



RETURN BIDS TO:

Parks Canada Agency Bid Receiving Unit
 National Contracting Services
 Québec, QC
 Bid Fax: **1-877-558-2349**
 Bid E-mail Address:
pc.receptiondessoumissionses-bidreceivingeast.pc@canada.ca

This is the only acceptable email address for responses to the bid solicitation. Bids submitted by email directly to the Contracting Authority or to any other email address may not be accepted.

The maximum email file size is 15 megabytes. The Parks Canada Agency (PCA) is not responsible for any transmission errors. Emails with links to bid documents will not be accepted.

REQUEST FOR PROPOSAL

Proposal to: Parks Canada Agency

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 or attached hereto, the goods, services and construction listed herein or on any attached sheets at the price(s) set out therefor.

Issuing Office:

Parks Canada Agency
 National Contracting Services
 Québec, QC

Title: Gros Morne National Park - Trout River Salmon Restoration	
Solicitation No.: 5P300-21-0044/A	Date: May 17, 2021
Client Reference No.: N/A	
GETS Reference No.: PW-21-00956532	

Solicitation Closes: At: 2:00PM On: Thursday, May 27, 2021	Time Zone: Eastern Time
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F.O.B.: Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>
Address Enquiries to: Marie-Michelle Losier
Telephone No.: (418) 563-3890
Email Address: marie.losier@canada.ca
Destination of Goods, Services, and Construction: Gros Morne National Park, Newfoundland and Labrador, Canada

TO BE COMPLETED BY THE BIDDER

Vendor/ Firm Name:	
Address:	
Telephone No.:	Fax No.:
Name of person authorized to sign on behalf of the Vendor/ Firm (type or print):	
Signature:	Date:

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Marie-Michelle Losier

Ver.08.18.20

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IMPORTANT NOTICE TO BIDDERS

BIDS RECEIVED BY FAX AND EMAIL WILL BE ACCEPTED AS OFFICIAL.

BIDS RECEIVED IN-PERSON OR BY COURIER WILL NOT BE ACCEPTED.

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The only acceptable facsimile for responses to bid solicitations is 1-877-558-2349.

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Emails with links to bid documents will not be accepted. Bid documents must be sent as email attachments.

Direct Deposit

The Government of Canada has replaced cheques with direct deposit payment(s); an electronic transfer of funds deposited directly into a bank account. In order to receive payment, new vendors that are awarded a contract will be required to complete a direct deposit enrolment form to register their direct deposit information with Parks Canada.

Additional information on this Government of Canada initiative is available at:
<http://www.directdeposit.gc.ca>

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PART 1 – INFORMATION AND INSTRUCTIONS

1.1. Security Requirements

1.1.1. There is no security requirement associated with the bid solicitation.

1.2. Statement of Work

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

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.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

Subsection 2. entitled epost Connect of section 08, Transmission by Facsimile or by epost Connect of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety.

2.2. Submission of Bids

Bids must be submitted only to the Parks Canada Agency (PCA) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Bids submitted in-person or by courier will not be accepted.

The only acceptable facsimile for responses to bid solicitations is 1-877-558-2349.

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Emails with links to bid documents will not be accepted. Bid documents must be sent as email attachments.

2.3. Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority (marie.losier@canada.ca) no later than four (4) 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

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eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4. Applicable Laws

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

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.

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PART 3 – BID PREPARATION INSTRUCTIONS

3.1. Bid Preparation Instructions

Canada requests that the bid be gathered per section and separated as follows:

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

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

Section I: Technical Bid

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

Section II: Financial Bid

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

3.1.1. Exchange Rate Fluctuation

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

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

Technical bids will be evaluated against the mandatory technical evaluation criteria specified below.

