



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
Pacific Region

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services 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, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux: Travaux Publics et Services Gouvernementaux 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 annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Pacific
Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

Title - Sujet Digital Calipers	
Solicitation No. - N° de l'invitation F1693-190035/A	Date 2021-03-09
Client Reference No. - N° de référence du client F1693-190035	
GETS Reference No. - N° de référence de SEAG PW-\$VIC-223-8196	
File No. - N° de dossier VIC-9-42213 (223)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Pacific Daylight Saving Time PDT on - le 2021-04-01 Heure Avancée du Pacifique HAP	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Locke, Kelsey	Buyer Id - Id de l'acheteur vic223
Telephone No. - N° de téléphone (250) 507-2482 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF FISHERIES AND OCEANS See herein	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein – Voir ci-inclus	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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Amd. No. - N° de la modif.
000
File No. - N° du dossier

Buyer ID - Id de l'acheteur
VIC223
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

1.2 Summary

DFO's Marine Invertebrate Section (MIS), Stock Assessment and Research Division (StAR), Science Branch, Pacific Region, conducts coastwide benthic invertebrate monitoring programs to collect the data necessary to evaluate the status of stocks. It is a legislated requirement of Bill C-68 for DFO to monitor, evaluate and report on stock status relative to reference points to determine whether stocks are in the healthy, cautious or critical zones. MIS requires high quality and timely monitoring data to conduct these stock assessments and evaluations that are essential to the sustainable management of Canadian fisheries. MIS is currently striving to optimize data management, modernize field capabilities and improve monitoring data accessibility through the development of digital data recording systems to support sustainable fisheries.

The Contractor will be required to build and supply a prototype that meets the mandatory technical criteria stated in Annex "A" – Statement of Work.

All deliverables for the firm requirement must be received on or before **July 30, 2021**. Additional design work, if required, to be completed using the Task Authorization process outlined in the contract.

Canada intends to purchase up to an estimated four (4) completed units.

The requirement is limited to Canadian goods.

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

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.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days

Insert: 90 days

2.2 Submission of Bids

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

PWGSC Pacific Region Bid Receiving Unit

Only bids submitted using epost Connect service will be accepted. The Bidder must send an email requesting to open an epost Connect conversation to the following address:

TPSGC.RPReceptiondessoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

It is the Bidder's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the solicitation closing date.

Bids transmitted by facsimile or hardcopy to PWGSC will not be accepted.

2.3 Former Public Servant

N/A

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **March 25, 2021**. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority by **March 25, 2021**. Canada will have the right to accept or reject any or all suggestions.

2.7 Bid Challenge and Recourse Mechanisms

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

The Bidder must submit its bid electronically in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

Bids transmitted by facsimile or hardcopy will not be accepted.

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

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

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

3.1.2 Electronic Payment of Invoices – Bid

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

If Annex "E" 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.

3.1.3 Exchange Rate Fluctuation

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

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

Mandatory technical criteria are included in Annex "A1" Technical Evaluation Criteria

A bid that does not meet all mandatory technical requirements listed in Annex "A1" will be considered non-responsive and will receive no further consideration.

4.1.1.2 Point Rated Technical Criteria

Point rated technical evaluation criteria are included in Annex "A1" Technical Evaluation Criteria

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

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

4.2 Basis of Selection

4.2.1 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; and
 - b. meet all mandatory criteria.
 - c. obtain the required minimum of 25 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 50 points.

2. Bids not meeting (a) , (b) and (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 equals 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 A	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
Calculations - Pricing Score B	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27$	$45/45 \times 30 = 30$
Combined Rating A+B	84.18	73.15	77.7
Overall Rating	1st	3rd	2nd

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified 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 property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian goods.

The Bidder certifies that:

() the good(s) offered are Canadian goods as defined in paragraph 1 of clause [A3050T](#).

Bidders should submit this certification completed with their bid. If the certification is not completed and submitted with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to submit this completed certification. Failure to comply with the request of the Contracting Authority and submit the completed certification will render the bid non-responsive

5.2.3.1.1 *SACC Manual* clause [A3050T](#) (2018-12-06) Canadian Content Definition

5.2.3.2 Education and Experience

5.2.3.3.1 *SACC Manual* clause [A3010T](#) (2010-08-16) Education and Experience

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

There are no security requirements associated with this contract.

6.2 Financial Capability

N/A

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

Please refer to Annex "A" Statement of Work

7.1.1 Optional Goods and/or Services

N/A

7.1.2 Task Authorization

The Work or a portion of the Work performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

7.1.2.1 Task Authorization Process

1. The Contracting Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex "C"
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or

submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.

