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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
 - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
 - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
 - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Statement of Work, Evaluation Criteria, and Geographical Region(s) and Depth Matrix.

1.2 Summary

- 1.2.1 The Government of Canada requires multibeam hydrographic survey services, in accordance with the required Standards and Orders as defined in the 2019 CHS Standards for Hydrographic Surveys (<http://www.charts.gc.ca/data-gestion/standards-normes/intro-eng.html>) to augment its internal capacity.

The Government of Canada aims to enhance its capacity for data acquisition through the establishment of a Hydrographic Services Supply Arrangement qualified supplier list, capable of providing multibeam bathymetric survey services. Implementing an integrated multi-platform approach to hydrographic surveying in Canada's navigable waters allows for the delivery of a flexible, affordable, and sustainable hydrographic survey program to meet Canada's hydrographic requirements. Private sector bathymetric surveys are part of this diversified approach.

The Supply Arrangement will remain valid for a period of four years. A Notice will be posted "once a year" on the Government Electric Tendering Service (GETS) to allow new suppliers to become qualified.

1.2.2 The Request for Supply Arrangements (RFSA) is to establish supply arrangements for the delivery of the requirement detailed in the RFSA to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs).

1.2.3 This RFSA allows suppliers to use the epost Connect service provided by Canada Post Corporation to transmit their arrangement electronically. Suppliers must refer to Part 2 of the RFSA entitled Supplier Instructions and Part 3 of the RFSA entitled Arrangement Preparation Instructions for further information on using this method.

1.3 Debriefings

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

1.4 Use of an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Supply Arrangement that is issued under this solicitation, refer to 6.12 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

1.5 Key Terms

"Refresh Solicitation"

A solicitation that allows existing and new suppliers to provide arrangement to qualify and existing suppliers to provide arrangement to qualify for more services throughout the entire period of the Supply Arrangement. Existing suppliers are not required to provide an arrangement in order to continue to provide the services in their qualified geographical location.

"Supplier" (RFSA stage)

the person or entity (or, in the case of a joint venture, the persons or entities) submitting an arrangement. It does not include the parent, subsidiaries or other affiliates of the Supplier, or its subcontractors.

"Supplier"(SA stage)

means the person or entity whose name appears on the Supply Arrangement and who has become a pre-qualified supplier and been issued a Supply Arrangement;

"Supply Arrangement"

means the written arrangement between Canada and the Supplier, these general conditions, any referenced clauses and conditions, and any other document specified or referred to as forming part of the Supply Arrangement;

"Supply Arrangement Authority"

means the person designated as such in the Supply Arrangement, or by notice to the Supplier, to act as the representative of Canada in the management of the Supply Arrangement.

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“Request for Supply Arrangement”

a procurement tool established by PWGSC for use by clients that allows buyers to solicit bids from a pool of pre-qualified suppliers for specific requirements. The intent is to establish a framework to permit expeditious processing of individual bid solicitations which result in legally binding contracts for the goods and services described in those bid solicitations

Supply Arrangement

“Bid Solicitation”

an invitation, verbal or written, to suppliers to submit a bid, quotation or offer.

“Responsive bid”

A bid, tender, proposal or quotation that meets all the mandatory requirements stipulated in the solicitation document.

PART 2 - SUPPLIER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) 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.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The [2008](#) (2020-05-28) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of [2008](#), Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Arrangements

Arrangements must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the RFSA.

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in Nova Scotia the email address is:

TPSGC.RAReceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca

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

Facsimile: 902-496-5016

Due to the nature of the Request for Supply Arrangements, transmission of arrangements by facsimile to PWGSC will not be accepted.

2.3 Former Public Servant - Notification

Service 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. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, [Contracting Policy Notice 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

2.4 Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

2.5 Enquiries - Request for Supply Arrangements

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

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by Suppliers 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 Suppliers do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Suppliers. Enquiries not submitted in a form that can be distributed to all Suppliers may not be answered by Canada.

2.6 Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*insert the name of the province or territory*).

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 Suppliers.

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 - ARRANGEMENT PREPARATION INSTRUCTIONS

3.1 Arrangement Preparation Instructions

- If the Supplier chooses to submit its arrangement electronically, Canada requests that the Supplier submits its arrangement in accordance with section 08 of the 2008 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The arrangement must be gathered per section and separated as follows:

Section I: Technical Arrangement
Section II: Certifications

- If the Supplier is simultaneously providing copies of its arrangement using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

Due to the nature of the RFSA, arrangements transmitted by facsimile will not be accepted.

Canada requests that suppliers follow the format instructions described below in the preparation of hard copy of their arrangement:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the RFSA.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, suppliers should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Arrangement

In the technical arrangement, Suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Certifications

Suppliers must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Evaluation

Bidders must complete all sections of the RFSA. It is mandatory for Bidders to fill out Annex 3 – Geographical Locations and submit with the proposal.

4.1.1.2 Point Rated Technical Criteria

The point-rated technical criteria is detailed in Annex 2 – Evaluation Criteria.

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

4.2 Basis of Selection

4.2.1 Basis of Selection – Minimum Point Rating

1. To be declared responsive, an arrangement must:
 - a. comply with all the requirements of the Request for Supply Arrangements; and
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of 60 percent overall of the total overall points in any of the two Technical Criteria or less than the minimum required points for any individual item will be deemed non-compliant and rejected, which are subject to point rating. The rating is performed on a scale of 200 points.
2. Arrangements not meeting (a), (b) or (c) above will be declared non-responsive.

4.3 Financial Viability

SACC *Manual* clause [S0030T](#) (2014-11-27) Financial Viability

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Suppliers must provide the required certifications and additional information to be issued a supply arrangement (SA).

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

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

5.1 Certifications Required with the Arrangement

Suppliers must submit the following duly completed certifications as part of their arrangement.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all suppliers must provide with their arrangement, **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.

5.2 Certifications Precedent to the Issuance of a Supply Arrangement and Additional Information

The certifications and additional information listed below should be submitted with the arrangement, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier 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 arrangement 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 Supplier must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Additional Certifications Precedent to Issuance of a Supply Arrangement

5.2.2.1 Status and Availability of Resources

- 5.2.2.1.1 SACC Manual clause [S3005T](#) (2008-12-12) Status and Availability of Resources.

