

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À :**

Bid Receiving/Réception des soumissions

Procurement Hub | Centre
d'approvisionnement
Fisheries and Oceans Canada | Pêches et
Océans Canada
301 Bishop Drive | 301 promenade Bishop
Fredericton, NB, E3C 2M6

Email / Courriel : [DFOtenders-
soumissionsMPO@dfo-mpo.gc.ca](mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca)

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal to: Fisheries and Oceans Canada

We hereby offer to sell to Her Majesty the
Queen in right of Canada, in accordance
with the terms and conditions set out herein,
referred to herein or attached hereto, the
goods and services listed herein and on any
attached sheets at the price(s) set out
therefor.

Proposition à : Pêches et Océans Canada

Nous offrons par la présente de vendre
à Sa Majesté la Reine du chef du
Canada, aux conditions énoncées ou
incluses par référence dans la présente
et aux appendices ci-jointes, les biens
et les services énumérés ici sur toute
feuille ci-annexée, au(x) prix indiqué(s).

Title / Titre Environmental site assessment services		Date October 24, 2022
Solicitation No. / N° de l'invitation 30000170		
Client Reference No. / No. de référence du client(e) 30000170		
Solicitation Closes / L'invitation prend fin At / à : 14 :00 ADT (Atlantic Standard Time) / HAA (Heure Normale de l'Atlantique) On / le : November 18, 2022		
F.O.B. / F.A.B. Destination	Taxes See herein — Voir ci-inclus	Duty / Droits See herein — Voir ci-inclus
Destination of Goods and Services / Destinations des biens et services See herein — Voir ci-inclus		
Instructions See herein — Voir ci-inclus		
Address Inquiries to : / Adresser toute demande de renseignements à : Pascal Busungu – Contracting Officer Email / Courriel: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca		
Delivery Required / Livraison exigée See herein — Voir en ceci	Delivery Offered / Livraison proposée	
Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur		
Telephone No. / No. de téléphone	Facsimile No. / No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer 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 offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
- 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes.

1.2 Summary

Real Property Safety and Security (RPSS) within Fisheries and Oceans Canada (DFO) conducts and manages site assessment, site characterization and environmental compliance based audit projects on property that DFO owns or has an interested in.

As part of this Standing Offer, RPSS requires environmental site assessment services, in the Pacific Region, such as:

- a. Hazardous Building Materials Assessments and Control Management Plans
- b. Indoor Environmental Quality Sampling
- c. Potable Water Risk Assessments and Control Management Plans and
- d. Other occupational health and safety and environmental risk expertise and consulting services.

It is Department's intention to authorize up to two (2) Standing Offers, each will be from date of SO issuance until November 30, 2024 with the option to extend for two (2) additional one (1) year periods.

The total dollar value of all Standing Offers is estimated to be **\$300,000.00 (Applicable Taxes excluded)** annually. Individual call-ups will vary, up to a maximum of **\$50,000.00 (Applicable Taxes included)**. Proponents should note that there is no guarantee that the full or any amount of the Standing Offers will be called-up; Department will issue call-ups only when the specific services to be provided under the Standing Offer are needed.

The Request for Standing Offers (RFSO) is to establish Regional Individual Standing Offers for the delivery of the requirement detailed in the RFSO, to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs).

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Colombia Free Trade Agreement, the Canada-Honduras Free Trade Agreement, the Canada-Korea Free Trade Agreement, the Canada-Panama Free Trade Agreement, the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Ukraine Free Trade Agreement (CUFTA), and the Canadian Free Trade Agreement (CFTA).

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

1.5 Anticipated migration to 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 Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006 \(2022-03-29\)](#) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

2.2 Submission of Offers

Offers must be submitted only to Fisheries and Oceans Canada (DFO) Bid Receiving Unit by the date, time and place indicated in the RFSO.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to DFO will not be accepted.

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

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

2.5 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors 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) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

2.6 Access to Facilities and Equipment

Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. If access to government premises, computer systems (micro computer network), working space, telephones, terminals, documentation and personnel for consultation is required by the Contractor to perform the Work, the Contractor must advise the Contracting Authority of the need for such access in a timely fashion. If the Contractor's request for access is approved by Canada and arrangements are made to provide access to the Contractor, the Contractor, its subcontractors, agents and employees must comply with all the conditions applicable at the Work site. The Contractor must further ensure that the facilities and equipment are used solely for the performance of the Contract.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Canada requests that Offerors provide their offer in separately bound sections as follows:

- Section I: Technical Offer (1 soft copy in PDF Format);
- Section II: Financial Offer (1 soft copy in PDF Format);
- Section III: Certifications (1 soft copy in PDF Format);

Important Note:

The maximum size per email (including attachments) is limited to 10MB. If the limit is exceeded, your email might not be received by DFO. It is suggested that you compress the email size or send multiple emails to ensure delivery. Bidders are responsible to send their proposal and to allow enough time for DFO to receive the proposal by the closing period indicated in the RFP. Emails with links to bid documents will not be accepted.

For bids transmitted by email, DFO will not be responsible for any failure attributable to the transmission or receipt of the email bid. DFO will send a confirmation email to the Bidders when the submission is received.

Due to the nature of the RFSO, offers transmitted by facsimile will not be accepted.

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

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex G, Financial Proposal.

3.1.1 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "1" of Part 3 - Electronic Payment Instruments, to identify which ones are accepted.

If Annex "1" of Part 3, Electronic Payment Instruments, is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

3.1.2 Exchange Rate Fluctuation

[C3010T](#) (2014-11-27), Exchange Rate Fluctuation Risk Mitigation,

Section III: Certifications

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

Solicitation No. - N° de l'invitation

30000170

Client Ref. No. - N° de réf. du client

30000170

Amd. No. - N° de la modif.

File No. - N° du dossier
4600000XXX

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

ANNEX "1" to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

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

- Acquisition Card;
- Direct Deposit (Domestic and International);

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Annex F

4.1.1.2 Point Rated Technical Criteria

Refer to Annex F

4.1.2 Financial Evaluation

Refer to Annex G

4.1.2.1 - Offer

SACC Manual Clause [M0220T](#) (2016-01-28), Evaluation of Price

4.2 Basis of Selection

4.2.1 Basis of Selection – Highest combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum points specified for each criterion for the technical evaluation, and
 - d. obtain the required minimum of **96 points** overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **160 points**.
2. Bids not meeting (a) or (b) or (c) and (d) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)			
	Bidder		
	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00
Calculations			
Technical Merit Score	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating	84.18	73.15	77.70
Overall Rating	1st	3rd	2nd

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **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 Offer

5.1.2.1 Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the

implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension?

YES () **NO ()**

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

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

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

YES () **NO ()**

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

Signature

Date

5.1.2.2 Experience and Education

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual offered by the Offeror for the requirement is capable of performing the Work resulting from a call-up against the Standing Offer.

The following certification signed by the contractor or an authorized officer:

"I certify that I have examined the information provided above and that it is correct and complete"

Signature

Print Name of Signatory

5.1.2.3 Security Requirements- Required Documentation

In accordance with the requirements of the **Contract Security Program** of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>), bidders must submit a completed, dated and signed Application for Registration (AFR) form (PSPC 471) for Canadian bidders and the Initial International Security Screening (IISS) form for foreign bidders as part of their proposal to be given further consideration in the procurement process.

Bidders are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. Bidders who do not provide all the required information at bid closing may be given the opportunity to complete any missing information from the AFR Form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extension granted by the Contracting Authority in its discretion), or if Canada requires further information from the Bidder in connection with assessing the request for security clearance (i.e., information not required by the AFR Form), the Bidder will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48 hours. If, at any time, the Bidder fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

For ease of convenience, the Application for Registration (AFR) form (PSPC 471) for Canadian Bidders, the Initial International Security Screening (IISS) form for foreign bidders along with the guidance on how to complete the forms can be found as separate attachments to this solicitation.

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/canada-labour/s) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

ANNEX "1" to PART 5 OF THE REQUEST FOR STANDING OFFERS

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Offeror, by submitting the present information to the Standing Offer Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare an offer non-responsive, or may set-aside a Standing Offer, or will declare a contractor in default, if a certification is found to be untrue, whether during the offer evaluation period, during the Standing Offer period, or during the contract period. Canada will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with any request or requirement imposed by Canada may render the Offer non-responsive, may result in the Standing Offer set-aside or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the RFSO closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Offeror certifies having no work force in Canada.
- A2. The Offeror certifies being a public sector employer.
- A3. The Offeror certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Offeror certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Offeror has a combined workforce in Canada of 100 or more employees; and

- A5.1 The Offeror certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Offeror certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to issuance of a standing offer, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Offeror is not a Joint Venture.

OR

- B2. The Offeror is a Joint venture and each member of the Joint Venture must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Insurance Requirements

SACC Manual clause [G2001C](#) (2018-06-21) Commercial General Liability Insurance

SACC Manual clause [G2002C](#) (2018-06-21) Errors and Omissions Liability Insurance

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex D.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

7.2.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CSP, PWGSC, the Contractor personnel MAY NOT ENTER sites without an escort.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) Contract Security Manual (Latest Edition).

7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer 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.

7.3.1 General Conditions

[2005](#) (2022-01-28) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

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

The data must be submitted on a semi-annual basis to the Standing Offer Authority.

The semi-annual reporting periods are defined as follows:

- Reporting Period #1: April 1 to September 30
- Reporting Period #2: October 1 to March 31

The data must be submitted to the Standing Offer Authority no later than thirty (30) calendar days after the end of the reporting period.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of issuance to November 30, 2024 inclusive.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional **two (2) one-year periods**, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority **fifteen (15) days** before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Authorized Users across Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs).

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Pascal Busungu
Title: Contracting Officer
Department: Fisheries and Oceans Canada
Address: 301 Bishop Drive, Fredericton, New Brunswick, E3C 2M6
Telephone: 506-429-6269
E-mail address: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority

The Project Authority for the Standing Offer is: *(to be provided on standing offer award)*

Name: _____
 Title: _____
 Organization: _____
 Address: _____
 Telephone: _____ - _____ - _____
 Facsimile: _____ - _____ - _____
 E-mail: _____

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Offeror's Representative *(to be provided on standing offer award)*

Name: _____
 Title: _____
 Organization: _____
 Address: _____
 Telephone: _____ - _____ - _____
 Facsimile: _____ - _____ - _____
 E-mail: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Fisheries and Oceans Canada.

