



**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 : [DFO.Tenders-
Soumissions.MPO@dfo-mpo.gc.ca](mailto:DFO.Tenders-Soumissions.MPO@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 Collection, Codification, Validation and Filing of Statistical Records		Date January 13, 2023
Solicitation No. / N° de l'invitation 30003767		
Client Reference No. / No. de référence du client(e) 30003767		
Solicitation Closes / L'invitation prend fin At / à : 14:00 ADT (Atlantic Daylight Time) / HAA (Heure Avancée de l'Atlantique) On / le : February 9, 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 : Sara Gould, Contracting Specialist 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

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
2. Before access to sensitive information is provided to the Bidder, the following conditions must be met:
 - (a) the Bidder's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses.
 - (b) the Bidder's security capabilities must be met as indicated in Part 6 - Resulting Contract Clauses;
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 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-Korea Free Trade Agreement (CKFTA).



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 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 Quebec.

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)

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 ”

3.1.3 SACC Manual Clauses

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 " D " .

4.1.3 Financial Evaluation

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

4.2 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.



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.

5.2.4 Additional Certifications Precedent to Contract Award

5.2.4.1 Status and Availability of Resources

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

5.2.4.3 Education and Experience

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

5.2.4.5 Personnel Identification Form (PIF)

Bidders must complete the Personnel Identification Form found in Attachment 1 to Part 5.



5.2.4.6 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.

5.2.4.7 Contractor's Representative

The Contractor's Representative for the Contract is:

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

5.2.4.8 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: _____

5.2.5 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 1 TO PART 5

PERSONNEL IDENTIFICATION FORM

Contract / file number: _____

PROJECT TITLE:

Company Name:	
Address:	
Telephone number:	
Fax number:	
PWGSC file or Certificate #:	

Professional Services (Add second page if more space needed, please print clearly)

Resource Person working on this project	Date of birth YYYY/MM/DD	PWGSC file or certificate #	Security Level	Meet	Does not Meet	Comments

Contractor's Authorized Signatory : _____ **Date:** _____

(For Official Use)

Company Clearance	Required	Security Level	Meet / Does not Meet / Comments (Official Use Only)
Designated Organization Screening			
Facility Security Clearance			
Document Safeguarding Capability			

**For Use at Fisheries and Oceans Canada
Authorization of Contracting Security Authority**

- I approve
- I do not approve based on:

Contracting Security Authority: _____

Date: _____



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

6.1.1.1 Security Clauses #2 – Access to **PROTECTED A information/assets at DFO site(s)**

- The supplier and its personnel who require access to PROTECTED information/assets must each hold and maintain a valid **RELIABILITY STATUS** issued by Canada and approved by Fisheries and Oceans Canada.
- The supplier and all individuals assigned to work on the contract or arrangement **MUST NOT** remove any PROTECTED or CLASSIFIED information/assets from DFO site(s).
- Subcontracts or arrangements with a third party are not to be awarded without the prior written permission of Fisheries and Oceans Canada (i.e. a new SRCL must be submitted and processed following the same procedure as for the initial contract).
- The supplier must comply with any other security requirements set by Fisheries and Oceans Canada that are contained in this contract or arrangement and any security attachment.

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](#) (2022-12-01), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

6.3.2.1 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 with a cc to the Project Authority and AP



Coder *(to 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

4013 (2022-06-20) Compliance with on-site measures, standing orders, policies, and rules, apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from April 1, 2023 to March 31, 2024 inclusive.



6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Sara Gould
Title: Contracting Specialist
Department: Fisheries and Oceans Canada
Directorate: Materiel and Procurement Services
Address: 301 Bishop Drive, Fredericton, New Brunswick, E3C 2M6

Telephone: 506-470-6349
E-mail address: Sara.Gould@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)*

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

Telephone: ____-____-_____
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: 2019-01](#) 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 of \$ _____ (*insert amount at contract award*). Customs duties are included and Applicable Taxes are extra.

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (*insert 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

6.7.3.1 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 SACC Manual Clauses

SACC Manual clause [A9117C](#) (2007-11-30), Direct Request by Customer Department
SACC Manual clause [C0710C](#) (2007-11-30), Time and Contract Price Verification
SACC Manual clause [C0705C](#) (2007-11-30), Discretionary Audit

6.7.5 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: Project Authority and AP Coder (*insert at contract award*), and provides the required information as stated in subsection 6.8.1 above.

