

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À :

Charline.MacDonald@tc.gc.ca

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

Comments – Commentaires

Proposal To: Transport 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 thereof.

On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:

1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;
2. This bid is valid for the period requested in the bid solicitation;
3. All the information provided in the bid is complete, true and accurate; and
4. If the bidder is awarded a contract, it will accept all the terms and conditions Set out in the resulting contract clauses included in the bid solicitation.

Proposition à : Transports 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-annexées, au(x) prix indiqué(s).

En apposant ma signature ci-après, j'atteste, au nom du soumissionnaire, que j'ai lu la demande de propositions (DP) en entier, y compris les documents incorporés par renvoi dans la DP et que :

1. le soumissionnaire considère qu'il a les compétences et que ses produits sont en mesure de satisfaire les exigences obligatoires décrites dans la demande de soumissions;
2. cette soumission est valide pour la période exigée dans la demande de soumissions ;
3. tous les renseignements figurant dans la soumission sont complets, véridiques et exacts; et
4. si un contrat est attribué au soumissionnaire, ce dernier se conformera à toutes les modalités énoncées dans les clauses concernant le contrat subséquent et comprises dans la demande de soumissions.

Title – Sujet

Cumulative Effects of Marine Vessel Activities in Placentia Bay, Newfoundland Region -
Effets cumulatifs des activités maritimes liées aux navires dans la baie Placentia, dans la région de Terre-Neuve-et-Labrador

Solicitation No. – N° de l'invitation

T8080-200649

Date

March 22, 2021

Client Reference No. – N° référence du client

T8080-200649

GETS Reference No. – N° de référence de SEAG

Solicitation Closes

L'invitation prend fin

at – à

02 :00 PM – 14h00

on – le

May 3, 2021

Time Zone

Fuseau horaire

Eastern Daylight Savings Time

Heure avancée de l'Est

F.O.B. - F.A.B.

Plant-Usine: ☐

Destination: ☒

Other-Autre: ☐

Address inquiries to – Adresser toute demande de renseignements à :

Charline MacDonald

Area code and Telephone No.

Code régional et N° de téléphone

Facsimile No. / e-mail

N° de télécopieur / courriel

506-377-8249

Charline.MacDonald@tc.gc.ca

Destination – of Goods, Services, and Construction:

Destination – des biens, services et construction

National Capital Region – La région de la capitale nationale

Instructions: See Herein

Instructions : Voir aux présentes

Delivery required -Livraison exigée

See Herein – Voir aux présentes

Delivery offered -Livraison proposée

Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)

Compétence du contrat : Province du Canada choisie par le soumissionnaire et qui aura les compétences sur tout contrat subséquent (si différente de celle précisée dans la demande)

Vendor/firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Telephone No. - N° de téléphone

e-mail - courriel

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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PART 1 - GENERAL INFORMATION

1.1 Statement of Work - Bid

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

1.2 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: 120 days

2.1.1 SACC Manual Clauses

SACC Reference	Section	Date
C9000T	Pricing	2010/08/16

2.2 Submission of Bids

Bids must be received by the Contract Authority by the date and time indicated on page 1 of the solicitation. Bids must be sent by Electronic Submission to Charline.MacDonald@tc.gc.ca.

Refer to Part 3, Section 3.1 "Bid Preparation Instructions".

2.3 Former Public Servant - Competitive Bid

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: 2019-01 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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Basis for Canada's Ownership of Intellectual Property

Transport Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#):

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

2.7 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:

- Office of the Procurement Ombudsman (OPO)
- Canadian International Trade Tribunal (CITT)

(c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (one (1) electronic copy)
Section II: Financial Bid (one (1) electronic copy)
Section III: Certifications (one (1) electronic copy)

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

Interested Bidders are invited to submit a proposal, through Electronic Submissions at:
Charline.MacDonald@tc.gc.ca.

Individual e-mails exceeding five megabytes (5MB), or that include other factors such as embedded macros and/or links may be rejected by the Transport Canada e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority.

Larger bids may be submitted through more than one e-mail. It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission.

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.

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

3.1.2 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 as specified in Annex "C"

4.1.1.2 Point Rated Technical Criteria

Point Rated Technical Criteria as specified in Annex "C"

4.1.2 Financial Evaluation

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 (70%) and Price (30%)

1. To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation; and
 - (b) meet all mandatory criteria; and
 - (c) obtain the required minimum points specified for each criterion for the technical evaluation, and
 - (d) obtain the required minimum of 84 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 145 points.

2. Bids not meeting (a), (b), (c) and (d) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.

5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where the selection of the contractor is determined by a 70/30 ratio of the technical merit and price, respectively.

Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)			
Bidder	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	88	82	92
Bid Evaluated Price	C\$60,000	C\$55,000	C\$50,000
Calculations	Technical Merit Points	Price Points	Total Score
Bidder 1	$88 / 100 \times 70 = 61.6$	$50,000 / 60,000 \times 30 = 25$	86.6
Bidder 2	$82 / 100 \times 70 = 57.4$	$50,000^* / 55,000 \times 30 = 27.3$	84.7
Bidder 3	$92 / 100 \times 70 = 64.4$	$50,000^* / 50,000 \times 30 = 30$	94.4

* represents the lowest evaluated price

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](#) website

(<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real 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 Status and Availability of Resources

SACC Manual clause [A3005T](#) (2010/08/16), Status and Availability of Resources

5.2.3.2 Education and Experience

SACC Manual clause [A3010T](#) (2010/08/16), Education and Experience

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

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work - Contract

The Contractor must perform the Work 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.

6.3.2 Supplemental General Conditions

[4007](#) (2010/08/16), Canada to Own Intellectual Property Rights in Foreground Information 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 Award to June 30, 2023 inclusive.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Charline MacDonald
Procurement Specialist
Transport Canada, Materiel and Contracting Services
275 Sparks Street
Ottawa, ON
K1A 0N5

Telephone: (506) 377-8249
E-mail: Charline.MacDonald@tc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform

work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority

The Project Authority for the Contract is:

Details will be provided in any resulting contract

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 (Bidder please complete)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail: _____

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: 2019-01 of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment - Firm prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices as specified in Annex B, Basis of Payment. Customs duty are included and Applicable Taxes are extra.

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

6.7.2 Method of Payment – Milestone Payments

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

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

All work/services shall be provided to the entire satisfaction of the Project Authority prior to payment of invoice and acceptance of deliverables, in consideration and approval by the Project Authority.

6.7.3 Travel and Living Expenses – National Joint Council Travel Directive

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

Estimated Cost: \$5,000.00 (Customs duty and Applicable Taxes included)

6.7.4 SACC Manual Clauses

SACC Reference	Section	Date
A9117C	T1204 - Direct Request by Customer Department	2007/11/30
C0705C	Discretionary Audit	2010/01/11

6.7.5 Electronic Payment of Invoices – Contract

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

(As indicated in Annex "D")

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

6.8 Invoicing Instructions

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.

Invoices are to be submitted quoting Contract No. **T8080-200649**, to the address indicated on Page 1 of the contract. For each invoice, the Contractor shall:

- describe the services/goods covered by the invoice; and
- Indicate the dates for which the services/goods were rendered.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4007 (2010/08/16), Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions 2010B (2020/05/28), General Conditions - Professional Services (Medium Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment; and
- (f) the Contractor's bid dated _____.

6.12 SACC Manual Clauses

SACC Reference	Section	Date
A9068C	Government Site Regulations	2010/01/11
G1005C	Insurance – No Specific Requirement	2016/01/28

6.13 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](#)".

ANNEX "A" - STATEMENT OF WORK

1.0 TITLE

Assessment of the cumulative effects of marine vessel related activities in the Placentia Bay, Newfoundland region.

2.0 OBJECTIVE

Transport Canada requires the services of a Contractor to conduct an assessment of the cumulative effects of marine vessel related activities in the Placentia Bay area of Newfoundland. The work will include:

- Finalizing the scope of the cumulative effects assessment along with Transport Canada and interested collaborators;
- Developing or selecting a cumulative effects assessment methodology or methodologies;
- Identifying and amalgamating relevant data sources;
- Analyzing and summarizing the data using the selected methodology;
- Drawing conclusions based on the results.

The Results of the assessment will subsequently be used by Transport Canada and interested collaborators to develop recommendations, such as mitigation tools and strategies, that could be applied to current vessel movements and future projects with associated marine vessel activity to decrease the possible impacts of marine vessel activities. Developing the recommendations is not part of the statement of work.

This project will also support the design of a common national framework for assessing the cumulative effects of marine vessel related activities (see section 5, Reference Documents).

The contract will be carried out in a collaborative manner, as required, to ensure input from First Nations, scientists, Non-government organizations (NGO's), industry, and government regulators.

Collection of raw data (i.e. field work) is not part of this statement of work.

3.0 BACKGROUND

Transport Canada develops and administers policies and regulations to advance the safety and security of Canada's marine transportation system. Transport Canada promotes an efficient and sustainable system that protects the marine environment and contributes to economic development.