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5.2.2.2 Education and Experience

5.2.2.2.1 SACC Manual clause S1010T (2008-12-12) Education and Experience

PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

6.1 Arrangement

The Supply Arrangement covers the Work described in the Statement of Work at Annex 1.

6.2 Security Requirements

6.2.1 There is no security requirement applicable to the Supply Arrangement.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2020](#) (2016-04-04) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

6.3.2 Supply Arrangement Reporting

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex "5". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on a quarterly to the Supply Arrangement Authority.

The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Supply Arrangement Authority no later than **14** calendar days after the end of the reporting period.

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6.4 Term of Supply Arrangement

6.4.1 Period of the Supply Arrangement

The period for awarding contracts under the Supply Arrangement is from date of award for a period of 4 years.

6.4.2 Comprehensive Land Claims Agreements (CLCAs)

The Supply Arrangement (SA) is for the delivery of the requirement detailed in the SA to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs).

6.5 Authorities

6.5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Name: Linda Richard
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Atlantic Division
Address: 1713 Bedford Row
P.O. Box 2247
Halifax, NS B3J 3C9
Telephone: 902-402-9059
Facsimile: 902-496-5016
E-mail address: linda.k.richard@pwgsc-tpsgc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

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6.5.2 Supplier's Representative (To be completed by Supplier)

Name: _____
Title _____
Organization _____
Address _____

Procurement Business Number _____
Email: _____
Telephone: _____

6.6 Identified Users

The Identified Users are:

- Public Services and Procurement Canada
- Natural Resources Canada (NRcan)
- Fisheries and Oceans Canada, Canadian Hydrographic Service
- Department of National Defense (DND)
- Environment and Climate Change Canada (ECCC)
- Parks Canada

After the completion of any Bathymetric Survey contract issued under this SA, contractors must provide free of charge access and use of all of the data acquired, processed, and all documentation and formats not only to the Identified User of the contract; but also to DFO-Science CHS for the purpose of safe and efficient navigation through CHS Official Charts and Publications in Canadian waterways and Public Good.

6.7 On-going Opportunity for Qualification

A Notice will be posted once a year on the Government Electronic Tendering Service (GETS) to allow new Suppliers to become qualified. Existing qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

6.8 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 the Supply Arrangement;
- (b) the general conditions 2020 (2020-07-01), General Conditions - Supply Arrangement - Goods or Services
- (c) Annex 1, Statement of Work;
- (d) Annex 3, Geographic Region(s) Locations Matrix;
- (e) the Supplier's arrangement dated _____ (*insert date of arrangement*)

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

6.11 Transition to an e-Procurement Solution (EPS)

During the period of the Supply Arrangement, Canada may transition to an EPS for more efficient processing and management of individual contracts for any or all of the SA's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Supplier with at least a three-month notice to allow for any measures necessary for the integration of the Supply Arrangement into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Supplier chooses not to provide the supply arrangement of their goods or services through the e-procurement solution, the Supply Arrangement may be set aside by Canada.

6.12 SACC Manual Clauses

| | | |
|--------|--------------|---|
| G1005C | (2016-01-28) | Insurance – No Specific Requirement |
| H1001C | (2008-05-12) | Multiple Payments |
| C6000C | (2017-08-17) | Limitation of Price |
| A9117C | (2007-11-30) | T1204 – Direct Request by Customer Department |
| C0711C | (2008-05-12) | Time Verification |
| C0705C | (2010-01-11) | Discretionary Audit |
| A7017C | (2008-05-12) | Replacement of Specific Individuals |
| A3025C | (2020-05-04) | Proactive Disclosure of Contracts with Former Public Servants |
| A2000C | (2006-06-16) | Foreign Nationals (Canadian Contractor) |
| A2001C | (2006-06-16) | Foreign Nationals (Foreign Contractor) |

B. BID SOLICITATION

6.1 Bid Solicitation Documents

Canada will use the following bid solicitation templates based on the estimated dollar value and complexity of the requirement:

- Medium Complexity (MC) for medium complexity requirements;
- High Complexity (HC) for more complex requirements.

A copy of the standard procurement template(s) can be requested by suppliers from the Supply Arrangement Authority or the Contracting Authority, as applicable.

Note: References to the HC, and MC templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

The bid solicitation will contain as a minimum the following:

- (a) a complete description of the Work to be performed;
- (b) [2003](#), Standard Instructions - Goods or Services - Competitive Requirements

"Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of directors."
- (c) bid preparation instructions;
- (d) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (e) evaluation procedures and basis of selection;
- (f) financial capability;
- (g) certifications;
 - **Federal Contractors Program (FCP) for Employment Equity - Notification**
 - SACC Manual [A3005T](#), [A3010T](#) for service requirements when specific individuals will be proposed for the work;
 - **Integrity Provisions - Declaration of Convicted Offences;**
- (h) conditions of the resulting contract.

6.2 Bid Solicitation Process

6.2.1 Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA.

6.2.2 The bid solicitation will be sent directly to Suppliers via email.

6.2.2.1 Bid Solicitation Requirements

- a. For all requirements up to an estimated value of \$400,000 (HST or GST included), the Identified user must issue a "Request for Proposal" to all of the (SA) Holders qualified in the specific geographic location.
- b. For all requirements that exceed \$400,000 (HST or GST included), the requirement must be sent to the PWGSC office for processing.

6.2.2.2 Bid Solicitation Documents

The bid solicitation will contain as a minimum the following:

- a. A complete description of the requirement;
- b. Bid preparation instructions;
- c. Instructions for the submission of bids (address for submission of bids, bid closing date and time);
- d. Evaluation procedures and basis of selection;
- e. Conditions of the resulting contract.

C. RESULTING CONTRACT CLAUSES

6.1 General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using the template:

- (a) **MC** (for medium complexity requirements), general conditions (2010C) will apply to the resulting contract;
- (b) **HC** (for high complexity requirements), general conditions (2035) will apply to the resulting contract.