3. The Contractor must provide the Contracting Authority within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Contracting Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$_____ (to be inserted at time of contract award) Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

7.1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "D". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

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

The quarterly periods are defined as follows:

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

The data must be submitted to the Contracting Authority no later than seven (7) calendar days after the end of the reporting period.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

[2040 \(2020-05-28\)](#), General Conditions - Research & Development, apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

The following supplemental general conditions apply to and form part of the Contract:

- 4001 (2015-04-01) Hardware Purchase, Lease and Maintenance
- 4002 (2010-08-16) Software Development or Modification Services
- 4003 (2010-08-16) Licensed Software
- 4006 (2010-08-16) Contractor to Own Intellectual Property Rights in Foreground Information
- 4012 (2012-07-16) Goods – Higher Complexity

Additional supplemental conditions, if needed, may be negotiated under Task Authorization

7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

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

7.4.2 Delivery Date

All the deliverables for the Firm Requirement must be received on or before **July 30, 2021**.

7.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "B" of the Contract.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Kelsey Locke
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch

Telephone: 250-507-2482
E-mail address: Kelsey.locke@pwgsc-tpsgc.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.

In the event that you are unable to contact the above noted Authority, please contact:

PWGSC.PRVICCARP.TPSGC@pwgsc-tpsgc.gc.ca

7.5.2 Project Authority

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File No. - N° du dossier

Buyer ID - Id de l'acheteur
VIC223
CCC No./N° CCC - FMS No./N° VME

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

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

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

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

7.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

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

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

7.6 Proactive Disclosure of Contracts with Former Public Servants

N/A

7.7 Payment

7.7.1 Basis of Payment – Contract

For the Firm Requirement described in Annex "A" Statement of Work:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$ _____ *(amount inserted at Contract award)*. Customs duties are included and Applicable Taxes are extra.

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

7.7.1.1 Limitation of Price

C6000C (2017-08-17), Limitation of Price

7.7.1.2 Basis of Payment – Task Authorizations

One of the following types of basis of payment will form part of the approved Task Authorization (TA).

The task price must be determined in accordance with the Basis of Payment as specified in the authorized TA.

a) Firm Unit Price(s) or Firm Lot Price TA

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid _____, (*insert* "the firm lot price of \$ _____" OR "the firm unit price(s)" (*insert* "in accordance with the Basis of Payment in Annex _____" OR "as detailed in the Basis of Payment below"), as specified in the authorized TA. Customs duties are _____ (*insert* "included", "excluded" OR "subject to exemption") and Applicable Taxes are extra.

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

b) TA subject to a Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment _____ (*insert* "in Annex ____" OR "detailed below"), to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are _____ (*insert* "included", "excluded" OR "subject to exemption") and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____. Customs duties are _____ (*insert* "included", "excluded" or "subject to exemption, as applicable") and Applicable Taxes are extra.

2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the sum is inadequate for the completion of the

Work required in all authorized TAs, inclusive of any revisions, whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability

7.7.3 Method of Payment – Contract

7.7.3.1 Single Payment

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

7.7.4 Method of Payment – Task Authorizations

Depending on the method of payment specified in the applicable TA, one of the following method of payment clauses will apply.

7.7.4.1 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Task Authorization and 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.

7.7.4.2 Progress Payments

a) Canada will make progress payments in accordance with the payment provisions of the Task Authorization and the Contract for cost incurred in the performance of the Work up to _____ (*insert*) percent of the amount claimed and approved by Canada if:

- i. an accurate and complete invoice and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- ii. the amount claimed is in accordance with the Basis of Payment and the Task Authorization;
- iii. the total amount for all progress payments paid by Canada does not exceed _____ (*insert*) percent of the total amount to be paid under the Task Authorization.

b) The balance of the amount payable will be paid in accordance with the payment provisions of the Task Authorization and the Contract upon completion and delivery of all work required under the Task Authorization if the Work has been accepted by Canada and the final claim for the payment is submitted.

c) Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the right to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

7.7.4.3 Milestone Payments – Not Subject to Holdback

1. Canada will make milestone payments in accordance with the Schedule of Milestones detailed in article 2 below and the payment provisions of the Contract if:

- a. an accurate and complete claim for payment using [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

- b. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

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

Milestone No.	Description	Firm Amount	Due Date or "delivery date"

7.7.5 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s): (as indicated in Annex "E")

- Visa Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

7.8 Invoicing Instructions

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

Each invoice must be supported by:

- a copy of the approved Task Authorization (if applicable)
- a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;

Each invoice should also include the following information:

- Invoice number
- Submission date
- Contract number
- The project authority
- AP Coder: Sandra Schulz

2. Invoices must be distributed as follows:

- The original and one (1) copy must be forwarded to the following address for certification and payment.