7.8 Call-up Procedures – Right of First Refusal

The Identified User will contact the highest-ranked offeror to determine if the requirement can be satisfied by that offeror. If the highest-ranked offeror is able to meet the requirement, a call-up is made against its standing offer. If that offeror is unable to meet the requirement, the Identified User will contact the next ranked offeror. The Identified User will continue and proceed as above until one offeror indicates that it can meet the requirement of the call-up. In other words, call-ups are made based on the "right of first refusal" basis. When the highest-ranked offeror is unable to fulfill the need, the Identified User is required to document its file appropriately. The resulting call-ups are considered competitive and the competitive call-up authorities can be used.

7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 or
3. An equivalent form or electronic call-up document which contains at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;
 - confirmation that funds are available under section 32 of the Financial Administration Act;
 - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$50,000.00 (Applicable Taxes included)**.

7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (to be provided on standing offer award) (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.12 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the supplemental general conditions [4007](#) (2010-08-16): Canada to Own Intellectual Property Rights in Foreground
- d) the supplemental general conditions [4013](#) (2021-11-29) Compliance with on-site measures, standing orders, policies, and rules

-
- e) the general conditions [2005](#) (2022-01-28) General Conditions - Standing Offers - Goods or Services
 - f) the general conditions [2010B](#) (2022-01-28) General Conditions - Professional Services (Medium Complexity);
 - g) Annex A, Statement of Work;
 - h) Annex B, Basis of Payment;
 - i) Annex C, Security Requirements Check List ;
 - j) Annex D, Insurance Requirements;
 - k) the Offeror's offer dated _____ (*insert date of offer*).

7.13 Certifications and Additional Information

7.13.1 Compliance

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

7.13.2 Status of Availability of Resources – Standing Offer

If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror is unable to provide a substitute with similar qualifications and experience, Canada may set aside the standing offer.

7.14 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

7.15 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO'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 Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

[2010B](#) (2022-01-28) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

Section 15 Interest on Overdue Accounts, of [2010B](#) (2022-01-28) will not apply to payments made by credit cards.

7.2.2 Supplemental General Conditions

[4007](#) (2010-08-16): Canada to Own Intellectual Property Rights in Foreground, and [4013](#) (2022-06-20) Compliance with on-site measures, standing orders, policies, and rules, apply to and form part of the Contract.

7.3 Term of Contract

7.3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

7.4 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2019-01 of the Treasury Board Secretariat of Canada.

7.5 Payment

7.5.1 Basis of Payment

The Contractor will be paid firm rates for work performed in accordance with the contract, in accordance with the Basis of payment at Annex B, Customs duties are included and Applicable Taxes are extra.

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

Travel and Living Expenses

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

All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

Estimated Cost: \$ _____ *(to be provided at standing offer award)*

7.5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ *(to be provided at standing offer award)*. Customs duties are excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.5.3 Method of Payment

The following methods of payment will apply:

1. SACC Manual clause [H1000C](#) (2008-05-12), Single Payment
2. SACC Manual clause [H1008C](#) (2008-05-12), Monthly Payment

7.5.4 SACC Manual Clauses

SACC Manual clause [C0711C](#) (2008-05-12), Time Verification

7.5.5 Electronic Payment of Invoices – Call-up

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

- a. Acquisition Card;
- b. Direct Deposit (Domestic and International);

7.6 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
2. Invoices must be distributed as follows:
 - a. The original copy must be forwarded to **DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca** for certification and payment.
 - b. CC AP Coder: _____ *(to be inserted at standing offer award)*

7.7 Insurance – Specific Requirements

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.

7.8 Dispute Resolution

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

ANNEX "A"

STATEMENT OF WORK

1.0 Scope

1.1 Title

Environmental site assessment and control management services on an as-and-when requested basis on behalf of the Fisheries and Oceans Canada (DFO).

1.2 Introduction

Real Property Safety and Security (RPSS) within Fisheries and Oceans Canada (DFO) conducts and manages site assessment, site characterization and environmental compliance based audit projects on property that DFO owns or has an interest in. These projects involve the assessment and risk management of environmental and physical contaminants which could pose a threat to human health such as hazardous materials, indoor air quality and potable water quality. The properties managed by RPSS include: light stations, small craft harbors, hatcheries, office buildings and various other facilities and bases.

1.3 Location of Work

The services covered by this Standing Offer will be provided on behalf of the Department in the province of British Columbia. Some sites are only accessible by helicopter or boat. See map below in Section 6.0 – Map and Examples of Sites.

1.4 Objectives of the Requirement

The objective is to assess the environmental liabilities of Crown-owned properties and leased properties. The services rendered will be in support of the mandate of Real Property Safety and Security (RPSS) of Fisheries and Oceans Canada (DFO).

The Contractor must be able to provide expertise in all of the required services listed in this standing offer.

The types of environmental site assessment services that will be required of the Contractor may include:

- R1 Hazardous building materials sampling, assessments, inventories and management control plans for the following materials: asbestos, silica, mercury, polychlorinated biphenyl, mold, lead and lead paint, ozone-depleting substances, rodent droppings and pesticides.
- R2 Indoor environmental quality sampling, assessments and exposure control plans related to: indoor air quality, mold, radon, airborne vapour/fume.
- R3 Potable and waste water risk assessment and mitigation including but not limited to: vulnerability assessments, Legionella assessments and control plans, sanitary surveys, baseline analysis, concept system design and upgrade, water and waste water audits, water safety plans.
- R4 Other occupational health and safety and environmental expertise and consulting services

General descriptions for each type of environmental services listed above are provided in the following sections.

1.5 Background, Assumptions and Specific Scope of the Requirement

As part of meeting Federal and Provincial Real Property compliance requirements, various compliance based risk assessments and reports are needed to be completed at DFO/CCG sites across the Province of British Columbia to minimize risk and ensure the health and safety of the infrastructure and assets.

This Standing Offer is designed to provide external resources to assist with environmental site assessments. Contractors will also be needed on an as and when basis to conduct risk assessments for various renovation and construction projects or when the health and safety of employees is questioned due to aging and faulty infrastructure.

Project Managers within DFO Real Property Safety and Security will issue a call-up or the provision of environmental services and support functions of federally owned and leased properties to establish their environmental condition.

Joint Ventures will not be considered for this requirement.

2.0 ROLES AND RESPONSIBILITIES

2.1 DEPARTMENTAL REPRESENTATIVE

The DFO Departmental Representative, as determined on a project-by-project basis, has overall responsibility for the progress of the project, including management, administration and coordination of the activities as set out in this document.

There will be a kickoff meeting at the beginning of each project. The DFO representative will provide, via email, any historically relevant reference information to the Contractor including past assessment reports, site drawings and/or background information. The DFO representative will also provide information on any other work or activities that may be underway at a particular project site.

DFO will provide the Contractor with, when available, background documentation on sites that are to be investigated. Available background documentation may include as built drawings, construction documentation, building condition reports, past environmental site investigations, etc.

DFO will provide the Contractor with Access to DFO and Coast Guard sites when necessary as well as Transportation via Coast Guard when necessary and if possible.

2.2 CONTRACTOR

The Contractor must establish and maintain, throughout the duration of each project, a team certified and capable of effectively delivering the services required.

At the time of call-up, the contractor shall create a scope of work and estimated budget for the requirements within the requested call-up.

The Contractor must deliver the project within the time frame, approved project budget, and quality in accordance with the approved plan agreed to by the DFO Departmental Representative.

The Contractor must produce and ensure Health and Safety Plans and Environmental Protection Plans are adequately addressed before the commencement of all projects.

Upon execution of the resulting Call-up, the Contractor must be responsible for producing all work described in the resulting Call-up document.

The Contractor must coordinate project requirements with any other work or activities that may be underway at a particular project site. This aspect is of particular important for coordinating project health and safety plans on construction sites.

The Contractor is responsible to provide all tools, equipment and instruments to complete the on-site investigations.

The Contractor must:

Carry out services in accordance with approved documents and directions given by the Departmental Representative.

Correspond only with the Departmental Representative at the times established in the resulting Contract.

Advise the Departmental Representative of any changes that may affect schedule or budget or are inconsistent with instructions or written approvals previously given. The Contractor must detail the extent and reasons for the changes and obtain written approval from the Departmental Representative for any changes to the schedule or budget, before proceeding. Without advance notification and approval, DFO cannot be held liable for charges incurred in excess of approved budget.

2.3 PROJECT RESPONSE TIME REQUIREMENTS

It is a requirement of all projects undertaken pursuant to the standing offer that the Contractor must be available to attend meetings, either in person, by video or by teleconference, and respond to inquiries within twenty-four (24) hours of the Departmental Representative's request, from the date of resulting call-up until completion of the project.

The Contractor, within their proposed team(s), must be able to deliver the scope of required services outlined in the standing offer in the timelines specified in the resulting call-ups

3.0 SCOPE OF SERVICE

3.1 REQUIRED SERVICES

Resulting call-ups may include any or all of the following environmental services. Specific services under these categories will be identified and detailed in each resulting call-up.

3.1.1 RS 1 - Hazardous Building Materials Assessments and Control Management Plans

Hazardous Building Materials surveys may be conducted as part of compliance programs, or a major or minor capital real property project. The purpose is to identify the presence of hazardous building materials: asbestos, lead paint, mercury, ozone-depleting substances (ODS), polychlorinated biphenyl, silica, heavy metals, animal carcasses or animal dropping, explosive materials, radioactive materials, flammable materials, through bulk sampling and visual observations.

The Canada Occupational Health and Safety Regulations (COHSR) (SOR/86-304), Part X – Hazardous Substances now defines what is to be considered an asbestos-containing material (ACM), the requirement for an asbestos management program prior to undertaking any work involving ACM, asbestos dust, waste, and debris removal procedures, and air monitoring requirements. The contractor must adhere to all COHSR regulations as well all requirements outlined in the Public Services and Procurement Canada (PSPC) Asbestos Management Standard and WorkSafeBC Safe Work Practices for Handling Asbestos guidelines and WorksafeBC.

The Contractor must be able to complete a destructive and non-destructive hazardous building materials assessment per the applicable regulations noted above.

3.1.1.1 - Identification and Bulk Sampling of hazardous building materials

To be performed during a site visit of each building and engineering asset, the Contractor must identify through bulk sampling and visual observation the presence of the listed hazardous building materials and their impact on planned construction, repair or retrofit activities at DFO/CCG sites.