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 _____ (*insert at contract award*).

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 4013 (2022-06-20) Compliance with on-site measures, standing orders, policies, and rules;
- (c) the general conditions [2010B](#) (2022-12-01), General Conditions - Professional Services (Medium Complexity) ;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List ;
- (g) the Contractor's bid dated _____ (*insert at contract award*).

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 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.



ANNEXE "A"

STATEMENT OF WORK

COLLECTION, CODIFICATION, VALIDATION AND FILING OF STATISTICAL RECORDS

(Gaspésie, Magdalen Islands and North-Shore)

SEASON 2023

1. INTRODUCTION

1.1 Presentation

The statistical system of the Department of Fisheries and Oceans Canada, Quebec Region, has been set up in order to provide, as quickly as possible, the various stakeholders of the Department as well as the public, with information concerning catches and fishing efforts.

First, the Department uses these data to monitor and control the various fishing quotas allocated based on the various fleets and fish species. Secondly, the "Person-Boat-Licence" queries quantify the number of fishing licence holders and the number of vessels involved in these fisheries. Finally, the statistical system involves processing and labour in marine product processing plants.

Data collected in the statistical system come mainly from the various forms completed and provided by fish harvesters and various commercial fishery stakeholders.

1.2 Objectives and limitations

The purpose of this statement of work is to retain the services of a firm to collect, code, validate, and file forms for each of the three maritime areas covered by the Department: Gaspésie-Bas-St-Laurent (Gaspésie), the Magdalen Islands and the North-Shore.

During the contract period, the Statistics and Licensing Division requires the various activities performed as follows (more details are presented in Article 3.1):

All forms must be sent weekly to the Department, or based on the frequency defined by the Chief of the Statistics and Licensing Division (SLD) or by the Resource Management, to the North-Shore and Gaspésie-Bas-Saint-Laurent Area offices. Forms will be sent to the Department by the appropriate stakeholder (buyer, dockside monitoring company, fish harvester) mainly by mail. Otherwise, they will be sent by bus or by any other means deemed appropriate. In the Magdalen Islands, the collection of forms concerning the fishermen is done weekly directly at the mailboxes installed for this purpose at the various ports of the archipelago;

All forms are coded weekly with codes and procedures provided by the Department (codes for fish species, fishing gear, etc.) (See below Article 3.1 Section 2);

All forms are validated weekly according to the procedures provided by the Department (See below Article 3.1 Section 3);

All forms are filed weekly according to the procedures provided by the Department (See



below Article 3.1 Section 4);

Any issue which could impact the collection, coding, validation or filing of the forms are communicated to the Statistical Analyst of the affected area as soon as they occur;

Constant communication is to be maintained with the Area's Statistical Analyst particularly for the prioritization of document entry;

In the event of a situation beyond DFO's control after the commencement of the contract, DFO may temporarily suspend, or for the remainder of the contract period, work and invoice payments in the area(s) affected by the situation.

2. ORGANIZATION'S PRESENTATION

2.1 Client

2.1.1 The Department and the Quebec Region

STATUTORY RESPONSIBILITIES OF THE DEPARTMENT

The main responsibilities of the Department include: managing fisheries and conducting research in coastal waters and some inland waters; managing major waterways; maritime security; maritime commerce; international fisheries negotiations; oceanographic research; hydrographic surveys and charting as well as establishing and managing fishing ports and marinas, in all regions of Canada.

Under the *British North America Act*, the federal government has the exclusive right to regulate fisheries in coastal and inland waters, although some administrative responsibilities have been delegated to some provinces to various extents. As a result, the Department has full responsibility for managing all saltwater and freshwater fisheries in east coast provinces, the Northwest Territories and Yukon. The four inland provinces have jurisdiction over all fisheries. In British Columbia, the Department manages marine fisheries and anadromous (live in saltwater but spawn in freshwater) fisheries, while the provincial government manages freshwater fisheries.