A copy of the template(s) can be provided upon request by contacting the Strategic Policy Integration Division by sending a query to TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca.

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Note: References to the HC and MC templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

ANNEX "1"

STATEMENT OF WORK HYDROGRAPHIC SURVEYING

1. INTRODUCTION

The Government of Canada requires multibeam hydrographic survey services, in accordance with the required Standards and Orders as defined in the 2019 CHS Standards for Hydrographic Surveys (<http://www.charts.gc.ca/data-gestion/standards-normes/intro-eng.html>) to augment its internal capacity. The following Statement of Work describes the requirements and the description of the work.

2. OBJECTIVE AND SCOPE

The Government of Canada aims to enhance its capacity for data acquisition through the establishment of a Hydrographic Services Supply Arrangement qualified supplier list, capable of providing multibeam bathymetric survey services. Implementing an integrated multi-platform approach to hydrographic surveying in Canada's navigable waters allows for the delivery of a flexible, affordable, and sustainable hydrographic survey program to meet Canada's hydrographic requirements. Private sector bathymetric surveys are part of this diversified approach.

Hydrographic surveying is a highly complex and specialized field, requiring technical expertise in addition to specialized equipment and a platform to support the collection of hydrographic data that meets the Canadian Hydrographic Service's standards. To produce nautical products that meet the requirements of *Navigation Safety Regulations, 2020* made pursuant to the *Canada Shipping Act, 2001*, the Government of Canada requires accurate survey data acquired by instruments calibrated to a stringent set of standards.

3. DESCRIPTION OF REQUIRED SERVICES

The detailed requirements for all subsequent survey tasking will be contained in a Request for Proposal. Please note that "General Information" section explains; the tasking process against the Supply Arrangement, identifies the reporting requirements of suppliers; provides instructions in the preparation of proposals and other related administrative details.

The words "shall", "must", "essential", "will" and "required" are to be interpreted as mandatory requirements. Any proposal which fails to meet any of the mandatory requirements will be deemed noncompliant and will receive no further consideration.

4. ACRONYMS

| | |
|--------|--|
| ACLS | Association of Canada Lands Surveyors |
| CHS | Canadian Hydrographic Service |
| CH | Certified Hydrographer |
| CHTech | Certified Hydrographic Technician |
| CUBE | Combined Uncertainty and Bathymetric Estimator |

| | |
|---------|--|
| DPR | Daily Progress Reports |
| DFO | Department of Fisheries and Oceans Canada |
| FIG | International Federation of Surveyors |
| HIC | Hydrographer in Charge |
| IBSC | International Board on Standards of Competence |
| ICA | International Cartographic Association |
| IHO | International Hydrographic Organization |
| MWLM | Manual Water Level Measurements |
| NAVWARN | Navigational Warning |
| QA/QC | Quality Assurance and Quality Control |
| RFP | Request for Proposal |
| RFSA | Request for Supply Arrangements |
| SACC | Standard Acquisition Clauses and Conditions |
| SOW | Statement of Work |
| SV | Sound Velocity |
| SVP | Sound Velocity Profile |
| TC | Transport Canada |
| TPU | Total Propagated Uncertainty |

5. QUALITY POLICY

CHS is a world class authority and supplier of hydrographic information, which supports the Government of Canada's priorities and meets its obligations by providing up-to-date and standardized information. In alignment with the values of the Public Service and Fisheries & Oceans Canada (DFO), CHS values: Respect for Democracy, People, Integrity, Stewardship and Excellence.

CHS is committed to delivering quality products and services which consistently meet its client's expectations in an efficient, cost-effective, and responsible manner. As a registered ISO 9001:2015 certified organization, CHS must also ensure that any internal and external entities that it conducts business with are aware of and agree to the terms of this policy and adhere to any other applicable CHS procedures. The Level of Service standard is achieved by being responsive to clients, ensuring timely release of critical information required for safe navigation, providing consistent analysis, and making risk management-based decisions, conducting continuous improvements through innovation and adoption of best practices, and by fostering a shared organizational commitment to a rewarding and healthy workplace.

Applicable CHS procedures, process and quality record documents will be provided to the successful supplier. Upon the acceptance of the contract, the supplier acknowledges and accepts all procedures and the quality policy for the duration of the contract.

More information and details surrounding this policy can be found online at <https://www.charts.gc.ca/help-aide/about-apropos/strategic-strategiques-eng.html>.

6. REQUIREMENTS

- 6.1 The 2019 CHS Standards for Hydrographic Surveys document specifies the requirements, standards, orders, and accuracies for hydrographic surveys. This document quantifies various accuracy requirements for different areas according to their importance for the safety of navigation. All hydrographic surveys carried out by CHS, or by Suppliers on its behalf, must adhere to CHS standards: <http://www.charts.gc.ca/data-gestion/standards-normes/intro-eng.html>. Thorough technical specifications will be detailed in the SOW of each individual RFP.
- 6.2 Canada may implement measures to promote federal initiatives such as Green procurement, opportunities for Indigenous businesses and, Indigenous engagement and reconciliation. Additional requirements may be outlined in the RFPs. Compliance with these initiatives may constitute part of the technical evaluation.
- 6.3 The Suppliers must respect the requirements pertaining to Comprehensive Land Claims Agreements and Procurement Strategy for Aboriginal Business, where applicable. For more information see SACC Manual Clauses 9.35.65, 9.40, respectively.

6.4 Health, Safety, Licenses and Certifications

- 6.4.1 The Supplier must comply with all federal, provincial and territorial legislation regarding occupational health and safety.
- 6.4.2 The Supplier must adhere to all applicable SACC Manual Clauses, including Section 5.A.A8501C concerning vessels.
- 6.4.3 The survey vessel(s) must be supplied with all safety equipment, inspected and in good working order, as identified by Transport Canada for the vessel's intended purpose.
- 6.4.4 The captain(s) and crews must possess all required Transport Canada and/or maritime licenses/certifications applicable to the vessel and area of operations.
- 6.4.5 The Supplier must obtain and maintain all permits, licenses and certifications of approval required for the work to be performed under any applicable federal, provincial, state, or municipal legislation. The Supplier is responsible for any changes imposed by such legislation or regulation.
- 6.4.6 Within 5 business days of a written request from DFO, the Supplier must provide a copy of the requested permit, license, or certification. All costs associated with licenses and certifications are the responsibility of the Supplier.
- 6.4.7 The Supplier warrants that the vessel provided to Canada is mechanically sound, completely seaworthy, equipped with readily accessible lifesaving equipment, will be adequately crewed and in full compliance with the Canada Shipping Act, S.C. 2001, c. 26.

