



## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION.....	3
1.2 SUMMARY .....	3
1.3 CANADIAN CONTENT .....	4
1.4 DEBRIEFINGS .....	4
1.5 USE OF AN E-PROCUREMENT SOLUTION (EPS).....	4
<b>PART 2 - SUPPLIER INSTRUCTIONS .....</b>	<b>5</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	5
2.2 SUBMISSION OF ARRANGEMENTS .....	5
2.3 FORMER PUBLIC SERVANT - NOTIFICATION.....	5
2.4 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - NOTIFICATION.....	6
2.5 ENQUIRIES - REQUEST FOR SUPPLY ARRANGEMENTS .....	6
2.6 APPLICABLE LAWS.....	6
2.7 BID CHALLENGE AND RECOURSE MECHANISMS.....	6
<b>PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS .....</b>	<b>7</b>
3.1 ARRANGEMENT PREPARATION INSTRUCTIONS.....	7
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>8</b>
4.1 EVALUATION PROCEDURES.....	8
4.2 BASIS OF SELECTION.....	8
<b>PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>8</b>
5.1 CERTIFICATIONS REQUIRED WITH THE ARRANGEMENT.....	9
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A SUPPLY ARRANGEMENT AND ADDITIONAL INFORMATION.....	9
<b>PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES.....</b>	<b>10</b>
<b>A. SUPPLY ARRANGEMENT.....</b>	<b>10</b>
6.1 ARRANGEMENT.....	10
6.2 SECURITY REQUIREMENTS .....	10
6.3 STANDARD CLAUSES AND CONDITIONS.....	10
6.4 PERIOD OF THE SUPPLY ARRANGEMENT.....	11
6.5 AUTHORITIES .....	11
6.6 IDENTIFIED USERS.....	12
6.7 ON-GOING OPPORTUNITY FOR QUALIFICATION .....	12
6.8 PRIORITY OF DOCUMENTS .....	12
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	12
6.10 APPLICABLE LAWS.....	13
6.11 TRANSITION TO AN E-PROCUREMENT SOLUTION (EPS).....	13
<b>B. BID SOLICITATION .....</b>	<b>13</b>
6.1 BID SOLICITATION DOCUMENTS.....	13
6.2 BID SOLICITATION PROCESS.....	14
<b>C. RESULTING CONTRACT CLAUSES .....</b>	<b>14</b>

Solicitation No. - N° de l'invitation  
F6160-210004/A  
Client Ref. No. - N° de réf. du client  
F6160-210004/A

Amd. No. - N° de la modif.  
File No. - N° du dossier  
olz-1-44180

Buyer ID - Id de l'acheteur  
olz009  
CCC No./N° CCC - FMS No./N° VME

---

<b>ANNEX "A" STATEMENT OF WORK .....</b>	<b>15</b>
<b>ANNEX "B" EVALUATION CRITERIA .....</b>	<b>27</b>
<b>ANNEX "C" CONTRACTING PROCESS/ STATEMENT OF WORK FORMAT .....</b>	<b>37</b>
<b>ANNEX "D" INSURANCE REQUIREMENTS .....</b>	<b>39</b>
<b>ANNEX "E" PERIODIC USAGE REPORTS .....</b>	<b>43</b>
<b>ANNEX "F" INTEGRITY PROVISIONS .....</b>	<b>44</b>

## **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 and the information for Code of Conduct. Annex A, Statement of Work, Annex B, Evaluation Criteria, Annex C, Integrity Provisions, Annex D, Declaration Form for Procurement, Annex E, Periodic Usage Report, Annex F, Insurance Requirements and Annex G, Contracting Process/Statement of Work.

### **1.2 Summary**

The Department of Fisheries and Oceans Canada (DFO), Newfoundland and Labrador region intends to establish a Supply Arrangement(s) for the provision of scientific services involving a knowledge of and technical support for a broad range of marine fish, fisheries, invertebrates, birds, marine mammals and habitats in the waters of Newfoundland and Labrador. Individual research projects will be related to monitoring of existing or proposed Oceans Act Marine Protected Areas (MPAs) as well as contributing to broader MPA program objectives and strategies. Please refer to the Statement of Work attached at Annex A.

The period for awarding contracts under the Supply Arrangement is from date of issuance to March 31, 2024 with options to extend the supply arrangement for two separate and additional one year periods at April 1, 2024 and April 1, 2025.

### **Delivery Outside Comprehensive Land Claims Settlement Areas - Different Solicitations**

**Any resulting Standing Offer(s)/Contract(s) shall be for delivery requirements to locations within Canada, except locations within Comprehensive Land Claims Settlement Areas (CLCSAs). For delivery requirements to locations within CLCS As, solicitation number F6160-210004/B applies.**

---

**In the event that there (is/are) no (Standing Offer(s)/Contract(s)) (issued/awarded) pursuant to solicitation number F6160-210004/B, Canada reserves the right to negotiate for deliveries within CLCAs with suppliers who have been approved for (issuance/award) of a (Standing Offer/Contract) under this (Request for Standing Offer/Request for Proposal).**

### **Basis for Canada's Ownership of Intellectual Property**

The Department of Fisheries and Oceans has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

- the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination;
- 1.2.3 The requirement covered by the bid solicitation of any resulting supply arrangement may be subject to a preference for Canadian goods and/or services or may be limited to Canadian goods and/or services.
- 1.2.4 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."
- 1.2.5 The requirement covered by the bid solicitation of any resulting supply arrangement may be subject to a vaccination requirement pursuant to the COVID-19 Vaccination Policy for Supplier Personnel.

### **1.3 Canadian Content**

The goods and/or services covered by the Supply Arrangement may be limited to Canadian goods and/or services as defined in clause [A3050T](#).

SACC Manual clause [A3050T](#) (2020-07-01) Canadian Content Definition

### **1.4 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.

### **1.5 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.

## **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**

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

Public Services and Procurement Canada  
The John Cabot Building  
10 Barter's Hill, St. John's, NL A1C 5T2

*or*

Electronic submissions may be sent to:

PWGSC Bid Receiving Unit in Newfoundland and Labrador:  
[TPSGC.RARceptionSoumissionsTNL-ARBidReceivingNL.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RARceptionSoumissionsTNL-ARBidReceivingNL.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.

Due to the nature of the bid solicitation, bids transmitted 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 five (5) 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 the province or territory where the goods and/ or services are to be rendered.

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: Financial Arrangement  
Section III: Certifications  
Section IV: Additional Information

- If the Supplier chooses to submit its arrangement in hard copies, Canada requests that the Supplier submits its arrangement in separately bound sections as follows:

Section I: Technical Arrangement ( 1 hard copy)

Section II: Financial Arrangement (1 hard copy)

Section III: Certifications (1 hard copy)

Section IV: Additional Information (1 hard copy)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

- 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. 

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

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) Include all environmental certification(s) relevant to your organization (e.g. ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g. Forest Stewardship Council (FSC), ENERGystar, etc.)

- 3) Unless otherwise noted, Suppliers are encouraged to submit arrangements electronically. If hard copies are required, Suppliers should:
- a. 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
  - b. 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: Financial Arrangement**

Suppliers must submit the financial arrangement in accordance with the Annex B, Basis of Payment.

#### **Section III: 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 Criteria**

Please refer to Annex B.

#### **4.2 Basis of Selection**

- 4.2.1** *SACC Manual* Clause [A0031T](#) (2010-08-16), Basis of Selection- Mandatory Technical Criteria

### **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.

### 5.1.2 Additional Certifications Required with the Arrangement

#### 5.1.2.1 Insurance

The Contractor must comply with the insurance requirements specified in Annex "D". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

#### 5.1.2.2 Workers Compensation Certification- Letter of Good Standing

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board. The Bidder must provide within five (5) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

#### 5.1.2.3 Status and Availability of Resources

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

#### 5.1.2.4 Education and Experience

SACC Manual clause [S1010T](#) (2008-12-12) Education and Experience

## 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.

## **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 A.

#### **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 (2020-07-01) 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 "E" – Periodic Usage Reports. 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.

Solicitation No. - N° de l'invitation  
F6160-210004/A  
Client Ref. No. - N° de réf. du client  
F6160-210004/A

Amd. No. - N° de la modif.  
File No. - N° du dossier  
olz-1-44180

Buyer ID - Id de l'acheteur  
olz009  
CCC No./N° CCC - FMS No./N° VME

---

The data must be submitted on a quarterly basis 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 15 calendar days after the end of the reporting period.