Identification of asbestos and Lead paint must be completed through physical sampling of all possible asbestos containing materials and all layers of unique paints. Minimum samples of asbestos taken when performing bulk sampling should be in accordance with Federal and Provincial guidelines outlined in the PSPC Asbestos Management Standard and Worksafe BC. The Contractor must select and document all sample locations taken throughout the investigation. Any necessary destructive testing will require approval from a DFO/CCG representative. A detailed floor plan must be created outlining all locations of all samples and materials observed.

When bulk sampling for asbestos containing materials, contractor must record the following information in a table format:

1. Type of material sampled – Description of the type of material and a unique sample ID
2. Photo of material sampled with Sample ID indicated;
3. Description of location sampled. This should include a detailed description such as room identification and/or name and the area where the substance is located;
4. Quantity of material. An estimate of the amount of substance contained in the area must be provided, and
5. Evaluation of asbestos-containing materials and recommendations for control which includes an assessment of condition, evaluation of accessibility, and required action. Evaluation of asbestos containing materials must be followed as per the guidelines set out in the PSPC asbestos management standard.

When sampling for Lead Paint, the contractor must take physical samples of each unique colour and layer of paint throughout each building on the site. During the assessment, the contractor must record the following information when taking lead paint samples:

1. Identification of sampled item. Description of the type of material, colour and a unique sample ID;
2. Photo of material sampled with sample ID;
3. Description of location sampled. This should include a detailed description such as room identification and/or name and the area where the substance is located;
4. Quantity of material. An estimate of the amount of substance contained in the area must be provided, and
5. Condition of material. Condition analysis should be based on guidelines set out in the WorkSafe BC Safe practices for handling lead paint.

Other hazardous materials (mould, mercury, PCB, ODS, silica, rodent droppings) must be assessed through visual observation. The Contractor must record the following information when conducting visual observations of these hazardous materials:

1. Type and quantity of material found;
2. Photo of material observed;
3. Location of materials outlined within a detailed floor plan;
4. Condition of material found, and
5. Recommendation on action.

3.1.1.2 - Laboratory Analysis of hazardous building materials

Suspected materials must be sampled and submitted to a laboratory accredited by either the National Voluntary Laboratory Accreditation Program (NVLAP), American Industrial Hygiene Association (AIHA), or the Canadian Association for Laboratory Accreditation (CALA) for analysis. Asbestos bulk sample analysis should be performed using the United States Environmental Protection Agency method EPA/600/R-93/116 for PLM, or equivalent methodology.

All work performed by the Contractor must conform to and comply with all applicable, codes, regulations and standards of the Province of British Columbia and Federal Government, including but not limited to, the most recent National Building Code of Canada, Occupational Health and Safety Regulations, Public Services Procurement Canada (PSPC) directives and Worksafe BC regulations.

3.1.1.3 – Reporting Requirements

The findings resulting from the hazardous building materials bulk sample and visual observation assessment must be presented in a written report. The hazardous building materials assessment report must include:

1. Introduction: Purpose of project, objective of work, scope of work, technical constraints of work. Limitations cannot contradict or modify contract, including general conditions.
2. Background information on the site such as location, physical description, building age;
3. A summary of the assessment methodologies;
4. An overview of the applicable regulatory requirements and guidelines;
5. The results of any observed and sampled designated materials as well as any proposed material handling recommendations for exposed and potentially concealed materials that may be present;
6. Inventory of all samples taken and/or locations of visual observations;
7. Provide conclusions, recommendations, references and include uncertainties, limitations and known risks.
8. Inventory of samples taken should include within a table format:
 - a. sample ID
 - b. type of building material sampled
 - c. location of sample
 - d. sample photo
 - e. friability (if ACM)
 - f. type and percent content
 - g. quantity of building material
 - h. condition
 - i. accessibility of the material
9. Identify and indicate a positive or negative concentration of each sample taken on an accurate floorplan of each building.
10. All laboratory data will be included as an appendix of the report.

Should hazardous materials be present, the Contractor must create a hazardous building materials management plan. The minimum requirement within the management plan should be as followed:

1. A list of all applicable regulatory requirements;
2. A brief summary of locations and types of material that contain asbestos or other hazardous materials present in the building;
3. A survey and inventory of hazardous building materials, and assessment of material condition;
4. Annual hazardous building materials reassessment template;
5. Notification of location, quantity, and condition of hazardous building materials and the potential for disturbance;
6. Training and awareness requirements;
7. Notification of Employer representatives when work will be performed that disturbs asbestos or

-
- other hazardous building materials;
 - 8. Classification of asbestos-related work;
 - 9. Repair and maintenance procedures:
 - a. classification
 - b. sample collection and analysis
 - c. processes
 - d. project inspection
 - e. air monitoring
 - 10. Emergency work procedure(s);
 - 11. Laboratory results for all materials tested (to be included whether samples are positive or negative for asbestos or lead paint content); and
 - 12. Annual reassessment template.

The requirements for asbestos management within the hazardous building materials management plan are to be followed according to the requirements outlined in the PSPC asbestos management standard. All other management plan requirements related to other hazardous building materials should be followed according to Part II of the Canada Labour Code – Occupational Health and Safety manual and the COHSR Part X – Hazardous Substances guidelines.

3.1.2 RS 2 - Indoor Environmental Quality Sampling

Indoor air quality monitoring, screenings and investigations may be conducted at DFO/CCG identified locations. Individual call-ups may include any or all of the following assessment services:

1. Indoor Air Quality (IAQ) Investigation
2. Mould Assessment
3. Air Quality monitoring during construction projects

Indoor Air Quality Investigation - DFO/CCG sites at time may need to have Indoor Air Quality (IAQ) investigations be completed. A complete IAQ investigation entails detailed testing and a complete building inspection by a qualified IAQ professional to fully diagnose IAQ problems and provide site specific recommendations. Contractors may be required to investigate and assess indoor air quality related to biological contaminants, chemical pollutants, and particles. Monitoring stations must be representative of various areas and therefore, it may be necessary to set up more than one monitoring station. Exterior readings for all parameters must be taken before and after each sampling period.

Inspections must be conducted using procedures and requirements outlined in Worksafe BC Indoor Air Quality: A Guide For Building Owners, Managers and Occupants and Worksafe BC Occupational health and Safety Regulation – Indoor Air Quality section 4.79 – Investigation

The Contractor may be asked to carry out all or part of the following tasks depending on environmental issues and site-specific considerations.

3.1.2.1 - Indoor Air Quality Investigation and assessment

The Contractor may be asked to perform an IAQ assessment in identified or suspected areas of concern. The following parameters may be required to be assessed and/or monitored continuously up to a 24-hour period:

1. Volatile Organic Compounds (VOCs);
2. Asbestos fibres;
3. Large particulate matter (PM 10);
4. Fine particulate matter (PM 2.5);
5. Carbon Monoxide (CO);

6. Carbon Dioxide (CO₂);
7. Temperature; and
8. Relative Humidity.

Sample results will be compared to applicable current IAQ guidelines including local guidelines as well as those published by the American Society of Heating, Refrigeration and Air-Conditioning Engineers ("ASHRAE"). WorksafeBC Indoor Air Quality: A Guide for Building Owners, Managers, and Occupants and Health Canada.

3.1.2.2 - Mould Assessment

If required, the Contractor must conduct a mould assessment in identified or suspected areas of concern.

The Contractor must confirm with DFO/CCG and meet with project managers to determine if water damage and/or mould growth in the building is known to have occurred. This information should be used to focus the investigation on potentially affected areas.

The Contractor must perform a walk through inspection for visual indications of suspected mould growth and/or water damage on accessible building materials. The Contractor should inspect and identify any source where mould contamination is found or where conditions are such that contamination is highly likely to occur in the near future.

Moisture content measurements of mouldy and water damaged materials should be collected. Any necessary destructive testing will require approval from a DFO/CCG representative.

The following types of samples may be collected, as required:

1. Airborne mould, viable and non-viable air samples must be collected on each floor of the building. At least one outdoor control sample must also be collected. Air sampling methods for mould and spores will conform to the RCS and/or Air-O-Cell methodology. Airborne mould results must be analyzed by an accredited laboratory, identified to the genus level and compared to the outdoor control.
2. As required, suspected visible mould samples (bulk and tape lift) must be collected and analyzed by an accredited laboratory via light microscopy. The results must be reported as the relative amounts of mould spores identified per slide.

3.1.2.3 - HVAC and Building Envelope Assessment

The Contractor must perform an HVAC and building envelope assessment, which will include, but not be limited to:

1. The review of building documents provided by DFO/CCG, which may provide information on past and current building use.
2. A visual inspection of all accessible building areas including inspection of the work spaces (and living spaces as applicable), fresh air inlets, air conditioning ducting, basements, crawl spaces, mechanical rooms, air handling units, exhaust systems, etc. In addition, the building envelope must be examined to determine its influence on indoor air quality or risks associated with Legionella or other bacteriological contaminants.
3. Any necessary destructive testing will require approval from a DFO/CCG representative.

3.1.2.4 – Reporting Requirements

The findings and recommendations resulting from the IAQ investigation must be presented in a written report. The IAQ investigation report must include a summary of the assessment methodologies, equipment, calibrations and controls employed as well as general observations, occupant activities and

building equipment operations. The report must also provide an overview of the applicable regulatory requirements and guidelines. The results of the indoor air quality assessment, of any observed mould contamination and of the building envelope performance and condition will be discussed. In addition, the report must provide a list of deficiencies and recommendations to address these deficiencies along with a cost estimate and a list of advantages and disadvantages for each recommended remedial alternative. All laboratory data will be included as an appendix of the report.

Any cost(s) resulting from retesting as a result of the Contractor damage or alteration to samples during handling, storage and delivery will be the responsibility of the Contractor.

3.1.3 RS3 - Water Risk Assessments

Potable water risk assessments will be carried out in accordance with applicable federal and provincial legislation, departmental policy commitments, national and international assessment standards and procedures. Assessments will be conducted in a phased approach to identify and quantify issues related to hazards in order to develop a recommended action plan or risk management plan. The findings from each assessment will be summarized in a document in a manner that will aid in implementing recommendations. Risk assessments may include potable drinking water sampling and mitigation, distribution system investigation, health hazard risk assessments, water safety plans and wastewater assessments.

Individual Call-ups may include any or all of the following assessment services:

- A. Vulnerability Assessments;
- B. Sanitary Surveys;
- C. Baseline Chemical Analysis; and
- D. Legionella Risk Assessments and Control Plans.