Number	Mandatory Criteria
M1	The Bidder's fish rearing facility must be within 8 hours driving distance by vehicle from Trout River, NL to minimize risks to fish health during transportation of juvenile fish to the facility and subsequent transfer of adult fish back to Trout River (Trout River Pond boat launch). For validation, Canada will validate using a web mapping tool.
M2	The Bidder must attest that they have all of the required facilities and resources in order to complete the work required as per sections 1.4., 1.5. and 1.6. of Annex A – Statement of Work. Bidders must provide attestation (see Part 5 – Certifications, Article 5.1.2) that they meet this mandatory criterion with their bid.

4.1.2. Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.1.3. Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1. Certifications Required with the Bid

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

5.1.1. Integrity Provisions – Declaration of Convicted Offences

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

5.1.2. Mandatory Technical Criterion Certification ****complete this with your bid****

The bidder certifies that, should it be awarded a contract as result of the bid solicitation, it has all of the required facilities and resources in order to complete the work required as per sections 1.4., 1.5. and 1.6. of Annex A – Statement of Work.

- Yes
 No

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.

The Bidder, regardless of their status under the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html), must provide the information requested at **Annex D to Part 5 of the Bid Solicitation** prior to contract award.

5.2.2. Former Public Servant

Contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds.

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In order to comply with Treasury Board policies and directives on contracts awarded to Former Public Servants, the Bidder must provide the information requested at **Annex E to Part 5 of the Bid Solicitation** prior to contract award.

5.2.3. 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/canada/esdc-labour/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.

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

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.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

6.4. Term of Contract

6.4.1. Period of the Contract

The period of the Contract is from June 1, 2021 to September 30, 2023 inclusive.

6.4.2. Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5. Authorities

6.5.1. Contracting Authority

The Contracting Authority for the Contract is:

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Marie-Michelle Losier
Contracting Advisor
Parks Canada Agency
National Contracting Services
Chief Financial Officer Directorate
Québec, QC

Telephone: (418) 563-3890
E-mail address: marie.losier@canada.ca

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

6.5.2. Project Authority

The Project Authority for the Contract is:

*** to be provided at contract award ***

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

The Contractor's Representative for the Contract is: ****complete this with your bid****

Representative's Name:		
Representative's Title:		
Vendor/ Firm Name:		
Physical Address:		
City:	Province/ Territory:	Postal Code:
Telephone:		Facsimile:
Email Address:		
Procurement Business Number (PBN) or Goods and Services Tax (GST) Number:		

6.6. Proactive Disclosure of Contracts with Former Public Servants

*** SACC Manual clause A3025C to be inserted at contract award, if applicable ***

6.7. Payment

6.7.1. Basis of Payment – Firm Monthly Prices

For the Work described in items 1A., 2A., and 3A. of Annex B – Basis of Payment.

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid firm monthly prices for a cost of \$_____ *** to be provided at contract award ***. Customs duties are excluded and Applicable Taxes are extra.

For the firm monthly 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.

6.7.2. Basis of Payment – Firm Prices

For the Work described in items 2B. and 3B. of Annex B – Basis of Payment.

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid firm prices for a cost of \$_____ *** to be provided at contract award ***. Customs duties are excluded 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.

6.7.3. Monthly Payment

For items 1A., 2A., and 3A. of Annex B – Basis of Payment, Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

6.7.4. Single Payment

For items 2B. and 3B. of Annex B – Basis of Payment, Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

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

6.8. 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.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

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 ***** to be inserted at contract award *****.

6.11. Priority of Documents

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

- (a) The Articles of Agreement;
- (b) The general conditions [2010B](#) (2020-05-28), General Conditions – Professional Services (Medium Complexity)
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Attestation and Proof of Compliance with Occupational Health and Safety (OHS);
- (f) The Contractor's bid dated ***** to be inserted at contract award *****.

6.12. Insurance Requirements

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

6.13. 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 Statement of Work 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.