In Quebec, the provincial government manages fisheries for all species of freshwater fish, as well as anadromous and catadromous fish (live in freshwater and spawn in saltwater), while other marine species are managed by the Department.

The *Fisheries Act* is the fundamental law that establishes the Department's legislative authority. Section 61 of the *Fisheries Act* defines the nature and scope of the statistical information the Department must collect to fulfil its mandate.

The Department is also responsible for enforcing the *Fish Inspection Act*, another important piece of legislation. Regulations under the Act ensure that fish are harvested and processed under sanitary conditions to protect consumers. This task is performed by the Canadian Food Inspection Agency's inspectors who must also ensure that fish products meet established standards.

QUEBEC REGION

Although the Department's headquarters are in Ottawa, the Department is highly decentralized, with offices in several regions of Canada. This decentralization



allows Canada's various maritime regions to manage fish stocks and conduct specific research programs.

In Quebec, the Department's organizational structure is as follows:

- Regional Director General's Office;
- Associate Regional Director General's Office;
- Regional Real Property Assets, Environment, Safety and Security Branch;
- Regional Human Resources Branch;
- Regional Finance and Administration Branch;
- Regional Communications Branch;
- Regional Information Management and Technical Services Branch;
- Strategic Services;
- Regional Science Branch;
- Regional Ecosystem Management Branch;
- Regional Fisheries Management Branch;
- Regional Small Craft Harbors Branch.

In Quebec, the Department's objectives include establishing regional fish stock allocation policies that promote conservation, economic stability, industrial viability, and optimize profits between fish harvesters and producers which earn all or part of their income from fishing.

To meet these objectives, the Quebec Region has fisheries administrators and specialists who define the terms and conditions of the commercial fishery in Quebec, and enforce Department regulations.

Regional Headquarters offices are located at 104 Dalhousie in Quebec City. The Region also deals with fish harvesters and the fisheries industry through three Area offices in Gaspé, Sept-Îles and Cap-aux-Meules, as well as five district offices in Grande-Rivière, Sainte-Anne-des-Monts, Baie-Comeau, Havre-St-Pierre and Blanc-Sablon.

Fish harvesters can get help at these offices regarding all matters for which Regional Headquarters are responsible. These offices can provide a wide range of information on licenses, statistics, regulations and port authority requirements. Ocean science staff and infrastructure are located at the Maurice-Lamontagne Institute in Mont-Joli.

2.1.2 Legislation

Below is a list of key acts for which enforcement is the responsibility of the Department of Fisheries and Oceans:

- Coastal Fisheries Protection Act, R.S.C. 1985, c. C-33;
- Fisheries Act, R.S.C. 1985, c. F14;
- Fisheries Development Act, R.S.C. 1985, c. F21;
- Fisheries Improvement Loans Act, R.S.C. 1985, c. F22;
- Fish Inspection Act, R.S.C. 1985, c. F-12;
- Fishing and Recreational Harbours Act, R.S.C. 1985, c. F-24;
- Freshwater Fish Marketing Act, R.S.C. 1985, c. F13;
- Great Lakes Fisheries Convention Act, R.S.C. 1985, c. F17;
- Atlantic Fisheries Restructuring Act, R.S.C. 1985, c. A-14;
- 2001 Canada Shipping Act, R.S.C. 2001, c. 26;
- Species at Risk Act, S.C. 2002, c. 29;



- Oceans Act, S.C. 1996, c. 31.

2.1.3 Quebec Region's main fisheries relationships

PRIVATE STAKEHOLDERS

- Fish harvesters' organizations;
- Regional fish harvesters' groups;
- Alliance des pêcheurs professionnels du Québec [Quebec Alliance of Professional Fish harvesters];
- Quebec Fish Processors Association (QFPA);
- Fédération des pêcheurs semi-hauturiers du Québec [Quebec Federation of Midshore Fish harvesters];
- Dockside monitoring companies;
- At-sea observer companies.