## **6.4 Period of the Supply Arrangement**

The period for awarding contracts under the Supply Arrangement is from date of issuance to March 31, 2024.

### **6.4.1 Extension of Supply Arrangement**

If the Supply Arrangement is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two separate and additional one year periods at April 1, 2024 and April 1, 2025 under the same conditions specified in the Supply Arrangement.

The Offeror will be advised of the decision to authorize the use of the Supply Arrangement for an extended period by the Supply Arrangement Authority 15 days before the expiry date of the Supply Arrangement. A revision to the Supply Arrangement will be issued by the Supply Arrangement Authority.

### **6.4.2 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Supply Arrangement.

## **6.5 Authorities**

### **6.5.1 Supply Arrangement Authority**

The Supply Arrangement Authority is:

Rhonda Lacey  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch, Atlantic Region

The John Cabot Building, 10 Barter's Hill  
P.O. Box 4600, St. John's, NL A1C 5T2

Telephone: (709) 730-1597  
Facsimile: (709) 772-4603  
E-mail address: [rhonda.lacey@pwgsc-tpsgc.gc.ca](mailto:rhonda.lacey@pwgsc-tpsgc.gc.ca)

Solicitation No. - N° de l'invitation  
F6160-210004/A  
Client Ref. No. - N° de réf. du client  
F6160-210004/A

Amd. No. - N° de la modif.  
File No. - N° du dossier  
olz-1-44180

Buyer ID - Id de l'acheteur  
olz009  
CCC No./N° CCC - FMS No./N° VME

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

### 6.5.2 Supplier's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

### 6.6 Identified Users

The Identified User is the Department of Fisheries and Oceans, Canadian Coast Guard.

### 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 A, Statement of Work;
- (d) Annex B, Evaluation Criteria;
- (e) Annex C, Contracting Process
- (f) Annex D, Insurance Requirements
- (g) Annex E, Periodic Usage Reports
- (h) the Supplier's arrangement dated \_\_\_\_\_ (*insert date of arrangement*) (*if the arrangement was clarified or amended, insert at the time of issuance of the arrangement: "as clarified on \_\_\_\_\_" or "as amended \_\_\_\_\_". (Insert date(s) of clarification(s) or amendment(s), if applicable).*

### 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 the province or territory where the goods and/ or services are to be rendered.

## 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.

## 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:

- Simple, for low dollar value requirements;
- 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, MC and Simple 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; **OR** [2004](#), Standard Instructions - Goods or Services - Non-competitive Requirements;

Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions ([insert, as applicable: 2003 or 2004](#)) 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 (RFS), 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) 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;**
- (g) 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.

## 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) **Simple** (for low dollar value requirements), general conditions [2029](#) will apply to the resulting contract;
- (b) **MC** (for medium complexity requirements), general conditions [2010C](#) will apply to the resulting contract;
- (c) **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](mailto:TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca).

**Note:** References to the HC, MC and Simple 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 "A"

### STATEMENT OF WORK

#### ***Supply Arrangement for Marine Conservation Activities in Newfoundland and Labrador Region for the DFO Marine Planning and Conservation Program***

#### **BACKGROUND:**

The Department of Fisheries and Oceans Canada (DFO) Marine Planning and Conservation (MPC) Program intends to establish a Supply Arrangement for the provision of scientific services involving a knowledge of and technical support for a broad range of marine fish, fisheries, invertebrates, birds, marine mammals, and habitats in the waters of Newfoundland and Labrador. Individual projects will be related to monitoring of existing or proposed conservation areas, such as Marine Protected Areas (MPAs) and Marine Refuges (MRs), as well as contributing to broader MPC Program priorities.

The overall objective is to effectively manage and monitor existing and proposed protected areas, and undertake conservation activities in the DFO NL Region, which may include: *Oceans Act* Marine Protected Areas (MPAs), *Fisheries Act* Marine Refuges (MRs), Areas of Interest (AOIs), or other areas that are being explored for conservation potential. In addition, projects may also support other Marine Planning and Conservation Programs such as Marine Environmental Quality (MEQ), Marine Spatial Planning (MSP), the Community-Based Coastal Resource Inventory (CCRI), and the Coastal Community Conservation Opportunities Initiative (CCCOI).

In 2021, the Government of Canada announced that the federal government, provinces, and territories had developed new national biodiversity goals and targets for 2025 and 2030. Canada's Biodiversity Target 1 calls for increasing the conservation of Canada's oceans to 25 percent by 2025, working towards 30 percent by 2030. The Government of Canada was able to move from less than one percent of marine and coastal protection in December 2015, to 13.8 percent in 2020. DFO generally refers to these as the Marine Conservation Targets (MCTs). Protected areas include those created under a variety of federal legislative tools (e.g. *Oceans Act*, *Fisheries Act*, etc.), as well as marine portions of national and provincial parks. In addition, under Budget 2021, the Government of Canada made a historic investment to protect the health of our oceans, including funding over five years to reach ambitious marine conservation targets. The Government of Canada will advance progress on effective management of MPAs and MRs to ensure they are achieving their conservation objectives, advance new site establishment to meet the 25 per cent target by 2025, and advance marine conservation within the broader context of marine spatial planning and Canada's Blue Economy Strategy.

#### **GEOGRAPHIC AREAS:**

For the purposes of Marine Conservation Activities, the area includes all waters of the DFO - Newfoundland and Labrador Region (Figure 1).

Currently, the Department of Fisheries and Oceans Canada (DFO) Newfoundland and Labrador Region MPA Program consists of three designated *Oceans Act* Marine Protected Areas (Eastport, Gilbert Bay, and Laurentian Channel). The MPA Program also includes Marine Refuges established under the *Fisheries Act* (Hatton Basin, Hopedale Saddle, Hawke Channel, Funk Island Deep, Northeast Newfoundland Slope, and 30 Coral Closure).

Field sample collection could potentially include any inshore, midshore, and/or offshore waters of Newfoundland and Labrador using appropriate vessels and other equipment as required under specific contracts for other Marine Planning and Conservation initiatives.

The following areas will be delineated for the purposes of this SA:

<b>Marine Protected Areas</b>		
Gilbert Bay	Eastport	Laurentian Channel
<b>Marine Refuges</b>		
Hatton Basin	Hopedale Saddle	Hawke Channel
Funk Island Deep	Northeast Newfoundland Slope	30 Coral Closure
<b>Other inshore, midshore, and offshore Newfoundland</b>		
Southern Newfoundland	NAFO Division 4R, 4Vs, 4Vn	Northeast Coast Newfoundland
Fortune Bay	Placentia Bay	Bonavista Bay
<b>Other inshore, midshore, and offshore Labrador</b>		
Southern Labrador	Mid Labrador Coast	Northern Labrador
<b>Land-based activities</b>		
Laboratory		

**MARINE PLANNING AND CONSERVATION PROGRAM OBJECTIVES:**

Within the DFO NL Region there are three existing MPAs (Figure 1). The Eastport MPA is a small MPA of 2.1 km<sup>2</sup>, and the conservation objective is to conserve and protect the local lobster population. The Gilbert Bay MPA is larger at 60 km<sup>2</sup>, with a conservation objective to conserve and protect a unique species of Atlantic cod. The Laurentian Channel MPA is 11, 579 km<sup>2</sup> with an overall goal to conserve biodiversity, and conservation objectives focusing on protecting key species (including Corals and Sea Pens, Porbeagle Shark, Black Dogfish, Skate, Northern Wolffish, and Leatherback Sea turtles) and habitats, ecosystem structure and function, and through scientific research. There are regulatory requirements to demonstrate MPA effectiveness in meeting marine conservation goals and objectives, and research and monitoring will assist DFO in the understanding and protection of these species. In addition to MPA monitoring, the Marine Planning and Conservation Program may also monitor, or otherwise conduct studies, on *Fisheries Act* Marine Refuges. Marine Refuges, are one type of “other effective area-based conservation measures” (OECMs), and are part of the Government of Canada’s strategy for meeting MCTs. There are six, large offshore Marine Refuges established in NL Region, which account for 100, 000 km<sup>2</sup> of conservation area. Four of these MRs are closed to bottom contact fishing to protect sensitive coral and sponge benthic communities (Hatton Basin, Hopedale Saddle, Northeast Newfoundland Slope, and Division 30 Coral Closure) and two MRs are closed to protect Atlantic cod and its benthic habitat (Hawke Channel and Funk Island Deep).