In addition, the Supplier must keep and maintain the vessel, engines, gear, and equipment in good and sufficient repair for the duration of the contract and must pay for all necessary repairs, renewals, and maintenance. If the vessel is disabled or is not in running order or is laid up, then Canada will not be liable for any costs incurred during this period, this will be considered mechanical downtime.

6.5 Reference systems

Horizontal datum will be WGS84. Vertical datum will be Chart Datum. Separation models, to reduce data from ellipsoidal heights to Chart Datum, will be specified in the Statement of Work (SOW), of each individual RFP, and provided upon contract award.

6.6 Data Collection

- 6.6.1 The Supplier shall use a multibeam (beam forming) echo sounder for data collection.
- 6.6.2 Multibeam bathymetric surveys must be conducted such that all data meets the IHO Standards for Hydrographic Surveys (S-44, 6th Edition) and the required Standards and Orders as defined in the 2019 CHS Standards for Hydrographic Surveys. The Supplier must include its TPU computation using the proposed solution. Final deliverables must utilize real time estimates of TPU as much as possible.
- 6.6.3 All raw sensor data must be logged, and time tagged precisely in Coordinated Universal Time (UTC).
- 6.6.4 CHS will provide documentation identifying positions of existing horizontal or vertical control stations and the separation model to reduce from ellipsoidal heights to chart datum if applicable.
- 6.6.5 Where required, the Supplier must establish horizontal and vertical control using survey grade GNSS receivers and antennae. GNSS Base station coordinates, computations and antenna height must be logged and provided if utilized.
- 6.6.6 Independent tidal verification (i.e., temporary gauge, manual water level measurements) must be logged to compare with and validate GNSS derived tide if ellipsoidal referenced surveying techniques are utilized. Comparison results must be documented.
- 6.6.7 Check lines must be performed according to the requirements outlined in the 2019 CHS Standards for Hydrographic Surveys publication.
- 6.6.8 All logged data must be portable into the CARIS HIPS & SIPS software version agreed upon with the CHS Project Authority.
- 6.6.9 Daily logs of survey operations must be completed, template documents may be provided during individual RFPs.
- 6.6.10 The Supplier must analyze the newly collected data and report potential Navigational Warnings (NAVWARNs) to the CHS Technical Authority within 5 days of data collection. Canadian Coast Guard NAVWARNs are navigational warnings concerning navigational aid changes or defects, fishing zones, military exercises, dredging, or other marine hazards, e.g., depths shallower than charted depths, uncharted rocks, uncharted shoals, etc. A NAVWARN contains information for all boaters and is intended to inform the marine community of hazards, current activities, and other

pertinent information, see <http://nis.ccg-gcc.gc.ca>. The analysis timeline only applies to areas with **depths less than 50m (unless indicated differently in individual RFPs)** and a shoal depth 10% shallower than the corresponding charted depth. Existing CHS navigational products at all scales must be used in this analysis. Upon discovery the Supplier must inform the local area Canadian Coast Guard Marine Communications and Traffic Services office via radio, phone, or email. The CHS Technical Authority must also be informed of all NAVWARN communications. Further documentation describing reporting processes, contact information and decision matrix will be provided to the successful Supplier at the RFP stage.

6.6.11 The Supplier must collect backscatter/reflectance data.

6.7 Processing

6.7.1 Multibeam processing must be done with a software package that allows for CUBE surface generation and auto processing following CHS CUBE Bathymetric data Processing and Analysis (see <http://charts.gc.ca/data-gestion/bathymetric-traitement/1-eng.html>). During the final stages of data processing and validation, special attention must be paid to surface validation and sounding designation in areas with depths less than 50m (unless indicated differently in individual RFPs). If using software other than CARIS, you must submit sample project files with bid submission.

6.7.2 Bathymetric data in adherence to all the requirements of the RFP in the areas as indicated on specific site sketches (to be provided in the individual RFPs).

6.7.3 A processing log must be provided (in the individual RFPs), detailing steps taken in the processing pipeline.

6.7.4 The Supplier must adhere to the folder structure, forms, and file naming convention provided. CHS will deliver a template of the folder structure, forms, and file naming convention to use. Note that ALL dates and time must be recorded in Julian day and UTC. This includes all related data and notes, as well as GNSS notes.

6.8 Quality Control

The following data processing requirements must be met:

6.8.1 The Supplier must complete system calibrations in accordance with manufacturer's specifications prior to deployment. Uncertainty values for all sensors must be provided along with uncertainty models

6.8.2 The Supplier must produce a Quality Assurance report to include, but not be limited to the following:

- a. Results and reports from the calibration, system alignment, and field verification procedures
- b. Outline of the procedures, processes and corrections used during data collection to ensure data quality and accuracy requirements were met
- c. Coverage plots/images of limits and data density to demonstrate that data collection requirements were met
- d. Documented methodology used for GNSS positioning, vertical reference and ellipsoid details and epochs

- e. Identify any anomalies, biases, outliers, GNSS outages, data gaps, accuracy/quality degradation or any other problems/issues that presented challenges or degraded the data quality

6.9 CHS Responsibilities

The following CHS responsibilities will be met and/or provided by the CHS Project Authority:

- 6.9.1 CHS will provide documentation identifying positions of existing horizontal or vertical control stations if applicable.
- 6.9.2 CHS will provide the most recent bathymetric data to be used by the Supplier for planning the limits of the survey coverage and for quality control or ground-truthing.
- 6.9.3 CHS will provide minimum quality records that will be required for the final Project Report. CHS will assign a scientific Project Authority to every project. Meetings, teleconference and/or on-site visit will be scheduled as required. CHS reserves the right to assign a CHS representative to join the survey for any length of time during the contract. The role of the CHS representative will be to monitor the project to ensure it is meeting specification. The representative will have the following functions:
 - a. Observe and/or examine the calibration report, survey operations cannot commence until signed off.
 - b. Inspect and confirm that all survey equipment is calibrated and properly functioning as setup on vessel(s) to ensure compliance with contract. Survey operations will not commence/continue until this has been confirmed.
 - c. Monitor daily reporting requirements.
 - d. Assist and validate the analysis of data for NAVWARNs.
 - e. Monitor raw data collection and processing – if the CHS representative determines that the collected raw data is outside specification based on factors such as sensor integration problems, improper collection methodologies etc. it will be re-collected at the supplier's expense once these issues have been rectified. If data processing methods are not adequate, the Project Authority will highlight the issues and the supplier will be required to make the necessary adjustments.
 - f. If the Project Authority determines the collected data is unacceptable due to weather, CHS will require the supplier to re-collect during appropriate conditions.

6.10 Supplier Responsibilities

The following Supplier responsibilities will be met and/or provided by the Supplier:

- 6.10.1 The Supplier shall provide all the personnel, equipment, resources, licenses, permits, accommodations, etc. required to conduct the project and prepare the deliverables in accordance with the SOW contained with individual RFPs.
- 6.10.2 The Supplier shall provide the Project Authority or their delegate with a hands-on demonstration of processing methods utilized for creation of deliverables.

6.10.3 The Supplier shall confer with the Project Authority or their delegate daily or as required during the project to discuss progress, plans and priorities.

6.11 Reporting Responsibilities

The following reporting responsibilities must be met:

- 6.11.1 Daily progress reports and weekly progress reports shall be submitted to the Project Authority throughout the project period following a template agreed to by CHS.
- 6.11.2 A Project Report including the previously referenced Quality Assurance Report shall be submitted to the Project Authority.
- 6.11.3 The Supplier is responsible for providing the required logistics and connectivity to deliver each daily and weekly progress report within 48 hours.

6.12 Incremental Deliverables

Prior to commencing data collection, the Supplier must provide a detailed report of the vessel dimensional control, calibration analysis and data collection/processing methodologies. This report must be approved by the CHS Project Authority. The following items must constitute the content of this report:

- 6.12.1 Mobilization
 - a. Mobilization of the equipment onboard survey vessel.
 - b. Mobilization of the survey vessel to the worksite.
 - c. Mobilization of the field team.
- 6.12.2 Vessel Dimensional Control
 - a. Name of surveying company providing/that provided dimensional control (including credentials).
 - b. Details of survey including technical aspects of data collection (i.e., laser scan, total station, etc.).
 - c. Final dimensional control survey report including vessel dimensions, accuracies achieved, vessel centre of rotation and lever arm offsets for all sensors with respect to a central fixed reference point.
 - d. Description of lever arm offset application (i.e., Real-time, or post-processed).
 - e. Vessel configuration file that will be used during acquisition.
- 6.12.3 Calibration Procedures and Results
 - a. The full inventory and description of vessel equipment, survey equipment, and software being used.
 - b. Mobilization summary including project description and system accuracies.
 - c. Description of the configuration of all survey systems onboard.

- d. Description of multibeam patch test methodologies and procedures to be used prior to start of survey. Multibeam patch test raw data files must also be provided.
- e. Patch test results and offsets and accuracies obtained and if offsets were applied in real-time or in post-processing.
- f. GAMS calibration results.
- g. Bar-check/waterline procedures, results obtained, and method of application.
- h. Tide gauge installation procedures, levelling results, and MWLM.
- i. Sound velocity profiler/SV at transducer head calibration results. Verification between two separate sound velocity profilers as well as transducer head SV against SVP. Would also require sensor manufacture calibration results (if applicable).
- j. Any other applicable system verifications and calibrations including results. Calibration certificates for all survey equipment must also be provided.

6.12.4 Data collection methodologies

- a. Parameters with regards to multibeam data collection (i.e., typical beam angles, frequency, etc.).
- b. Parameters with regards to inertial measurement data collection (i.e., POSPac, logging rates, etc.).
- c. Parameters with regards to positional data and accuracies (WAAS, RTK, PPK, etc.) achieved. Specific details regarding positional corrections and how they are obtained and applied (i.e., real time with use of a real time correction service or applied in post processing with the use of a base station).
- d. Parameters with regards to time syncing (PPS, etc.).
- e. Parameters with regards to sound velocity profiles (time and position of each cast, logging rate of profiler, general methodologies of SVP data collection and application real-time or post-processing).
- f. Parameters with regards to application of tidal data (permanent/temporary tide station, vertical separation model, etc.). Permanent/temporary tide gauge (if applicable) logging parameters.

6.12.5 Data Processing Methodologies

- a. Methodologies with regards to the processing of multibeam data (i.e., specific processing techniques, software used, etc.).
- b. Methodologies with regards to the processing of raw inertial motion and base station data (i.e., POSPac, etc.).
- c. Methodologies with regards to the processing of backscatter data (if applicable).
- d. Methodologies with regards to the processing of water column data (if applicable).

The supplier must provide a DPR within 48 hours of data collection and must also provide Weekly Progress reports to the CHS Project Authority. These reports must contain:

6.12.6 Daily Progress Report

- a. Daily stats: Survey time per area ([h]:mm), Downtime weather ([h]:mm), Downtime Equipment /Staff ([h]:mm), maintenance ([h]:mm), Transit to contingency area ([h]:mm), Transit to anchor for DT ([h]:mm), Coverage (km²), and Distance (km).
- b. Cumulative stats for item above.
- c. Images of data coverage.
- d. Cumulative survey costs from day one, including survey, downtime, onsite mobilization, etc.
- e. Expected survey progress and location(s) of work for the following day.
- f. Summary of actions taken, if any, regarding NAVWARNs.
- g. Weather report / forecast.
- h. All relevant information impacting the survey operation / progress.
- i. Record of tide gauge, base station visits and summary of works completed.