ANNEX A

STATEMENT OF WORK

1.1. Project Description:

Gros Morne National Park (GMNP), a Parks Canada Agency (PCA) site, is beginning a multi-year project with the goal of recovering the Trout River Atlantic salmon (*Salmo salar*) population. The Trout River salmon population is critically low with only 13 adult salmon returning to spawn in 2017. The objective of the project is to increase the spawning population of salmon in Trout River. To accomplish this, GMNP plans to collect wild juvenile Atlantic salmon from Trout River and then transport them to a fish rearing facility. In this facility, the Atlantic salmon will be reared to adulthood, and then transported back to Trout River to be released. This effort will directly increase the number of spawning adults. For this project, GMNP is seeking contracted service for the rearing of salmon and the transportation of live adult salmon back to Trout River.

1.2. Scope of Work:

GMNP is seeking a Contractor for the provision of aquaculture services to raise juvenile Atlantic salmon (smolt) to the adult stage of their life cycle in a land-based, biosecure facility. Additionally, the Contractor will be responsible for transporting the adult salmon back to Trout River for release.

1.3. Location of Service:

The fish rearing facility must be within 8 hours driving distance from Trout River, NL to minimize risks to fish health during transportation of juvenile fish to the facility and subsequent transfer of adult fish back to Trout River (Trout River Pond boat launch).

1.4. Fish Transportation - Level of Service:

The Contractor must:

- a. Monitor and maintain appropriate water quality parameters including temperature and dissolved oxygen content;
- b. Provide oxygen supply and be able to aerate the fish holding tank(s);
- c. Transport up to 50 live adult salmon from a fish rearing facility to Trout River in GMNP;
- d. Comply with Canadian Council on Animal Care standards and guidelines;
- e. Ensure that no other fish may be transported using the same vehicle when transporting adult salmon to GMNP;
- f. Ensure that all tanks and equipment needed for life-support (e.g. aerators) must be disinfected and cleaned of any potential contaminants or pathogens before use; and
- g. Transport adult salmon within one (1) week of receiving a request from GMNP– transportation dates will vary but likely to occur in late September, 2022 and 2023.

1.5. Fish Rearing - Level of Service:

The Contractor must:

- a. Provide an adequate number and size of tanks and water circulation system to accommodate up to 150 Atlantic Salmon at various life stages (e.g. smolt, grilse,);
- b. Provide 24/7 automated real time monitoring or on-site monitoring of water quality and critical equipment;
- c. Have in place redundant oxygen and power systems that come on automatically in the event of a power failure;
- d. Supply feed for Atlantic salmon at various life stages (smolt, grilse, adult large salmon);
- e. Provide on-site veterinary support;
- f. Transition wild fish from natural food to manufactured feed;

- g. Monitor and adjust water quality parameters within rearing tanks;
- h. Treat and adjust water quality parameters of inflowing/outflowing or recirculated water;
- i. Individually mark fish with a microchip (PIT (Passive Integrated Transponder) tag) that can be read with a scanning device;
- j. Adjust/maintain water at temperatures consistent with that which Atlantic salmon would be normally be exposed in order to maintain a natural growth rate;
- k. Match photoperiod to that which wild fish would normally be exposed;
- l. Quarantine fish, if necessary;
- m. Have access to an inflowing source of fresh water or recirculated and treated water;
- n. Transition fish between freshwater water parameters (e.g. salinity, dissolved oxygen, etc.) to marine environment water parameters, if required;
- o. Provide technical support for recirculation systems (e.g. tanks, pumps, plumbing, etc.);
- p. Keep Atlantic salmon reared for GMNP separate from any other fish rearing or holding operations; this includes ensuring that physical contact between GMNP salmon and any other fish is not possible; and that water from another tank will not flow into or otherwise come into contact with water flowing into tanks holding GMNP Atlantic salmon; and that equipment used in a tank holding other fish will be properly cleaned and disinfected before coming into contact with GMNP fish.
- q. Provide a biosecurity plan;
- r. Comply with Canadian Council on Animal Care standards and guidelines, and
- s. Provide standard operating procedures and safe work practices for all operational stages.