The Government of Canada announced the \$1.5-billion national Oceans Protection Plan (OPP) in November 2016, with the objective of improving marine safety and responsible shipping, protecting Canada's marine environment, and offering new opportunities for Canadians.

Through the OPP, the Government of Canada is committed to preserving and restoring coastal marine ecosystems that are vulnerable to increased marine shipping, while reducing the impact of day-to-day vessel traffic. Many concerns have been expressed about the increase in marine transportation and the impact of other marine activities (a sector of activity that can be a major source of anthropogenic impacts) on coastal and marine ecosystems and on coastal and Indigenous communities and ways of life.

Through the OPP, Transport Canada is assessing the cumulative impact of marine vessel related activities in the Placentia Bay region. In the context of this work, marine shipping includes commercial vessels, ferries, cruise, fishing (but not the activity of fishing itself) and recreational vessels operating in waters within Canadian jurisdiction, where the data is available and accessible. Undertaken in

collaboration with First Nations, marine stakeholders, industry, academics, NGO's and coastal communities, the outcomes of the assessments will form the basis for making recommendations related to existing and future vessel movements.

4.0 TERMINOLOGY

Additional relevant terminology can be found in Draft National Framework for Assessing the Cumulative Effects of Marine Shipping (see Appendix B)

Activities: An action that may impose one or more stressors on the ecosystem being assessed.

Stressors: Any physical, chemical, or biological means that, at some given level of intensity, has the potential to change an ecosystem or one or more of its components.

Valued components: Environmental features that may be affected by an activity and that have been identified to be of concern by the proponent, government agencies, Indigenous peoples, or the public. The value of a component not only relates to its role in the ecosystem, but also to the value people place on it. For example, it may have been identified as having scientific, social, cultural, economic, historical, archaeological, or aesthetic importance

Marine shipping: Includes commercial vessels, ferries, cruise, fishing (but not the activity of fishing itself) and recreational vessels operating in waters within Canadian jurisdiction, where the data is available and accessible.

Pathways of Effects: The cause-effects relationships between activities associated to marine shipping and their effects, via stressors, on the Valued Components of the environment.

Effects: Changes, either positive or negative, direct or indirect, short or long term, localized or large scale, to the environment or to health, social or economic conditions.

5.0 REFERENCE DOCUMENTS

Transport Canada will provide the Contractor with copies of general documents and studies as required to facilitate the completion of this analysis, including, but not limited to, the following:

Appendix A: Report entitled "Review of cumulative effects management concepts and international frameworks" (2017);

Appendix B: Draft National Framework for Assessing the Cumulative Effects of Marine Shipping

Appendix C: ESSA Technologies' Evaluation of Cumulative Effects Assessment Methodologies for Marine Shipping

Appendix D: Draft list of potential vessel activities of concern, stressors, valued components and other issues raised during ongoing scoping discussions for Placentia Bay

Previously published documents of interest that are available online:

- DFO's 2014 Science Advisory Report on the pathways of effects for shipping: http://www.dfo-mpo.gc.ca/csas-sccs/publications/sar-as/2014/2014_059-eng.html
Canadian Science Advisory Secretariat (CSAS) research document on conceptual models of the pathways of effects of marine shipping in Canada https://www.dfo-mpo.gc.ca/csas-sccs/Publications/ResDocs-DocRech/2020/2020_077-eng.html

Documents to be provided to the Contractor following contract award:

- Reports and information from workshops, engagement and early scoping sessions on the cumulative effects of marine vessel related activities held virtually

6.0 DESCRIPTION OF REQUIREMENTS

Note: It is possible that a combination of methodologies may be required depending on the scope of the assessment and the type and availability of data sources. From this point forward in this statement of work, it is understood that 'methodology' may also mean suite or combination of appropriate methodologies.

The Contractor must participate in scoping sessions and attend any workshop or engagement sessions to finalize the scope of the project. The Contractor must also participate in workshops and discussions with First Nations, marine stakeholders and coastal communities to ensure input is included. Once the scope of the assessment is finalized, the contractor must develop or select a methodology for analyzing the cumulative effects of marine vessel related activities. As a first step, the proposed methodology will be presented to various collaborators and interested parties for review and input. Using the agreed-to methodology, the Contractor will assess the cumulative effects of marine vessel related activities on the valued components identified by First Nations and various marine stakeholders for the Placentia Bay region.

Following the assessment, the Contractor must produce a report summarizing the methodology used, the analysis performed, and the results and conclusions. The results and conclusions will be presented to collaborators and interested parties.

The final report will form the basis for making recommendations related to existing and future vessel movements. Developing recommendations is outside the scope of this contract.

