _____
 Facsimile: _____
 E-mail: _____

5.1.3 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:

5.1.4 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.

Print Name

Signature

5.1.5 Electronic Payment of Invoices – Contract

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

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



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

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

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

Signature

Print Name of Signatory



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 Security Requirements

There is no security requirement applicable to the Contract.

6.2 Statement of Work

The Work to be performed is in accordance with the Statement of Work at Annex "A".

6.3 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.

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2022 inclusive.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Michael Peters
Title: Contracting Specialist
Department: Fisheries and Oceans Canada
Directorate: Material and Procurement Services
Address: 301 Bishop Drive, Fredericton NB, E3C 2M6

Telephone: (506) 429-2359
Facsimile: (506) 452-3676
E-mail address: DFOtenders-soumissionsMPO@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 (To be named at contract award)

The Project Authority for the Contract is:

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 named at contract award)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

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

6.7.1.1 The Contractor will be paid in accordance with Annex B – Basis of Payment

6.7.1.2 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.

6.7.1.3 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.

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.



6.7.3 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.

6.7.4 Electronic Payment of Invoices – Contract

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

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

6.8 Invoicing Instructions

6.8.1 Payments will be made provided that:

6.8.1.1 The invoice(s) must be emailed to DFO Accounts Payable, at the email address indicated below:

Email: DFO.invoicing-facturation.MPO@canada.ca

CC: AP Coder (inserted at contract award)

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 _____ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).



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) 2010B (2020-05-28), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____ (*insert date at contract award*)

6.12 Procurement Ombudsman

6.12.1 The Contractor confirms that it has read the Code of Conduct for Procurement and agrees to be bound by its terms.

6.12.2 The office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$26,400.00 for Goods and under \$105,700.00 for Services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at opo-boa@opo-boa.gc.ca. You can also obtain more information on OPO services available to you on their website at www.opo-boa.gc.ca.

6.12.3 For further information, the Contractor may refer to the following PWGSC site:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

6.13 Insurance G1005C (2016-01-28)

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



ANNEX "A" STATEMENT OF WORK

1.0 Scope

1.1 Title

Data review, analysis and research paper development for Yukon River Chinook biological escapement goals.

1.2 Introduction

The Department of Fisheries and Oceans (DFO) requires the services of a contractor to support the compilation of data and analytical tasks of estimating biologically-based escapement goals for Yukon River Chinook salmon that are of Canadian origin (i.e. populations that spawn in the Canadian range of the Yukon River). The contractor will undertake a data review and analysis plan (Part 1) and using information from this stage, undertake biological benchmark estimates (Part 2).

1.3 Objectives of the Requirement

The primary objective of this task is to determine the options for an appropriate biological escapement goal for Yukon River mainstem Canadian-origin Chinook salmon. Specific tasks to achieve this objective are detailed in Section 2.1. All data required for the review will be publicly available and the work does not contain secure information. The contractor will work with the project authority, DFO Yukon area office salmon assessment staff, First Nations, stakeholders, and user groups to complete the work described herein.

The analyses will be documented in a technical report to be peer reviewed by the CSAP (Centre of Science Advice Pacific) and the Joint Technical Committee (JTC) of the Yukon River Panel (YRP) before presentation to the YRP as a whole.

1.4 Background, Assumptions and Specific Scope of the Requirement

Under the terms of the Pacific Salmon Treaty (PST), Canadian-origin Yukon River Chinook salmon are jointly managed by Canada and the United States. Chapter 8, of Annex IV of the PST (paragraph 16) states that based on the recommendations of the JTC the YRP may revise the spawning escapement objectives in Appendix 2 (Chinook salmon). Appendix 2 states the spawning escapement objective for rebuilt Chinook salmon is 33,000-43,000 (mainstem, Canadian-origin). Since the implementation of Chapter 8 (2002), this range has only been used in one year (2007), with lower goals prior to this due to low stock status, and the current interim management escapement goal (IMEG) of 42,500 – 55,000 in place since 2010, with the YRP acting to implement it in three year time periods. These escapement goals are not biologically based. In April 2019, the JTC informed the YRP of the intention to conduct a technical review, in order to provide the YRP with recommendations and supporting documentation to establish a biologically based and scientifically-defensible escapement goal.

In order to undertake this work, a JTC subcommittee has been formed, to coordinate data assembly, data quality evaluation, conduct analyses, and write "working paper(s)" to document the available data and separately outline the analytical approaches considered, results, and recommendations. DFO processes within this work include review by the departmental Center of Science Advice Pacific (CSAP). Support for these activities from skilled experts is required, leading to the work described in this Statement of Work.

This contract is in two parts, composed of the preparation to that requirement (Part 1) and creation of estimates of biological benchmarks (Part 2). This project will be guided by the principles of reproducible



analytical research (Gandrud, 2015) and as such will require a contractor with skills in both the analysis of salmon population data and programming in the R language (and its subset R markdown) to complete those tasks.

The contractor is to lead in the survey and organization of relevant biological data, coordinate a review of available salmon data, develop a detailed plan for estimating biological benchmarks and contribute to the analysis and recommendations based on these benchmarks for both CSAP and YRP review.

