



**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 His Majesty the
King 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 le Roi 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 Biological and Technical Support Services for Community Involvement Program Activities – North Coast Area		Date December 29, 2022
Solicitation No. / N° de l'invitation 30003208		
Client Reference No. / No. de référence du client(e) 30003208		
Solicitation Closes / L'invitation prend fin At / à : 14:00 AST (Atlantic Standard Time) / HNA (Heure Normale de l'Atlantique) On / le : February 2, 2023		
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 : Karine Plante, Senior 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 Security Requirements

There is no security requirement applicable to the Contract.

1.2 Statement of Work

The Work to be performed is detailed under “Annex A” of the resulting contract clauses.

1.3 Debriefings

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

1.4 Trade Agreements

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



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.

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 **British Columbia**.

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 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)
- Section IV: Additional Information** (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.

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"

Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to annex "C".

4.1.1.2 Point Rated Technical Criteria

Refer to annex "C".

4.1.2 Financial Evaluation

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price -Canadian / Foreign Bidders

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 **65 points** overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **100 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 (70%) and Price (30%)				
		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

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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>).

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



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 List of Names for Integrity Verification Form

Bidders must complete the List of Names for Integrity Verification form found in Attachment 1 to Part 5.

5.2.3.4 Contractor's Representative

The Contractor's Representative for the Contract is:

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

5.2.3.5 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:

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

5.2.4 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: 2012-2 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 1 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>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

6.3.1.1 2010B (2022-12-01) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

6.3.1.2 Subsection 10 of 2010B (2022-12-01), General Conditions - Professional Services (Medium Complexity) – Invoice submission, is amended as follows:

Delete: 2010B 10 (2022-12-01), Invoice submission

Insert: **Invoice submission**

1. Invoices must be submitted in the Contractor's name to DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca. 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.

6.4 Term of Contract

6.4.1 Period of the Contract

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

6.4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least 10 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Karine Plante
Title: Senior Contracting Officer
Department: Fisheries and Oceans Canada
Directorate: Materiel and Procurement Services
Address: 301 Bishop Drive, Fredericton, NB, E3C 2M6
Telephone: 506-377-9127
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

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

6.7.1.1 The Contractor will be paid for its cost reasonably and properly incurred in the performance of the Work, in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$ _____ *(insert the amount at contract award)*. 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.

6.7.1.2 All prices and amounts of money in the Contract are exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable, unless otherwise indicated. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims for goods supplied or work performed and will be paid by Her Majesty. The Contractor agrees to remit to Canada Revenue Agency any GST or HST paid or due.

6.7.1.3 Any payment by Her Majesty under this contract is subject to there being an appropriation for the fiscal year in which the payment is to be made.

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (*insert the amount at contract award*). Customs duties are included 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 - Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

6.7.4 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 Payments will be made provided that:

6.8.1.1 The invoice(s) must be emailed to DFO Accounts Payable, at the email address indicated below:

Email: DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca
Cc AP Coder (to be insert at contract award)

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

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) **2010B** (2022-12-01), General Conditions - Professional Services (Medium Complexity), apply to and forms part of the Contract;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Evaluation Criteria;
- (f) the Contractor's bid dated _____ *insert date of bid [If the bid was clarified or amended, insert at the time of contract award]*: “, as clarified on _____ .

6.12 Insurance – G1005C (2016-01-28)

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

6.13 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](#)".

6.14 SACC Manual Clauses

SACC Manual clause [A9068C](#) (2010-01-11), Government Site Regulations

SACC Manual clause [A7017C](#) (2008-05-12), Replacement of Specific Individuals

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

TITLE Biological and Technical Support Services for Community Involvement Program Activities in the North Coast Area

BACKGROUND

Fisheries and Oceans Canada's Salmonid Enhancement Program (SEP) delivers the Community Involvement Program (CIP) with the intent of providing technical support to salmon enhancement projects and habitat enhancement /restoration projects undertaken by local community groups and volunteers. SEP also delivers a formal education program – known as the Stream to Sea Program. The intent of the program is to encourage students from Kindergarten to Grade 12, as well as First Nations, local communities and external parties to participate in cooperative fisheries and watershed stewardship activities.