PUBLICS STAKEHOLDERS

Provincial, Regional or Local	Federal
- Institut de la statistique du Québec	- Canada Economic Development
- École des pêches et de l'aquaculture du Québec [Quebec school of fisheries and aquaculture]	- Employment and Social Development Canada
- Conseil régional de développement [Regional development council]	- Public Service Commission
- Department of Agriculture, Fisheries and Food	- Quebec Federal Council
- Ministry of Sustainable Development, Environment and the Fight against Climate Change	- Members of Parliament from coastal areas
- Ministry of Forests, Wildlife and Parks	- Environment and Climate Change Canada
- Regional County Municipalities	- Public Services and Procurement Canada
- Université du Québec à Rimouski	- Department of Fisheries and Oceans
- 100 municipalities	- Transport Canada

ABORIGINAL STAKEHOLDERS

- Agence Mamu Innu Kaikusseth (AMIK);
- Conseil de la Première Nation des Innus Essipit
- Conseil des Innus de Pessamit
- C.B. Innu Takuaihan Uashat Mak Mani-Utenam
- Pêcheries Shipek
- Conseil des Innus de Ekuanitshit
- Conseil de la Nation Innus de Nutashkuan
- Conseil de Bande de Pakua Shipi
- Pêcheries Unamen Shipu S.E.C.



- Pêcheries Uapan
- Association de gestion halieutique autochtone Mi'gmaq et Welastoqiyik (AGHAMM)
- Listuguj Mi'gmaq government
- Micmacs of Gesgapegiag band
- Nation Micmac de Gespeg
- Première nation Wolastoqiyik Wahsipekuk

2.1.4 Statistical Service

STAFF

The Statistics and Licensing Division staff is divided between the Quebec city regional office and its Area offices on the North-Shore (Sept-Îles), in Gaspésie (Gaspé) and in the Magdalen Islands (Cap-aux-Meules).

The workforce distribution reflects both the volume of commercial fishing activities and the decentralization of the statistics service where collecting, coding, validation, filing and form entry operations are performed in the Area offices.

3. TERMS OF REFERENCE

3.1 Type of contract

The Department requires the entrepreneur to deploy staff to its Area offices of Gaspé, Sept-Îles and Cap-aux-Meules. This staff must easily communicate in oral and written French.

Furthermore, this staff must be autonomous.

Despite the fact that the entrepreneur's staff uses the tools provided by the Department to carry out their duties, except for vehicles, the staff is not supervised by the latter. Among other things, for the number of hours worked daily and for time off. In addition, the work should be completed within the normal office hours of DFO.

The contractor's personnel shall be available to perform the work at the time specified in the bid solicitation or as agreed upon with DFO. If for reasons beyond the contractor's control, the contractor is unable to provide the services of an individual identified in its bid, the contractor may propose a replacement with similar qualifications and experience. The contractor shall notify DFO of the reason for the replacement and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered to be beyond the control of the contractor: death, illness, maternity and parental leave, retirement, resignation, dismissal for cause, or termination for default of an agreement.

The contract covered by these specifications involves 4 components:

1. Collection

Obtain the following forms from buyers of marine products (buyers), plants processing marine products (plants) or fishing industry stakeholders (stakeholders) designated by the Chief, SLD and the Resource Management of the Gaspésie-Bas-Saint-Laurent, North-Shore and Magdalen Islands offices:



- A: General purchase receipt;
- B: Weekly purchase receipt (lobster, mackerel and rock crab);
- C: Combined form, groundfish (landscape and portrait format);
- D: Combined form, shrimp;
- E: Combined form, snow crab;
- F: Combined form, molluscs (mobile gear);
- G: Combined form, green sea urchin;
- H: Combined form, lobster;
- I: Combined form, whelk;
- J: Combined form, pelagic species;
- K: Combined form, rock crab and toad crab;
- L: Logbook, molluscs (hand harvesting);
- M: Logbook, bluefin tuna;
- N: Logbook, bait fishing;
- O: Combined form, clam (hand harvesting);
- P: Weight out summary;
- Q: Any other form, as indicated by the Chief, SLD.

Gaspésie and the North-Shore's buyers, plants and other stakeholders' forms are MAINLY SENT BY MAIL to the Gaspé and Sept-Îles Department offices. Otherwise, they are sent by bus or by any other mean deemed appropriate by the Chief, SLD.

