



**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 Roe herring catch sampling land based		Date January 23, 2023
Solicitation No. / N° de l'invitation 30003619		
Client Reference No. / No. de référence du client(e) 30003619		
Solicitation Closes / L'invitation prend fin At / à : 14 :00 AST (Atlantic Standard Time) / HNA (Heure Normale de l'Atlantique) On / le : February 17, 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 : Pascal Busungu, Contracting Officer Email / Courriel: DFOTenders-soumissionsMPO@dfo-mpo.gc.ca		
Delivery Required / Livraison exigée See herein — Voir en ceci	Delivery Offered / Livraison proposée	
Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur		
Telephone No. / No. de téléphone	Facsimile No. / No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	



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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with this bid solicitation

1.2 Statement of Work

The Work to be performed is detailed under 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>) 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 five (5) 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)

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 " for details.

4.1.1.2 Point Rated Technical Criteria

Refer to annex " C " for details.

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

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

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of **20 points** overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **40 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](http://www.esdc.gc.ca/employment-social-development-canada-labour) website.

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



5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

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

5.2.3.2 Education and Experience

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

5.2.3.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: _____
 Title: _____
 Address: _____

 Telephone: _____
 Facsimile: _____
 E-mail: _____

5.2.3.4 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:
-

5.2.3.5 Electronic Payment of Invoices – Contract

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

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

5.2.3.6 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 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 majority 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.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

Print Name

Signature



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

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.

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

Delete: 2010B 10 (2013-03-21), 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: 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 (Project Authority (*to be inserted at contract award*). **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 January 31, 2024 inclusive.

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 four (4) additional one (1) year period(s) 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 30 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: Pascal Busungu
Title: Contracting Officer
Department: Fisheries and Oceans Canada
Directorate: Materiel and Procurement Services



Address: 301 Bishop drive, Fredericton, NB, E3C 2MC
Telephone: 506-429-6269
E-mail address: DFO.Tenders-Soumissions.MPO@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: ____ - ____ - _____
Facsimile: ____ - ____ - _____
E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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



6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B for a cost of \$_____ (*to be inserted 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.

6.7.2 Limitation of Expenditure

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

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 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 (*to be inserted 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 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) the general conditions [2010B](#) (2022-12-01), General Conditions - Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____ (*to be inserted 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.



ANNEX “ A ” – STATEMENT OF WORK

TITLE: ROE HERRING CATCH SAMPLING LAND BASED

1 BACKGROUND

British Columbia herring stocks are managed as five major and two minor stock areas. Accordingly, catch and survey information is collected independently for each of these seven areas and science advice is provided on the same scale. All available biological data on spawn deposition, size and age composition of the spawning stocks, as well as commercial harvest data, are used to determine current abundance levels.

Biological samples are collected from both commercial catch and from the test fishery program. The herring samples collected are processed and the following data is obtained: Fish length, weight, sex, age, and maturity. Subsequently these sources of data are compiled and used as the information on mean weight-at-age and catch-at-age data that are the essential input data for the annual stock assessment model for BC herring.

The commercial roe herring fishery occurs in five stock areas determined by major herring stocks; Prince Rupert District, Central Coast, Haida Gwaii, West Coast of Vancouver Island, and Strait of Georgia. Roe herring fisheries are only planned for stock areas that are forecast to be above the commercial fishery cut-off, and depend on available abundance. The roe herring fishery takes place as the herring gather to spawn during late February to mid or late March in southern BC, and mid-March to mid-April in northern BC. Opening dates and times for the commercial fishery are announced on the fishing grounds once the roe has matured to optimum quality. Specific fishing locations are determined by major concentrations of fish and the potential for the highest roe yield.

This contract is to conduct catch sampling of all roe (commercial) herring fisheries in British Columbia. These samples are a critical part of the annual stock assessment for BC herring.

2 SCOPE OF WORK

For the contractor to conduct catch sampling of all open roe fisheries on the BC Coast. Specifically, the contractor should obtain 20 representative samples from each seine opening, and 15 representative samples from each gillnet opening, such that the sampling reflects both the temporal and spatial distribution of the fisheries. No duplicate samples.

Samples of roe herring landings will be collected in Vancouver and Prince Rupert. Occasional sampling may also be required at Ucluelet, Port Hardy, or French Creek, in accordance with the following instructions. These samples will then be used by DFO as part of the annual herring stock assessment.

3 RESOURCE REQUIREMENT

The contractor will determine when to start to collect samples from processing plants once the roe herring fishery is open. This can be done by contacting area roe herring fishery managers, processing plants, and/or subscribing to fishery notices for roe herring fishery opening information. Contractor should notify Project Authority via email or phone when roe herring catch sampling begins and ends.

4 TASKS

- a. Co-ordinates the collection of commercial herring samples.
- b. Maintain liaison with Fisheries Management Branch and Science Branch personnel, plant officials, and sample processing contractor.



