



**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 Understanding Traditional Knowledge in Terms of Socio-Economic and Cultural Use in the Arctic Region		Date November 22nd, 2022
Solicitation No. / N° de l'invitation 30002893		
Client Reference No. / No. de référence du client(e) 30002893		
Solicitation Closes / L'invitation prend fin At / à : 2 :00 PM AST (Atlantic Standard Time) / HNA (Heure Normale de l'Atlantique) On / le : December 6th, 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 : Claire Lavoie – 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 506-282-2340	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 Security Requirements

There is no security requirement associated with this bid solicitation

1.2 Statement of Work

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

1.3 Comprehensive Land Claims Agreement(s)

This procurement is subject to the following Comprehensive Land Claims Agreement(s):

- Nunavut Land Claims Agreement

1.3.1 Nunavut Land Claims Agreement (NLCA)

This procurement is subject to the Directive on Government Contracts, Including Real Property Leases, in the Nunavut Settlement Area (the [Nunavut Directive](#)).

The Nunavut Directive has the following objectives:

- a. Increased participation by Inuit firms in business opportunities in the Nunavut Settlement Area economy;
- b. Improved capacity of Inuit firms to compete for government contracts and real property leases in the Nunavut Settlement Area; and
- c. Employment of Inuit at a representative level in the Nunavut Settlement Area workforce

[W0204T](#) (2022-04-01) Nunavut Directive: Reporting Inuit and Nunavut Benefits – General Information

1.3.2 This solicitation is limited for bidding among firms registered on the [Inuit Firm Registry \(IFR\)](#). For additional information, see Part 5 Certification and Additional Information.

1.4 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing or by telephone.



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

As this solicitation is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names“

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

Bids must be submitted by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to DFO will not be accepted.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **SEVEN (7)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

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



2.4 Applicable Laws

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

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

2.5 Basis for Canada's Ownership of Intellectual Property

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

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

2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submit **all** its **email** bid in separately saved sections as follows and **prior to the bid closing date, time and location**:

Section I: Technical Bid (one soft copy in PDF format)

Section II: Financial Bid (one soft copy in PDF format)

Section III: Certifications (one 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 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.

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

Canada requests that bidders follow the format instructions described below in the preparation of hard

Section I: Technical Bid

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

Section II: Financial Bid

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

3.1.2 Exchange Rate Fluctuation

[C3011T _____ \(2013-11-06\), Exchange Rate Fluctuation](#)

3.1.3 SACC Manual Clauses

Section III: Certifications

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



ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

The Bidder must complete this pricing schedule and include it in its financial bid.

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

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

Definition of a Day/Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$(\text{Hours worked} \times \text{applicable firm per diem rate}) \div 7.5 \text{ hours}$$

- i. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

1.0 Professional Fees

The Contractor will be paid all-inclusive fixed time rates as follows:

Contract Period: Contract Award to March 31 st , 2024		
Milestone	Key Deliverables	Fixed Price
1	Final work plan with detailed timelines for draft and final deliverables	\$ _____
2	Final literature review report	\$ _____
3	Final study report	\$ _____
4	Presentations	\$ _____
Total Evaluated Price from Contract Award until March 31st, 2024		\$ _____



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the "technical" and "financial" evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to annex "C"

4.1.1.2 Point Rated Technical Criteria

Refer to annex "C"

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) _____ (2014-06-26), Evaluation of Price-Bid

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit and Price - A0027T (2012-07-16)

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 of **25 points** overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **35 points**.
2. Bids not meeting (a) or (b) or (c) 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 divided by the 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 equal 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (80%) and Price (20%)				
		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	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 48.15$
	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

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions – Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources



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

5.2.3.2 Education and Experience

SACC Manual clause [A3010T](#) _____ (2010-08-16) Education and Experience

5.2.3.3 Limited to Firms on the Inuit Firm Registry (IFR)

- a. Only Bidders registered on the [Inuit Firm Registry \(IFR\)](#) may qualify for contract award.
- b. Bidders must be registered on the IFR by bid closing. If a bidder is not registered on the IFR by that time, their bid will be declared non responsive and given no further consideration.
- c. Failure to maintain registration on the IFR for the duration of the Contract may result in Canada terminating the contract for default.