2.0 Requirements

2.1 Tasks, Activities, Deliverables and Milestones

Part I: Data Review and Analysis Plan: Coordinate a review of available data, develop a detailed plan for estimating biological benchmarks through development of framework for estimation model programming.

Deliverable	Tasks	Time Requirement
Data Assembly & Analysis	<ul style="list-style-type: none"> • Compile available data from DFO and Alaska Department of Fish and Game (ADF&G) • Prepare data summaries and visualizations • Co-develop modelling for run-reconstruction, stock-recruitment, and sensitivity analysis and integration. • Develop clearly documented code, stored in a shared version control repository (e.g. GitLab) to fully automate data treatment, quality control, and diagnostic summaries 	14 days
Report Preparation: Data Summary	<ul style="list-style-type: none"> • Prepare summary report with an overview of available information and a discussion of data gaps and challenges at different resolutions (aggregate stock, watershed level, stock level, conservation unit). • Coordinate working group consensus recommendations re: considerations for assessment, data management, information sharing • Implement a fully reproducible report in R with <i>csasdown</i> • Coordinate the review, sign-off, and publication of the data review report 	21 days
Estimation Model Development	<ul style="list-style-type: none"> • Contribute to and review evolving model code as needed • Develop summary diagnostics of the model output • Run scenarios as needed 	8 days
Working Group Participation (subcommittee)	<ul style="list-style-type: none"> • Participate (online) in regular bi-weekly meetings and 2x3 day working meetings 	14 days
Total		57 days



Part II: Biological Benchmark Estimates: Develop estimates of biological benchmarks (incl. Wild Salmon Policy equivalent benchmarks) through working paper including preparations for CSAS peer review.

Deliverable	Tasks	Time Requirement
Report Preparation: Escarpment Goal	<ul style="list-style-type: none"> Contribute to a draft working paper describing background, methods, and results. Coordinate working group consensus recommendations re: escapement goal considerations. Implement a fully reproducible report in R with <i>csasdown</i> Coordinate revisions, sign-off, and publication of the benchmark estimation research document 	18 days
Estimation Model Scenarios	<ul style="list-style-type: none"> Contribute to and review evolving model code as needed Develop summary diagnostics of the model output Run scenarios as needed 	21 days
Working Group Participation: CSAS	<ul style="list-style-type: none"> Participate (online) in regular bi-weekly meetings and 2x3 day working meetings Coordinate the preparations for the CSAS peer-review meeting (presentations, pre-meeting with authors, responses to written reviews) Participate in a CSAS peer-review meeting 	16 days
Total		55 days

The work requires regular communication with a working group (the JTC escapement goal subcommittee) of DFO and ADF&G representatives which will be established prior to the work commencing. Frequency and timing of conference calls, and online meetings will be determined by the Project Leader, in consultation with the contractor.

All project deliverables will be transferred to the project authority in electronic form. Due to existing workload and deadlines, all personnel assigned to any contract resulting from this RFP must be ready to work in close and frequent contact with the Departmental Representative and other departmental personnel.

2.2 Technical, Operational and Organizational Environment

Data will be archived in either MS Excel or text files and will be developed in coordination with the project's technical authority. Analyses and data visualizations must be coded in the R language, which will be coordinated with the project's technical authority. The R scripts must allow for reproducible results given data updates and varied computer platforms. As this will be a collaborative project with the DFO technical authority, the team will be relying on collaborative web platforms such as Gitlab or Github (and Git on the PC). The contractor will have to be comfortable using these platforms. The R scripts will be delivered to the project lead when the contract is completed. The technical summary report will be prepared in the R markdown language (Rmd files), while any meeting reports and the analysis plan can be prepared in MS Word.

2.3 Reporting Requirements

Method and Source of Acceptance: The contractor must provide all relevant electronic files (eg: .xlsx, .txt, .docx, .R, and .Rmd) upon completion of the project.



2.4 Project Management Control Procedures

The contract will be overseen by the DFO Whitehorse office project authority. The contractor must consult regularly with the DFO Whitehorse office project and technical authorities to provide updates and discuss any issues that may arise.

2.5 Change Management Procedures

Any changes to the work will be dealt with on a case-by-case basis. The project authority will notify the contractor of any changes and the contract will be amended accordingly by a formal contract amendment issued by the contracting authority.

3.0 Other Terms and Conditions

3.1 DFO Support

Both the project and technical authorities will provide regular feedback and direction regarding access to data sources, the type of analyses required. It is likely that the technical authority will meet with the contractor on several occasions to guide the analytical work.

3.2 Contractor's Obligations

No equipment/furnishings shall be charged against this contract.

3.3 Location of Work and Work site

This work is expected to be completed at the contractor's premises. Meetings with the DFO technical authority will be mainly by telephone and web conference.

3.4 Language of Work

The working language of all meetings, communications, and deliverables under this requirement shall be English: Advanced.