A. Vulnerability Assessments

A vulnerability assessment may require field investigations, including site assessments, sampling, and the documentation of the vulnerability of the source water at the subject property. The completion of a vulnerability assessment includes three elements:

A.3.1.3.1 - Documentation of the water sources used by a specific site

This must include natural sources of water (i.e. groundwater, surface water, rainwater, etc.) as well as supplied sources of water (i.e. municipal water, bottled water, trucked water, etc.). If groundwater and/or surface water are used as sources of water, background information must be collected regarding the source characteristics (the information must include but is not limited to raw water quality, yield, well depth, well construction, cistern, etc.) and the location of watersheds, aquifers and their protection areas.

A.3.1.3.2 - Identification of the hazards to the sources of water used by a site

An inventory of the water system critical components must be compiled. Hazards that can interact with the components identified in the inventory of the water system critical components must be documented. Additionally, hazards that may interact with the watersheds and aquifers delineated in Task 1 must also be documented. Finally, if municipally treated water is a source of water, background information must be collected on the type of treatment used by the municipality and potential hazards that may interact with the municipal water and distribution system must also be documented. A flow diagram should be developed and be used as a basis of the hazard identification.

A.3.1.3.3 - Summary of all performed activities and results obtained during assessments

The findings and recommendations resulting from the vulnerability assessment must be presented in a written report. The report must include a summary of the assessment methodologies, equipment used, and controls employed as well as general observations, occupant activities and building equipment operations. The report must also provide an overview of the applicable regulatory requirements and guidelines. In addition, the report must provide a list of deficiencies and recommendations to address these deficiencies along with a cost estimate and a list of advantages and disadvantages for each recommended remedial alternative. All laboratory data will be included as an appendix of the report.

B. Sanitary Surveys

The sanitary survey consists of a visual inspection, sampling, and document review of all the components of a drinking water system from source to tap. The purpose of the sanitary survey is to evaluate the site's ability to adequately treat and distribute source water in order to produce and/or deliver safe drinking water. The scope of the sanitary survey will vary depending upon the type, complexity and scale of the system. The inspection and reporting will cover the following:

B.3.1.3.1 - Review existing drinking water system documentation

This will include but not be limited to the review of:

1. Pertinent reports (i.e. plumbing inspections, previously conducted sanitary surveys, building condition reports, maintenance inspection reports, etc.);
2. Plumbing schematics/plans, water treatment system schematics/plans, layouts, maps, etc.;
3. Water treatment system documentation (i.e. user manuals, operating procedures, etc.);
4. Water source information (i.e. data regarding the water quality from the municipal network, construction drawings for the water intake (driller's log), etc.; and
5. Drinking water test results.

B.3.1.3.2 - Completion of an onsite walk through inspection and sanitary survey

The onsite sanitary survey includes visiting the water supply source and source facilities, water pump, the water treatment system (if applicable), water storage tanks and/or cisterns and the water distribution system. One of the most important functions of the onsite portion of the survey is to determine whether the existing facilities are adequate to meet the needs of the water system's customers at all times. Therefore, this visit should include the review and verification of the capability and capacity, construction and operation, and physical condition of the water system's facilities. As a minimum, the following elements are considered essential for review:

1. Inspection of the Water Source;
2. Inspection of the Water Treatment System;
3. Inspection of the Water Distribution/Plumbing;
4. Inspection of the Water Storage;
5. Inspection of Pumps, Pump Facilities and Controls;
6. Inspection of risks associated; and
7. Sampling for chemical and bacteriological concerns within the distribution system.

B.3.1.3.3 – Reporting Requirements

The findings and recommendations resulting from the sanitary survey investigation must be presented in a written report. The sanitary survey report must include a summary of the assessment methodologies, equipment used, and controls employed as well as general observations, occupant activities and building

equipment operations. The report must also provide an overview of the applicable regulatory requirements and guidelines. In addition, the report must provide a list of deficiencies and recommendations to address these deficiencies along with a cost estimate and a list of advantages and disadvantages for each recommended remedial alternative. All laboratory data will be included as an appendix of the report.

C. Baseline Chemical Analysis

The purpose of the baseline chemical analysis is to identify chemical, bacteriological, and radiological hazards related to the water quality. This will comprise of sampling and analysis of all chemical, metal, and bacteriological parameters with Maximum Acceptable Concentrations (MACs) in accordance with "Guidelines for Canadian Drinking Water Quality." With respect to radiological activity, the analysis will initially include gross alpha and gross beta activities. If gross alpha and beta activities are in excess of the World Health Organization's thresholds, the Contractor must make the necessary arrangements for a full radiological analysis.

When full baseline chemical information is available from the local jurisdiction, this may suffice as a reasonable alternative to the completion of sampling and baseline chemical analysis. Laboratories utilized for the baseline chemical analysis must be accredited by an international organization for the parameters requiring analysis (ISO 17025:2005). Samples must be transported to the laboratory within applicable sample hold times. For the completion of a baseline chemical analysis, the Contractor will generally be required to complete the following four tasks, according to the project requirements:

C.3.1.3.1 - Collection of Water Samples

Water system or water source samples will be collected from a sampling point nearest to the building's point of entry as well as various points of consumption. The Departmental Representative may provide further guidance on the exact locations of water sampling. The sampling must be conducted according to established sampling protocols. This task may also include arranging for pickup and/or delivery of the necessary sampling containers from the nearest ISO 17025:2005 certified laboratory and scheduling the time of sample collection with on-site personnel (contact person to be provided by the Departmental Representative) at the designated facilities.

C.3.1.3.2 - Analyses of Collected Samples

Unless baseline chemical information is readily available from the local jurisdiction, all parameters in the Guidelines for Canadian Drinking Water Quality must be sampled and analyzed as part of the baseline chemical analysis. The samples collected are to be sent to an internationally accredited laboratory (ISO 17025:2005) for analysis within twenty-four (24) hours of sample collection (if not the same day). If available transportation means cannot respect applicable sample hold times, alternate arrangements must be considered (i.e. use of portable laboratories, overnight shipping to alternate laboratories, etc.).

C.3.1.3.3 - Review of Analytical Results

The Contractor must review the laboratory analytical results immediately upon receipt (within 24 hours of receipt for bacteriological parameters and 36 hours for metals and general chemistry parameters) and compare the results to the most recent versions of the following drinking water guidelines and standards, as applicable:

1. Guidelines for Canadian Drinking Water Quality (GCDWQ); and,
2. Local governing water guidelines and regulations (including municipal, provincial and/or federal jurisdictions).

Any results that exceed the applicable limits must be reported to the Departmental Representative as soon as feasible.

C.3.1.3.4 - Reporting Requirements

Summarize all activities performed, methods used and results obtained in a report. Results tables of parameter analysis is to be created within the report. In the event that the results of the sampling program indicate that the concentration of a given parameter is above the limits specified, recommendations, including an action plan, are required to address the exceedances.

Any cost(s) resulting from retesting as a result of the Contractor damage or alteration to samples during handling, storage and delivery will be the responsibility of the Contractor.

D. Legionella Risk Assessments and Control Management Plans

A site-based risk assessment should be performed to determine the system level and facility level risk of Legionella at each location. Legionella risk assessments should follow the Public Services and Procurement Canada (PSPC) MD 15161-2013 Control of Legionella in Mechanical Systems Legionella Risk & Hazard Assessment. This standard should be met or exceeded when assessing Legionella risk in buildings. Any site with identified medium and high-risk areas must be further assessed and a Legionella Bacteria Control Management Plan will be created.

D.3.1.3.1 - Review existing mechanical system documentation

This will include but not be limited to the review of:

1. Pertinent reports (i.e. plumbing inspections, building condition reports, maintenance inspection reports, etc.); and
2. Plumbing schematics/plans, water treatment system schematics/plans, layouts, maps, etc.

D.3.1.3.2 - Completion of an onsite walkthrough assessment

The onsite risk assessment includes a full site walkthrough, questionnaire of mechanical system, operating procedures and maintenance with site staff and temperature readings of and possible bacterial culture samples at key points throughout the site. The Contractor must record and create detailed line drawing schematics of each building assessed and the water distribution system and key risk areas of each building on site.

All aspects of the onsite walk through must conform to the requirements outlined in the Public Services and Procurement Canada (PSPC) MD 15161-2013 Control of Legionella in Mechanical Systems Legionella Risk & Hazard Assessment.

D.3.1.3.3 – Reporting Requirements of all assessed risks and Legionella Bacteria Control Management Plan

All results and observations must be reported. Should a site be assessed with a medium or high-risk area of a Legionella outbreak, the Contractor must create a Legionella Bacteria Control Management Plan (LCBMP). The LCBMP must meet the requirements outlined in the Public Services and Procurement Canada (PSPC) MD 15161-2013 Control of Legionella in Mechanical Systems Legionella Risk & Hazard Assessment.

E. Conceptual System Design and Upgrade

The Contractor must prepare a summary report for each subject property including recommendations on a water treatment system process in response to specific water quality concerns and systems/infrastructure deficiencies. The resulting report will be based on the information obtained during the vulnerability assessment, sanitary survey and baseline chemical analysis described above and include all related test analysis and reports, hazard and risk assessments, building, site and system documentation.

Additionally, the Contractor must supply the following additional documentation, as required:

1. Tender drawings / plans, schedule of quantities and technical specifications;
2. Construction drawings complete with all construction details and any other specialist works. Designs are to be based on Canadian material and design standards;
3. Verification into whether more stringent local Codes apply, and ensure any recommendations meet local requirements to avoid potential project delivery delays;
4. List of approved makes for local or imported items required for the project;
5. Detailed cost estimate of the project;
6. Detailed work schedule for the project; and
7. Draft scope of work for tendering of the required drinking water system upgrades and/or construction that may be required.

3.1.4 RS 4 - Environmental Expert – Support Services

The Contractor may be called upon to provide environmental expert support and recommendations to DFO/CCG on projects or mitigation. An environmental expert is defined as a professional engineer with at least 3 years of environmental experience. The Contractor will be required to provide expert professional advisory services on a wide range of projects and requirements, other program areas within DFO/CCG Real Property Safety and Security, to support program delivery.

The environmental expert services may include (but not be limited to) providing advice and support on the following environmental aspects:

1. Delivery of safe drinking water;
2. Fuel storage tank management;
3. Hazardous waste management;
4. Pesticide and integrated pest management;
5. Mould management;
6. Assessing scope of work for abatement projects
7. Developing work plans;
8. Energy audits;
9. Sustainable development studies; and
10. Providing training/training materials on selected environmental topics.