DFO.invoicing-facturation.MPO@canada.ca

- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.9 Certifications and Additional Information

7.9.1 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.

7.10 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*).

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions
 - 4001 (2015-04-01) Hardware Purchase, Lease and Maintenance
 - 4002 (2010-08-16) Software Development or Modification Services
 - 4003 (2010-08-16) Licensed Software
 - 4006 (2010-08-16) Contractor to Own Intellectual Property Rights in Foreground Information
 - 4012 (2012-07-16) Goods – Higher Complexity
- (c) the general conditions 2040 (2020-05-28), General Conditions – Higher Complexity – Research and Development;
- (d) Annex A, Statement of Work;
- (e) Annex A-1 Technical Evaluation Criteria;
- (f) Annex B, Basis of Payment;
- (g) Annex C, Task Authorization Form PWGSC-TPSGC 572;
- (h) Annex D, Periodic Usage Reports;
- (i) the signed Task Authorizations (including all of its annexes, if any);
- (j) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:* ", as clarified on _____ " **or** ", as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*).

7.12 Foreign Nationals (Canadian Contractor)

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

7.13 Insurance Requirements

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

7.14 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or

representative. Should any report, document, good or service not be in accordance with the requirements of the Requirement and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

7.15 Dispute Resolution

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

7.16 SACC Manual Clauses

A9068C (2011-01-11), Government Site Regulations
B1501C (2018-06-21), Electrical Equipment
B7500C (2006-06-16), Excess Goods

ANNEX "A"

STATEMENT OF WORK

1. Title: Digital Calipers

2. Objective

DFO's Marine Invertebrate Section (MIS), Stock Assessment and Research Division (StAR), Science Branch, Pacific Region, conducts coastwide benthic invertebrate monitoring programs to collect the data necessary to evaluate the status of stocks. It is a legislated requirement of Bill C-68 for DFO to monitor, evaluate and report on stock status relative to reference points to determine whether stocks are in the healthy, cautious or critical zones. MIS requires high quality and timely monitoring data to conduct these stock assessments and evaluations that are essential to the sustainable management of Canadian fisheries. MIS is currently striving to optimize data management, modernize field capabilities and improve monitoring data accessibility through the development of digital data recording systems to support sustainable fisheries.

This project will develop systems to ensure scientists, Fisheries Managers and coast Indigenous communities have access to the latest information in a timely fashion.

DFO will benefit from these services by:

- increasing efficiency in the field and office by streamlining data collection and management
- increasing environmental standards. The benthic invertebrate monitoring programs have traditionally used plasticized underwater data sheets for data collection by SCUBA divers. Transitioning away from paper data recording to digital data recording will reduce plastic consumptions, eliminate the time and costs associated with data entry, increase data accuracy, provide significantly improved locational data, eliminate the need to store, archive and ultimately dispose of plasticized underwater data sheets.
- improving data accessibility and timely data sharing to multiple end-users including coastal Indigenous communities.

3. Background

MIS scientists design and implement monitoring programs and conduct stock assessments for Pacific Region benthic marine invertebrates. These activities lead to the provision of science advice to a variety of user groups, including DFO Fisheries Managers who rely on timely advice for the sustainable management of Canadian fisheries. MIS scientists collaborate with coastal Indigenous communities, industry associations, and partnering DFO Divisions to plan and conduct benthic invertebrate monitoring programs and stock assessments. The monitoring data are used for a wide variety of uses including achieving the legislated requires of Bill C-68, stock monitoring, habitat and species distribution modelling, marine protected area monitoring, community analysis, Indigenous communities marine use plans and Ecosystem Based Management frameworks, and emergency response planning. Collaborators and user groups require timely access to high quality data for these purposes.