5.2.3.4 List of Names for Integrity Verification Form

Bidders must complete the List of Names for Integrity Verification form found in Attachment 2 to Part 5.

5.2.3.5 Contractor's Representative

The Contractor's Representative for the Contract is:

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

5.2.3.6 Supplementary Contractor Information

Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4-A supplementary slip.

To enable the Department of Fisheries and Oceans to comply with this requirement, the Contractor hereby agrees to provide the following information which it certifies to be correct, complete, and fully discloses the identification of this Contractor:

- a) The legal name of the entity or individual, as applicable (the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code:

- b) The status of the contractor (individual, unincorporated business, corporation or partnership:

- c) For individuals and unincorporated businesses, the contractor's SIN and, if applicable,



the BN, or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number:

- d) For corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, the T2 Corporation Tax number must be shown:

5.2.4 Former Public Servant

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

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

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

Former Public Servant in Receipt of a Pension



As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

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

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



ATTACHMENT 2 TO PART 5 LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Requirements

Section 17 of the *Ineligibility and Suspension Policy* (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names with their bid or offer. The required list differs depending on the bidder or offeror's organizational structure:

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

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

List of names for [integrity verification form](#)



PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

6.3 Standard Clauses and Conditions

As this contract is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.

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

6.3.1 General Conditions

6.3.1.1 [2010B](#) (2022-01-28), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

6.3.1.2 Subsection 10 of [2010B](#) (2022-01-28), General Conditions - Professional Services (Medium Complexity) – Invoice submission, is amended as follows:

Delete: 2010B 10 (2022-01-28), Invoice submission

Insert: **Invoice submission**

1. Invoices must be submitted in the Contractor's name to DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca with a cc to: *will be inserted at contract award* The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
2. Invoices must show:
 - a. Contractor's Name and remittance physical address;
 - b. Contractor's CRA Business Number or Procurement Business Number (PBN);
 - c. Invoice Date;
 - d. Invoice Number;
 - e. Invoice Amount (broken down into item and tax amounts);
 - f. Invoice Currency (if not in Canadian dollars);
 - g. DFO Reference Number (PO Number or other valid reference number);
 - h. DFO Contact Name (DFO employee who initiated the order or to whom the goods were sent. **Note:** Invoice will be return to the Contractor if that information is not provided);



- i. Description of the goods or services supplied (provide details of expenditures (such as item, quantity, unit of issue, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
 - j. Deduction for holdback, if applicable;
 - k. The extension of the totals, if applicable; and
 - l. If applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
3. Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.
4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

6.3.2 Supplemental General Conditions

4007 – Canada to Own Intellectual Property Rights in Foreground Information (2010-08-16) apply to and form part of the Contract.

6.3.3 Disclosure of Information

1. The Contractor agrees that Canada may at any time disclose the Inuit Benefits Plan (IBP) and the IBP Progress Reports to third parties, including to Indigenous treaty rights-holders or their designated representatives, Parliamentary Committees, and to any independent professional contracted to determine whether the Contractor has met its contractual obligations related to the IBP. As the IBP and the IBP Progress Report could contain information regarding subcontractors and suppliers, the Contractor warrants that it has secured from its subcontractors and suppliers consents to such disclosure by Canada and will continue to obtain consent from additional subcontractors and suppliers throughout the period of the contract. The Contractor further agrees that it will have no right to claim against Canada, its employees, agents or servants, in relation to such disclosures of information
2. The Contractor undertakes not to include in the IBP or in the IBP Progress Reports any information that cannot be shared publicly or that could constitute private information under the [Privacy Act](#) (R.S.C., 1985, c. P-21) (e.g., name, home address, personal email, telephone number, social security number, driver license number, etc.). However, the Contractor, its subcontractors and its suppliers, must maintain such records for audit purposes in accordance with the General Conditions

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract Award to March 31st, 2024 inclusive.