6.1 SCOPE

The work will include:

- Project launch, work planning and progress meetings
- Participation in workshops/webinars
- Finalizing the scope of the cumulative effects assessment along with Transport Canada and collaborators;
- Developing or selecting a cumulative effects assessment methodology (or methodologies – see note above);
- Identifying and amalgamating relevant data sources;
- Analyzing and summarizing the data using the selected methodology;
- Drawing conclusions based on the results.

The scope of the cumulative effects assessment is still being determined and the winning bidder will participate in discussions finalizing the scope (i.e. vessel activities of concern and stressors, valued components, spatial and temporal boundaries, etc). A list of potential vessel activities of concern, stressors, valued components and other issues raised can be found in Appendix D. This is a summary from ongoing discussion being held with Indigenous communities, regulators, scientists, industry and NGOs. It is important to note that this list is subject to change, and that the information presented is not listed in any particular order, nor have any of the issues been prioritized. Summaries of these discussions (ie workshops reports) will be provided to the Contractor and the time of contract award.

Once the assessment scope is determined, the Contractor must provide an integrated assessment of the cumulative impacts of marine vessel related activities on the ecosystems of the Placentia Bay region.

This study will promote a shift toward a more proactive and holistic approach to assessing marine ecosystems. Depending on level of interest, collaboration with First Nations communities, and the integration of Indigenous knowledge may be required. Application of First Nations principles of ownership, control, access and possession (OCAP) are a requirement where that knowledge is available and able to be shared. The Contractor must integrate the discussions at, and conclusions of, workshops and other

engagement sessions and meetings with First Nations representatives and other stakeholders throughout the course of the assessment process, including the development of the assessment methodology.

6.2 DETAILED SERVICES AND TASKS

The Contractor must carry out the following tasks and activities.

6.2.1 Project launch, work planning and progress meetings

A virtual meeting will be held within two (2) weeks of contract award. The purpose of the meeting is, at a minimum, to introduce the Contractor's team and discuss the work plan and proposed approach, resource allocation and the Contractor's schedule. The timing for the submission of the first progress report will be determined at the kick-off meeting. The Contractor must submit a preliminary work plan for approval by the Project Authority following the launch meeting, and at least 2 weeks before the regional scoping workshop (see below).

In addition, the Contractor must schedule monthly virtual meetings/teleconferences with the Project Authority to provide an update on the project and/or preliminary results. This may include:

- a summary of the latest activities carried out;
- what was accomplished and what was planned but not accomplished;
- what activities are planned between then and the next meeting.

Questions, problems and warnings must be reported to the Project Authority as they arise. Informal discussion and conversations are likely to occur between monthly meetings as issues and information arise.

6.2.2 Participation in workshops/webinars

The Contractor is expected to participate in various workshops with collaborators and interested parties as a prerequisite to finalizing the cumulative effects assessment scope and developing/selecting the assessment methodology. The Contractor must use the discussions and conclusions of those workshops and sessions as the basis for the development of the assessment.

A virtual workshop will be held in spring 2021 (May or June 2021), and will define the scope of the assessment (i.e., vessel activities and stressors of concern, valued components, spatial and temporal boundaries, and management objectives to the extent possible). This workshop will build on discussions already occurring in the region; as mentioned above, the Contractor will be provided with summaries from the initial scoping discussions currently underway. The scope of the assessment will be confirmed by Transport Canada and interested parties following the spring 2021 workshop.

At a virtual workshop in fall 2021, the Contractor will present the proposed assessment methodology for review and approval by Transport Canada and project collaborators. The Contractor must provide Transport Canada with the proposed assessment methodology, in a report, by September 30, 2021 so that participants can review the documents before taking part in the discussions.

Between fall 2021 and early winter 2023, the Contractor will amalgamate data and undertake the analysis to assess the cumulative impacts of marine vessel related activities in Placentia Bay. It is noted that tweaks and possible changes to the methodology may be required depending on availability of information and data, and any subsequent discussions. Any changes to the methodology will need to be discussed with the Project Authority and project collaborators; additional virtual meetings may be set up to address possible changes.

At a workshop scheduled for winter 2023, the Contractor must present the preliminary findings of the assessment for discussion before preparing the final report. The Contractor must submit the preliminary report to Transport Canada three (3) weeks prior to the workshop so that participants can review the documents before taking part in the discussions. Transport Canada is responsible for organizing the

workshops (including logistics, facilitating discussions and preparing minutes).

The Contractor must submit the final translated report and deliverables to Transport Canada no later than June 30, 2023.