6.12.7 Weekly Progress Report

- a. Summary of previous seven day operational activities.
- b. Daily logs from previous week.
- c. Quantitative/statistical representation of weekly survey progress including images of gridded surfaces CSAR files or GeoTIFF.
- d. Summary of all issues resulting in downtime.
- e. Outlook for following week.

In accordance with project timeframe, the supplier must deliver to the CHS Project Authority a final deliverable package in accordance with naming and folder structure convention. The final delivery package must contain the items detailed below:

6.12.8 Final Deliverable Package

6.12.8.1 Raw Data Deliverables

- a. All collected raw multibeam sensor data (i.e., all, .xtf, .hsx, etc.).
- b. All collected inertial motion data (i.e., .000, etc.).
- c. All collected raw base station data (if applicable).
- d. All collected sound velocity profiles (i.e. .asvp, .svp, .csv).
- e. All collected tidal data/vertical separation model (if applicable).
- f. All collected raw backscatter data (if applicable).
- g. All collected raw water column data (if applicable).

6.12.8.2 Processed Data Deliverables

- a. Processed multibeam data.
- b. Processed survey check lines.
- c. Processed inertial motion data (i.e., SBET/RMS, etc.).
- d. Final processed bathymetric surfaces at appropriate resolutions.
- e. NAVWARNs identified and issued.

6.12.8.3 Log Forms and Reporting.

All log forms pertaining to all aspects to raw data collection throughout the duration of the survey.

6.12.8.4 Metadata (FGDC or ISO 19115 standard) to include:

- a. Project title and objective.
- b. Points of contact (source contacts, address, email, and phone).
- c. Start and end dates of project.
- d. Vessel name(s).
- e. Category Zone of Confidence (CATZOC).
- f. Horizontal/vertical datum and projection. (i.e., WGS 84)
- g. Sounding hardware (i.e., Kongsberg EM2040, R2Sonic 2024 and accuracies achieved.
- h. Positioning technique (i.e., PPK, RTK, WAAS) and accuracies achieved.
- i. Positioning hardware (i.e., Applanix POSMV) and firmware version.
- j. Vertical reduction method utilized.
- k. Multibeam/backscatter/water column data processing software and version utilized.
- l. Inertial motion data processing software and version.

6.12.8.5 Final Report

- a. Description of work including overview of survey with survey sites identified.
- b. Survey personnel involved.
- c. IHO Category Zone of Confidence (CATZOC).
- d. Detailed description of survey vessel(s) and data acquisition equipment including sensor setup description.
- e. Vessel alignment survey report and accuracies achieved.
- f. Updated detailed acquisition equipment calibration report including all patch tests completed during course of survey and accuracies achieved.
- g. Horizontal and vertical control used.
- h. Positioning techniques (PPK, RTK, etc.) and accuracies achieved.
- i. Water level reduction used and associated geodetic datum used.
- j. Thorough chronology of significant events during the survey.
- k. Description of issues/difficulties encountered during the survey including recommendations for future surveys of similar nature.
- l. Detailed description of all data processing techniques including software(s) used.
- m. IHO Order of Survey achieved.
- n. All survey statistics.

6.13 Contingency Planning

The following contingency planning requirements must be met:

- 6.13.1. The Supplier will allow for reasonable contingency planning for equipment malfunction, weather conditions, etc.

The contingency planning must be done in consultation with the Project Authority prior to any deviation from the requirements being exercised under the Contract.

7. GENERAL INFORMATION

7.1 It is recommended that an ACLS Certified Hydrographer (CH or CHTech) or equivalent Certification recognized by the FIG/IHO/ICA International Board on Standards of Competence for Hydrographic Surveyors and Nautical Cartographers (IBSC), be employed as part of the onsite team, for the duration of a project. These certifications will constitute part of the technical rating criteria of this RFSA.

7.2 Project Costing

Based on the scale and complexity of the scope of services required in the individual RFP, CHS will outline the required approach of project costing.

7.2.1 Bidders will be required to submit pricing in accordance with the project costing approach for mandatory and optional survey areas.

7.2.2 Submitted pricing will subsequently be evaluated only if bidders have been deemed compliant in the technical evaluation process of the RFP.

7.2.3 Milestone payments will be authorized by the Contracting Authority (PSPC) based on CHS Project Authority recommendations and the milestone payment table.

7.2.4 CHS reserves the right to approve area expansion within or in the immediate proximity to an area as prescribed in the Statement of Work. This additional work includes, but is not limited to, an area expansion or increased line overlap to improve existing coverage. There will be no additional mobilization costs approved by the CHS Project Authority when this circumstance is applied.

7.3 Intellectual Property

Suppliers working on behalf of the Government of Canada may be given access to Intellectual Property (IP) for the duration of a task. A Supplier must provide appropriate security coverage to protect the Intellectual Property in its possession and must return the Intellectual Property at the end of a task. Any background Intellectual Property, such as enhancements, must be acquired directly from the manufacturer. Canada will own IP for all information created under the Supply Arrangement, including material, rough notes, file information, charts, data, computer software and source code and reports – invoking exception 6.4 of the Treasury Board policy on Title to Intellectual Property Arising Under Crown Procurement contracts (<https://www.ic.gc.ca/eic/site/068.nsf/eng/00005.html>) where the main purpose of the Crown Procurement Contract, or of the deliverables contracted for, is: (as per item 6.4.1) “to generate knowledge and information for public dissemination”.

7.4 Project Tasking

A Supply Arrangement is not a contract. It is an agreement between a Supplier and the Government of Canada to provide services in the service categories covered by the arrangement, when required by the individual departments, based on prices contained in the

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arrangement. When the Government of Canada wishes to engage the services of a holder of a Supply Arrangement, the following steps will be followed:

- a. A Supply Arrangement Task Requisition form, will be used wherein the CHS will prepare a description of the task,
- b. This will then be sent to qualified Suppliers,
- c. The Suppliers will specify, among other things, how the task will be completed, the time required and the cost estimate to complete the work,
- d. When there is mutual agreement between the CHS and the Supplier, the requisition will be approved by the designated Project Authority and it becomes a contract with the Supplier to complete the task at the agreed upon terms and conditions.