1.6. Contractor Responsibilities:

The Contractor must:

- a. Immediately report to the Parks Canada Project Manager (Project Manager) anything of an urgent nature such as incidents of fish mortality or adverse fish health condition, technical problems, water contamination, etc.
- b. Ensure that the Project Manager or delegate can reach, by phone, personnel at the fish rearing facility any day during the week from 08:30 to 16:30;
- c. Ensure that on-site veterinary services can be operationalized if required within a 4-hour period;
- d. Ensure redundant oxygen and power systems come on automatically in the event of a power failure;
- e. Control the available light sources to alleviate undue stress on fish;
- f. Inform Project Manager or designate, of any unforeseen challenges or issues pertaining to the delivery of services;
- g. Provide, in writing, to the Project Manager, a directory or contact list indicating the names of personnel in supervisory roles at the fish rearing facility and advise of any changes, as necessary;
- h. Report any incidents that impact the ability of the Contractor to successfully deliver the services or meet the responsibilities outlined in the Contract;
- i. Provide the Project Manager with monthly updates and year end reports of fish health, water parameters and growth rates; and
- j. Ensure that the fish rearing facility can be visited by GMNP staff when required.

1.7. Parks Canada Agency Responsibilities:

Parks Canada Agency will:

- a. Transport Juvenile Atlantic salmon (smolt) to the rearing facility;
- b. Ensure that appropriate permits are acquired from the appropriate authorities for collection, transportation, and introduction of Atlantic salmon; and
- c. Comply with collection and animal care guidelines issued by Parks Canada Agency prior to transferring custody of fish to the Contractor.

1.8. Travel and training

All required travel and training costs to complete the requirements of the Contract are to be included in the Contract price.

1.9 Confidentiality

The Contractor must, during and after the effective period of the solicitation, and any resultant Contract, treat as confidential and not divulge, unless authorized in writing by Parks Canada, any information obtained in the course of the delivery of the required work.

1.10 Communications

During the Contract period, the Contractor shall remain in regular contact with the Project Manager either by telephone or in person to ensure the project is progressing well. Communications will occur bi-weekly for the duration of the season. The Contractor's performance will be monitored by the Project Manager or designate. Deficiencies in Contract performance will be brought to the attention of the supervisor for immediate remedy and noted on the Contract file.

1.11 Contractor Equipment

The Contractor is solely responsible for ensuring that their equipment is secure and protected at all times from threat or risks, including, but not limited to: climate controls, theft, or vandalism. This includes, but is not limited to: equipment left overnight on Parks Canada land or other storage areas provided by Parks Canada. Any equipment stored daily or left overnight is left at the Contractor's own discretion.

1.12 Meetings

The Contractor shall meet with the Project Manager in person or via telephone before proceeding with the Work. This initial meeting will enable the Contractor and Project Manager to define the parameters of the Work and review the delivery standards and time frame. Bi-weekly communication via telephone with the Project Manager is required.

1.13 Other Programs

The Contractor may wish to provide services or programs in GMNP that are not included in this Contract. These must be approved by GMNP before they can be advertised or offered to the public. Such additional programs or services, if approved, will be considered outside the scope of this Contract.

ANNEX B

BASIS OF PAYMENT

Bidders must provide pricing in the format specified in this Annex B – Basis of Payment. Failure to provide prices in the format specified will render the quotation non-responsive.

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm monthly prices and firm prices (including but not limited to all labour, materials, travel and disbursements), as specified below.

Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable. The quotation is to be in Canadian dollars.