4.0 Language of Work

All verbal and written communications with the DFO's representative will be in English, at an Advanced level. Similarly, all documents provided by the firm, such as reports and test results, must be provided in the English language in a structured, understandable and correctly spelled manner.

Legend	Oral	Comprehension	Written
Basic	A person speaking at this level can: <ul style="list-style-type: none"> ask and answer simple questions; give simple instructions; and give uncomplicated directions relating to routine work situations. 	A person reading at this level can: <ul style="list-style-type: none"> fully understand very simple texts; grasp the main idea of texts about familiar topics; and read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks. 	A person writing at this level can: <ul style="list-style-type: none"> write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.
Intermediate	A person speaking at this level can: <ul style="list-style-type: none"> sustain a conversation on concrete topics; report on actions taken; give straightforward instructions to employees; and provide factual descriptions and explanations. 	A person reading at this level can: <ul style="list-style-type: none"> grasp the main idea of most work-related texts; identify specific details; and distinguish main from subsidiary ideas. 	A person writing at this level can: <ul style="list-style-type: none"> deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.
Advanced	A person speaking at this level can: <ul style="list-style-type: none"> support opinions; and understand and express hypothetical and conditional ideas 	A person reading at this level can: <ul style="list-style-type: none"> understand most complex details, inferences and fine points of meaning; and have a good comprehension of specialized or less familiar material. 	A person writing at this level can: <ul style="list-style-type: none"> write texts where ideas are developed and presented in a coherent manner.

5.0 Travel and Living Expenses

All travel and accommodation must be pre-approved by the Project Authority. Expenses are to be reimbursed upon submission and approval of the travel claim(s) to the Project Authority in accordance with the Treasury Board of Canada Travel Directive.

Receipts must be submitted for invoiced travel expenses, except meals and incidentals can be invoiced at the current rates defined by the Treasury Board of Canada Travel Directive Appendix C (<http://www.njc-cnm.gc.ca/directive/d10/v238/s659/en>).

Vehicle kilometres can be invoiced at the current rates defined by the Treasury Board of Canada Travel Directive Appendix B (<http://www.njc-cnm.gc.ca/directive/d10/v238/s658/en>).

Guidelines for allowable accommodation and rental vehicle costs are defined by the Treasury Board of Canada Travel Directive (<http://www.njc-cnm.gc.ca/directive/d10/en>) and current government rates are listed on the Accommodation and Car Rental Directory (<http://rehelv-acrd.tpsgc-pwgsc.gc.ca/acrd/index-eng.aspx>).

Invoices for accommodation or car rentals must include receipts.

6.0 Map and Examples of Sites

Map of possible Sites to access in British Columbia. The sites within British Columbia do not include any location within the Pacific Rim National Park.

Legend:



- Light Station



- Fish Hatchery or Spawning Channel



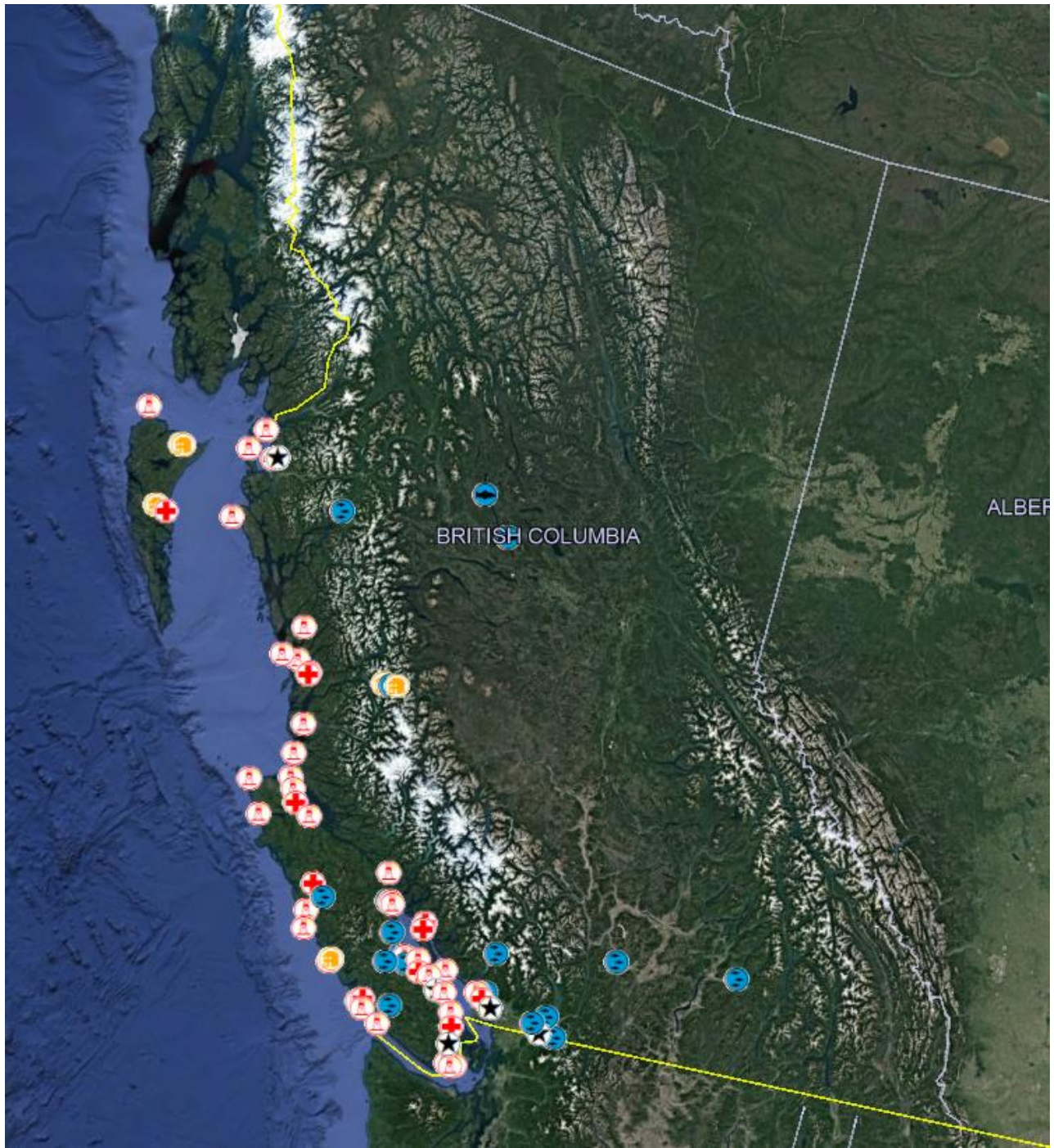
- Crown Owned Residence



- Specified Major Facility (office space, science research, maintenance warehouse, helicopter hangar)



- Canadian Coast Guard Search and Rescue Station



Canadian Coast Guard Search and Rescue Station



Fisheries and Oceans Canada Hatchery



Canadian Coast Guard Light Station



7.0 Performance Evaluation

All services rendered under any resulting Contract are subject to inspection by the Project Authority. The Project Authority shall have the right to reject any service that is not considered satisfactory, or require their correction before payment will be authorized.

Resource Categories and Key Personnel:

Resource Categories are classifications used for the Basis of Payment. Only the allowed Resource Category may be invoiced as detailed in Annex "B", Basis of Payment unless the Contract is amended. Resource Categories have minimum experience requirements. Classification of personnel into a Resource Category is dependent on meeting the minimum education/experience requirements and performing the appropriate roles and responsibilities.

Key Personnel are the Contractor's Resources that are used for Proposal evaluation purposes; have their Category and Specialization identified in the Contract; and the specific individuals are named in the Contract.

A Resource's relevant experience does not include time for education. Relevant experience must specifically be related to: Scope of Work, roles and responsibilities for a given Specialization, and the requirements for a Qualified Professional, as appropriate.

Categories of Work

Typical responsibilities of the required personnel categories include:

Project Manager: Responsible for project management including, integration, scope, time, cost, quality, human resources, communications, project risk, health and safety and procurement as well as provides technical advice, and senior review. The Project Manager must help resolve issues and be adaptable. Responsible for ensuring that site/client project management (non-technical) objectives are defined and met. 10 years minimum experience.

Environmental Scientist: Develop and implement site specific or site wide environmental health and safety management plans, including recommendations and risk evaluation, standard operating procedures, training packages, and inventories. Develop project specifications based on the Federal, Provincial and National Master Specification standards and requirements and provide technical advice and guidance during solicitation. Provides supervision of Field Technician(s) during assessment and reporting requirements. Provides technical support to the project team. 5 years minimum experience.

Field Technician: Conduct field assessment and sampling, interpret data against relevant regulatory requirements, standards, and guidelines, data compilation, and technical report writing. May be required to monitor Contractor's site work, perform visual inspections and /or air monitoring during abatement or remediation to ensure regulatory compliance. 3 years minimum experience.

Drafting Support Technician: Completes computer-aided design and drafting, and complex Geographical Information System files and products. 1 year minimum experience.

Professional Engineer: Projects may require to be verified and reporting requirements stamped by a Professional Engineer.

The Project Manager or one Environmental Scientist MUST be accredited as a Registered Occupational Certified Industrial Hygienist or Registered Occupational Hygienist. It is not necessary for the Project Managers and all Environmental Scientists to be so accredited.

As there are multiple streams within this contract, multiple resources at the field technician and Environmental Scientist level can be named based on their specialization or area of expertise.

ANNEX "B"**BASIS OF PAYMENT****1. Firm Hourly Rates**

Rates as offered per year will remain fixed during the course of the Standing Offer. Increases in hourly rates will not be permitted during that Standing Offer period.

Firm hourly rates must include all applicable fees required for conducting the work, excluding Travel and Living Expenses only.

For work performed that does not amount to 60 minutes, the time charged will be calculated as follows:

1-15 minutes will be billed at 0.25 hrs
 16-30 minutes will be billed at 0.50 hrs
 31-45 minutes will be billed at 0.75 hrs
 46-59 minutes will be billed at 1.00 hrs

Customs duties are included, and Applicable Taxes are extra.

2. Travel and Living Expenses:

Firms are advised that any travel time and travel-related expenses associated with the delivery of services will be paid (with prior approval of the Project Authority) in accordance with current National Joint Council Travel Directive.