- c. Assure representative sampling of all fishery openings
- d. Arrange for shipment of all samples (i.e. North and South) to Nanaimo, as directed by Project Authority.

South:

- a. Oversees and participates in the collection of commercial herring samples at fish plants.
- b. Records and marks all relevant catch data and collates with herring samples.
- c. Deliver samples to local freezer facilities.
- d. Direct one or more assistants during periods when large-scale commercial fisheries occur (usually not more than 1 to 2 months per year).
- e. Maintains liaison with Sampling Supervisor, plant officials, and fishermen. May liaise with Scientific Authority if needed and Sampling Supervisor is not available.
- f. Deliver samples to Nanaimo as directed by Sampling Supervisor/Coordinator

North:

- a. Oversee and participate in the collection of commercial herring samples at fish plants.
- b. Record and mark all relevant catch data and collates with herring samples.
- c. Deliver samples to local freezer facilities.
- d. Direct one or more assistants during periods when large-scale commercial fisheries occur (usually not more than 1 to 2 months per year).

5 OBJECTIVES & SPECIAL INSTRUCTION

The contractor is to obtain roe herring catch samples from all open roe fisheries on the BC Coast. For 2023, 2024, 2025, 2026 and 2027 the stock areas that will be open will not be determined until release of the Fishing Plan. Therefore, contractor may have to deal with more or less stock areas open to herring roe fisheries in 2023, 2024, 2025, 2026 and 2027. For 2023, the Project Authority would expect seine and gillnet roe samples from at least two major stock areas (Prince Rupert District and Strait of Georgia). In some cases even though a stock area is expected to open and has quota a fishery may not occur. The contractor will only be paid for samples from those roe herring fisheries that opened.

The contractor should obtain 20 representative samples from each seine opening in a stock area, and 15 representative samples from each gillnet opening in a stock area, such that the sampling reflects both the temporal and spatial distribution of the fisheries. No duplicate samples should be taken (i.e. 2 buckets taken from a vessel unloading at a processing plant). Since the roe fishery opening dates and times are announced on the fishing grounds once the roe has matured to optimum quality the contractor must be ready to obtain roe herring catch samples on short notice (a few hours' notice).

Roe herring catch samples are usually obtained as the vessel is unloading at a processing plant. Where possible, roe herring catch samples should be obtained from the hold of the vessel using a dip net. The contractor shall not take samples from the processing line at the plant.

Samples will be stored in a freezing facility (arranged and paid for by the contractor), for shipment to Nanaimo upon direction of Scientific Authority.

The contractor must collect a minimum of 100 herring, preferably 120 herring, per roe herring catch sample. The herring sample should consist of whole herring with minimal damage to body (i.e. no belly burn) and the herring should **not** be partially decomposed. Each sample bucket must be labelled using the sample label template provided by the Project Authority. Information that must be included on the sample label: Vessel Name (Packer and Catcher if known), Location Caught,



Statistical Area, Subarea, Date fish were caught, Gear Type (i.e. Seine or Gillnet), Latitude, Longitude, and name of person who obtained the sample. One sample label must be placed inside the bucket and the other label must be secured to the outside of the bucket (either tied on or secured in the lid).

The contractor must keep a sample inventory of the roe herring catch sample obtained. A list of samples must be provided when the contractor is dropping off the samples in Nanaimo. And at the end of the contract the contractor must supply the Project Authority with an electronic copy (MS Excel) of the sample inventory.

Further instructions on how the sample should be collected and stored are described in Appendix 1 to Annex A

6 DELIVERABLES AND MILESTONES

The contractor is required to provide all the roe herring catch samples they collect by May 1. It is preferable that the roe herring catch samples be delivered in batches throughout the roe herring catch sampling period (Feb 15 to May 1). A timeline for sample delivery can be worked out with the Project Authority once the roe herring fishery has started and catch sampling has commenced.

When the roe herring catch samples are delivered a sample inventory should be provided the Project Authority (electronic or paper). The sample inventory list should include date caught, sample date, sample location, statistical area, subarea, gillnet or seine sample, catcher, packer (if known), and time caught (if known).

A final electronic sample inventory list (preferably MS Excel) must be provided to Project Authority by May 1. The contractor may be asked questions about the samples (verifying stat area, location, date, etc.) once the Project Authority begins error checking the biological sample data (usually during May and early June).

7 METHOD AND SOURCE OF ACCEPTANCE

The Project Authority shall have the right to reject any service that is not considered satisfactory. The Project Authority is looking for the contractor to provide frozen herring samples in good condition, all sample buckets properly labelled using the sample label template provided by the Project Authority and a sample inventory list (MS Excel) must be provided (as described in Objectives & Instruction).