4. Tasks/Deliverables

Firm Requirement:

The Contractor will be required to build and supply a prototype that meets the following mandatory technical criteria:

- Hand-held with single handed operation

-
- Maximum length of 40 cm (with jaws closed), maximum width and depth of 8 cm
 - Maximum weight of 3 kg
 - Completely waterproof to at least 40 m water depth
 - Log caliper measurements, depth, time, temperature, record number and date at the push of a button
 - Button pushes will log measurements of at least 4 items (eg. 4 species)
 - Button operation successful with thick gloved hands (such as wool liners with marigold rubber gloves overtop)
 - 0 to 240 mm measurement range, 0.5 or 1.0 mm resolution
 - Store a minimum of 7500 measurements in non-volatile memory
 - LED screen with left hand and right hand orientations
 - LCD back light with time delay for shut off to save battery
 - Haptic and/or LED feedback for button pushes, such as a vibration and/or LCD light up to indicate a successful data entry
 - Charge unit without breaching waterproof seal
 - Transfer data wirelessly and have the ability to transfer data to a field laptop in between dives
 - Software to offload data in a spreadsheet format (eg. csv file)
 - Operates for over 12 hours on a charge
 - Loop(s) for securing bolt snap or tether to diver

All deliverables for the firm requirement must be received on or before July 30, 2021.

Additional Labour (if required):

After testing has been completed by DFO, to ensure the supplied prototype meets all mandatory technical criteria above, the Contractor may be requested to make additional design changes. This request will be completed through the issuance of a Task Authorization, using the labour rates indicated in Annex "B", Basis of Payment.

Canada intends to purchase up to an estimated four (4) completed units. These purchases will be authorized through the issuance of a Task Authorization and supported by a quote from the contractor.

5. Location of Work

All work under this Contract will be carried out at the Contractors own place of business however, the initial testing of the prototype itself will be done by DFO Science Staff at the Pacific Biological Station in Nanaimo BC.

If meetings are required between the Contractor and DFO they will be held via tele or video conference and will be arranged by DFO staff.

6. Reporting Requirements

The Contractor must report to the Project Authority, and provide regular updates including:

- monthly progress reports identifying work completed during the reporting period and any work that is still outstanding;
- report to the Project Authority any special circumstances or events affecting the provision of the required services;
- attend meetings as required

7. Departmental Support

The Department will:

- provide all relevant documentation in agreed upon format

- arrange meetings with Departmental staff as needed
- provide access to staff members who will be available to coordinate activities, arrange for testing and feedback

The Department will not provide:

- direct access to data servers

8. Language Requirements

The work completed under this contract and all deliverables pertaining to documentation, designs and/or drawings shall be delivered in English and in a format determined by the DFO Technical Authority.

9. Method and Source of Acceptance

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

In addition, any work undertaken as part of this contract will be provided to DFO on a regular basis for review and consultation.

ANNEX "A-1"

TECHNICAL EVALUATION CRITERIA

Mandatory Technical Criteria

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

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

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

MANDATORY CRITERIA			
No.	Mandatory Criteria	Met Yes/No	Cross Reference to Proposal Page No.
M1	<p>Experience in designing and building custom specialty equipment for underwater applications in a marine environment</p> <p>The Bidder's Proposed Resource(s) must have a minimum of 48 months experience in designing and building custom specialty equipment for underwater applications in a marine environment.</p> <p>Experience must be clearly identified by providing:</p> <ul style="list-style-type: none">• The project name;• The name of the client organization;• The estimated overall cost of the project;• The period during which the service was provided (month/year and duration)• A detailed outline of the services provided• Contact details of person working for client organization whom Canada may contact to validate the above information <p>**Bidders must provide a minimum of one (1) past project example</p>		
M2	<p>Experience applying underwater applications to marine fisheries research</p>		

	<p>The Bidder's Proposed Resource(s) must have experience in applying underwater applications to marine fisheries research, in at least one (1) of the following areas:</p> <ul style="list-style-type: none"> • Biomass surveys; • Impact assessments; • Ground-truthing assessment models; • Habitat assessments <p>Experience must be clearly identified by providing:</p> <ul style="list-style-type: none"> • The project name; • The name of the client organization; • The estimated overall cost of the project; • The period during which the service was provided (month/year and duration); • A detailed outline of the services provided; and • Contact details of person working for client organization whom Canada may contact to validate the above information <p>**Bidders must provide a minimum of one (1) past project example</p>		
M3	<p>Proposed Plan</p> <p>Bidders must demonstrate ability to create a project plan for the design and development of the initial prototype based on the Statement of work found in Annex "A".</p> <p>Proposed plan <u>must include</u>, but is not limited to, the following:</p> <ul style="list-style-type: none"> - Projected timeline - Proposed project team, including job descriptions, outlining roles and responsibilities of individuals assigned to the project 		
M4	<p>2D Drawing</p> <p>Bidders must provide a 2D drawing of the initial prototype design, based on the</p>		

	mandatory technical specifications stated in Annex "A".		
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Weighted Point-Rated Criteria

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

Bids MUST achieve an overall minimum score (25 points) as specified in the table below of the Rated Requirements, in order to be considered technically responsive. Proposals which fail to attain the minimum score of the Rated Requirements will be considered technically non-responsive and no further evaluation will be conducted.