INITIAL STANDING OFFER PERIOD:

Initial Standing Offer Period (From date of issuance to November 30, 2024)		
Resource Title	Resource	Firm Hourly Rate (excluding applicable taxes)
Project Manager	Name:	\$ _____
Environmental Scientist	Name: Name:	\$ _____
Field Technician	Name: Name: Name: Name:	\$ _____
Drafting Support Technician	Name:	\$ _____
Professional Engineer	Name:	\$ _____

OPTION PERIODS:

Option Period 1 (December 1st, 2024 to November 30, 2025)		
Resource Title	Resource	Firm Hourly Rate (excluding applicable taxes)
Project Manager	Name:	\$ _____
Environmental Scientist	Name: Name:	\$ _____
Field Technician	Name: Name: Name: Name:	\$ _____
Drafting Support Technician	Name:	\$ _____
Professional Engineer	Name:	\$ _____

Option Period 2 (December 1st, 2025 to November 30, 2026)		
Resource Title	Resource	Firm Hourly Rate (excluding applicable taxes)
Project Manager	Name:	\$ _____
Environmental Scientist	Name: Name:	\$ _____
Field Technician	Name: Name: Name: Name:	\$ _____
Drafting Support Technician	Name:	\$ _____
Professional Engineer	Name:	\$ _____

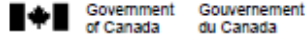
ANNEX "C" SECURITY REQUIREMENTS CHECK LIST

	Government of Canada Gouvernement du Canada	Contract Number / Numéro du contrat FW041-200006
English Instructions	Instructions français	Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine Fisheries and Oceans Canada	2. Branch or Directorate / Direction générale ou Direction Real Property Safety and Security	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work - Brève description du travail Consultants to perform various environmental site assessments and management control plans throughout the Pacific Region		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required - Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

Security Classification / Classification de sécurité
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PART A (continued) / PARTIE A (suite)	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, Indicate the level of sensitivity. Dans l'affirmative, Indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS / COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL
<input type="checkbox"/> TOP SECRET - SIGINT / TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL
<input type="checkbox"/> SITE ACCESS / ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> SECRET / SECRET
	<input type="checkbox"/> TOP SECRET / TRÈS SECRET
	<input type="checkbox"/> NATO SECRET / NATO SECRET
	<input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET
Special comments: Commentaires spéciaux :	
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)	
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED Information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PRODUCTION	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui

Security Classification / Classification de sécurité
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PART C (continued) / PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC						
	A	B	C	Confidential / Confidentiel	Secret	Top Secret / Très Secret	NATO Restricted / NATO Diffusion Restreinte	NATO Confidential / NATO Confidentiel	NATO Secret	COGMIC Top Secret / COGMIC Très Secret	Protected / Protégé			Confidential / Confidentiel	Secret	Top Secret / Très Secret	
											A	B	C				
Information / Assets / Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉ et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée.

12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité
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ANNEX "D"**INSURANCE REQUIREMENTS****D1. 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 Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

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.

l. 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.

n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.

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.

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4600000XXX

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

D2. Errors and Omissions Liability Insurance

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional 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 \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. 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.
3. The following endorsement must be included:

Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

ANNEX "F"**EVALUATION CRITERIA****PART 1 TECHNICAL EVALUATION****Evaluation Procedures**

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. An evaluation team composed of representatives of DFO will evaluate the bids. Each responsive offer will be evaluated against the point-rated criteria listed below. The information should be detailed enough so as to allow a complete evaluation. It would assist in the evaluation if each section clearly indicates the specific criteria it is addressing.

Bidders' responses will be evaluated against the definitions and information requirements as described by these Evaluation Criteria. Bidders should ensure that all responses provide the necessary details regarding dates, credentials, and demonstrative project experience. All Requirements and Technical Evaluations, including projects, experience, and services (including roles and responsibilities), are with respect to the Statement of Work. Points will be awarded solely on the basis of information as explicitly written in the Bidder's response, as confirmed where applicable by References.

Reference information must be provided where requested. References must be independent of the Bidder, be currently employed with the client company (including government Department), and have knowledge of the project. References may be checked to confirm information provided only; no clarifications or additional information will be allowed (i.e. no "bid repair"). The relevant criteria will not be considered if any of: Reference information is not complete; Reference cannot be contacted by DFO; or Reference does not corroborate the provided information.

Irrelevant, incomplete, or unclear submission for mandatory fields will result in that criteria not being considered for evaluation. Irrelevant, incomplete, or unclear submissions for non-mandatory fields may result in that information not being considered for evaluation.

Pages exceeding the limits identified will be discarded and not considered for evaluation. The maximum number of pages does not include cover letter, title pages, or other incidental pages, which are not considered in the evaluation; to avoid confusion only the pages submitted for the Point Rated Requirements should be numbered, and should be consecutively numbered. Abbreviations may be used that are recognized by DFO.

Mandatory Criteria**1. Mandatory Requirements:**

Proposals not meeting the mandatory criteria will be excluded from further consideration.

Each of the Key Personnel positions is to be a separate individual so that firms can maintain a high level of capacity.

The resume of each proposed resource must include details of all information summarized in Table E.1, A, B, C, D and E, including;

- Accreditation organization, jurisdiction, date accreditation attained and current status
- All post-secondary education institutes, dates attended and credentials obtained.
- Work history with employer names, dates employed (indicate years), job titles, responsibilities (This does not include time at school or work in a different discipline).

	Mandatory Criteria	Meets? Yes/No	Cross-Reference to Proposal
M1	<p>Describe the experience and performance of the Key Personnel proposed to be assigned to this Work.</p> <ul style="list-style-type: none"> - 1 Project Manager - 2 Environmental Scientists - 4 Field Technicians - 1 Drafting Support Technician - 1 Professional Engineer <p>Bidders must include the following with their submission:</p> <ul style="list-style-type: none"> • Resume with at least two references for each proposed personnel . • Resumes must clearly verify that each proposed personnel are qualified with relevant experience. • Resumes are not to exceed a maximum of 2 pages for each proposed personnel. • Information presented, that is not supported by the resume, will not be considered. 		
M2	<p>List the highest level of certificates, diplomas, or degrees for each proposed personnel. The relevant minimum education levels for the specific personnel categories are as follows:</p> <p>Project Manager: BSc or related Environmental degree (Graduation with a degree from a recognized post-secondary institution with acceptable specialization in environmental sciences, environmental studies, environmental engineering, biology, ecology, chemistry, earth sciences, physical geography, or some other science relevant to Request for Proposal), and 10 years of experience related to environmental risk assessment management</p> <p>Environmental Scientist: BSc or related Environmental degree (Graduation with a degree from a recognized post-secondary institution with acceptable specialization in environmental sciences, environmental studies, environmental engineering,</p>		

	<p>biology, ecology, chemistry, earth sciences, physical geography, or some other science relevant to the RFSO), and 8 years of experience related to environmental risk assessment management</p> <p>Field Technician: Environmental diploma (Graduation with a diploma from a recognized postsecondary institution with acceptable specialization in environmental sciences, environmental studies, environmental engineering, biology, ecology, chemistry, earth sciences, physical geography, or some other science relevant to Request for Proposal) and 3 years of experience related to environmental risk assessment management</p> <p>Drafting Support Technician: CADD and or GIS Certificate</p> <p>Professional Engineer: Professional Engineering designation (P. Eng)</p> <p>Bidders must provide and fill in the details in Table E.1.</p> <p>It is requested that copies of the required educational diplomas or certificates be provided to DFO with the proposal at bid close. If copies are not provide with the proposal, DFO may request them and the Bidder will have 48 hours from the time of the request to provide them. The required education must have been completed and certificates dated before bid closing.</p>		
<p>M3</p>	<p>The Bidder must demonstrate it has the corporate capability/experience to provide the appropriate services related to environmental site assessment and control management services stated in the Statement of Work (SOW) Annex A.</p> <p>Bidders must provide and fill in the details in Table E.1.</p>		

Table E.1 (fill-in information as required in the table)

(A) Specialization	(B) Name	(C) Education & accreditation	(D) Minimum Years Experience	(E) Experience
Description of each personnel being assessed	List the name of individual for each Specialization.	<p>Education: List the highest level of certificates, diplomas or degrees for each listed individual.</p> <p>*Accreditation: see note below table</p>	Individuals must have the following minimum years of experience	<p>Indicate the number of years each listed individual has worked in the discipline relevant to the Specialization.</p> <p><i>This does not include time at school or time working in a different discipline.</i></p>
Project Manager	Name:		<p>Ten years:</p> <p>In the 12 years prior to the closing date of the submission</p>	
Environmental Scientist #1	Name:		<p>Five years:</p> <p>In the 10 years prior to the closing date of the submission</p>	
Environmental Scientist #2	Name:		<p>Five years:</p> <p>In the 10 years prior to the closing date of the submission</p>	
Field Technician #1	Name:		<p>Three years:</p> <p>In the 5 years prior to the closing date of the submission</p>	

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Field Technician #2	Name:		Three years: In the 5 years prior to the closing date of the submission	
Field Technician #3	Name:		Three years: In the 5 years prior to the closing date of the submission	
Field Technician #4	Name:		Three years: In the 5 years prior to the closing date of the submission	
Drafting Support Technician	Name:		Three years: In the 5 years prior to the closing date of the submission	
Professional Engineer	Name:		Three years: In the 5 years prior to the closing date of the submission	

***Accreditation:** One Project Manager or one Environmental Scientist MUST be accredited as a Registered Occupational Certified Industrial Hygienist or Registered Occupational Hygienist It is not necessary for all Project Managers and/or all Environmental Scientists to be so accredited. The Professional Engineer must hold a valid registered Professional Engineering designation (P. Eng).

2. POINT RATED CRITERIA:

Proposals meeting ALL Mandatory Criteria will be evaluated and rated against the following Point-Rated Criteria, using the evaluation factors specified for each criterion. It is imperative that these criteria be addressed in sufficient depth in the proposal to fully describe the Bidder's response and to permit the Evaluation Team to rate the proposals.

Each point rated technical criterion should be addressed separately.

Bids MUST achieve a minimum score of 96/160 of the total score of the Rated Requirements, in order to be considered technically responsive. Proposals which fail to attain at least 96 points in the Rated Requirements will be considered technically non-responsive and no further evaluation will be conducted.

Note that partial scores will be awarded for technical criteria as appropriate for all categories, as per Table E.3 - Generic Evaluation Table.

For all key resources, replacement personnel are to meet the minimum requirements as set out in the proposal and pass technical evaluation; billing rates remain the same.