Fisheries and Oceans Canada requires contractors to assist in the delivery of the Stream to Sea Program and to provide biotechnical support and assistance to CIP community groups to ensure CIP projects are carried out in a technically sound manner.

Fisheries and Oceans, Canada, requires contractors to provide bio-technical support to CIP projects and community groups as defined by the Community Advisor for each of the following geographic areas:

- Haida Gwaii

SERVICES REQUIRED AND CONDITIONS OF WORK

Bio-technical support is required year round and duties vary by season and geographic area. Bio-technical services will be defined on a project specific basis through the development of work plan details using the information provided by geographic area in Appendix 1 (Scope of Work). The Contractor will work with the Community Advisor(s), to provide technical support to CIP projects. Please note that work priorities can change quickly, often on short notice, due to weather, fish availability and other factors beyond the control of the Community Advisor.

General contract activities include, but are not limited to:

- **Fish Production:** collecting broodstock, spawning and incubation, hatchery rearing of juvenile salmon , operating sea pens, and providing fish culture support to CIP hatcheries
- **Restored/ Enhanced Habitat:** conducting fry salvage programs, riparian planting and management, water quality and temperature monitoring, habitat surveys and mapping, and habitat restoration
- **Salmon Stock Assessment:** including juvenile salmon counting programs, juvenile salmon density inventories, hydraulic sampling programs, sampling for biological traits, and adult escapement assessment
- **Education and Awareness:** providing classroom sessions, hosting educational field trips, developing and delivering educational programs, participating in trade shows/education fairs/community events
- **Administration:** providing support to CIP participants on project development and implementation, project funding applications and report writing



RESOURCE REQUIREMENTS

The Contractor is expected to provide the following resources:

- A vehicle suitable for transporting equipment and accessing field sites often accessed via logging roads
- Personal field gear

LOCATION OF WORK

The majority of the contractor activities are based in the field. The Contractor must be prepared to work outside in all weather conditions, in isolated areas and in and around water. The contractor is expected to conduct the work associated with this contract either at participating schools, hatchery and field sites or at the contractor's office.

A list of work sites for Haida Gwaii area is provided in Appendix 2 "Community Involvement Projects."

LANGUAGE OF WORK

Services provided under this contract are required in the English Language.

TRAVEL AND LIVING EXPENSES

There is no travel for this requirement.

SECURITY REQUIREMENTS

Recognizing that the education of children and minors is a component of this contract, the contractor shall exercise due diligence in the selecting of and supervision of staff/volunteers and assignment to duties that involve visiting children or other vulnerable visitors.

INSURANCE REQUIREMENTS

The Contractor must maintain adequate insurance coverage for the duration of any and all contract work. Compliance with Insurance requirements does not release the Contractor from or reduce its liability under this contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation 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.

OWNERSHIP OF INTELLECTUAL PROPERTY

There is no Intellectual Property for this contract.

CONTRACTOR ROLES AND RESPONSIBILITIES

The Contractor is required to review the work plan details (Appendix 1) in consultation with the Community Advisor within four weeks of contract initiation and to participate in updates/revisions throughout contract duration as the Community Advisor, community project or field situations require. The Contractor is required to maintain communication with the Community Advisor on progress, technical support and equipment needs through progress meetings throughout the duration of the contract.



The Contractor is required to consult with the Community Advisor prior to advancing or supporting enhancement, assessment, or restoration initiatives or strategies suggested by CIP partners. The Contractor is required to contact the Community Advisor prior to providing technical support on project or CIP issues.

The Contractor is responsible for ensuring that fish culture practices are consistent with the requirements of the Pacific Aquaculture Regulations (PAR) Community Enhancement license conditions for the facility. The Contractor must be aware of egg and release targets for each community hatchery they provide support to. Deviations from targets identified in the Facility Production Plan must be reported immediately to the Community Advisor. The Contractor will provide support to CIP salmon enhancement project groups for biological data collection and record keeping in a manner consistent with the Community Enhancement Best Management Practices and will follow DFO standards and guidelines associated with fish production, as well as BC Aquaculture Regulations Policies as applicable to CIP salmon enhancement projects.

The Contractor is responsible for providing the Community Advisor with Brood Summary data as it pertains to the 'License to operate a classroom incubator for salmonids'.