The Marine Environmental Quality initiative under the Government of Canada’s Oceans Protection Plan aims to understand and reduce the impacts of underwater noise, among other stressors, on marine mammals and on the marine environment. In the NL region, research is focusing on establishing current ambient underwater noise levels in Placentia Bay and other areas of the province. Monitoring and research will focus on projects designed to understand and develop potential mitigation measures to assess effects of noise on marine mammals.

Fisheries and Oceans Canada (MPC Program) is leading the Marine Spatial Planning (MSP) initiative for the Government of Canada in coordination with other Federal departments, Provincial Governments, Indigenous Organizations and marine stakeholders. MSP is a process that will bring together regulators to better manage ocean activities to achieve ecological, economic, and social objectives. As part of this process a marine atlas will be developed to ensure open and transparent access to geospatial data to aid

in decision making and in the identification of areas suitable for marine activities, development, and others to avoid or in need of special protection.

Between 1997 and 2007 the Marine Planning and Conservation program in NL region developed an extensive database of Traditional Ecological Knowledge (TEK) known collectively as the Community-based Coastal Resource Inventory (CCRI). This is anecdotal information collected systematically through interviews with local fishers, other community members and other interested parties, the results of which are incorporated into a digital spatial database. The current database covers the entire coastline of the DFO Newfoundland and Labrador Region and includes the following themes: Groundfish, Pelagics, Shellfish, Marine Mammals, Aquatic Plants, and Birds. In 2020, a pilot project began to assess the need and feasibility of updating this database.

The Coastal Communities Conservation Opportunities Initiative (CCCOI) is a tool used in the NL Region. The premise of this new and unique initiative is to collect baseline information in data -deficient coastal areas, start the conversations regarding conservation, engage residents, locals and stakeholders and identify community priorities regarding the ocean surrounding where they live and where they work. The long-term goal of CCCOI is to collaborate with communities to potentially identify marine conservation areas which would support the Federal Government's commitment to protect 25% of coastal and marine areas by 2025, and a further goal to protect 30% of Canadian waters by the year 2030. In 2021, MPC's will continue to encourage additional dialogue within these coastal communities and explore how they would like to advocate for policies and protections for the people, their livelihoods, the ocean, and the coastal marine resources.

## **TYPES OF WORK**

The Marine Planning and Conservation Program in the Department of Fisheries and Oceans Canada, NL Region, may require scientific and/or technical services under this Supply Arrangement for the following categories of work:

### **Data collection and processing in support of monitoring and/or research associated with Marine Planning and Conservation Program objectives:**

This work may include, but is not limited to, any of the following:

- a) Logbooks
- b) At-sea sampling
- c) Tagging studies
- d) Fecundity and larval drift studies
- e) Habitat mapping
- f) Fin clip collection and genetic analysis
- g) Aquatic invasive species identification, mitigation, or monitoring
- h) Deployment and maintenance of scientific equipment in the marine environment
- i) Field specimen sampling associated with MPA monitoring/research
- j) Sediment/water sampling and analysis

### **Biological sample collection, processing, and/or analysis:**

This work may include, but is not limited to, any of the following:

- a) Fish and invertebrates (all life stages)
- b) Plankton
- c) Marine mammals
- d) Marine reptiles
- e) Marine birds
- f) Isotopes

- g) Marine plants
- h) Coral and sponges
- i) Infauna species
- j) Otoliths and fin clips
- k) Scales
- l) Tissues
- m) Blood

**Ecological, biodiversity, environmental, or taxonomic research, or related information services:**

This work may include, but is not limited to, any of the following:

- a) Contribute to or quality control biological databases
- b) Conduct biodiversity, environmental, ecological, or habitat studies, monitoring, and sample collection, assessment and analysis

**Photo or video collection, processing, and/or analysis:**

This work may include, but is not limited to, any of the following:

- a) Drone photo and/or video
- b) Deep imager camera systems
- c) Automated underwater vehicle
- d) Remotely operated vehicles
- e) Drop camera systems
- f) SCUBA photo and/or video

**Oceanographic and environmental water quality data collection, processing, and/or analysis:**

This work may include, but is not limited to, any of the following:

- a) Temperature
- b) Salinity
- c) Ice cover
- d) Bathymetry
- e) Radar backscatter
- f) Multibeam sonar
- g) Side scan sonar
- h) Sub bottom profiling
- i) LIDAR
- j) Ground truthing
- k) Current profilers
- l) Moorings
- m) Gliders
- n) pH
- o) Acidification
- p) eDNA
- q) Nutrients
- r) Chlorophyll
- s) Particulate organic carbon and nitrogen
- t) Sediments and water sampling

- u) Satellite imagery

#### **Internal and/or External Tag data collection, processing, and/or analysis for marine species:**

The fabrication or supply of internal and/or external tags detailed below for marine fish, shellfish, marine mammals, and marine reptiles; harmless and effective installation of tags onto fish and other marine species. This work may include, but is not limited to, any of the following:

- a) **Internal** acoustic tags
- b) External fin tags for marine fish
- c) Double ended poly streamer tags
- d) External dorsal fin tags
- e) Pop-off Satellite Archival Tags (PSAT)
- f) Passive integrated transponder (PIT) tags

#### **Installation, retrieval, data collection, recording, maintenance/servicing of underwater acoustic and oceanographic sound receivers and recorders.**

This work may include, but is not limited to, any of the following:

- a) Installation, retrieval, data collection, processing, maintenance and/or servicing of Autonomous Underwater Recorders for Active Listening (AURAL) and/or Autonomous Multichannel Acoustic Recorder (AMAR) moorings.

#### **Deployment, operation, retrieval, data collection, recording, maintenance/servicing of unmanned underwater vehicles for photo and video collection in marine areas.**

This work may include, but is not limited to, any of the following:

- a) Deployment, operation, retrieval, data collection, processing, maintenance and/or servicing of unmanned underwater vehicles for photo and video collection in marine areas, such as ROV, AUV, drop camera, etc.

#### **Geographic Information Sciences:**

This work may include, but is not limited to, any of the following:

- a) Scripting
- b) Statistics
- c) Mapping
- d) Database management
- e) Spatial and/or temporal analysis
- f) Web-based application design
- g) Field data collection
- h) Remote sensing

#### **Specialized scientific assessments:**

This work may include, but is not limited to, any of the following:

- a) Expert subject area (benthic biodiversity, genetics work, etc.).
- b) Experience working with DFO Research vessel survey datasets.
- c) Expertise in analyzing outputs from oceanographic, multibeam, backscatter data collection, etc. (value added products from classification schemes, habitat maps, etc.).

- d) Experience in developing biophysical overview, socio-economic overview, or risk assessment reports for marine spatial planning.
- e) Experience in identification and classification of coral and sponges from photos and/or video.
- f) Experience in detection and identification of marine mammals from acoustic recordings.

**Fieldwork:**

This work may include, but is not limited to, any of the following:

- a) Sampling, processing, and recording data on biotic and abiotic specimens onboard marine vessels,
- b) Trials and testing of various forms of marine equipment onboard vessels,
- c) Sampling, processing, and recording of Oceanographic data,
- d) Sampling, processing, and recording of photo/video data on biotic and/or abiotic specimens,
- e) The logistical placement and/or retrieval of scientific equipment.
- f) The site selection, installation, monitoring, and decommissioning of marine and shore-based waste management systems.
- g) The identification of shoreline marine debris collector beaches. Subsequent management and implementation of clean-up activities, and reporting of debris findings.
- h) Retrieval of lost or derelict fishing gear (ghost gear).

**Equipment:**

Equipment may include ownership/private holdings and/or access to equipment. This work may include, but is not limited to, any of the following:

- a) Scientific equipment to deploy in the field
- b) Fishing gear
- c) Imaging equipment
- d) Laboratory equipment
- e) Oceanographic equipment

**Availability of vessel(s):**

This work may involve the availability of vessels for monitoring activities to be used for various near-shore, midshore and/or offshore activities. Vessel characteristics including size, range, capacity and accommodations, and platforms and equipment will be used to determine how vessels may be able to complete monitoring activities. Bidder must either own a vessel(s) or have access to a sea worthy vessel(s).