Each point rated technical criterion should be addressed separately.

POINT-RATED CRITERIA				
No.	Rated Criteria	Max Points	Reference	Cross Reference to Proposal Page No.
R1	<p>Experience in designing and building custom specialty equipment for underwater applications in a marine environment</p> <p>Evaluation will be based on experience in addition to the project example(s) submitted in compliance with mandatory criterion M1.</p> <p>Points will be awarded as follows for number of custom builds:</p> <p>2 custom builds = 5 points</p> <p>3-5 custom builds = 10 points</p> <p>6-9 custom builds = 15 points</p> <p>10 custom builds or more = 20 points</p>	20	M1	
R2	<p>Experience with Marine Fisheries Research Projects</p> <p>Evaluation will be based on number of projects in addition to the project example(s) submitted in compliance with mandatory criterion M2, in at</p>	20	M2	

	<p>least one (1) of the following areas of Fisheries Research:</p> <ul style="list-style-type: none"> • Biomass surveys; • Impact assessments; • Ground-truthing assessment models; • Habitat assessments <p>Points will be awarded as follows:</p> <p>2 projects = 5 points</p> <p>3-5 projects = 10 points</p> <p>6-9 projects = 15 points</p> <p>10 projects or more = 20 points</p>			
R3	<p>Proposed Plan</p> <p>Evaluation will be based on proposal submitted in compliance with mandatory criterion M3</p> <p>Submitted project plan will be awarded points according to the following:</p> <ul style="list-style-type: none"> - Plan includes an organizational chart = 2 points - Plan includes company vision and mission statement = 1 point - Plan indicated whether subcontractors will be used for any stage of the project or not = 1 point - Plan includes list of estimated materials required = 3 points - Plan includes potential risks and risk management strategies = 3 points 	10	M3	
Total Evaluated Score:		/50		

Solicitation No. - N° de l'invitation
F1693-190035/A
Client Ref. No. - N° de réf. du client
F1693-190035

Amd. No. - N° de la modif.
000
File No. - N° du dossier

Buyer ID - Id de l'acheteur
VIC223
CCC No./N° CCC - FMS No./N° VME

(Minimum points required: 25)				
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BASIS OF PAYMENT

Bidders must submit their financial bid using the financial evaluation table provided in this Annex.

Pricing offered must be in **Canadian dollars**, Applicable Taxes excluded, Delivered Duty Paid (DDP) to 3190 Hammond Bay Road, Nanaimo BC, V9T 6N7. Canadian customs duties and excise taxes included.

Firm unit price shall be inclusive of all direct and indirect expenses incurred in performing the requirement including but not limited to all labour, fringe benefits, overhead, supervision, tools, equipment, materials, parts, manuals, travel time, travel and living expenses, transportation costs, reports, general and administrative costs, profit required to do the work, all related duties and other costs paid by the Supplier such as additional surcharges, and transportation fees. No other charges will be accepted.

Pricing must be provided for 1. Firm Requirement and 2. Additional Labour

1. Firm Requirement

Item	Description	Unit of Issue	Firm All-inclusive Lot Price (CAD)
1.	Initial prototype design Costs (to technical spec list as per Annex "A" Statement of Work)	LOT	\$
2.	All-inclusive cost to build and deliver initial prototype	LOT	\$
Total Firm Requirement			\$
Delivery Address:			
Pacific Biological Station Fisheries and Oceans Canada 3190 Hammond Bay Road Nanaimo BC V9T 6N7			

2. Additional Labour (if required) – Task Authorization

Labour for additional design as per Annex "A", if requested by DFO through a fully authorized Task Authorization, shall be invoiced as per the following all-inclusive fixed hourly rate:

\$ _____ / hour * 20 hours (*estimate for evaluation purposes only*) = \$ _____.

Canada intends to purchase up to an estimated four (4) completed units. These purchases will be authorized through the issuance of a Task Authorization and supported by a quote from the contractor.