Key Personnel for Environmental Services Assessments		Scoring Grid	Minimum/Maximum Points	Cross- Reference to Proposal
R1	<p>The bidders is requested to provide two project examples for the proposed Project Manager.</p> <p>Project examples #1 and #2 are to describe their role in the overall project management and experience in senior review and technical advice in creating management control plans that meet Worksafe BC or Federal guidelines in the following areas: asbestos management plans, sanitary surveys, and/or legionella bacteria management control plan.</p> <p>Projects must have been completed within the last five years of the closing date of this solicitation.</p> <p>Provide details in Table E2</p>	<ul style="list-style-type: none"> • 10 points for project example #1 • 10 points for project example #2 	<p>6/10</p> <p>6/10</p>	
R2	<p>The bidder is requested to provide two project examples for proposed Environmental Scientist #1.</p>	<ul style="list-style-type: none"> • 10 points for project example #1 	6/10	

	<p>Project examples #1 and #2 are to describe their experience in performing the following:</p> <ul style="list-style-type: none"> • Hazardous building materials assessments and control management plans • Indoor environmental quality screenings and investigation • Potable and waste water risk assessments and control management plans <p>Projects must have been completed under the WorkSafeBC regulations or for Federal Government clients within the last five years of the closing date of this solicitation.</p> <p>Provide details in Table E2</p>	<ul style="list-style-type: none"> • 10 points for project example #2 	<p>6/10</p>	
<p>R3</p>	<p>The bidder is requested to provide two project examples for proposed Environmental Scientist #2.</p> <p>Project examples #1 and #2 are to describe their experience in performing the following:</p> <ul style="list-style-type: none"> • Hazardous building materials assessments and control management plans • Indoor environmental quality screenings and investigation • Potable and waste water risk assessments and control management plans <p>Projects must have been completed under the WorkSafeBC regulations or for Federal Government clients within the last five years of the closing date of this solicitation.</p> <p>Provide details in Table E2</p>	<ul style="list-style-type: none"> • 10 points for project example #1 • 10 points for project example #2 	<p>6/10</p> <p>6/10</p>	
<p>R4</p>	<p>The bidder is requested to provide two project examples for proposed Field Technician #1.</p>	<ul style="list-style-type: none"> • 10 points for project example #1 	<p>6/10</p>	

	<p>Project example #1 is to describe their role in conducting environmental health and safety risk assessments under the Worksafe BC regulations and/or for Federal Clients.</p> <p>Project example #2 is to describe their field experience collecting two or more of the following: hazardous building materials samples, water bacteriological samples or indoor air quality samples.</p> <p>Projects must have been completed within the last five years of the closing date of this solicitation.</p> <p>Provide details in Table E2</p>	<ul style="list-style-type: none"> 10 points for project example #2 	<p>6/10</p>	
R5	<p>The bidder is requested to provide two project examples for proposed Field Technician #2.</p> <p>Project example #1 is to describe their role in conducting environmental health and safety risk assessments under the Worksafe BC regulations and/or for Federal Clients.</p> <p>Project example #2 is to describe their field experience collecting two or more of the following: hazardous building materials samples, water bacteriological samples or indoor air quality samples.</p> <p>Projects must have been completed within the last five years of the closing date of this solicitation.</p> <p>Provide details in Table E2</p>	<ul style="list-style-type: none"> 10 points for project example #1 10 points for project example #2 	<p>6/10</p> <p>6/10</p>	
R6	<p>The bidder is requested to provide two project examples for proposed Field Technician #3.</p> <p>Project example #1 is to describe their role in conducting environmental health and safety risk assessments under the Worksafe BC regulations and/or for Federal Clients.</p> <p>Project example #2 is to describe their field experience collecting two or more of the following: hazardous building materials samples, water bacteriological samples or indoor</p>	<ul style="list-style-type: none"> 10 points for project example #1 10 points for project example #2 	<p>6/10</p> <p>6/10</p>	

	<p>air quality samples.</p> <p>Projects must have been completed within the last five years of the closing date of this solicitation.</p> <p>Provide details in Table E2</p>			
R7	<p>The bidder is requested to provide two project examples for proposed Field Technician #4.</p> <p>Project example #1 is to describe their role in conducting environmental health and safety risk assessments under the Worksafe BC regulations and/or for Federal Clients.</p> <p>Project example #2 is to describe their field experience collecting two or more of the following: hazardous building materials samples, water bacteriological samples or indoor air quality samples.</p> <p>Projects must have been completed within the last five years of the closing date of this solicitation.</p> <p>Provide details in Table E2</p>	<ul style="list-style-type: none"> • 10 points for project example #1 • 10 points for project example #2 	<p>6/10</p> <p>6/10</p>	
R8	<p>The bidder is requested to provide an example for the proposed Drafting Support Technician</p> <p>Project example #1 is to describe their experience in creating reports for environmental health and safety risk assessments and management plans.</p> <p>Project must have been completed within the last three years of the closing date of this solicitation.</p> <p>Provide details in Table E2</p>	<p>10 Point for project example</p>	<p>6/10</p>	
R9	<p>The bidder is requested to provide a project example of the proposed Professional Engineer</p> <p>Project example #1 is to describe their experience in an</p>	<p>10 Point for project example</p>	<p>6/10</p>	

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	environmental health and safety management report where they approved and stamped as the P.ENG Project must have been completed within the last three years of the closing date of this solicitation. Provide details in Table E2			
TOTAL TABLES R1 TO R9		160 maximum	96/160	___/160

Table E.2 – Project Examples

Project Manager – Project #1 (conducting environmental health and safety site assessments)	
a. Project Name:	
b. Location:	
c. Description:	
d. Client (entity that commissioned the work) Provide a reference: <ol style="list-style-type: none"> i. Reference Company Name ii. Reference Name iii. Reference Address iv. Reference Telephone Number and Email Address 	
e. Provide a description the role the proposed resources played in the overall project management and experience in senior review and technical advice in creating management control plans that meet Worksafe BC or Federal guidelines in the following areas: asbestos management plans, sanitary surveys, and/or legionella bacteria management control plan. Provide the following: <ol style="list-style-type: none"> i. Project scope, schedule and budget ii. Project team supervision iii. Client and project team communications iv. Project Risks v. Health and safety vi. Demonstrate personal responsibility for various reports vii. Control plans that meet Worksafe BC or Federal guidelines in the following areas: asbestos management plans, sanitary surveys, and legionella bacteria management control plan. 	

Project Manager – Project #2 (overall project management and creating management control plans)	
a. Project Name:	
b. Location:	
c. Description:	
<p>d. Client (entity that commissioned the work)</p> <p>Provide a reference:</p> <ul style="list-style-type: none"> i. Reference Company Name ii. Reference Name iii. Reference Address iv. Reference Telephone Number and Email Address 	
<p>e. Provide a description the role the proposed resources played in the overall project management and experience in senior review and technical advice in creating management control plans that meet Worksafe BC or Federal guidelines in the following areas: asbestos management plans, sanitary surveys, and/or legionella bacteria management control plan.</p> <p>Provide the following:</p> <ul style="list-style-type: none"> i. Project scope, schedule and budget ii. Project team supervision iii. Client and project team communications iv. Project Risks v. Health and safety vi. Demonstrate personal responsibility for various reports vii. Control plans that meet Worksafe BC or Federal guidelines in the following areas: asbestos management plans, sanitary surveys, and legionella bacteria management control plan. 	

Environmental Scientist #1 – Project #1	
a. Project Name:	
b. Location:	
c. Description:	
<p>d. Client (entity that commissioned the work)</p> <p>Provide a reference:</p> <ol style="list-style-type: none"> i. Reference Company Name ii. Reference Name iii. Reference Address iv. Reference Telephone Number and Email Address 	
<p>e. Provide a description of the role the proposed resources played in developing and implementing environmental health and safety management plans in two of the following areas:</p> <ul style="list-style-type: none"> • Hazardous building materials assessments and control management plans • Indoor environmental quality screenings and investigation • Potable and waste water risk assessments and control management plans <p>Provide the following:</p> <ol style="list-style-type: none"> i. Project scope ii. Communication with clients iii. Creation of document tools required to meet regulations iv. Communication and supervision of field staff v. Providing technical advice or guidance 	

Environmental Scientist #1 – Project #2	
a. Project Name:	
b. Location:	
c. Description:	
<p>d. Client (entity that commissioned the work)</p> <p>Provide a reference:</p> <ul style="list-style-type: none"> i. Reference Company Name ii. Reference Name iii. Reference Address iv. Reference Telephone Number and Email Address 	
<p>e. Provide a description of the role the proposed resources played in developing and implementing environmental health and safety management plans in two of the following areas:</p> <ul style="list-style-type: none"> • Hazardous building materials assessments and control management plans • Indoor environmental quality screenings and investigation • Potable and waste water risk assessments and control management plans <p>Provide the following:</p> <ul style="list-style-type: none"> i. Project scope ii. Communication with clients iii. Creation of document tools required to meet regulations iv. Communication and supervision of field staff v. Providing technical advice or guidance 	

Environmental Scientist #2 – Project #1	
a. Project Name:	
b. Location:	
c. Description:	
d. Client (entity that commissioned the work) Provide a reference: i. Reference Company Name ii. Reference Name iii. Reference Address iv. Reference Telephone Number and Email Address	
e. Provide a description of the role the proposed resources played in developing and implementing environmental health and safety management plans in two of the following areas: <ul style="list-style-type: none">• Hazardous building materials assessments and control management plans• Indoor environmental quality screenings and investigation• Potable and waste water risk assessments and control management plans Provide the following: i. Project scope ii. Communication with clients iii. Creation of document tools required to meet regulations iv. Communication and supervision of field staff v. Providing technical advice or guidance	

Environmental Scientist #2– Project #2	
a. Project Name:	
b. Location:	
c. Description:	
<p>d. Client (entity that commissioned the work)</p> <p>Provide a reference:</p> <ul style="list-style-type: none"> i. Reference Company Name ii. Reference Name iii. Reference Address iv. Reference Telephone Number and Email Address 	
<p>e. Provide a description of the role the proposed resources played in developing and implementing environmental health and safety management plans in two of the following areas:</p> <ul style="list-style-type: none"> • Hazardous building materials assessments and control management plans • Indoor environmental quality screenings and investigation • Potable and waste water risk assessments and control management plans <p>Provide the following:</p> <ul style="list-style-type: none"> i. Project scope ii. Communication with clients iii. Creation of document tools required to meet regulations iv. Communication and supervision of field staff v. Providing technical advice or guidance 	