Note: it is unclear at this point in time when face-to-face workshops will be able to resume as a result of ongoing public health recommendations in relation to the ongoing global COVID-19 pandemic. At the time of writing, workshops are being considered for the virtual environment only. There are currently no travel requirements anticipated in the first 12 months of the contract. It is possible that the contractor may be required to travel to Newfoundland (likely St. John's) for the Winter 2023 workshop. The exact location and number of workshop participants will be determined at a later date.

If travel requirements arise, the Contractor will be paid for its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed, at cost, without any allowance for profit and administrative overhead, in accordance with the meal and private vehicle expenses provided in Appendices B, C and D of the National Joint Council Travel Directive; and with the other provisions of the directive referring to "travellers", rather than those referring to "employees", to a limitation of expenditure of \$5,000.00. Customs duty and Applicable Taxes are included.

Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.

All travel must have the prior authorization of the Project Authority.

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

6.2.3 Cumulative effects assessment

6.2.3.1 Finalizing the scope of the cumulative effects assessment along with Transport Canada and collaborators;

The scope of the analysis will be determined in collaboration with interested parties at a workshop in spring 2021, and will address the following elements:

- identification of the key marine shipping related activities and stressors;
- identification of valued components or priority areas of study;
- selection of appropriate spatial and temporal boundaries within the target site;
- determination of links between the stressors identified for marine activities and the selected valued components.

6.2.3.2 Developing a cumulative effects assessment methodology or methodologies;

This assessment must include, at a minimum, a characterization of the spatial distribution of the valued components, and an integrated analysis of the impact of multiple vessel related stressors on the identified valued components.

The assessment methodology must be capable of:

- utilizing different types of data, including geo-spatial and tabular (non-geo-referenced) data;
- utilizing variable spatial and temporal boundaries to accommodate the availability of data as required;
- incorporating Indigenous and traditional knowledge where available;
- characterizing the sources of multiple environmental stressors;
- assessing in an integrated manner the impacts of marine vessel related activities on various

valued components (identified during the workshops), including biological, environmental, cultural and socio-economic components. The method must also be able to include potential positive impacts of marine vessel related activities.

Transport Canada (TC) does not have a comprehensive database of marine shipping related stressors and valued components; however, TC will provide available data and support the Contractor in its research. TC will be able to provide contact information for entities who may have data and information to provide.

6.2.3.3 Identifying and amalgamating relevant data sources;

- The collection and compilation of data on regional marine vessel related activities, environmental, cultural and traditional data, will be carried out in collaboration with the various stakeholders.
- The data acquired to conduct the analysis must be amalgamated and stored in a database that will potentially be used to share information on the Placentia Bay region with the various stakeholders.
- Derived data analysis results or products (ie data outputs) will be delivered to Transport Canada.
- Data outputs must be provided in a common geographic information system (GIS) format to be determined by mutual agreement at a later date.

Data Considerations

It is anticipated that this assessment will rely primarily on publically available data sources. Where a non-publically available data source is identified and required for undertaking the analysis, information on how to obtain and use that data will be discussed on a case by case basis. It is possible that confidentiality agreements may be required to use certain types of data. Transport Canada will be able to provide vessel Automatic Identification System (AIS) data dating back to 2015.

6.2.3.4 Analyzing and summarizing the data; Drawing conclusions based on the results

Data analysis will follow the agreed-upon assessment methodology.

A discussion must be held with the Contractor to determine the best way of publically communicating the results of the analysis, summaries and conclusions of the assessment.

6.2.5 Draft report

The Contractor must prepare a draft report containing the preliminary findings. It must be submitted to Transport Canada for questions and comments three (3) weeks before the Winter 2023 workshop.

6.2.6 Final report

The Contractor must incorporate the comments received at the preliminary assessment report workshop and provide a final translated and accessible report no later than June 30, 2023. Accessibility requirements will be discussed at the time of delivery of the final report.

6.3 DELIVERABLES SCHEDULE AND ACCEPTANCE CRITERIA

6.3 DELIVERABLES SCHEDULE AND ACCEPTANCE CRITERIA No.	Description or "deliverable"	Due date or "delivery date"
1	Launch and preparation of the schedule and work plan	Two (2) weeks after contract award
2	Work plan shared with Transport Canada in May 2021.	May, 2021
3	Finalize scope of the cumulative effects assessment of marine vessel related activities	June, 2021
4	Draft proposed assessment methodology	September, 2021
5	Presentation of proposed assessment methodology	November, 2021
6	Summary report and presentation of preliminary findings for comments at a workshop	January, 2023
7	Delivery of final translated/accessible report in MS Word/PDF	On or before June 30, 2023
8	Delivery of derived data outputs and analysis. Data outputs must be provided in a common GIS format	On or before June 30, 2023

Virtual workshops to be held at various intervals over the course of work.