6.4.2 Comprehensive Land Claims Agreement(s)

The Contract is subject to the following Comprehensive Land Claims Agreement(s):

- Nunavut Land Claim Agreement



6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Claire Lavoie
 Title: Contracting Officer
 Department: Fisheries and Oceans Canada
 Directorate: Materiel and Procurement Services
 Address: 301 Bishop Drive, Fredericton NB, E3C 2M6
 Telephone: 506-282-2340
 E-mail address: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca

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

6.5.2 Project Authority *(to be inserted at Contract award)*

The Project Authority for the Contract is:

Name: _____
 Title: _____
 Organization: _____
 Address: _____

 Telephone: ____ _ ____
 E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative *(to be inserted at Contract award)*

The Contractor's Representative for the Contract is:

Name: _____
 Title: _____
 Organization: _____
 Address: _____

 Telephone: ____ _ ____
 Facsimile: ____ _ ____
 E-mail address: _____



6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B – Basis of Payment for an amount not to exceed \$_____ *to be inserted at contract award*. Customs duties are excluded and Applicable Taxes are extra.

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

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$_____. Customs duties are _____ *will be inserted at contract award* 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.

6.7.3 Methods of Payment

6.7.3.1 Multiple Payments

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:



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

6.7.3.2 Schedule of Milestones

The schedule of milestones for which payments will be made in accordance with the contract is as follows:

Contract Period: Contract Award to March 31st, 2024		
Milestone	Description and Deliverables	Due Date
1	Final work plan with detailed timelines for draft and final deliverables (Task #1)	Within one (1) week of contract award
2	Final literature review report (Task #1)	March 31 st , 2023
3	Final study report (Task #2)	March 25 th , 2024
4	Presentations (Task #2)	March 31 st , 2024

Payment will only occur when the client is satisfied by the quality/relevance of the deliverables at each payment period.

6.7.4 Electronic Payment of Invoices – Contract

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

- i. Acquisition Card;
- ii. Direct Deposit (Domestic and International)

6.8 Invoicing Instructions

- 6.8.1 The Contractor must submit invoices in accordance with subsection 6.3.2.1 entitled “Invoice Submission” above. Invoices cannot be submitted until all work identified in the invoice is completed.
- 6.8.2 Payments will be made provided that the invoice(s) are emailed to DFO Accounts Payable at DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca with a cc to: *to be inserted at contract award* and provides the required information as stated in subsection 7.8.1 above.
- 6.8.3 Nunavut Agreement: Invoicing Instructions [W5001C](#) (2022-04-01)

6.9 Certifications and Additional Information

6.9.1 Compliance

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



6.9.2 Registered on the Inuit Firm Registry (IFR)

The Contractor must be registered on the Inuit Firm Registry (IFR) for the duration of the contract. Failure to do so may result in Canada terminating the contract for default.

6.9.3 SACC Manual Clauses

SACC Manual clause [A3015C](#) (2014-06-26), Certification - Contract

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions [4007](#) – Canada to Own Intellectual Property Rights in Foreground Information (2010-08-16);
- (c) the general conditions [2010B](#) (2022-01-28), General Conditions - Professional Services (Medium Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) the Contractor's bid dated _____ *to be inserted at contract award*

6.12 Foreign Nationals (Canadian Contractor)

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

6.13 Insurance - G1005C

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

6.14 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](#)".