FISHERIES AND OCEANS CANADA ROLES AND RESPONSIBILITIES

The Community Advisor is the primary contact and final decision-making authority for all issues related to activities paid for by this contract.

The Community Advisor is responsible for providing community partners with CIP direction, advice and support as it pertains to salmon enhancement activities, and project development associated with salmon stock assessment and salmon habitat enhancement and/or restoration.

The Community Advisor is responsible for providing and familiarizing the Contractor with the PAR Community Enhancement licence for projects the Contractor will support. The Community Advisor is responsible for ensuring that the PAR Community Enhancement licence conditions are met. Fisheries and Oceans (DFO) staff will monitor PAR performance (Fish Health Management Monitoring Checklists). The Community Advisor will be responsible for identifying, documenting and assisting with the resolution of issues of PAR non-performance.

The Community Advisor is responsible for providing and approving templates for biological record keeping.

The Community Advisor is responsible for providing some resource materials in support of contract objectives such as the Salmonids in the Classroom Manuals, DFO biological guidelines and policies and equipment that are required to fulfill contract objectives. Details are provided in Appendix 1.

The Community Advisor and Contracting Officer must approve any changes to contract activities and/or deliverables.

LEVEL OF EFFORT

The level of effort is estimated for each geographic area and project activity in Appendix 1.



Appendix 1

Biological and Technical Support Services required for Haida Gwaii

LOCATION OF WORK

Haida Gwaii including Sandspit, Skidegate, Port Clements, the Village of Queen Charlotte, Masset and Old Massett and outlying watersheds

SCOPE OF WORK

Activity	Timing/Level of Effort (hrs)	Project Location/Tasks	DFO Resource Materials	Deliverable and Reporting																								
Stream to Sea Program	April 2023-March 2026 (1,440 hrs.)	<p>16 classroom incubators Sandspit – 1 school QCC - 2 schools Skidegate - 1 school Port Clements - 1 school Masset - 2 schools Old Massett - 1 school</p> <p>Lessons include salmon life cycle, habitat, food (Macro-invertebrates), dissection and marine beach seining (QCC-2, Grey Bay-4, Masset-4).</p>	Teacher contact list. Classroom aquaria and equipment. Manuals and supporting equipment and materials including carcasses for dissection.	Monthly progress reports listing activity by date, classroom and lesson type. Stream to Sea - EC Reporting Template.																								
Fish Production	April 2023-March 2026 (1830 hrs.)	<table border="1"> <thead> <tr> <th colspan="4" data-bbox="568 1377 1089 1440">Technical support for hatchery operations as follows:</th> </tr> <tr> <th data-bbox="568 1440 716 1530">Hatchery</th> <th data-bbox="716 1440 857 1530">Location</th> <th data-bbox="857 1440 987 1530">Species</th> <th data-bbox="987 1440 1089 1530">#Eggs / stocks</th> </tr> </thead> <tbody> <tr> <td data-bbox="568 1530 716 1593">Alliford Bay</td> <td data-bbox="716 1530 857 1593">Sandspit, BC</td> <td data-bbox="857 1530 987 1593">Coho</td> <td data-bbox="987 1530 1089 1593">120K/4</td> </tr> <tr> <td data-bbox="568 1593 716 1719">NTA</td> <td data-bbox="716 1593 857 1719">Village of Queen Charlotte, BC</td> <td data-bbox="857 1593 987 1719">Chum Coho</td> <td data-bbox="987 1593 1089 1719">200K/2 135K/4</td> </tr> <tr> <td data-bbox="568 1719 716 1782">Deep Creek</td> <td data-bbox="716 1719 857 1782">Masset, BC</td> <td data-bbox="857 1719 987 1782">Coho</td> <td data-bbox="987 1719 1089 1782">90K/2</td> </tr> <tr> <td data-bbox="568 1782 716 1873">Yakoun River (CEDP)</td> <td data-bbox="716 1782 857 1873">Yakoun R. (Marie L.)</td> <td data-bbox="857 1782 987 1873">Chinook, Coho</td> <td data-bbox="987 1782 1089 1873">250K/1 90K/2</td> </tr> </tbody> </table>	Technical support for hatchery operations as follows:				Hatchery	Location	Species	#Eggs / stocks	Alliford Bay	Sandspit, BC	Coho	120K/4	NTA	Village of Queen Charlotte, BC	Chum Coho	200K/2 135K/4	Deep Creek	Masset, BC	Coho	90K/2	Yakoun River (CEDP)	Yakoun R. (Marie L.)	Chinook, Coho	250K/1 90K/2	BMPs, PAR licence, all related equipment and chemicals, Brood Summary Report	Data for Brood Summary Reports submitted quarterly to CA.
Technical support for hatchery operations as follows:																												
Hatchery	Location	Species	#Eggs / stocks																									
Alliford Bay	Sandspit, BC	Coho	120K/4																									
NTA	Village of Queen Charlotte, BC	Chum Coho	200K/2 135K/4																									
Deep Creek	Masset, BC	Coho	90K/2																									
Yakoun River (CEDP)	Yakoun R. (Marie L.)	Chinook, Coho	250K/1 90K/2																									