7.0 Security

There is no security requirement applicable to the Contract. The Contractor will not have access to Protected or Classified information and will be escorted at all times if they need to access TC's premises.

8.0 Intellectual Property

Transport Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the Policy on Title to Intellectual Property Arising Under Crown Procurement: the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.

ANNEX "B" – BASIS OF PAYMENT

The Contractor will be paid a firm price for the work, customs duties included and Applicable Taxes extra.

Method of Payment – Milestone Payments

Canada will make milestone payments in accordance with the Schedule of Milestone Payments detailed in Table 1 below if all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada. The Bidder shall propose the amount of each instalment in the space provided. The Bidder may, at its discretion, consolidate Milestones into fewer Milestones as long as the payment percentages and number of deliverables are respected.

Table 1. Schedule of Milestone Payments

Milestone No.	Description of Deliverable	Firm Amount
1	Launch and preparation of schedule and of the work plan.	\$ _____ (10% of firm price)
2	Work plan shared with Transport Canada by May, 2021. Document outlining the assessment methodology to be presented by webinar to partners and collaborators for comments and approval and a data collection and management model.	\$ _____ (20% of firm price)
3	Summary report and presentation of preliminary findings for comments.	\$ _____ (30% of firm price)
4	Delivery of the final report for translation and distribution.	\$ _____ (30% of firm price)
5	Presentation of the final report during a workshop.	\$ _____ (10% of firm price)
Total Estimated Cost (Total Evaluated Price) <i>(the sum of prices for Milestones 1 to 5, excluding taxes)</i>		\$ _____ (Applicable Taxes Extra)

ANNEX “C” – EVALUATION CRITERIA

Bidder: _____

1. Technical Evaluation criteria

Proposal compliance will be evaluated on the basis of the following mandatory and rated requirements. Bidders must provide necessary documentation to support compliance. Bidders are also advised to refer to Part 3, Section 1 - Technical Bid.

Table 1: Required format to demonstrate experience
Work experience or project experience performed in the last ten (10) years and used to demonstrate compliance for the evaluation criteria must be presented using the format of this table
If the Bidder cites a project, the project and the work period of the resource must have lasted at least two (2) months.
<ul style="list-style-type: none">a. The name of the client organization;b. The date, duration of the work or project, indicating the years and months in which the proposed resource participated;c. A description of the project, including its scope, and the results of the work undertaken by the proposed resource;d. A description of the activities carried out by the proposed resource;e. A brief description of the methodology or methodologies used; andf. The name, title and email address of a contact person in the client organization who can validate the projects or experience.

For work experience to be considered, the resume must not simply indicate the title of the individual's position, but must demonstrate that the individual has the required work experience by describing the responsibilities and work performed while in the position in question. When multiple tasks are performed simultaneously, Bidders must provide the timeline for each task.

Bidders are also advised that if the month(s) or year(s) of experience listed for one project overlap(s) the timeframe of another referenced project, the overlapping time will only be counted once. For example, if the timeframe for Project 1 is from July 2001 to December 2001 and the time frame for Project 2 is from October 2001 to January 2002, the total number of months of experience for these two projects is seven (7) months.

2.0 Mandatory Technical Criteria (M)

The Mandatory Technical Criteria listed below will be evaluated on a simple met/not met (i. e. compliant/non-compliant) basis.

Each Mandatory Technical Criterion should be addressed separately. Proposals that do not meet the Mandatory Technical Criteria will be deemed non-responsive and given no further consideration.

Proposals must demonstrate compliance with all Mandatory Technical Criteria and must provide the necessary documentation to support compliance.

No.	Mandatory Technical Criteria	Bidder Response / Cross Reference to Proposal and/or CV	Met / Not Met
M1	<p>BIDDER'S TEAM</p> <p>The Bidder must provide a team of at least 2 resources that will carry out the work, including the team member who will be the Project Manager/Team Lead for this project.</p> <p>For each proposed resource, the bidder must include:</p> <ul style="list-style-type: none"> - A resume with at a minimum the resource's education, chronological employment history, fields of expertise and relevant experience. - The roles and responsibilities of that resource on the project 		
M2	<p>PROJECT MANAGER/TEAM LEAD QUALIFICATIONS</p> <p>The Bidder must demonstrate that the Project Manager / Team Lead has the following qualifications:</p> <p>A) A minimum of a bachelor's degree from a recognized postsecondary institution. A copy of the diploma must accompany the bid.</p> <p>B) At least (10) ten years of experience, using the Table 1 format, in analysis and research in the following two (2) areas:</p> <ol style="list-style-type: none"> 1. Assessment of anthropogenic impacts on the environment 2. Aquatic ecosystems 		