6.15 Environmental Considerations

As part of Canada's policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired, Contractors should:

a) Paper consumption:

- Provide and transmit draft reports, final reports in electronic format. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Project Authority.
- Printed material is requested on minimum recycled content of 30% and/or certified as originating from a sustainably managed forest.
- Recycle unneeded printed documents (in accordance with Security requirements).

b) Travel requirements:

- The Contractor is encouraged to use video and/or teleconferencing where possible to cut down unnecessary travel.
- Use of Properties with Environmental Ratings: Contractors to the Government of Canada may access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, Contractors can go to the following link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for Contractors.
- Use public transportation or another method of green transportation as much as possible.



ANNEX "A" STATEMENT OF WORK

1.0 TITLE

Understanding Traditional Knowledge in Terms of Socio-Economic and Cultural Use in the Arctic Region

2.0 OBJECTIVES

Fisheries and Oceans Canada, Economics and Statistics, Arctic Region (DFO) requires outside expertise to develop an improved understanding of traditional knowledge in terms of socio-economic and cultural use in Canada's Arctic Region:

- 2.1 The project is to review all available sources of traditional knowledge and Inuit Qaujimajatuqangit, related to marine conservation, natural resource management, and fisheries management, including the various methodologies used to identify, collect, and assess them.
- 2.2 Additionally, the project will explore traditional knowledge and Inuit Qaujimajatuqangit as it relates to fish and fisheries resources in the Arctic Region of Canada. A structured approach will be used to undertake preliminary interviews with Inuit communities and knowledge holders to obtain direct and indirect observations on economic, social and cultural use of these resources.

3.0 BACKGROUND

Indigenous Peoples have lived in the Arctic for thousands of years and are stewards of the land, relying on hunting and fishing, as well as the natural environment, to sustain their families, communities, and culture. Although there is unique variation in the social, cultural and economic backgrounds of Indigenous peoples in the Arctic, traditional practices, cultural heritage, social value systems and knowledge sharing are consistently of vital importance for individuals, families, and communities across the Arctic Region. Local traditional knowledge, and its associated Inuit Qaujimajatuqangit, reflect the profound relationship Inuit have to the lands and resources which are essential in sustaining healthy and sufficient sources of food, trade and economic opportunity, and social and cultural traditions. The sustainable management of fisheries across the Arctic is significant not only from an economic perspective, where fisheries development is considered a priority for advancing Inuit economic interests, but also in terms of cultural promotion and protection.

It is observed that there are various terms associated with traditional knowledge such as: 'local knowledge', 'people's knowledge', 'traditional wisdom', 'traditional science', 'indigenous ecological knowledge', and 'traditional ecological knowledge' (www.unesco.org). In the Arctic, Inuit Qaujimajatuqangit demonstrates the importance of Indigenous knowledge to the Inuit; the term translates directly as "that which Inuit have always known to be true." Inuit Qaujimajatuqangit is recognized as a combined system of beliefs and knowledge.

While there have been a number of initiatives focused on respecting and understanding traditional knowledge related to the management of natural resources, from both fisheries management and science perspective, there has been very limited study of traditional knowledge from a social, cultural, and economic perspective. The Arctic Region hopes to develop a comprehensive, multi-sectoral approach to understanding, respecting, and incorporating traditional knowledge into decision-making processes. DFO does use scientific evidence and Indigenous Knowledge to make decisions affecting fish stocks and the management of ecosystems; however socio-economic analyses are often overlooked in primary assessments and decision-making. The social, cultural, and economic aspects of traditional knowledge need to be incorporated in decision-making to advance a shared understanding of ecosystems, increase the legitimacy of projects, and build trust in decision-making processes. A coordinated approach is required to ensure consistency in gathering and storing socio-economic and cultural information/data, to minimize information gaps, and to use traditional knowledge to help establish baseline information for



local resources.