ANNEX "2"

EVALUATION CRITERIA

HYDOGRAPHIC SURVEYS

INTRODUCTION

This document describes the criteria and methodology which will be used to evaluate proposals. It is the responsibility of the bidder to use these criteria as a framework to clearly demonstrate to the evaluators that the company has the knowledge, experience, management and resources necessary to provide the required services. In evaluating the proposals particular attention will be paid to:

- Coherence and clarity of the presentation of the proposal
- The commitment to carry out specific tasks to completion and to achieve goals
- General credibility, supported by a thorough description of technical qualifications, experience and resources

Mandatory Page Restriction on Proposals:

The maximum number of pages (including text and graphics) to be submitted for the Technical Evaluation Criteria is **fifty (50) pages**. Do not submit any promotional material, such as brochures, technical sheets, pamphlets and web links.

The following components are not part of the page limitation mentioned above.

- Covering letter
- Table of Contents
- Integrity Provisions – Required Documentation
- Front page of the RFSA
- Front page of revision(s) to the RFSA
- Annex 3 – Geographical Region(s) and Depth Matrix

The consequence of non-compliance: any pages which extend beyond the above page limit and any other attachments will be extracted from the proposal and will not be forwarded to the CHS Evaluation Board members for evaluation.

TECHNICAL EVALUATION CRITERIA

The examination and evaluation of proposals will concentrate on two **Technical Criteria**:

1. **Technical Understanding** of the required service; and,
2. The **Human Resources** which will be available to provide the service.

Bidders must structure the technical portion of their proposal in the order indicated above.

Marking System

To assist in the evaluation process, each of the above noted criteria have been broken down into more specific technical considerations identified as "Items". Proposals will be evaluated Item by Item within each Criteria, with each Item being assessed a grade from "Not Addressed" to "Excellent". Each Item will then be awarded the number of points shown for the grade received. The points awarded for each item will then be added together to give a total for each of the three criteria.

The maximum points for each criteria are as follows:

1. Technical Understanding - 150 points
2. Human Resources - 50 points

When the evaluation is completed, the total points for each of the criteria will be added together to give an overall score for the proposal. **The maximum total of points is 200.**

Please note that proposals receiving less than 60% of the total overall points in any of the two Technical Criteria or less than the minimum required points for any individual item will be deemed non-compliant and rejected. The rating is performed on a scale of 200 points.

| Summary of Point Rated Technical Criteria and Scores | | |
|--|-----------------------------------|--------------------------|
| | Required Minimum Number of Points | Maximum Number of Points |
| Section 1 - Technical Understanding | 90 | 150 |
| Item 1.1 | 30 | 50 |
| Item 1.2 | 30 | 50 |
| Item 1.3 | 30 | 50 |
| Section 2 - Human Resources | 30 | 50 |
| Item 2.1 | 30 | 40 |
| Item 2.2 | None | 10 |

1.0 TECHNICAL UNDERSTANDING (Maximum 150 points)

Suppliers must demonstrate a technical understanding of the hydrographic survey services required by addressing each of the Items listed below.

Item 1.1 - Describe the approach and methodology for completing specified objectives intended to accomplish a bathymetric survey aimed at nautical chart production while meeting the requirements outlined in the 2019 CHS Standards for Hydrographic Surveys publication. Suppliers must demonstrate thorough understanding of the required scope of services by clearly outlining how they will accomplish the individual steps and sub-tasks of a hydrographic survey including:

- Survey planning
- Contingency planning
- Occupational Health and Safety
- Data collection and processing
- NAVWARN analysis & submission
- QA/QC
- Deliverable preparation
- Project management
- Reporting

Minimum required points for Item 1.1 = 30 points

Maximum points for Item 1.1 = 50 points

| Subjective Rating Criteria Item 1.1 - Survey Approach & Methodology | | |
|---|--|--------|
| Rating Level | Evaluation Criteria | Points |
| Not Adequate | Required information is missing or methodology does not meet requirements. | 0 |
| Poor | Illustrates a poor understanding of technical requirements and objectives. Project methodology is incomplete. | 10 |
| Fair | Illustrates a basic understanding of technical requirements and objectives. Project methodology is stated in very general terms. | 20 |
| Good | Illustrates a sound understanding of technical requirements and objectives. Project methodology is adequate. | 30 |
| Very Good | Illustrates a moderately comprehensive project methodology that integrates most of the technical requirements and objectives. | 40 |
| Excellent | Illustrates an fully comprehensive project methodology that clearly integrates all the technical requirements and objectives. | 50 |

Item 1.2 - Describe in detail the software, hardware, survey platform(s), positioning equipment and all other resources which could be utilized to carry out the proposed survey approach and methodology. Suppliers must clearly describe how these resources are integrated into the proposed survey approach and methodology in order to achieve the requirements outlined in the 2019 CHS Standards for Hydrographic Surveys publication.

Minimum required points for Item 1.2 = 30 points

Maximum points for Item 1.2 = 50 points

| Subjective Rating Criteria Item 1.2 - Software, Hardware and Other Resources | | |
|--|--|--------|
| Rating Level | Evaluation Criteria | Points |
| Not Adequate | Required information is missing and/or methodology integration does not meet requirement. | 0 |
| Poor | Required resources identification is incomplete. | 10 |
| Fair | Basic resources are identified. | 20 |
| Good | Basic resources and methodology integration are described. | 30 |
| Very Good | Detailed resources identified accompanied by system integration description. | 40 |
| Excellent | Exhaustive resources identified accompanied by thorough system integration requirement of hardware, software for proposed methodology. | 50 |

Item 1.3 - Provide detailed description of a maximum of three (3) recent and relevant hydrographic survey projects completed within the past 5 years, and successfully completed by the primary supplier of this proposal. A successful hydrographic survey project is described as meeting all contractual requirements, and providing satisfactory work within the following five criteria;

- Quality of workmanship
- Timeliness in all stages of the project (mobilization, acquisition, data processing and delivery)
- Project management
- Contract management
- Occupational health and safety

The descriptions of recent and relevant projects must include, in addition to the full description of the works, the names of clients, current contact information, project stage dates, survey area description and dimensions, project magnitude and the resulting accuracies of the data deliverables. Client information must be detailed enough to establish contact of any or all references provided by suppliers to verify and validate any information submitted.