**Local Ecological Knowledge on the marine environment:**

This work may include, but is not limited to, any of the following:

- a) Conducting key informant interviews and soliciting feedback from community members on the marine environment.
- b) Knowledge processing, digitizing information, database development and database management.
- c) Producing reports, publishing data, or creating map products collected through key informant interviews.

Solicitation No. - N° de l'invitation  
F6160-210004/A  
Client Ref. No. - N° de réf. du client  
F6160-210004/A

Amd. No. - N° de la modif.  
File No. - N° du dossier  
olz-1-44180

Buyer ID - Id de l'acheteur  
olz009  
CCC No./N° CCC - FMS No./N° VME

---

### **Publication:**

Publications can be provided as examples of subject matter expertise. This work may also provide opportunities for publishing articles in scientific peer reviewed journals on marine conservation projects in Newfoundland and Labrador.

### **Public Awareness and Education:**

This work may include, but is not limited to, any of the following:

- a) Product development (e.g. displays, communications material)
- b) Multimedia product development (e.g. professional photo or video, web-based media)
- c) Facilitation, consultation, and organizing public events that focus on the marine environment.
- d) **Organizing or providing ecotourism experiences in the marine environment.**

### ***REQUIREMENTS AND DELIVERABLES***

Detailed deliverables will be specified for individual projects. Projects may range from the collection of specimens and/or samples to multi-phased research projects involving large datasets and data processing, mapping, and/or detailed report writing.

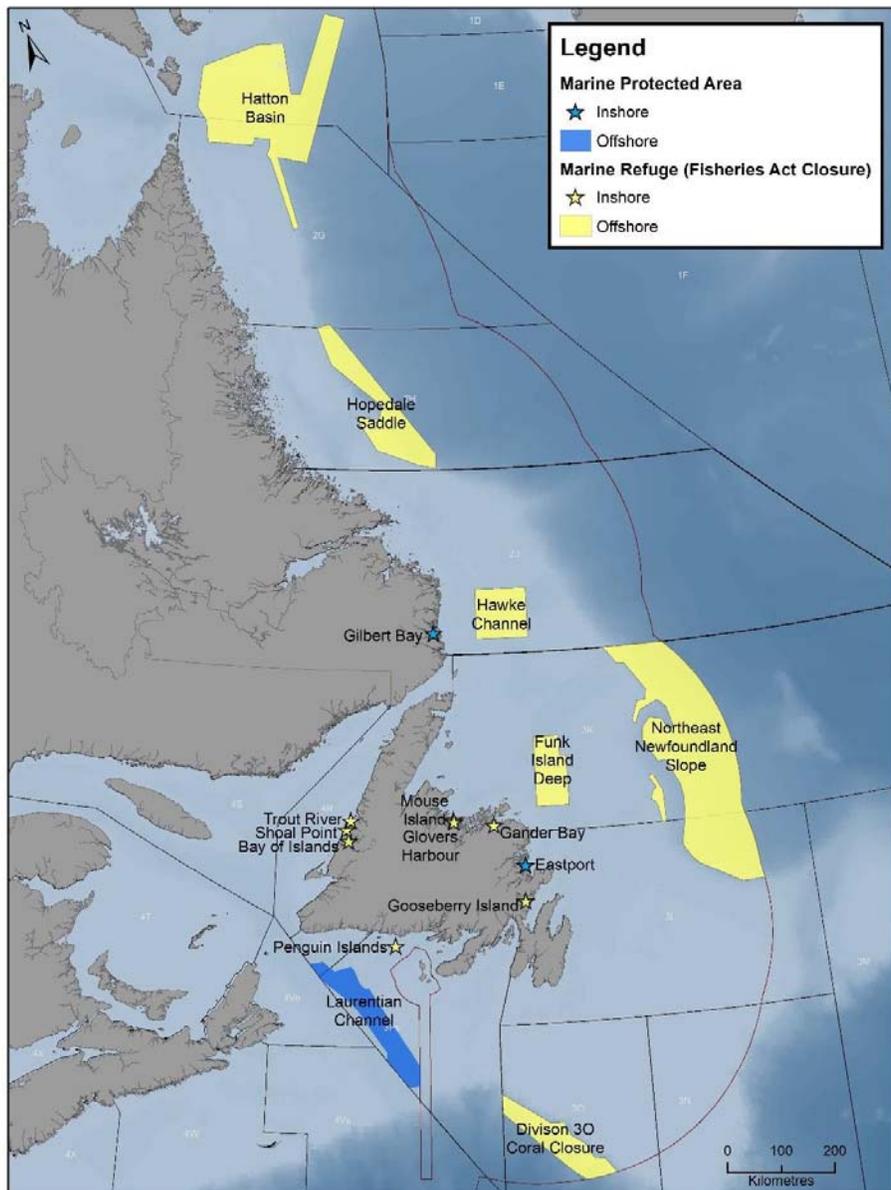


Figure 1. Current marine conservation measures in DFO Newfoundland and Labrador Region.