4.0 SCOPE OF WORK

Deliverables	Description
<p>Final work plan with detailed timelines for draft and final deliverables</p> <p>(Within one (1) week of contract award)</p>	<p>A kick-off meeting will take place via teleconference, in English. The objective of the kick-off meeting is, at minimum, to introduce the Contractor to the advisory panel, discuss the work plan, resource allocation and schedule.</p> <p>Following the kick-off meeting, the Contractor and/or their representative(s) will submit a final work plan of the study for DFO approval, including a project schedule, resource allocation and literature review plan. The final work plan will be submitted to DFO for approval in electronic format (Microsoft Word).</p>
<p>Progress reports</p> <p>(Bi-weekly throughout the Contract)</p>	<p>Progress reports will be submitted via e-mail to the Project Authority bi-weekly (with the exception of the first report for which the timing will be determined at the kick-off meeting). Progress reports must be in English and include, at a minimum:</p> <ul style="list-style-type: none"> • a summary of activities during the reporting period (based on the planned activities from the previous report); • what was accomplished and what was planned but not accomplished; • what is planned until the delivery of the next progress report; • any issues, problems or warnings; and • solutions or recommendations to resolve or mitigate the identified issues, problems or warnings. <p>All issues, problems and warnings must also be reported to the PA as they arise.</p>
<p>Literature review report draft</p> <p>(On, or before, February 28th, 2023)</p>	<p>The Contractor and/or their representative(s) will complete a literature review of studies, available sources of traditional knowledge and Inuit Qaujimagatuqangit, including the various methodologies used to identify, collect, and assess them.</p> <p>The Contractor and/or their representative(s) will then prepare a report describing the results of the literature review, to be accompanied by electronic copies (and hard copies if electronic copies are not available) of all documents reviewed.</p> <p>A draft of the literature review report will be submitted to DFO for review. The drafted report should include the following sections, subject to discussion and agreement between DFO and the Contractor:</p>



	<ol style="list-style-type: none"> 1. an executive summary of the study 2. an introduction setting the context for the identified literature, 3. a review of the relevant literature on traditional knowledge and Inuit Qaujimajatuqangit related to marine conservation, natural resource management, and fisheries management 4. a discussion on extant knowledge availability and key gaps in the literature 5. conclusions 6. references <p>The Contractor will then meet with DFO by teleconference to discuss the draft as required.</p>
<p>Final literature review report (On, or before, March 31st, 2023)</p>	<p>The final literature review report will be submitted to DFO in electronic form in Microsoft Word and PDF formats in English.</p> <p>Copies of the literature reviewed will be provided in electronic form (and if unavailable in electronic form, in paper form) in their original language.</p>
<p>Study report draft (On, or before, January 15th, 2024)</p>	<p>Using knowledge gained from the final literature review report, the Contractor and/or their representative(s) will explore traditional knowledge and Inuit Qaujimajatuqangit as it relates to fish and fisheries resources in the Arctic Region in the context of socio-economic and cultural value.</p> <p>Using a structured approach, the Contractor and/or their representative(s) will undertake preliminary interviews with Inuit communities and knowledge holders to obtain direct and indirect observations on economic, social and cultural use. Other possible methods for acquiring knowledge include, but are not limited to:</p> <ul style="list-style-type: none"> • stakeholder mapping; • observation; and • socio-cultural preference surveys <p>These methods must be used in culturally-sensitive ways that respect those engaged in the study.</p> <p>The Contractor and/or their representative(s) will then prepare a draft report describing the findings from engagements with Inuit communities and knowledge holders and the direct and indirect observations on economic, social and cultural use as it relates to fish and fisheries resources in the Arctic Region. The drafted study report will be submitted to DFO for revision.</p> <p>The drafted report should include the following sections, subject to discussion and agreement between DFO and the contractor:</p>