Minimum required points for Item 1.3 = 30 points
Maximum points for Item 1.3 = 50 points

| Subjective Rating Criteria Item 1.3 - Recent Successfully Accomplished Projects | | |
|--|--|---------------|
| Rating Level | Evaluation Criteria | Points |
| Not Adequate | Required information is missing or not adequate. | 0 |
| Poor | Limited example projects provided, with poor descriptions and/or questionable relevance to hydrographic survey requirements. No contact information and other required information missing. | 10 |
| Fair | Few examples projects provided, with little description and/or questionable relevance to hydrographic survey requirements. Contact information is incomplete and other required information missing. | 20 |
| Good | Examples of past experience provided, with good descriptions and relevance to the survey requirements. Names of clients and contact information are specified. | 30 |
| Very Good | Multiple recent experiences presented with some description. Most project examples have relevance to described methodology. Contact information is complete. | 40 |
| Excellent | Multiple recent experiences presented with thorough descriptions of all required information. Every project example has relevance to described methodology. Contact information is complete. | 50 |

2.0 HUMAN RESOURCES (Maximum 50 points)

Proposals must identify the relevant human resources (technical to administrative) available to accomplish the hydrographic survey services that may result from this Supply Arrangement. It is recommended that an ACLS Certified Hydrographer (CH or CHTech) or equivalent certification, recognized by the IBSC standard, be employed as part of the onsite team for the duration of the project (See Item 2.2). Suppliers must provide the detailed information described in the following evaluation items.

Item 2.1 - Identify key personnel that could undertake the proposed approach and methodology for hydrographic survey services. Suppliers must clearly describe the role, responsibilities, knowledge and experience as it pertains to accomplishing the scope of services for hydrographic surveying, data processing, project management and contract execution and management. Key personnel are described as: ACLS Certified Hydrographer (CH or CHTech), project manager, survey party chief, professional data processor, and other resources required to accomplish the scope of services. Survey party chief should have at minimum five (5) years of field bathymetric survey experience working in remote and rugged nearshore coastal environments within the last ten (10) years. Resumes of the identified key personnel must be provided with the proposal in the form of an Annex.

Solicitation No. - N° de l'invitation
 F5129-210001
 Client Ref. No. - N° de réf. du client
 F5129-21-0001

Amd. No. - N° de la modif.
 File No. - N° du dossier
 HAL-1-87033

Buyer ID - Id de l'acheteur
 hal219
 CCC No./N° CCC - FMS No./N° VME

Minimum required points for Item 2.1 = 30 points
Maximum points for Item 2.1 = 40 points

| Subjective Rating Criteria Item 2.1 - Key Personnel Identification | | |
|---|---|---------------|
| Rating Level | Evaluation Criteria | Points |
| Not Adequate | Required information is missing. | 0 |
| Poor | Few personnel identified with little experience. Their roles and responsibilities in the hydrographic survey process are not relevant to the proposed approach and methodology described. | 10 |
| Fair | Few personnel identified with good experience. Their roles and responsibilities in the hydrographic survey process are briefly described. | 20 |
| Good | Experienced personnel identified capable of undertaking the majority of the survey tasking. Roles and responsibilities within the survey process are well defined. | 30 |
| Excellent | Wide selection of available personnel experienced in the proposed hydrographic survey process with a clear understanding of their roles and responsibilities. Identified personnel can clearly undertake every task ranging from technical to administrative. | 40 |

Item 2.2 – Key personnel identified in Item 2.1, that are Certified Hydrographer (CH) or Certified Hydrographic Technician (CHTech) of the or equivalent certification, recognized by the IBSC standard must provide a good standing verifiable proof of certification at the time of proposal submission.

Minimum required points for Item 2.1 = None
Maximum points for Item 2.2 = 10 Points

| Rating Criteria Item 2.2 - ACLS or equivalent FIG/IHO/ICA IBSC Certified Hydrographer | | |
|--|--|---------------|
| Rating Level | Evaluation Criteria | Points |
| None | No personnel with an ACLS or equivalent FIG/IHO/ICA IBSC Certified Hydrographer certification provided. | 0 |
| Adequate | One or more personnel with an ACLS or equivalent FIG/IHO/ICA IBSC Certified Hydrographer certification provided. | 10 |

ANNEX "3"

GEOGRAPHICAL REGION(S) AND DEPTH MATRIX

This Annex must be completed and sent in with the technical portion of the bid submission.

Canadian Navigable Waters

Suppliers must identify in their submission the geographical region(s) and water depth(s) for which they wish to be considered by completing and submitting the following table(s):

Geographical Region: Arctic and Labrador (Including Hudson Bay, James Bay, Ungava Bay and the Arctic Archipelago)

| Depth Range (meters) | Yes | No |
|----------------------|-----|----|
| 0-150 | | |
| 151-500 | | |
| 501 + | | |

Geographical Region: Newfoundland (Island portion including the Strait of Belle Isle)

| Depth Range (meters) | Yes | No |
|----------------------|-----|----|
| 0-150 | | |
| 151-500 | | |
| 501 + | | |

Geographical Region: Quebec (Including St. Lawrence River westward to Ontario border and waters of the Gulf of St-Lawrence bordered by Quebec territories)

| Depth Range (meters) | Yes | No |
|----------------------|-----|----|
| 0-150 | | |
| 151-500 | | |
| 501 + | | |

Geographical Region: Great Lakes (including St. Lawrence River eastward to Quebec border) and inland waters of Alberta, Saskatchewan, Manitoba and Ontario)

| Depth Range (meters) | Yes | No |
|----------------------|-----|----|
| 0-150 | | |
| 151-500 | | |
| 501 + | | |

Geographical Region: Maritimes

| Depth Range (meters) | Yes | No |
|----------------------|-----|----|
| 0-150 | | |
| 151-500 | | |
| 501 + | | |

Geographical Region: Pacific

| Depth Range (meters) | Yes | No |
|----------------------|-----|----|
| 0-150 | | |
| 151-500 | | |
| 501 + | | |