Legend	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	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> • sustain a conversation on concrete topics; report on actions taken; • give straightforward instructions to employees; and • Provide factual descriptions and explanations. 	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> • grasp the main idea of most work-related texts; • identify specific details; and • Distinguish main from subsidiary ideas. 	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> • Deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.
Advanced	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> • support opinions; and understand and express hypothetical and conditional ideas 	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> • understand most complex details, inferences and fine points of meaning; and • Have a good comprehension of specialized or less familiar material. 	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> • Write texts where ideas are developed and presented in a coherent manner.

3.5 Travel and Living

Travel and living expenses will not be reimbursed as part of this contract.

4.0 Applicable Documents and Glossary

4.1 Applicable Documents

Gandrud, C. 2015. Reproducible Research with R and R Studio. CRC Press.



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.

Firm Year: Contract Award to March 31, 2022

No.	Deliverable	Payment Value
1	*All inclusive rate to provide data assembly and analysis in accordance with Annex A.	\$
2	All inclusive rate to provide report preparation (data summary) in accordance with Annex A.	\$
3	All inclusive rate to provide estimation model development in accordance with Annex A.	\$
4	All inclusive rate to participate in the subcommittee working group in accordance with Annex A.	\$
5	All inclusive rate to provide report preparation (Escapement goal) in accordance with Annex A.	\$
6	All inclusive rate to provide estimation model scenarios in accordance with Annex A.	\$
7	All inclusive rate to participate in working groups related to CSAS preparations and CSAS participation in accordance with Annex A.	\$
Total CAD (exclusive of taxes)		\$



ANNEX "C" EVALUATION CRITERIA

Mandatory Criteria:

The Proponent must meet all mandatory criteria listed. Any bid not meeting any one of the mandatory criteria below will be deemed non-compliant and will not be given further consideration.

For all experience cited, the following information must be identified in the proposed resource's resumes:

- i. The name of the client organization to whom the services were provided;
- ii. The Project Authority Name, and contact information (Email and/or Telephone Number);
- iii. A brief description of the type and scope of the services that meets the identified criteria provided by the resource; and
- iv. The dates and duration of the work (including the years/ months of engagement and the start and end dates of the work).

Bidders must complete the below charts indicating where in their proposal they meet the mandatory and point rated criteria.

Project Lead Name: _____		
ITEM	MANDATORY CRITERIA	Cross Reference to Proposal [COMPLETED BY BIDDER]
M1	The project lead must possess a degree from a recognized university in Biology, Statistics, or Resource management as determined by the Canadian Centre for International Credentials. *Copy of degree to be provided with bid	
M2	The project lead must have a minimum of (5) five cumulative years of experience in Pacific salmon stock assessment analyses, demonstrating using descriptions of past projects.	

Point Rated Technical Criteria

The Bidder MUST achieve a **minimum score of 75% (75 out of 100 possible points) overall** of the Point-Rated Criteria. Any bid which fails to meet the minimum required score on the Point-Rated Criteria will be deemed non-compliant and given no further consideration

For all experience cited, the following information must be identified in the proposed resource's resumes:

- i) The name of the client organization to whom the services were provided;
- ii) The Project Authority Name, and contact information (Email and/or Telephone Number);
- iii) A brief description of the type and scope of the services that meets the identified criteria provided by the resource; and
- iv) The dates and duration of the work (including the years/ months of engagement and the start and end dates of the work).



ITEM	Rated Criteria	Points	Maximum Score	Cross Reference to Proposal [COMPLETED BY BIDDER]
R1	The project lead demonstrates, using project descriptions, experience in establishing biological escapement benchmarks for Pacific Salmon and familiarity with current methodologies.	1 project = 5 points 2 projects = 10 points 3+ projects = 15 points	15 points	
R2	The project lead demonstrates experience using project descriptions preparing scientific working papers and presenting results to science committees.	1 paper = 5 points 2 papers = 10 points 3+ papers = 15 points	15 points	
R3	The project lead demonstrates experience using project descriptions conducting standard and Bayesian analyses of spawner: recruitment production using Ricker, and Beverton-Holt models to calculate independent estimates of S_{msy} , S_{max} and S_{eq} and conduct associated bootstrap analyses of uncertainty.	1 project = 5 points 2 projects = 10 points 3+ projects = 15 points	15 points	
R4	With direct reference to experience, the project lead demonstrates experience conducting sensitivity analyses to determine potential effects of varying the base assumptions and to illustrate the effects of uncertainty on the estimates of S_{msy} and S_{max} .	1 project = 5 points 2 projects = 10 points 3+ projects = 15 points	15 points	



ITEM	Rated Criteria	Points	Maximum Score	Cross Reference to Proposal [COMPLETED BY BIDDER]
R5	The project lead demonstrates using project descriptions, previous work done involving use of developing analytical tools using the R programming language.	1 project = 5 points 2 projects = 10 points 3+ projects = 15 points	15 points	
R6	The project lead demonstrates using project descriptions, previous work done involving use of using the software: git, & web platforms: github or gitlab for collaboration in the development of computer code.	1 project = 5 points 2 projects = 10 points 3+ projects = 15 points	15 points	
R7	The project lead demonstrates experience using project descriptions participating in working groups to analyze scientific data.	1 working group = 5 points 2 working groups = 10 points	10 points	
Minimum score of 75% (75 out of 100 possible points) overall			TOTAL 100	