	<ol style="list-style-type: none"> 1. an executive summary of the study 2. an introduction describing the study 3. a summary of the literature review report prepared for Part One 4. a description of the methodologies adopted for Part Two, including the rationale for their use as opposed to other options, and including any limitations and uncertainties 5. a discussion of the findings from interviews with Inuit communities and knowledge holders and the direct and indirect observations on economic, social and cultural use as it relates to fish and fisheries resources in the Arctic Region 6. conclusions 7. references <p>The Contractor should anticipate a minimum of one round of comments by DFO. The Contractor will meet with DFO by teleconference to discuss the draft as required.</p>
<p>Final study report (On, or before March 25th, 2024)</p>	<p>The final study report will be submitted to DFO electronically in Microsoft Word and PDF formats in English together with electronic versions of the supporting tables, figures and pictures.</p> <p>Any datasets and electronic worksheets/models developed in connection with the study shall be provided in electronic format, including any necessary explanations and references.</p>
<p>Final presentation material (On, or before, March 25th, 2024)</p>	<p>The Contractor will prepare a presentation describing their findings from the final literature review and the final study report.</p> <p>The final presentation material will be provided to DFO in Microsoft PowerPoint and PDF electronic formats in English.</p>
<p>Final presentation delivery (On, or before, March 31st, 2024)</p>	<p>The Contractor and/or their representative(s) will present their findings from the final literature review and final study report to DFO virtually.</p>

6.0 LANGUAGE OF WORK

The language of communication with DFO shall be English. Work plans, timelines, progress reports and working papers must be prepared in English.

The literature review report, study report, and presentation must be provided in English.

7.0 LOCATION OF WORK & TRAVEL

Work is to be performed on the contractor's premises. If applicable, the contractor and/or their representative(s) is required to provide their own transportation and living expenses at their own cost.

8.0 CLIENT RESPONSIBILITIES



At the kick-off meeting, DFO will provide additional context and information to ensure the study is launched in a direction that maximizes the likelihood of a successful outcome. Thereafter, DFO will monitor contract progress and provide timely feedback to the contractor.

The Project Authority will:

- Monitor contract progress and provide timely feedback to the contractor.
- Make available any preliminary/partial data and literature/studies that DFO holds, as agreed to at the kick-off meeting, and after all confidentiality requirements have been met.
- Provide feedback (within 5 business days) on bi-weekly progress reports.
- Provide feedback (within 10 business days) on draft reports.
- Provide feedback (within 3 business days) on draft presentations.

9.0 CONTRACTOR RESPONSIBILITIES

The Contractor is responsible for:

- ensuring the work is adequately planned, organized and carried out by experienced and competent personnel;
- when required, arranging meetings necessary for the conduct of the work; and
- providing its own administrative and logistical support.

The contractor shall have the appropriate complement of personnel with relevant expertise to complete the services described in this Statement of Work within the specified timeframes.

The Contractor is responsible for the overall delivery of all services described in this Statement of Work.

The Contractor shall compile and maintain an orderly set of working papers, file information, documents consulted, and reports. These documents will become the property of the Crown should the contract be terminated.

In addition, the contractor will:

- Work proactively with the Project Officer to discuss and clarify the key activities, content of deliverables, and project risks and mitigation measures.
- Immediately advise the Project Officer of any significant or urgent observations or findings during any phase of the assignment.
- Provide status briefings to the Project Officer every two weeks and when required.
- Receive approval from the Project Authority for any changes to the approved work plan.
- Receive written approval from the Project Authority before undertaking any work not specifically identified within the work plan and this Statement of Work.

10.0 CONFLICT OF INTEREST

The proposal must contain a statement from the Contractor that the Contractor is not aware of any real or perceived conflict of interest and provide assurance that the Contractor will advise DFO immediately should a potential conflict of interest situation arise during the execution of this contract.

11.0 REPLACEMENT OF CONTRACTOR RESOURCE

The Contractor must provide the services of the resource(s) named in the contract to perform the work, unless the Contractor is unable to do so for reasons beyond the Contractor's control.



The Contractor shall ensure that all proposed personnel are assigned for the duration of the agreement and are not replaced without due cause. In the event that a resource is to be replaced, it will be the Contractor's responsibility to ensure that there is no negative effect on any work in progress. Furthermore, the replacement resource shall be of equivalent or higher qualifications at the same or lower costs than the original resource. The Project Authority retains the right to refuse the proposed replacement resource in which case, the contractor would propose an alternate resource in a timely manner. Under no circumstances shall the Contractor allow performance of the services by replacement resources that have not been authorized by the Project Authority.