Item No.	Description	Unit of Measurement	Firm Price Per Unit (A)	Estimated Quantity (B)	Estimated Amount (A x B)
For the period of June 1, 2021 to May 31, 2022:					
1A.	Firm monthly price for Project Management, Husbandry, Data Collection, and Facility Charges (Aquaculture Facility Charge Out, Feed, Biosecurity and Consumables, etc.) required for performance of the work as described in the Statement of Work at Annex A	Firm Monthly Price	\$	12	\$
For the period of June 1, 2022 to May 31, 2023:					
2A.	Firm monthly price for Project Management, Husbandry, Data Collection, and Facility Charges (Aquaculture Facility Charge Out, Feed, Biosecurity and Consumables, etc.) required for performance of the work as described in the Statement of Work at Annex A	Firm Monthly Price	\$	12	\$
2B.	Firm price for the Release of Adults (Supervision, Labour for Field Services, Travel, etc.) required for performance of the work as described in the Statement of Work at Annex A	Firm Price	\$	1	\$

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For the period of June 1, 2023 to September 30, 2023:					
3A.	Firm monthly price for Project Management, Husbandry, Data Collection, and Facility Charges (Aquaculture Facility Charge Out, Feed, Biosecurity and Consumables, etc.) required for performance of the work as described in the Statement of Work at Annex A	Firm Monthly Price	\$	4	\$
3B.	Firm price for the Release of Adults (Supervision, Labour for Field Services, Travel, etc.) required for performance of the work as described in the Statement of Work at Annex A	Firm Price	\$	1	\$
(A) Total Evaluated Bid Price (excluding tax(s))					\$

Bid Price for Option Years					
For the optional year (1) of the Contract from October 1, 2023 to September 30, 2024:					
OY1A.	Firm monthly price for Project Management, Husbandry, Data Collection, and Facility Charges (Aquaculture Facility Charge Out, Feed, Biosecurity and Consumables, etc.) required for performance of the work as described in the Statement of Work at Annex A	Firm Monthly Price	\$	12	\$
OY1B.	Firm price for the Release of Adults (Supervision, Labour for Field Services, Travel, etc.) required for performance of the work as described in the Statement of Work at Annex A	Firm Price	\$	1	\$

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For the optional year (2) of the Contract from October 1, 2024 to September 30, 2025:					
OY2A.	Firm monthly price for Project Management, Husbandry, Data Collection, and Facility Charges (Aquaculture Facility Charge Out, Feed, Biosecurity and Consumables, etc.) required for performance of the work as described in the Statement of Work at Annex A	Firm Monthly Price	\$	12	\$
OY2B.	Firm price for the Release of Adults (Supervision, Labour for Field Services, Travel, etc.) required for performance of the work as described in the Statement of Work at Annex A	Firm Price	\$	1	\$
(B) Total Bid Price for Option Years (excluding tax(s))					\$

(A+B) Total Bid Price (excluding tax(s))					\$
Name of person authorized to sign on behalf of the Vendor/ Firm (type or print):					
Signature:			Date:		

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ANNEX C

ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)

*** to be completed after contract award ***

The following form must be completed and signed prior to commencing work on Parks Canada Sites.

Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the Canada Labour Code and the Canada Occupational Health and Safety Regulations are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

Parks Canada Responsible Authority/Project Lead	Address	Contact Information
Project Manager		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work

General Description of Work to be Completed

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Mark “Yes” where applicable.

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, _____ (*contractor*), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name

Signature

Date

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ANNEX D TO PART 5 OF THE BID SOLICITATION

LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Requirements

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names when participating in a procurement process. The required list differs depending on the Bidder's or Offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

Supplier Information

Supplier's Legal Name:		
Organizational Structure: <input type="checkbox"/> Corporate Entity <input type="checkbox"/> Privately Owned Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership		
Supplier's Legal Address:		
City:	Province / Territory:	Postal Code:
Supplier's Procurement Business Number (optional):		

List of Names

Name	Title

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Declaration

I, _____, (*name*)

_____, (*position*) of

_____, (*supplier's name*) declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

Signature

Date

ANNEX E TO PART 5 OF THE BID SOLICITATION

FORMER PUBLIC SERVANT

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes (<input type="checkbox"/>) No (<input type="checkbox"/>)

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

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

By providing this information, 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

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published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-1](#) 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.