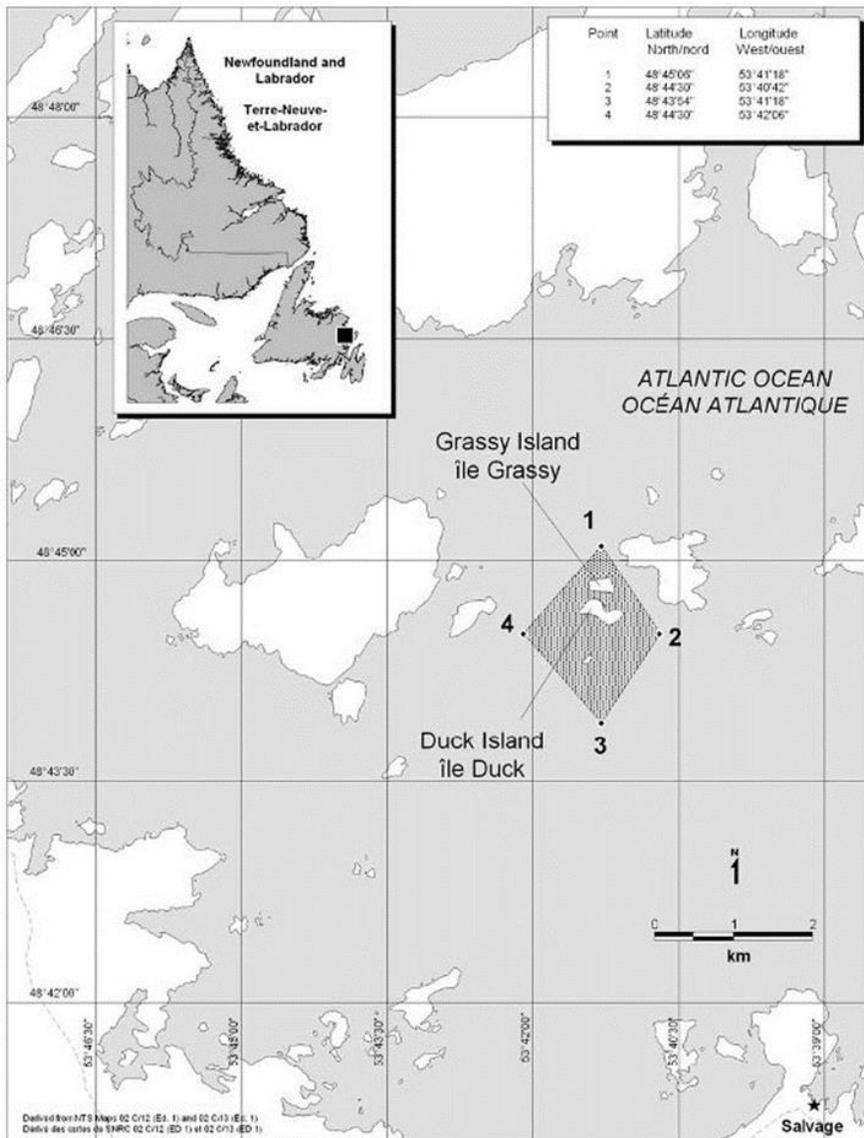


Figure 2a. Eastport – Duck Island Marine Protected Area

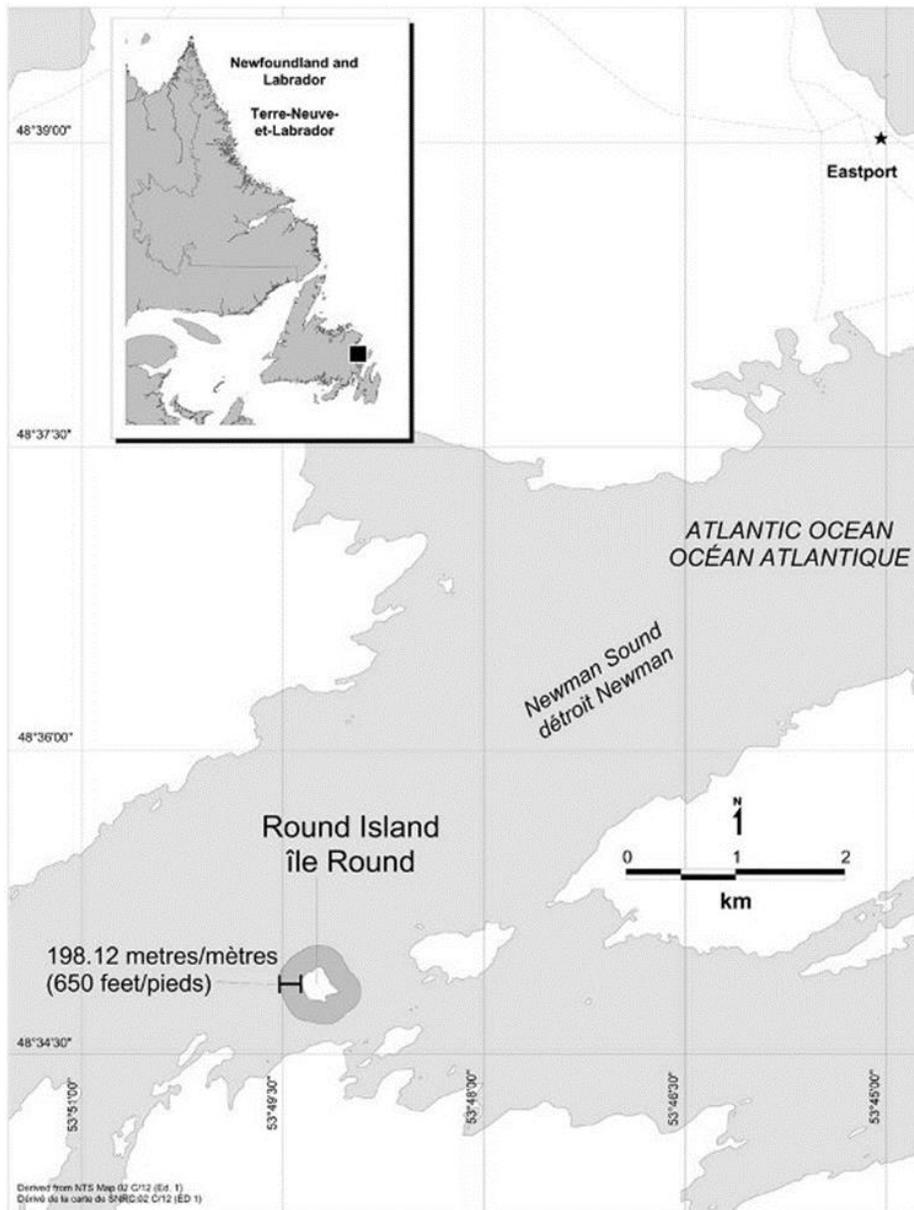


Figure 2b. Eastport – Round Island Marine Protected Area

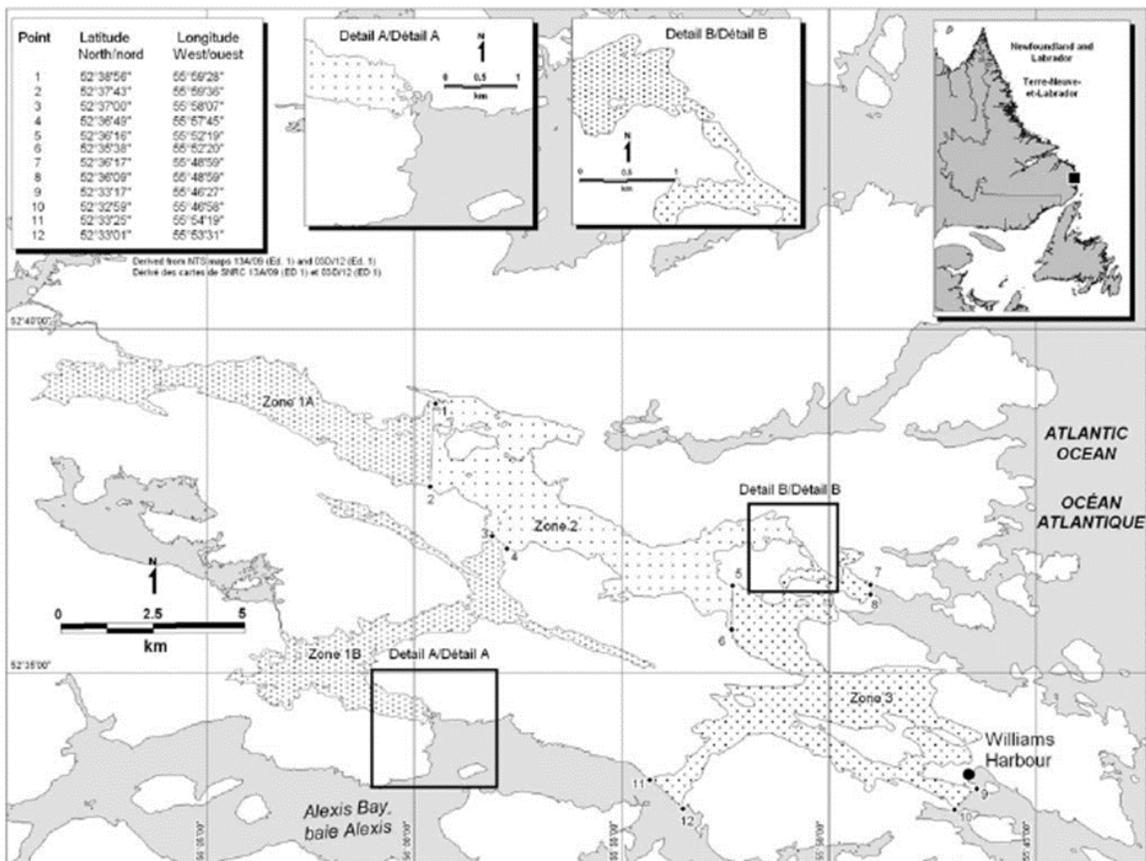


Figure 3. Gilbert Bay Marine Protected Area

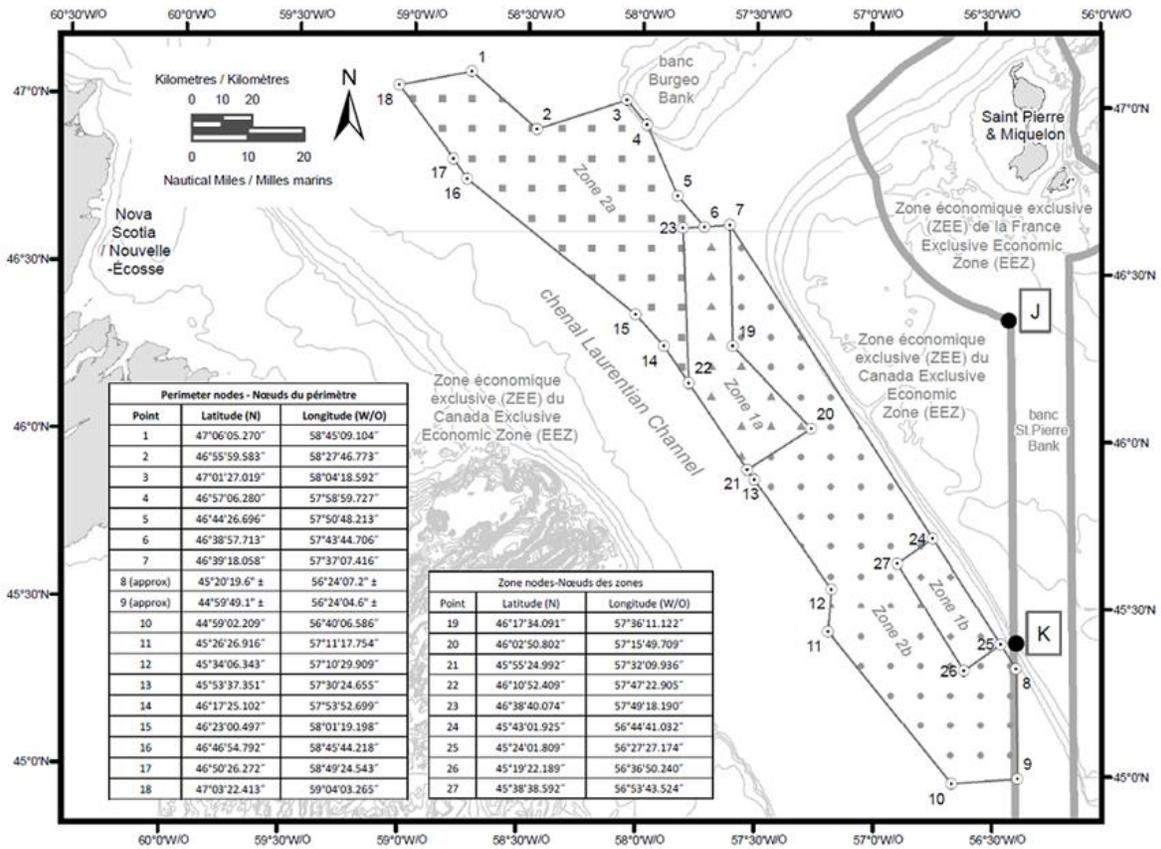


Figure 4. Laurentian Channel Marine Protected Area

**ANNEX "B"**

**EVALUATION CRITERIA**

**Evaluation Criteria**

***Supply Arrangement for Marine Conservation Activities in Newfoundland and Labrador Region for the DFO Marine Planning and Conservation Program***

***INSTRUCTIONS:***

Bidders must clearly demonstrate that they meet at least one or more of the following 12 mandatory technical criteria to be successful. Bidders must indicate by providing appropriate details and examples, and providing accompanying documentation for all criteria they wish to qualify under, those that do not will be deemed non-responsive and not evaluated further.

Bidder must complete the *Evaluation Criteria – Mandatory Criteria* checklist below by selecting Criteria that apply to their relevant experience. The bidder must attach company CVs that identify projects or staff experience that details the relevant experience in the appropriate Criteria. Bidder must also include any copies of certifications, accreditations, insurance, or other relevant material that supports their bid. Bidder should include links to reports or publications where requested.

**For each Criteria, the bidder must demonstrate that they have recent and significant experience in that category. The experience must be clearly identified in the CV for each applicable category. Recent experience is defined as experience acquired in the past 7 years. Significant experience is defined as a minimum of two robust projects.**

**Finally, the bidder must indicate the geographic areas in which they can complete work by selecting the appropriate options in the *Geographic Areas* table.**

***MANDATORY CRITERIA:***

***Criteria 1: Data Collection (biological, ecological, and biophysical)***

Check all that apply.

**A. Biological sample collection**

<input type="checkbox"/> Plankton	<input type="checkbox"/> Fish and invertebrates	<input type="checkbox"/> Marine mammals
<input type="checkbox"/> Marine reptiles	<input type="checkbox"/> Marine birds	<input type="checkbox"/> Isotopes
<input type="checkbox"/> Marine plants	<input type="checkbox"/> Corals and sponges	<input type="checkbox"/> Infauna species
<input type="checkbox"/> Otoliths and fin clips	<input type="checkbox"/> Scales	<input type="checkbox"/> Tissues
<input type="checkbox"/> Blood		
<input type="checkbox"/> Other, please specify:		

**B. Ecological, biodiversity, environmental, or taxonomic research, or other related information services**

<input type="checkbox"/> Contribute to and/or quality control biological databases
<input type="checkbox"/> Conduct biodiversity, environmental, ecological, or habitat studies, monitoring, and sample collection, assessment and analysis
<input type="checkbox"/> Other, please specify:

**C. Photo and/or video collection**

Photo/Video collection for the identification of marine species, estimates of abundance or distribution of marine species, or for ocean floor mapping.

<input type="checkbox"/> Drone photo and/or video processing
<input type="checkbox"/> ROV
<input type="checkbox"/> AUV
<input type="checkbox"/> Drop camera system footage
<input type="checkbox"/> <b>SCUBA</b>
<input type="checkbox"/> Other, please specify:

**D. Oceanographic/Physical Data Collection**

<input type="checkbox"/> Temperature	<input type="checkbox"/> Salinity	<input type="checkbox"/> Ice Cover
<input type="checkbox"/> Bathymetry	<input type="checkbox"/> Radar backscatter	<input type="checkbox"/> Multibeam sonar
<input type="checkbox"/> Side-scan sonar	<input type="checkbox"/> LIDAR	<input type="checkbox"/> Sub-bottom profiling
<input type="checkbox"/> Ground-truthing data	<input type="checkbox"/> Current profilers	<input type="checkbox"/> Moorings
<input type="checkbox"/> Gliders	<input type="checkbox"/> pH	<input type="checkbox"/> Acidification
<input type="checkbox"/> eDNA	<input type="checkbox"/> Nutrients	<input type="checkbox"/> Chlorophyll
<input type="checkbox"/> Particulate organic carbon and nitrogen	<input type="checkbox"/> Sediments and water sampling	<input type="checkbox"/> Satellite imagery
<input type="checkbox"/> Other, please specify:		

**E. Internal and/or External Tag Data collection for marine species**

The fabrication or supply of internal and/or external tags detailed below for marine fish, shellfish, marine mammals, and marine reptiles; harmless and effective installation of tags onto fish and other marine species.

<input type="checkbox"/> Internal acoustic tags
<input type="checkbox"/> External fin tags for marine fish
<input type="checkbox"/> Double ended poly streamer tags
<input type="checkbox"/> External dorsal fin tags
<input type="checkbox"/> Pop-off Satellite Archival Tags (PSAT)
<input type="checkbox"/> Passive integrated transponder (PIT) tags
<input type="checkbox"/> Other, please specify:

**Criteria 2: Data Processing and Analysis**

Check all that apply.

**A. Biological sample processing**

<input type="checkbox"/> Plankton	<input type="checkbox"/> Fish and invertebrates	<input type="checkbox"/> Marine mammals
<input type="checkbox"/> Marine reptiles	<input type="checkbox"/> Marine birds	<input type="checkbox"/> Isotopes
<input type="checkbox"/> Marine plants	<input type="checkbox"/> Corals and sponges	<input type="checkbox"/> Infauna species
<input type="checkbox"/> Otoliths and fin clips	<input type="checkbox"/> Scales	<input type="checkbox"/> Tissues
<input type="checkbox"/> Blood	<input type="checkbox"/> Life history characteristics	<input type="checkbox"/> DNA
<input type="checkbox"/> Meristics	<input type="checkbox"/> Dissection	<input type="checkbox"/> Necropsy
<input type="checkbox"/> Microscope work	<input type="checkbox"/> Water analysis	
<input type="checkbox"/> Other, please specify:		

**B. Ecological, biodiversity, environmental, or taxonomic analysis**

**C. Photo/Video Processing/Analysis**

Photo and/or video identification of marine species, estimates of abundance, distribution of marine species. Photo/video processing for oceans floor mapping.