No.	Mandatory Technical Criteria	Bidder Response / Cross Reference to Proposal and/or CV	Met / Not Met
M3	<p>TEAM MEMBER QUALIFICATIONS</p> <p>The Bidder must demonstrate that the team member(s) has(have) the following qualification:</p> <p>A) A minimum of a bachelor's degree from a recognized postsecondary institution. A copy of the diploma must accompany the bid.</p> <p>B) At least (2) two years of experience, using the Table 1 format, in analysis and research in the following two (2) areas:</p> <ol style="list-style-type: none"> 1. Assessment of anthropogenic impacts on the environment 2. Aquatic ecosystems 		
M4	<p>EXPERIENCE OF BIDDER TEAM</p> <p>The Bidder must demonstrate that it has completed at least four (4) multidisciplinary environmental research projects within ten (10) years of the RFP closing date.</p> <p>Completed means that the research has been completed and compiled, data and information has been analyzed, results have been obtained and a report has been prepared.</p> <p>The projects and the contribution of the member(s) of the proposed team must be presented using the Table 1 format.</p>		
M5	<p>WORK PLAN</p> <p>The Bidder must submit a draft work plan demonstrating how it will complete the project tasks and the deliverables as described in the Statement of Work. The following information must be included:</p> <p>(a) The Bidder's approach, including potential methodology(ies) for the project;</p> <p>(b) The project management structure;</p> <p>(c) Details of the complete quality control strategy for research, analysis and reporting.</p>		

3. Point Rated Technical Criteria (R)

Bids which meet all of the mandatory technical criteria will be further evaluated and scored against the following rated requirements.

Bids which fail to obtain the required minimum number of points specified for each rated criteria will be declared non-responsive. Each point rated technical criterion should be addressed separately.

No.	Rated Requirements	Bidder Response / Cross Reference to Proposal and/or CV	Maximum Score	Minimum Score Required	Bidder Score
R1	<p>TEAM LEAD/PROJECT MANAGER EXPERIENCE</p> <p>The Bidder should demonstrate, in the format shown in Table 1, that the proposed Project Manager/Team Lead identified in M2 has experience in conducting analytical research in one (1) or more of the following areas:</p> <ul style="list-style-type: none"> a) Cumulative effects assessment, b) Characterization of multiple sources of environmental stress, c) Integrated regional impact assessment on societies and ecosystems, d) Development of databases for environmental analysis, e) Development of analysis, integration and visualization tools, f) Marine and/or freshwater biology research. <p>Rating scale 0 to less than 8 years = 0 points 8 years to less than 10 years = 12 points 10 years to less than 12 years = 16 points 12 years and over = 20 points</p>		20	12	

No.	Rated Requirements	Bidder Response / Cross Reference to Proposal and/or CV	Maximum Score	Minimum Score Required	Bidder Score
R2	<p>TEAM LEAD/PROJECT MANAGER PROJECT EXPERIENCE</p> <p>The Bidder should demonstrate that the proposed project manager / team lead designated in M2, has completed, within ten (10) years of the RFP closing date, exactly two (2) projects in the format of Table 1 in one (1) or more of the following areas (from A to H):</p> <p>Each project mentioned will be scored out of 40 points. The maximum total score for the criterion is 80 points.</p> <p><u>Rating scale</u></p> <ul style="list-style-type: none"> a. Experience in assessing cumulative effects on marine and/or freshwater environments (consequences of human activity for the human, biotic or physical environment): (0 or 5 points) b. Experience in the development of databases for environmental analysis purposes: (0 or 5 points) c. Experience working with Indigenous communities and their knowledge: (0 or 5 points) d. Experience in multidisciplinary research with socio-cultural and/or economic, and/or environmental issues: (0 or 5 points) e. Experience with a collaborative approach: (0 or 5 points) f. Experience in developing analysis, integration and visualization tools: (0 or 5 points) g. Experience in reporting and presenting results and conclusions: (0 or 5 points) h. Experience related to Newfoundland (0 or 5 points) 		80	45	