<p>Support to Salmon Stock Assessment Activities</p>	<p>April 2023-March 2026 (450 hrs.)</p>	<p>Conduct weekly stream surveys to determine adult escapement on several systems including 5 in Skidegate Inlet and 2 on East Graham Island.</p> <p>Assist with setup and removal of Tlell River, Deep Creek and Gully Creek counting fences.</p> <p>Assist with operation of Crabapple Creek downstream juvenile trapping program.</p> <p>Gee-minnow trapping for species presence absence, aging and biometrics of juvenile salmonids in several creeks including 6 in Skidegate Inlet, 5 on East Graham Island, 4 in Masset Inlet as well as the Sangar River.</p>	<p>Stream Inspection Logs for escapement monitoring.</p> <p>All equipment and materials required for capture and data collection.</p>	<p>Report juvenile trapping data and stream inspection logs in monthly progress reports.</p>
<p>Support to Restored/Enhanced Salmon Habitat</p>	<p>April 2023-March 2026 (150 hrs.)</p>	<p>2-3 small instream restoration projects using hand tools and mechanical advantage. Includes involvement of Outdoor Education class (Grade 11 and 12 students) targeting creeks in the vicinity of Queen Charlotte and/or Skidegate. Requires section 9 approval under the BC Water Act.</p>	<p>Equipment and materials including rigging, turf or jack cables and hardware.</p>	<p>As-built diagram and photos included in monthly progress reports</p>
<p>Salmon Related Public Education and Awareness Programs</p>	<p>April 2023-March 2026 (90 hrs.)</p>	<p>Assist with marine touch tank displays at Skidegate Days and Tlell Fall Fair.</p>	<p>All equipment and outreach materials.</p>	<p>List activity in monthly progress report.</p>



Appendix 2

Community Involvement Projects for Haida Gwaii

Haida Gwaii	Alliford Bay Hatchery (Alliford Bay Enhancement Group)
	Northern Trollers Association Hatchery (Hecate Strait Streamkeepers)
	Yakoun River Hatchery CEDP (Old Massett Village Council)
	Deep Creek Hatchery (QCI Salmon Unlimited Society)
	Tlell Counting Fence (Tlell Watershed Society)
	Crabapple Creek Downstream Trap (Bearskin Bay and Hecate Strait Streamkeepers)
	Sangan Streamkeepers Society (Stewardship and Education)
	Haida Fisheries Program CEDP (Stewardship and Education)
	Port Clements Salmon Enhancement Group (Enhancement Support)



ANNEX "B" BASIS OF PAYMENT

Initial Contract Period : from Contract award to March 31, 2024

A Initial Contract Period: Date of award – March 31, 2024				
No.	Activity	Estimated* Maximum Level of Effort (hours)	Hourly Rate	Estimated Total Cost
1.	Education Coordinator Name :	480	\$_____	\$_____
2.	Biological Technician Name :	840	\$_____	\$_____
Estimated Sub Total Excluding Taxes				\$_____
Applicable taxes				\$_____
Estimated Maximum Total Cost Including Taxes				\$_____

Option Year 1 : from April 1, 2024 to March 31, 2025

B Option Year 1: April 1, 2024 – March 31, 2025				
No.	Activity	Estimated* Maximum Level of Effort (hours)	Hourly Rate	Estimated Total Cost
1.	Education Coordinator Name :	480	\$_____	\$_____
2.	Biological Technician Name :	840	\$_____	\$_____
Estimated Sub Total Excluding Taxes				\$_____
Applicable taxes				\$_____
Estimated Maximum Total Cost Including Taxes				\$_____