<input type="checkbox"/> Drone photo and/or video processing
<input type="checkbox"/> ROV
<input type="checkbox"/> AUV
<input type="checkbox"/> Drop camera system footage

<input type="checkbox"/> <b>SCUBA</b>
<input type="checkbox"/> Other, please specify:

**D. Oceanographic Data Processing/Analysis**

<input type="checkbox"/> <b>Temperature</b>	<input type="checkbox"/> <b>Salinity</b>	<input type="checkbox"/> <b>Ice Cover</b>
<input type="checkbox"/> <b>Bathymetry</b>	<input type="checkbox"/> <b>Backscatter</b>	<input type="checkbox"/> <b>Multibeam sonar</b>
<input type="checkbox"/> <b>Side-scan sonar</b>	<input type="checkbox"/> <b>LIDAR</b>	<input type="checkbox"/> <b>Sub-bottom profiling</b>
<input type="checkbox"/> <b>Ground-truthing data</b>	<input type="checkbox"/> <b>Current profilers</b>	<input type="checkbox"/> <b>Moorings</b>
<input type="checkbox"/> <b>Gliders</b>	<input type="checkbox"/> <b>pH</b>	<input type="checkbox"/> <b>Acidification</b>
<input type="checkbox"/> <b>eDNA</b>	<input type="checkbox"/> <b>Nutrients</b>	<input type="checkbox"/> <b>Chlorophyll</b>
<input type="checkbox"/> <b>Particulate organic carbon and nitrogen</b>	<input type="checkbox"/> <b>Sediments and water sampling</b>	<input type="checkbox"/> <b>Satellite imagery</b>
<input type="checkbox"/> <b>Other, please specify:</b>		

**E. Processing/analysis of data from tags**

The efficient download or processing of data from internal and/or external tags and/or hydro-acoustic receivers detailed below for marine fish, shellfish, marine mammals, and marine reptiles.

<input type="checkbox"/> <b>Internal acoustic tags</b>
<input type="checkbox"/> External fin tags for marine fish
<input type="checkbox"/> Double ended poly streamer tags
<input type="checkbox"/> External dorsal fin tags
<input type="checkbox"/> Pop-off Satellite Archival Tags (PSAT)
<input type="checkbox"/> Passive integrated transponder (PIT) tags
<input type="checkbox"/> Other, please specify:

**Criteria 3: AURAL (Autonomous Underwater Recorders for Active Listening), AMAR (Autonomous Multichannel Acoustic Recorder), and other acoustic equipment**

<input type="checkbox"/> Installation and/or retrieval
<input type="checkbox"/> Maintenance and/or servicing
<input type="checkbox"/> <b>Operation</b>
<input type="checkbox"/> Downloading data
<input type="checkbox"/> Processing and/or analysis of recordings
<input type="checkbox"/> Other, please specify:

**Criteria 4: ROV (Remotely Operated Underwater Vehicle), AUV (Autonomous Underwater Vehicle), Drop Camera, other visual equipment**

<input type="checkbox"/> Deployment and/or retrieval
<input type="checkbox"/> Maintenance and/or servicing
<input type="checkbox"/> <b>Operation</b>
<input type="checkbox"/> Downloading data
<input type="checkbox"/> Processing and/or analysis of recordings
<input type="checkbox"/> Other, please specify:

**Criteria 5: Geographic Information Sciences**

<input type="checkbox"/> Scripting languages	<input type="checkbox"/> Statistical packages
<input type="checkbox"/> Mapping	<input type="checkbox"/> Database management
<input type="checkbox"/> <b>Spatial and/or temporal analysis</b>	<input type="checkbox"/> <b>Web-based application design</b>
<input type="checkbox"/> <b>Field data collection</b>	<input type="checkbox"/> <b>Remote sensing</b>
<input type="checkbox"/> <b>Other, please specify:</b>	

### ***Criteria 6: Specialized Scientific Assessments***

<input type="checkbox"/> Expert subject area (e.g. benthic biodiversity, genetics)
<input type="checkbox"/> Experience working with DFO Research vessel survey datasets.
<input type="checkbox"/> Expertise in analyzing data and creating outputs from oceanographic, multibeam, other remote sensing products (e.g. habitat maps).
<input type="checkbox"/> Experience in developing biophysical overview, socio-economic overview, or risk assessment reports for marine conservation or marine spatial planning.
<input type="checkbox"/> Experience in identification and classification of coral and sponges from photos and/or video.
<input type="checkbox"/> Experience in detection and identification of marine mammals from acoustic recordings
<input type="checkbox"/> <b>Other, please specify:</b>

### ***Criteria 7: Fieldwork in the Marine Environment***

Bidder must indicate fieldwork experience in the Marine Environment and provide a copy of all applicable training certification with respect to working on or near water (e.g. MEDs, Basic Survival training, first aid, etc.).

<input type="checkbox"/> Sampling, processing, and recording data of biotic and abiotic specimens onboard marine vessels.
<input type="checkbox"/> Trials and testing of various forms of marine equipment onboard vessels.
<input type="checkbox"/> Sampling, processing, and recording of Oceanographic and/or water quality data.
<input type="checkbox"/> Sampling, processing, and recording of photo/video on biotic and/or abiotic specimens.
<input type="checkbox"/> The logistical placement/retrieval of scientific equipment.
<input type="checkbox"/> The appropriate site selection, installation, monitoring, and decommissioning of marine and shore-based waste management systems.
<input type="checkbox"/> The identification of shoreline marine debris collector beaches. Subsequent management and implementation of clean-up activities, and reporting of debris findings using appropriate application.
<input type="checkbox"/> <b>Retrieval of lost or derelict fishing gear.</b>
<input type="checkbox"/> <b>Other, please specify:</b>

**Criteria 8: Equipment**

Bidders must indicate if they can design and build specialized equipment to be used in the marine environment, or if they have access to or own the following equipment. Proof of ownership is required.

<input type="checkbox"/> Scientific equipment to deploy in the field, please list:
<input type="checkbox"/> Imaging equipment, please list:
<input type="checkbox"/> Fishing gear, please list:
<input type="checkbox"/> Laboratory equipment, please list:
<input type="checkbox"/> Oceanographic equipment, please list:
<input type="checkbox"/> Other, please specify:

**Criteria 9: Availability of Vessel(s)**

Check all boxes that apply and provide additional information where indicated. Vessel registration and proof of insurance is required. Vessel specifications must be filled out for each vessel.

<b>Vessel availability</b>	<b>Number of vessels</b>
<input type="checkbox"/> Own a vessel(s)	
<input type="checkbox"/> Have access to a vessel(s)	

<b>Vessel size</b>	<b>Number of vessels</b>
<input type="checkbox"/> Very small (less than 25 ft)	
<input type="checkbox"/> Small (25' to 34'11")	
<input type="checkbox"/> Large (35' to 64'11")	
<input type="checkbox"/> Very large (greater than 64'11")	

**\*Please fill out the following table for each vessel indicated above.**

<b>Vessel specifications</b>			
<b>Description</b>			
<b>Name</b>			
<b>Length overall (feet)</b>			
<b>Home port</b>			
<b>Vessel range</b>	<input type="checkbox"/> Near shore	<input type="checkbox"/> Mid-shore	<input type="checkbox"/> Offshore
<b>Capacity and Accommodations</b>			
<b>What is the vessel capacity (total number persons allowed onboard)?</b>			
<b>Does vessel have its own crew?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Do you have access to science technicians?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Solicitation No. - N° de l'invitation  
 F6160-210004/A  
 Client Ref. No. - N° de réf. du client  
 F6160-210004/A

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 olz-1-44180

Buyer ID - Id de l'acheteur  
 olz009  
 CCC No./N° CCC - FMS No./N° VME

Does the vessel have space to accommodate at least one science technician if required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does vessel have accommodations? If yes, please describe accommodations.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does vessel have provisions to be away from port overnight? If yes, please indicate how long the vessel can remain at sea.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Platforms and Equipment</b>		
Does vessel have platforms and capability (e.g. winches, booms) for deploying scientific equipment (e.g. oceanographic equipment, fishing equipment, acoustic equipment)? Please describe.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the vessel have Dynamic Positioning or similar capability?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Criteria 10A: Local Ecological Knowledge Collection in the Marine Environment**

<input type="checkbox"/> Conducting key informant interviews and soliciting feedback from community members on the marine environment.
<input type="checkbox"/> Knowledge processing, digitizing information, database development and database management.
<input type="checkbox"/> Producing reports, publishing data, or creating map products collected through key informant interviews.
<input type="checkbox"/> Other, please specify:

**Criteria 10B: Indigenous Knowledge Collection in the Marine Environment\***

\*This criteria is only applicable to the Indigenous set aside

<input type="checkbox"/> Conducting key informant interviews for collection of Indigenous Knowledge in Newfoundland and Labrador's marine environment
<input type="checkbox"/> Experience in participatory mapping techniques to collect ecological and biological components of the environment important to Indigenous Peoples.
<input type="checkbox"/> Knowledge processing, digitizing information, database development and database management.
<input type="checkbox"/> Producing reports, publishing data, or creating map products collected through key informant interviews.
<input type="checkbox"/> Other, please specify:

### **Criteria 11: Publications**

Bidder must indicate if they have published in scientific peer reviewed journals on projects in the marine environment in NL. Provide web links to two examples that clearly demonstrates your subject matter expertise.