For the Magdalen Islands area, all forms concerning buyers and dockside monitoring companies must be sent to the Department weekly, or according to the periods defined by the Chief of the Statistics and Licensing Division (SLD) or by Resource Management, to the Magdalen Islands area office. The collection of forms concerning fishers is done weekly directly to the mailboxes installed for this purpose at the various ports of the archipelago.

Forms must be sent weekly to the Statistical Analyst at Area offices, unless otherwise advised by the Chief, SLD. The entrepreneur assigned to this task must take necessary control measures to obtain all forms from buyers, plants or stakeholders within the specified time frame. In addition, the entrepreneur is responsible for contacting buyers, plants or stakeholders who have not submitted their forms and for retrieving said forms. Failure by buyers, plants or stakeholders to deliver the forms must be flagged in a status report submitted to the Statistical Analyst responsible for fisheries management in the area.

2. Coding

Forms collected from buyers, plants or stakeholders (including forms collected from mailboxes) must be coded by the entrepreneur with codes issued by the Department. The entrepreneur receives the equipment required to perform this task from maritime Area office staff. Work **must** be performed in area offices. **The contractor's personnel require a reliability status to perform the work.**

Procedures for paper logbook (PL) entries :

1. When the JBP is received in the area offices, check if the blue and pink copy are present for each document. Be careful with the carbon copies not to write on the next one.

- a. If not, make a duplicate.



2. The blue copy must remain as received. Here is the only information that can be found on it:

a. In red ink, information for coding in the grey boxes provided for the department.

b. In red ink, the printed name and date the document was entered into GAP (C&P must be able to identify who subsequently entered the documents). A stamp may also be used.

3. The pink copy (or duplicate blue copy) should be used to make changes; no changes should be made to the original.

a. At the discretion of the sector, the pink copy can be used as a working copy for coding and modifications.

b. In red ink, draw a line through the information to be changed, indicate the corrected information, document the source of the change and initial and date below.

4. Classify the documents according to the usual procedure.

5. If an officer requests a logbook for evidentiary purposes, scan both copies so that the officer can see what was transmitted by the fisherman and the modified information from our system; depending on the sector's procedures, transmit the original or copies.

Note: in some areas, it is acceptable to put post-its with the changes dated and initialized. In the case of a request from a C&P officer, the post-its will have to be removed to send the original copy.

3. Validation

The entrepreneur validates coded records. This task involves verifying whether the information on the forms is compatible with the one from the Department's Fishing Activities Management system (GAP) or the electronic logbook interface. Required procedures and tools will be provided by Area offices (Gaspé, Cap-aux-Meules and Sept-Îles). The work must be done in Area offices.

If access to DFO offices is not possible, the work could be done by teleworking temporarily.

4. Filing

The entrepreneur **must file statistical records** in accordance with methods used by the Department. This is done in the Area offices since all forms are kept there in binders.

3.2 Deliverables

Collection and preliminary processing of forms are the core of the entire information system the Department has set up to monitor its policies and regulations.



The entrepreneur must therefore fully comply with instructions in these specifications, as well as corrections and adjustments from the Chief, SLD, and the Statistical Analyst in each area.

The entrepreneur must collect the forms mentioned above in Article 3.1 Section 1, which are:

Magdalen Islands:

Once a week, the entrepreneur must obtain forms produced the previous week, from buyers, plants or stakeholders (including from mailboxes), and perform tasks related to his/her collection unit.

Collection period: Approximately 30 weeks between mid-April and the end of November each year. The Department specifies the dates and number of weeks about one month before the start of the fishing season. Normally, the number of working hours per week should be 36 hours.

North Shore:

Once a week, the entrepreneur obtains forms produced the previous week, from buyers, plants or stakeholders, and performs tasks related to his/her collection unit.

Collection period: Approximately 32 weeks between mid-April and the end of November each year. The Department specifies the dates and number of weeks about one month before the start of the fishing season. Normally, the number of working hours per week should be 30 hours.

Gaspésie:

Once a week, the entrepreneur obtains forms produced the previous week, from buyers, plants or stakeholders, and performs tasks related to his/her collection unit.

Collection period: Approximately 30 weeks between mid-April and the end of November each year. The Department specifies the dates and number of weeks about one month before the start of the fishing season. Normally, the number of working hours per week should be 36 hours.