Option Year 2 : from April 1, 2025 to March 31, 2026

C Option Year 2: April 1, 2025 – March 31, 2026				
No.	Activity	Estimated* Maximum Level of Effort (hours)	Hourly Rate	Estimated Total Cost
1.	Education Coordinator Name :	480	\$_____	\$_____
2.	Biological Technician Name :	840	\$_____	\$_____
Estimated Sub Total Excluding Taxes				\$_____
Applicable taxes				\$_____
Estimated Maximum Total Cost Including Taxes				\$_____

Total

No.	Contract Period	Estimated Total Cost
1.	Initial Contract Period : from Contract award to March 31, 2024	\$_____
2.	Option Year 1 : from April 1, 2024 to March 31, 2025	\$_____
3.	Option Year 2 : from April 1, 2025 to March 31, 2026	\$_____
Estimated Sub Total Excluding Taxes		\$_____
Applicable taxes		\$_____
Estimated Maximum Total Cost Including Taxes		\$_____



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.

The proponent should include the following table in their proposal, indicating that their proposal meets the mandatory criteria, and providing the proposal page number or section that contains information to verify that the criteria has been met.

The proposal should contain a statement of the name under which the contractor is legally doing business.

No.	Mandatory Criteria	Meets Criteria (√)	Proposal Page No.
Education Coordinator			
Name :			
M1	<p>The bidder/firm must identify project personnel proposed as a resource for carrying out the work described in the Statement of Work and provide detailed resume(s) that reflect the technical knowledge / skillset of key personnel and/or proposed team.</p> <p>All proposed project personnel must have at least two (2) years of recent experience related to the activities outlined in the statement of work. Recent experience is defined as experience gained within the last five (5) years.</p>		
M2	<p>The bidder must demonstrate they or their proposed personnel have provided services similar to those identified in the statement of work. To demonstrate their experience, bidders must provide details on two (2) previous projects that have been completed or ongoing within the last five (5) years from the closing date of this RFP. Bidders must identify:</p> <ul style="list-style-type: none"> • the name of the client • the period during which the service was provided • a detailed outline of the services provided • contact names, positions/titles and contact information for verification purposes • sufficient information to enable technical evaluation of the rated requirements 		



No.	Mandatory Criteria	Meets Criteria (√)	Proposal Page No.
Biological Support Name :			
M1	<p>The bidder/firm must identify project personnel proposed as a resource for carrying out the work described in the Statement of Work and provide detailed resume(s) that reflect the technical knowledge / skillset of key personnel and/or proposed team.</p> <p>All proposed project personnel must have at least two (2) years of recent experience related to the activities outlined in the statement of work. Recent experience is defined as experience gained within the last five (5) years.</p>		
M2	<p>The bidder must demonstrate they or their proposed personnel have provided services similar to those identified in the statement of work. To demonstrate their experience, bidders must provide details on two (2) previous projects that have been completed or ongoing within the last five (5) years from the closing date of this RFP. Bidders must identify:</p> <ul style="list-style-type: none"> • the name of the client • the period during which the service was provided • a detailed outline of the services provided • contact names, positions/titles and contact information for verification purposes • sufficient information to enable technical evaluation of the rated requirements 		

Point-Rated Requirements

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.

Bidder must achieve a minimum score of 65 possible points out of 100 of the Rated Criteria in order to be considered technically responsive. Bids failing to meet the minimum score required will be deemed non-compliant and given no further consideration.

For all experience cited, the following information must be identified in the proposed resources' resumes:

- I. The name of the client organization for whom the services were provided;
- II. A brief description of the type and scope of the services that meets the identified criteria provided by the resource;
- III. The dates and duration of the work (including the years/ months of engagement and the start and end dates of the work).