Field Technician #1– Project #1 (assessments/compliance and evaluation)	
a. Project Name:	
b. Location:	
c. Description:	
d. Client (entity that commissioned the work) Provide a reference: i. Reference Company Name ii. Reference Name iii. Reference Address iv. Reference Telephone Number and Email Address	
e. Provide a description the role the proposed resources played in an environmental health and safety risk assessment and evaluation project under the Worksafe BC regulations and/or for Federal Clients. Provide the following: i. Project scope, schedule and budget ii. Client and project team communications iii. Project Risks iv. Health and safety v. Resources duties	

Field Technician #1 – Project #2 (field experience collecting samples)	
a. Project Name:	
b. Location:	
c. Description:	
d. Client (entity that commissioned the work) Provide a reference: i. Reference Company Name ii. Reference Name iii. Reference Address iv. Reference Telephone Number and Email Address	
e. Provide a description the proposed resources field experience collecting two or more of the following: hazardous building materials samples, water bacteriological samples and indoor air quality samples. Provide the following: i. Project scope, schedule and budget ii. Client and project team communications iii. Project Risks iv. Health and safety v. Resources duties	

Field Technician #2– Project #1 (assessments/compliance and evaluation)	
a. Project Name:	
b. Location:	
c. Description:	
d. Client (entity that commissioned the work) Provide a reference: <ul style="list-style-type: none"> i. Reference Company Name ii. Reference Name iii. Reference Address iv. Reference Telephone Number and Email Address 	
e. Provide a description the role the proposed resources played in an environmental health and safety risk assessment and evaluation project under the Worksafe BC regulations and/or for Federal Clients. Provide the following: <ul style="list-style-type: none"> i. Project scope, schedule and budget ii. Client and project team communications iii. Project Risks iv. Health and safety v. Resources duties 	

Field Technician #2 – Project #2 (field experience collecting samples)	
a. Project Name:	
b. Location:	
c. Description:	
d. Client (entity that commissioned the work) Provide a reference: <ul style="list-style-type: none"> i. Reference Company Name ii. Reference Name iii. Reference Address iv. Reference Telephone Number and Email Address 	
e. Provide a description the proposed resources field experience collecting two or more of the following: hazardous building materials samples, water bacteriological samples and indoor air quality samples. Provide the following: <ul style="list-style-type: none"> i. Project scope, schedule and budget ii. Client and project team communications iii. Project Risks iv. Health and safety v. Resources duties 	

Field Technician #3– Project #1 (assessments/compliance and evaluation)	
a. Project Name:	
b. Location:	
c. Description:	
d. Client (entity that commissioned the work) Provide a reference: i. Reference Company Name ii. Reference Name iii. Reference Address iv. Reference Telephone Number and Email Address	
e. Provide a description the role the proposed resources played in an environmental health and safety risk assessment and evaluation project under the Worksafe BC regulations and/or for Federal Clients. Provide the following: i. Project scope, schedule and budget ii. Client and project team communications iii. Project Risks iv. Health and safety v. Resources duties	

Field Technician #3 – Project #2 (field experience collecting samples)	
a. Project Name:	
b. Location:	
c. Description:	
d. Client (entity that commissioned the work) Provide a reference: i. Reference Company Name ii. Reference Name iii. Reference Address iv. Reference Telephone Number and Email Address	
e. Provide a description the proposed resources field experience collecting two or more of the following: hazardous building materials samples, water bacteriological samples and indoor air quality samples. Provide the following: i. Project scope, schedule and budget ii. Client and project team communications iii. Project Risks iv. Health and safety v. Resources duties	

Field Technician #4– Project #1 (assessments/compliance and evaluation)	
a. Project Name:	
b. Location:	
c. Description:	
d. Client (entity that commissioned the work) Provide a reference: <ul style="list-style-type: none"> i. Reference Company Name ii. Reference Name iii. Reference Address iv. Reference Telephone Number and Email Address 	
e. Provide a description the role the proposed resources played in an environmental health and safety risk assessment and evaluation project under the Worksafe BC regulations and/or for Federal Clients. Provide the following: <ul style="list-style-type: none"> i. Project scope, schedule and budget ii. Client and project team communications iii. Project Risks iv. Health and safety v. Resources duties 	

Field Technician #4 – Project #2 (field experience collecting samples)	
a. Project Name:	
b. Location:	
c. Description:	
d. Client (entity that commissioned the work) Provide a reference: <ul style="list-style-type: none"> i. Reference Company Name ii. Reference Name iii. Reference Address iv. Reference Telephone Number and Email Address 	
e. Provide a description the proposed resources field experience collecting two or more of the following: hazardous building materials samples, water bacteriological samples and indoor air quality samples. Provide the following: <ul style="list-style-type: none"> i. Project scope, schedule and budget ii. Client and project team communications iii. Project Risks iv. Health and safety v. Resources duties 	

Drafting Support Technician – Project #1	
a. Project Name:	
b. Location:	
c. Description:	
d. Client (entity that commissioned the work) Provide a reference: <ul style="list-style-type: none"> i. Reference Company Name ii. Reference Name iii. Reference Address iv. Reference Telephone Number and Email Address 	
Project example #1 - Provide one example of the role the bidders resource had in creating reports for environmental health and safety risk assessments and management plans. Provide the following: <ul style="list-style-type: none"> i. Project scope ii. Tasks completed 	

Professional Engineer – Project #1	
a. Project Name:	
b. Location:	
c. Description:	
d. Client (entity that commissioned the work) Provide a reference: i. Reference Company Name ii. Reference Name iii. Reference Address iv. Reference Telephone Number and Email Address	
Project example #1 Provide one example of an environmental health and safety management report where they approved and stamped as the P.ENG Provide the following: i. Project scope ii. Resources duties	

Generic Evaluation Table

The Bidders responses will be evaluated using the Generic Evaluation Table below. The final score will be a single score agreed to by the Evaluation Committee

Table E.3 - Generic Evaluation Table

	INADEQUATE	WEAK	ADEQUATE	FULLY SATISFACTORY	STRONG
0 points	2 points	4 points	6 points	8 points	10 points
Did not submit information which could be evaluated	Team proposed is not likely able to meet requirements	Team does not cover all components /requirements or overall experience is weak	Team covers most components and will likely meet requirements	Team covers all components - some members have worked successfully together	Strong team, has worked successfully together on comparable projects
Did not address requirements directly or indirectly in the response	Sample projects not related to this requirement	Sample projects generally not related to this requirement	Sample projects generally related to this requirement	Sample projects directly related to this requirement	Leads in sample projects directly related to this requirement
	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	No significant weaknesses	No apparent weaknesses
	Bidder does not possess qualifications and experience	Bidder lacks qualifications and experience	Bidder has an acceptable level of qualifications and experience	Bidder is qualified and experienced	Bidder is highly qualified and experienced
	Lacks complete or almost complete understanding of the requirements	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements	Demonstrates a good understanding of the requirements	Demonstrates a very good understanding of the requirements	Demonstrates an excellent understanding of the requirements
	Extremely poor insufficient or incomplete response	Little capability to meet performance requirements	Acceptable capability, should ensure adequate results	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results

ANNEX "G"

FINANCIAL PROPOSAL

Financial Proposal

The financial proposal will be opened only for contractors demonstrating they meet the mandatory requirements and those with a minimum technical score of 96/160.

The financial proposal will be evaluated for a maximum score of 30 points. The lowest blended rate will receive a score of 30. Other companies will be pro-rated in accordance with the formula in the Basis of Selection.

Financial Proposal Evaluation:

Rates as offered per year will remain fixed during the course of the Standing Offer. Increases in hourly rates will not be permitted during that Standing Offer period.

With regards to the % indicated below in column D, the level of effort (LOE) is an estimate only, based on a sample project. This is presented for evaluation purposes only during the tender process and does not constitute future commitments.

If no rates are proposed for Option Years 1 or 2 the rates provided for the Initial Period will be used for the Option Period(s).

Travel and Living Expenses: Firms are advised that any travel time and travel-related expenses associated with the delivery of services will be paid (with prior approval of the Project Authority) in accordance with current National Joint Council Travel Directive.

Customs duties are included, and Applicable Taxes are extra.

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INITIAL STANDING OFFER PERIOD:

Initial Standing Offer Period (From Contract award to November 30, 2024)				
Resource Title A	Resource B	Firm Hourly Rate C	LOE % D	Blended Rate E = (C x D)
Project Manager	Name:	\$_____	15%	\$_____
Environmental Scientist	Name: Name:	\$_____	25%	\$_____
Field Technician	Name: Name: Name: Name:	\$_____	45%	\$_____
Drafting Support Technician	Name:	\$_____	10%	\$_____
Professional Engineer	Name:	\$_____	5%	\$_____
Total Blended Rate Initial Period (Excluding taxes)				\$_____

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OPTION PERIODS:

Option Period #1				
(December 1, 2024 to November 30, 2025)				
Resource Title	Resource	Firm Hourly Rate	LOE %	Blended Rate
A	B	C	D	E = (C x D)
Project Manager	Name:	\$ _____	15%	\$ _____
Environmental Scientist	Name:	\$ _____	25%	\$ _____
	Name:			
Field Technician	Name:	\$ _____	45%	\$ _____
	Name:			
	Name:			
	Name:			
Drafting Support Technician	Name:	\$ _____	10%	\$ _____
Professional Engineer	Name:	\$ _____	5%	\$ _____
Total Blended Rate Option Period #1 (Excluding taxes)				\$ _____

Option Period #2 (December 1, 2025 to November 30, 2026)				
Resource Title A	Resource B	Firm Hourly Rate C	LOE % D	Blended Rate E = (C x D)
Project Manager	Name:	\$ _____	15%	\$ _____
Environmental Scientist	Name: Name:	\$ _____	25%	\$ _____
Field Technician	Name: Name: Name: Name:	\$ _____	45%	\$ _____
Drafting Support Technician	Name:	\$ _____	10%	\$ _____
Professional Engineer	Name:	\$ _____	5%	\$ _____
Total Blended Rate Option Period #2 (Excluding taxes)				\$ _____

Total Price for Evaluation Purposes Only	
Initial Period - Total Blended Rate	\$ _____
Option Period #1 - Total Blended Rate	\$ _____
Option Period #2 - Total Blended Rate	\$ _____
Total Financial Bid(Excluding taxes)	\$ _____