In order to complete its work, the Department provides the supplier, if necessary, at the beginning of the contract (and at the beginning of every other following year), with access to the following equipment through its information system. This confidential information must remain at the Department's offices:

- An alphabetical list of the owner-operators and their boats;
- An alphabetical list of the boats;
- A list of boats by vessel registration number (VRN);
- A list of quota codes by species;
- A list of conversion factors;
- A list of class codes;
- A list of quota groups;
- A list of gear types and their numerical codes;
- A map showing the North American Fishing Organization (NAFO) divisions and sub-divisions; and
- Record delivery envelopes.



These documents must be returned to the Department when the fishing season is over.

With respect to coding quality control and data validation, audits are conducted by Area offices Resource Management staff using the Department's mainframe validation programs, as well as by SLD staff.

3.3 Tasks

3.3.1 Collection unit: Gaspésie

1. Tasks

- 1.1 Collect forms from buyers, plants or stakeholders that are assigned to him/her within the collection unit, at the specified frequency;
- 1.2 Contact any buyers, plants or stakeholders who did not submit the designated forms and take necessary steps to obtain them;
- 1.3 Check the collected forms; ensure the required information is shown on each record; should it not, take necessary steps to obtain the missing information;
- 1.4 Write numerical codes on the relevant forms using the lists provided by the Department (Article 3.1 Section 2 above);
- 1.5 Validate the data on the forms as instructed by the Department (Article 3.1 Section 3 above);
- 1.6 File forms as instructed by the Department;
- 1.7 Notify Gaspésie's statistical analyst of any difficulty in obtaining the required information on the forms or any weekly delivery issues as soon as they occur.
- 1.8 Other tasks as required to be identified during the fishing season.

2. Buyers, plants or stakeholders

There are about fifty (50) buyers, plants or stakeholders buying or selling fish in the Gaspésie area. The complete list is supplied at the beginning of the season by the area's Statistical Analyst.

The Chief, SLD, and the Resource Management of the area may delete or add buyers, plants or stakeholders to the list, as required.

3. Reception of documents

Buyers, plants or stakeholders send their forms to the Gaspé Department office on a weekly basis as long as transactions occur between the buyer, the plant and the fisherman.



3.3.2 Collection unit: Magdalen Islands

1. Tasks

1.1 Collect forms from the buyers, plants or stakeholders (including mailboxes) that are assigned to him/her within the collection unit, at the specified frequency;

1.2 Contact any buyers, plants or stakeholders who did not submit the designated forms and take necessary steps to obtain them;

1.3 Check the collected forms; ensure the required information is shown on each record; should it not, take necessary steps to obtain any missing information;

1.4 Write the numerical codes on the relevant forms using the lists provided by the Department (Article 3.1 Section 2);

1.5 Validate the data on the forms as instructed by the Department (Article 3.1 Section 3);

1.6 File forms as instructed by the Department (Article 3.1 Section 4);

1.7 Notify Magdalen Islands' statistical analyst of any difficulty in obtaining the required information on the forms or any weekly delivery issues as soon as they occur.

1.9 Other tasks as required to be identified during the fishing season.

2. Buyers, plants or stakeholders

There are about fifteen (15) buyers, plants or stakeholders, buying or selling fish in the archipelago. The complete list will be sent at the beginning of the season by the area's Statistical Analyst.

The Chief, SLD, and the Resource Management of the area may delete or add buyers, plants or stakeholders to the list, as required.

3. Collection of documents procedures

The entrepreneur picks up the documents from mailboxes located in some ports of the archipelago at the beginning of the week. The entrepreneur will be supplied with the list of these locations at the beginning of the fishing season by the area's Statistical Analyst. Buyers, plants or fishing stakeholders must submit their forms to the DFO Magdalen Islands office on a weekly basis as long as transactions between the buyer, the plant, the stakeholder and the fish harvester are carried out.