<input type="checkbox"/> Example 1
<input type="checkbox"/> Example 2

### **Criteria 12: Public Awareness and Education**

Bidder must list, and include photos, in attached CV of any and all examples of the work completed below.

<input type="checkbox"/> Product development (e.g. displays, communications material)
<input type="checkbox"/> Multimedia product development (e.g. professional photo or video, web-based media)
<input type="checkbox"/> Facilitating, consulting, and organizing public events that focus on the marine environment.
<input type="checkbox"/> <b>Organizing or providing ecotourism experiences in the marine environment.</b>
<input type="checkbox"/> Other, please specify:

### **Geographic Areas**

Bidder must identify geographic areas where project work can be completed:

<b>Marine Protected Areas</b>		
<input type="checkbox"/> Gilbert Bay	<input type="checkbox"/> Eastport	<input type="checkbox"/> Laurentian Channel
<b>Marine Refuges</b>		
<input type="checkbox"/> Hatton Basin	<input type="checkbox"/> Hopedale Saddle	<input type="checkbox"/> Hawke Channel
<input type="checkbox"/> Funk Island Deep	<input type="checkbox"/> Northeast Newfoundland Slope	<input type="checkbox"/> 30 Coral Closure
<b>Other inshore, mid-shore, and offshore Newfoundland</b>		
<input type="checkbox"/> Southern Newfoundland	<input type="checkbox"/> NAFO Division 4R, 4Vs, 4Vn	<input type="checkbox"/> <b>Northeast Coast Newfoundland</b>
<input type="checkbox"/> Fortune Bay	<input type="checkbox"/> Placentia Bay	<input type="checkbox"/> Bonavista Bay
<b>Other inshore, mid-shore, and offshore Labrador</b>		
<input type="checkbox"/> Southern Labrador	<input type="checkbox"/> Mid Labrador Coast	<input type="checkbox"/> Northern Labrador

Solicitation No. - N° de l'invitation  
F6160-210004/A  
Client Ref. No. - N° de réf. du client  
F6160-210004/A

Amd. No. - N° de la modif.  
File No. - N° du dossier  
olz-1-44180

Buyer ID - Id de l'acheteur  
olz009  
CCC No./N° CCC - FMS No./N° VME

Land-based activities

Laboratory

**Other, please specify:**

---

## ANNEX "C"

### CONTRACTING PROCESS/STATEMENT OF WORK FORMAT

#### 1. CONTRACTING PROCESS

Individual requirements will be raised and processed as follows:

- 1.1. The PSPC Supply Arrangement Authority (SAA) will prepare a Request for Proposal (RFP) including a Statement of Work (SOW) in the format provided. This will be distributed via e-mail to all approved contractors in the relevant category.
- 1.2. The Contractor(s) will provide a return firm price proposal by e-mail to the TA within the time frame requested. This proposal will provide an all inclusive firm price for the completion of the work outlined in the SOW. For urgent work the TA may request a proposal for reply within 24 hours.  
To be responsive, the Contractor must meet all requirements of the RFP.
- 1.3. The SAA will select the lowest priced compliant proposal for award of a contract, and forward the contract document to the successful contractor by e-mail. A copy of the contract will be forwarded to the DFO Technical Authority.
- 1.4. Upon final inspection and acceptance of the work by Canada, the Contractor will invoice DFO for payment, with a copy to the PWGSC Supply Arrangement Authority. The invoice shall contain a reference to the PWGSC SA number and the individual contract number.

**Care must be taken by both parties in the contracting activities, as under no circumstances can Canada authorise payment of an invoice greater than \$100,000.00 under any contract resulting from these SAs. All contracts will be subject to audit verification as defined in the SA.**

#### 2. STATEMENT OF WORK (SOW) FORMAT

All RFPs shall have a SOW attached based on this format, addressing the following elements, as applicable:

##### 2.1 SCOPE:

Provide brief introductory overview of work required addressing what, where and when, but not how. The how shall be the responsibility of the Contractor based on the following criteria stated in the SOW and so reflected in the Contractor's proposal for the work.

##### 2.2 REFERENCES:

- a. Guidance drawings
- b. Standards
- c. Regulations
- d. Quality assurance standards

Solicitation No. - N° de l'invitation  
F6160-210004/A  
Client Ref. No. - N° de réf. du client  
F6160-210004/A

Amd. No. - N° de la modif.  
File No. - N° du dossier  
olz-1-44180

Buyer ID - Id de l'acheteur  
olz009  
CCC No./N° CCC - FMS No./N° VME

---

2.3 TECHNICAL DESCRIPTION:

- a. Define requirement in terms of performance
- b. State clearly what work is required to be completed

2.4 PROOF OF PERFORMANCE:

- a. Inspection
- b. Test
- c. Certification

2.5 DELIVERABLES:

- a. Drawings (Including any revisions)
- b. Spares
- c. Training
- d. Manuals
- e. Maintenance
- f. software

---

## Annex D

### INSURANCE REQUIREMENTS

#### Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

- 
- i. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - p. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
  - q. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
  - r. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

### **Marine Liability Insurance**

1. The Contractor must obtain Protection & Indemnity (P&I) insurance that must include excess collision liability and pollution liability. The insurance must be placed with a member of the International Group of Protection and Indemnity Associations or with a fixed market in an amount of not less than the limits determined by the [Marine Liability Act](#), S.C. 2001, c. 6. Coverage must

---

include crew liability, if it is not covered by Worker's Compensation as detailed in paragraph (2.) below.

2. The Contractor must obtain Worker's Compensation insurance covering all employees engaged in the Work in accordance with the statutory requirements of the Territory or Province or state of nationality, domicile, employment, having jurisdiction over such employees. If the Contractor is assessed any additional levy, extra assessment or super-assessment by a Worker's Compensation Board, as a result of an accident causing injury or death to an employee of the Contractor or subcontractor, or due to unsafe working conditions, then such levy or assessment must be paid by the Contractor at its sole cost.
3. The Protection and Indemnity insurance policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
  - b. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Fisheries and Oceans and Public Works and Government Services Canada for any and all loss of or damage to the watercraft however caused.
  - c. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
  - d. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - e. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

Solicitation No. - N° de l'invitation  
F6160-210004/A  
Client Ref. No. - N° de réf. du client  
F6160-210004/A

Amd. No. - N° de la modif.  
File No. - N° du dossier  
olz-1-44180

Buyer ID - Id de l'acheteur  
olz009  
CCC No./N° CCC - FMS No./N° VME

---

**For other provinces and territories, send to:**

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

Solicitation No. - N° de l'invitation  
 F6160-210004/A  
 Client Ref. No. - N° de réf. du client  
 F6160-210004/A

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 olz-1-44180

Buyer ID - Id de l'acheteur  
 olz009  
 CCC No./N° CCC - FMS No./N° VME

### Annex E Periodic Usage Reports

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.

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 basis 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 no later than fifteen (15) calendar days after the end of the reporting period.**

GSIN	Supply Arrangement Number	Supply Arrangement Title / Description	Document Type	Supplier's Name	Supplier's Contract Info	Supply Arrangement Value (\$)	
						Original Value	Total Amended Value
Name of PWGSC Authority	Reporting Period (FY & Quarter)	<b>Call up Detail by ordering Department</b>					
		Department or Agency	Delivery Location (Province)	Total # of Orders for the Reporting Period (Quarter)	Total \$ Value of Orders for the Reporting Period (incl GST/HST)	Total # of Orders for the Fiscal Year to Date	Total # of Orders for the Fiscal Year to Date (incl GST/HST)

**The required information for this Supply Arrangement must be e-mailed to the following address: rhonda.lacey@pwgsc.gc.ca**

---

**Annex F**  
**Integrity Provisions – List of Names**

**[MUST BE COMPLETED BY OFFEROR WITH BID SUBMISSION]**

Please provide list of names of the following entities, according to the ownership nature of the company

1. For a Corporation - each current member of the Bidder's Board of Directors;

---

---

---

---

2. For a Sole Proprietorship or an individual doing business under a firm name - the name of the sole proprietor or individual;

---

3. For a Joint Venture - the names of all current members of the Joint venture;

---

---

---

---

4. For an individual - the full name of the person;

---