TOTAL EVALUATED BID PRICE = 1. FIRM REQUIREMENT + 2. ADDITIONAL LABOUR

Solicitation No. - N° de l'invitation
F1693-190035/A
Client Ref. No. - N° de réf. du client
F1693-190035

Amd. No. - N° de la modif.
000
File No. - N° du dossier

Buyer ID - Id de l'acheteur
VIC223
CCC No./N° CCC - FMS No./N° VME

ANNEX "C"

TASK AUTHORIZATION FORM PWGSC-TPSGC 572

(See Attached)

Task Authorization Autorisation de tâche

Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization
(Use form DND 626 for contracts for the Department of National Defence)

Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche
(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)

Contract Number

Enter the PWGSC contract number.

Numéro du contrat

Inscrire le numéro du contrat de TPSGC.

Contractor's Name and Address

Enter the applicable information

Nom et adresse de l'entrepreneur

Inscrire les informations pertinentes

Security Requirements

Enter the applicable requirements

Exigences relatives à la sécurité

Inscrire les exigences pertinentes

Total estimated cost of Task (Applicable taxes extra)

Enter the amount

Coût total estimatif de la tâche (Taxes applicables en sus)

Inscrire le montant

For revision only

Aux fins de révision seulement

TA Revision Number

Enter the revision number to the task, if applicable.

Numéro de la révision de l'AT

Inscrire le numéro de révision de la tâche, s'il y a lieu.

Total Estimated Cost of Task (Applicable taxes extra) before the revision

Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision

Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

Increase or Decrease (Applicable taxes extra), as applicable

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.

Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu

S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.

1. Required Work: Complete sections A, B, C, and D, as required.

1. Travaux requis : Remplir les sections A, B, C et D, au besoin.

A. Task Description of the Work required:

Complete the following paragraphs, if applicable.
Paragraph (a) applies only if there is a revision to an authorized task.

(a) Reason for revision of TA, if applicable:
Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

A. Description de tâche des travaux requis :

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a une révision à une tâche autorisée.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

B. Basis of Payment:

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

C. Cost of Task:**Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (Applicable taxes extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

Option 2:

Total cost of Task (Applicable taxes extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

D. Method of Payment

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

B. Base de paiement :

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

C. Coût de la tâche :**Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (Taxes applicables en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

Option 2 :

Coût total de la tâche (Taxes applicables en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

D. Méthode de paiement

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

2. Authorization(s):

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

3. Contractor's Signature

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

2. Autorisation(s) :

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat. Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

3. Signature de l'entrepreneur

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.



Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$

Security Requirements: This task includes security requirements
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

☐

No - Non

☐

Yes - Oui

If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract
Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat



For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
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Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.

Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.

1. Required Work: - Travaux requis :

A.Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>



Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

Name and title of authorized client - Nom et titre du client autorisé à signer

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

3. Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized - to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date

Solicitation No. - N° de l'invitation
F1693-190035/A
Client Ref. No. - N° de réf. du client
F1693-190035

Amd. No. - N° de la modif.
000
File No. - N° du dossier

Buyer ID - Id de l'acheteur
VIC223
CCC No./N° CCC - FMS No./N° VME

ANNEX "D"

PERIODIC USAGE REPORTS

TO: Kelsey Locke
Contracting Authority
Public Services and Procurement Canada
Pacific Region

Telephone: 250-507-2482
Fax: n/a
Email: kelsey.locke@pwgsc-tpsgc.gc.ca

FROM: _____

Telephone: ____ - ____ - ____
Fax: ____ - ____ - ____
Email _____

Date: _____

CONTRACT No. _____			
REPORTING PERIOD: From _____ to _____ (Year ____ Quarter ____)			
TA #	Authorized Amount	Short Description of Services provided + Site location* Completed YES/NO	Total Amount Invoiced for the Reporting Period (Before Applicable Taxes)
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
(A) Total Dollar Value of all TAs for this reporting period:			\$
+ (B) Total from previous reporting periods:			\$
= Total Expended to date			\$

***Please include copies of TAs and supporting invoices with your report.
Refer to section 7.1.1.4 for more details on reporting requirements**

Name and title of person authorized to sign on behalf of Offeror/Contractor (type or print)

Solicitation No. - N° de l'invitation
F1693-190035/A
Client Ref. No. - N° de réf. du client
F1693-190035

Amd. No. - N° de la modif.
000
File No. - N° du dossier

Buyer ID - Id de l'acheteur
VIC223
CCC No./N° CCC - FMS No./N° VME

ANNEX "E" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);
- ☐ () Wire Transfer (International Only);
- ☐ () Large Value Transfer System (LVTS) (Over \$25M)