3.3.3 Collection unit: North Shore

1. Tasks

1.1. Collect forms from the buyers, plants or stakeholders that are assigned to him/her within the collection unit, at the specified frequency;

1.2. Contact any buyers, plants or stakeholders who did not submit the



designated forms and take necessary steps to obtain them;

1.3. Check the collected forms; ensure the required information is shown on each record; should it not, take necessary steps to obtain any missing information;

1.4. Write the numerical codes on the relevant forms using the lists provided by the Department (Article 3.1 Section 2);

1.5. Validate the data the forms as instructed by the Department (Article 3.1 Section 3);

1.6. File forms as instructed by the Department (Article 3.1 Section 4);

1.7. Notify North-Shore's statistical analyst of any difficulty in obtaining the required information on the forms or any weekly delivery issues as soon as they occur.

1.8. Other tasks as required to be identified during the fishing season.

2. Buyers, plants or stakeholders

There are about twenty (20) buyers, plants or stakeholders on the North-Shore. The complete list will be sent at the beginning of the fishing season by the area's Statistical Analyst.

The Chief, SLD, and the Resource Management of the area may delete or add buyers, plants or stakeholders to the list, as required.

3. Reception of documents

The statistical records must be sent to the Sept-Îles Department office on a weekly basis as long as transactions occur between the buyer, the plant, the stakeholder and the fisherman.

3.4 Product delivery

The firm must ensure the tasks assigned to its staff are performed **weekly**.

3.5 Quality of work

The quality of work will be evaluated by the Statistical Analyst or the Resource Manager in each of the Department's area offices.

The Chief, SLD provides, if necessary, a written notification to the entrepreneur should an issue occur regarding the quality of the work performed. The entrepreneur must remedy the situation as soon as possible.

To ensure staff performance meets its quality standards, the Department may require that the staff in each area participate in a training session at the Department's offices. This decision is at the Department's sole discretion, and is based on the hired staff's level of experience.



ANNEX "B"

BASIS of PAYMENT

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

For the provision of all professional services, including all associated costs necessary to carry out the required work

Cost to be provided at a weekly rate.

Weekly rate will be maintained for any subsequent weeks within the contact period.

Collection, Codification, Validation and Filing of Statistical Records				
	AREA (Quebec Region)	Approximate level of effort	Cost per week	Total Cost
1.	Gaspésie	30 weeks	_____ \$	_____ \$
2.	Îles-de-la-Madeleine	30 weeks	_____ \$	_____ \$
3.	Côte-Nord	32 weeks	_____ \$	_____ \$
Total of the 3 sectors (<i>applicable taxes are extra</i>)			_____ \$	_____ \$



ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

Clear Data - Effacer les données



Government of Canada
Gouvernement du Canada

English Instructions

Instructions français

Contract Number / Numéro du contrat
30003767

Security Classification / Classification de sécurité
N/A

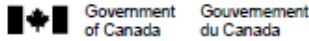
**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

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

Security Classification / Classification de sécurité
N/A

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

Security Classification / Classification de sécurité N/A





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PART C (continued) / PARTIE C (suite)

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée.
12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité N/A



ANNEX “ D ”

EVALUATION CRITERIA

The bid must meet the mandatory technical criteria specified below.

The bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive and given no further consideration. Each mandatory technical criterion should be addressed separately.

Evaluation Instructions

The experience of the bidder’s proposed resource must be clearly identified by providing a summary/description of the previous projects/work experience and indicating when the work was carried out.

The experience must be clearly identified by providing:

- The project name;
- The name of the client organization;
- The period during which the service was provided (month and year); and
- A detailed outline of the services provided

Please note bidders must complete the following charts and include with their bid submission.

Mandatory Technical Criteria:

N°	Mandatory Technical Criteria	Yes/No Bidder to identifier the corresponding page and section within the proposal
M1	The bidder must demonstrate with project descriptions that it has a minimum of two (2) years of experience in the field of commercial fisheries in Quebec.	
M2	The bidder must use a workforce with a minimum of two (2) years’ experience in the commercial fisheries in Quebec to perform the work. This experience must be demonstrated in the labourer's CV.	
M3	The bidder must use a labourer who holds a high school diploma (HSD) to perform the work. This diploma must be demonstrated in the labourer's CV.	
M4	The bidder must demonstrate with project descriptions that he has work experience related to statistical data collection in the field of commercial fisheries in Quebec.	
M5	The bidder must have a workforce with experience in statistical data collection work in the commercial fisheries in Quebec to perform the work. This experience must be demonstrated in the resume of the labourer.	