ANNEX "B"
BASIS of PAYMENT

Contract Period: Contract Award to March 31st, 2024			
Milestone	Key Deliverables	Due Date	Price (\$)
1	Final work plan with detailed timelines for draft and final deliverables	Within one (1) week of contract award	\$ _____
2	Final literature review report	March 31 st , 2023	\$ _____
3	Final study report	March 25 th , 2024	\$ _____
4	Presentations	March 31 st , 2024	\$ _____
Total Price			\$ _____



ANNEX "C"
EVALUATION CRITERIA

MANDATORY REQUIREMENTS

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders' proposals **must** clearly demonstrate that they meet all Mandatory Requirements for the proposal to be considered for further evaluation.

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

It is essential that the elements contained in the bidder's proposal be stated in a clear and concise manner. Bidders **must** ensure that their proposal provides sufficient evidence for the client to assess the compliance of their proposal with the following criteria.

No.	Mandatory Criteria	Meets Criteria (✓)	Proposal Page No.
M1	<p>The bidder must demonstrate that they, or their proposed team of individuals, have completed previous studies in areas related to socio-economic, and Indigenous cultural use of natural resources similar to those described in the Statement of Work.</p> <p>To demonstrate this experience, the bidder must provide details on one (1) previous study that they have completed within the last twenty (20) years from the closing date of this RFP.</p> <p>The study that is cited to demonstrate this experience must include:</p> <ul style="list-style-type: none"> • The title of the study • The study's abstract • A brief description of the proposed resource(s) role(s) in the study 		
M2	<p>The bidder must demonstrate an understanding of the requirements of the work needed in order to achieve the objective of the study on time by providing a summary workplan of the intended delivery approach and coordination of activities as described in the Statement of Work.</p> <p>To demonstrate their understanding, bidders must provide a proposed workplan that:</p> <ul style="list-style-type: none"> • identifies which resources are assigned to each activity • the proposed methodologies that will be used to meet the requirements of the study as outlines in the Statement of Work • clearly describes the coordination of activities and the <u>anticipated</u> level of effort (hours and/or days) needed to complete the tasks outlined in the Statement of Work and Basis of Payment. 		



RATED REQUIREMENTS

No	Point Rated Technical Criteria	Proposal Page No	Maximum Number of Points Obtained	Points Obtained
R1	<p>The bidder demonstrated that the proposed individual(s) has experience using quantitative <u>and/or</u> qualitative methodologies to identify, collect, and assess traditional knowledge and/or Inuit Qaujimajatuqangit related to marine conservation, natural resource management <u>and/or</u> fisheries management in a socio-economic, ecological and/or environmental context within the twenty (20) years from the closing date of this RFP.</p> <p>To demonstrate this experience, bidders should provide at least one (1) brief description (250 words minimum) of a study and the method and/or approach used throughout.</p> <ul style="list-style-type: none"> • 15 points earned for providing three (3) or more studies that demonstrate experience using quantitative and/or qualitative methodologies. • 10 points earned for providing two (2) studies that demonstrate experience using quantitative and/or qualitative methodologies. • 5 points earned for providing one (1) study that demonstrates experience using quantitative and/or qualitative methodologies. • 0 points earned if no studies are provided. 		15	
R2	<p>The bidder demonstrated that they, or their proposed team of individuals, have experience preparing literature reviews on issues related to:</p> <ul style="list-style-type: none"> • Ecology – 5 points • The environment – 5 points • Natural resources – 5 points • Inuit Qaujimajatuqangit – 5 points <p>To demonstrate this experience, bidders should provide at least one (1) brief description (250 words minimum) of a literature review they have prepared up until the closing date of this RFP.</p>		20	
Total Score (Minimum of 25 points is required)				/35