No.	Rated Requirements	Bidder Response / Cross Reference to Proposal and/or CV	Maximum Score	Minimum Score Required	Bidder Score
R3	<p>BIDDER'S TEAM (OTHER THAN THE TEAM LEAD) PROJECT EXPERIENCE</p> <p>The Bidder should demonstrate that team members have completed, within eight (8) years of the RFP closing date, with one (1) proposed resource other than the Project Manager/Team Lead designated in M1, at least (1) project presented in the format of Table 1 with the following characteristics:</p> <p>Each characteristic and the applicable points listed below (from A to E) for the project will be evaluated.</p> <p><u>Rating scale</u></p> <ul style="list-style-type: none"> a) Experience in analyzing the human footprint in aquatic ecosystems (0 or 5 points); b) Experience in analyzing the interactions between multiple stressors (0 or 5 points); c) Experience in designing or implementing assessment methodologies (0 or 5 points); d) Experience in data collection and database development (0 or 5 points); e) Experience in exploring and/or developing tools to capture and synthesize the complexity of cumulative effects (0 or 5 points). 		25	15	
R4	<p>WORK PLAN</p> <p>The Bidder should provide a narrative description of the proposed approach in the form of a draft work plan.</p> <p>Each component of the work plan (from A to D) will be rated as specified in Table 2.</p> <ul style="list-style-type: none"> a) Proposed approach for assessing the cumulative effects of marine activities Placentia Bay, Newfoundland in relation to the Statement of Work (Up to 5 points maximum) b) Proposed approach to achieve the tasks and complete the deliverables described in Section 6.2 and 6.3 of the Statement of Work including but not limited to: identification of staff, 		20	12	

No.	Rated Requirements	Bidder Response / Cross Reference to Proposal and/or CV	Maximum Score	Minimum Score Required	Bidder Score														
	<p>assignment of responsibilities and level of effort (Up to 5 points maximum)</p> <p>c) An approach that allows enough flexibility to undertake work in a collaborative environment where scope changes are possible and that has a comprehensive quality control strategy in place to monitor the quality of research, analysis and reporting. (Up to 5 points maximum)</p> <p>d) An open approach that promotes data sharing and sharing of data outputs as described in the statement of work. (Up to 5 points maximum)</p> <table><tr><th colspan="2">Table 2 – Rating Scale</th></tr><tr><td>0</td><td>Information was not provided.</td></tr><tr><td>1</td><td>Information provided demonstrates a limited understanding of the project's sub-criteria and objectives.</td></tr><tr><td>2</td><td>Information provided demonstrates some understanding of some elements of the project's sub-criteria and objectives.</td></tr><tr><td>3</td><td>Information provided demonstrates an understanding of most elements of the project's sub-criteria and objectives.</td></tr><tr><td>4</td><td>Information provided clearly demonstrates an understanding of all elements of the project's sub-criteria and objectives.</td></tr><tr><td>5</td><td>Information provided demonstrates a full range of in-depth understanding of all elements of the project's sub-criteria and objectives.</td></tr></table>	Table 2 – Rating Scale		0	Information was not provided.	1	Information provided demonstrates a limited understanding of the project's sub-criteria and objectives.	2	Information provided demonstrates some understanding of some elements of the project's sub-criteria and objectives.	3	Information provided demonstrates an understanding of most elements of the project's sub-criteria and objectives.	4	Information provided clearly demonstrates an understanding of all elements of the project's sub-criteria and objectives.	5	Information provided demonstrates a full range of in-depth understanding of all elements of the project's sub-criteria and objectives.				
Table 2 – Rating Scale																			
0	Information was not provided.																		
1	Information provided demonstrates a limited understanding of the project's sub-criteria and objectives.																		
2	Information provided demonstrates some understanding of some elements of the project's sub-criteria and objectives.																		
3	Information provided demonstrates an understanding of most elements of the project's sub-criteria and objectives.																		
4	Information provided clearly demonstrates an understanding of all elements of the project's sub-criteria and objectives.																		
5	Information provided demonstrates a full range of in-depth understanding of all elements of the project's sub-criteria and objectives.																		

Maximum available points	145		
Minimum overall points required	84		
Bidder score (*)		Met: <input type="checkbox"/>	Not Met: <input type="checkbox"/>

(*) Overall technical score: This value constitutes the technical evaluation score for bid evaluation and contractor selection purposes.

ANNEX “D” to PART 3 OF THE BID SOLICITATION - ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts 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)

**ANNEX “E” - COMPLETE LIST OF EACH INDIVIDUAL WHO ARE CURRENTLY DIRECTORS
AND/OR OWNERS OF THE BIDDER**

Complete Legal Name of Supplier: _____

Supplier Address: _____

Supplier Procurement Business Number (PBN): _____

NOTE TO BIDDERS: WRITE DIRECTORS’ AND/OR OWNERS’ SURNAMES AND GIVEN NAMES

NAME	JOB TITLE / POSITION

Include additional names on a separate sheet if required.