Point Rated Criteria			
Rated Criteria	Point Breakdown Structure	Proposal Page No.	Points Earned
Education Coordinator			
Name :			
R1	<p>The bidder demonstrated an understanding of the requirements of the job, and provided a summary of the intended approach delivery and coordination of activities described in the scope of work through the lens of salmon life history and their habitat requirements.</p>	<ul style="list-style-type: none"> • 10 points for providing a proposed workplan and resources that will meet the needs of the STS program delivery as outlined in the statement of work • 10 points for providing a proposed workplan schedule that will meet the needs of the STS program delivery as outlined in the statement of work • 5 points level of effort aligns with scope of workplan provided 	/25
R2	<p>The bidder demonstrated recent experience (within the past five (5) years) leading watershed or salmon education with.</p>	<ul style="list-style-type: none"> • community groups – 5 points • volunteers – 5 points • Indigenous groups – 5 points • High school students – 5 points • Elementary school students – 5 points 	/25
R3	<p>The bidder demonstrated using project descriptions including length of time and number of students, recent experience (within last 5 years). Each project cited to demonstrate this experience should include; goal of the project, a description of the frequency, length of time, and the proposed resource(s) specific role.</p>	<ul style="list-style-type: none"> • 5 points teaching environmental education programs to elementary or high school students • 5 points training teachers to deliver environmental education programs to elementary and/or high school students. • 5 points producing educational materials such as videos • 5 points hosting field trips • 5 points providing environmental presentations • 5 points developing new Stream to Sea related curriculum 	/30



R4	The bidder demonstrated having experience in the last five (5) years with the technical aspects associated with the operation and maintenance of salmonid in the classroom incubators (aquaria).	<ul style="list-style-type: none"> • the maintenance and set up incubation units – 5 points • teacher training for new and returning teachers – 5 points • teacher support – 5 points • fry release protocols – 5 points 		/20
Total Points Earned:				/100
Bidder must achieve a minimum score of 65 possible points out of 100 of the Rated Criteria in order to be considered technically responsive. Bids failing to meet the minimum score required will be deemed non-compliant and given no further consideration.				

Point Rated Criteria				
Rated Criteria	Point Breakdown Structure	Proposal Page No.	Points Earned	
Biological Support				
Name :				
R1	The bidder demonstrated an understanding of the requirements of the job, and provided a summary of the intended approach for delivery and coordination of activities described in the scope of work through the lens of salmon life history and their habitat requirements.	<ul style="list-style-type: none"> • 10 points for providing a proposed workplan and resources that will meet the needs of Fisheries and Oceans Canada supported community salmon stewardship groups and hatcheries • 10 points for providing a proposed workplan schedule that will meet the needs of the Public Involvement Program delivery as outlined in the statement of work • 5 points level of effort aligns with scope of workplan provided 		/25
R2	The bidder demonstrated recent experience (within the past five (5) years) leading watershed or salmon education with.	<ul style="list-style-type: none"> • community groups – 5 points • volunteers – 5 points • Indigenous groups – 5 points • High school students – 5 points 		/25



		<ul style="list-style-type: none"> Elementary school students– 5 points 		
R3	<p>The bidder demonstrated using project descriptions including length of time and number of students, recent experience (within last 5 years). Each project cited to demonstrate this experience should include; goal of the project, a description of the frequency, length of time, and the proposed resource(s) specific role.</p>	<ul style="list-style-type: none"> 5 points conducting egg takes and brood capture activities 5 points knowledge of Haida Gwaii salmon run timing and locations for brood collection and fry releases 5 points supporting salmon hatcheries with technical advice 5 points incubating and rearing juvenile salmonids 5 points providing advice on the upkeep and repair of salmon hatchery infrastructure 5 points keeping detailed records of biological sampling, brood stock collection, egg takes, incubating salmon eggs and rearing juvenile salmonids 		/30
R4	<p>The bidder demonstrated having experience in the last five (5) years with the technical aspects associated with the operation and maintenance of salmon hatcheries</p>	<ul style="list-style-type: none"> the maintenance and set up of salmonid hatcheries – 5 points training for new and returning volunteers and ensuring their safety – 5 points collecting, entering and reporting accurate fish culture related data – 5 points fry release protocols – 5 points 		/20
Total Points Earned:				/100
<p>Bidder must achieve a minimum score of 65 possible points out of 100 of the Rated Criteria in order to be considered technically responsive. Bids failing to meet the minimum score required will be deemed non-compliant and given no further consideration.</p>				