8 LOCATION OF WORK

The work will be performed at the contractor's location and at the processing plants where roe catch is being landed (mainly Vancouver and Prince Rupert, although sampling may occur in Ucluelet, Port Hardy, or French Creek). The contractor should be available to discuss the project, by email or by telephone with the project authority at a mutually convenient time.

Due to existing workload and deadlines, the proposed resource(s) assigned to any contract resulting from this RFP must be ready to work in close and frequent contact with the Departmental Representative and other departmental personnel.



9 LANGUAGE OF WORK

The proposed resource **must** be fluent in English. Fluent is defined as Written, Verbal, and Comprehension at an intermediate or advance level.

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

10 DFO SUPPORT

The DFO Project Authority will provide the contractor with an electronic template of the sample labels that are required for each sample bucket and, if requested, a copy of “Procedures for Collecting and Processing British Columbia Herring Samples”; Can. MS Rep. Fish. Aquat. Sci. 2030: 27 p.

11 CONTRACTOR’S OBLIGATION

The Contractor is required to provide all resources, all equipment and material necessary to carry out performance of the work. These items include but are not limited to:

- One (1) Sampling Supervisor;
- Two (2) Port Samplers (One for North and one for South);
- sample labels printed on waterproof paper (2 labels per sample required);
- storage buckets with lids (Buckets are available from Ropak Capilano, model number X250 SB800 X200; lids are model number X250 SC100 X400; 25 kg square body, natural colour);
- forms/ledgers to record information; and
- sampling equipment

Please note that the sample buckets will not be returned to the Contractor. They will become property of DFO.



APPENDIX 1 TO ANNEX A

SAMPLE COLLECTION

Samples may be collected from the gear, from the hold of a vessel, or from a processing plant.

The preferred method of collecting a sample is to get it directly from the gear. This method ensures the fish will have been handled the least, and consequently retain more of the preferred scales used for ageing. As well, there is little chance of getting incorrect catch information if the sample is collected from the gear because of the proximity to the source. To collect a representative sample from a seine set made by a research or pre-fishery charter vessel the net should be dried up only as much as is necessary to obtain samples. A dip net or brailer is pushed vertically down into the seine, and pulled up quickly through a "boil" of fish, so as to get a representative sample of the fish in the set (Armstrong 1987). Trawl or gillnet caught fish may be sampled by filling a bucket after the fish have been brought aboard. Gillnet samples should be collected from separate punt deliveries.

Samples from commercial fisheries are frequently collected from landings made to processors, where they should be collected from the hold of a vessel. It is preferable to get a sample from a vessel landing its own catch rather than from a packer, because the possibility of getting unreliable catch information, or of getting a sample made up of the catch from more than one vessel is increased with a packer. However, while many seine vessels deliver their own catch very few gillnet vessels do, and therefore most gillnet samples are collected from a packer.

When a packer must be used, samples should be collected from separate holds, after ascertaining that no one catch was carried in two or more holds. The sampler must ensure the catch information is correct when collecting from a packer - extra effort may be required to confirm the location. The sample should be dipnetted directly from the hold of the vessel, before pumping. A sample taken from anywhere within a load should be representative of the fish in that load (Humphreys and Hourston 1978), but care should be used to take the sample from the main body of fish, rather than from the fish that may be floating on top of the load.

Representative samples may be taken at any point during the unloading procedure (Humphreys and Hourston 1978). However, the least desirable place to take a sample is in the processing plant. The possibility of getting unreliable catch information is increased because it is difficult to keep track of which fish came from a particular vessel. In addition, the fish will have lost preferred scales during the pumping procedure.

Samples should be collected from a landing so that: 1) there are at least 120 herring in the sample; 2) most of the herring in the sample have scales intact in the preferred area (Fig. 1); and 3) accurate catch information accompanies each sample. Where the herring in the sample are large (>23 cm), two buckets may be required to obtain more than 100 fish.

SAMPLE PRESERVATION AND STORAGE

The preferred storage container for samples is a 31 -cm square plastic bucket (27 litre), with a snap-on lid. When buckets are not available, waxed cardboard boxes or heavy gauge plastic bags may be used to store samples. However, these containers are more susceptible than buckets to leakage and damage during handling.

Two labels (Fig. 2) should accompany each sample - one placed inside the bucket, and the other tied to the handle of the bucket. If "stick-on" labels are used for the outside, they should be glued to the side of the bucket. Using two labels (one inside and one outside), ensures that the necessary information will accompany each sample. The outside label provides easily accessed information about the sample, and should it get torn off, the second label is still secure inside the bucket. Each label should contain the following information: name of the catching vessel; location and statistical area of the catch; date and time of the set; gear type; and name of the person taking the sample.

Freezing is the preferred preservation method for samples. If a freezer is not available, samples may be preserved in a 10% formalin solution.



↑ Insert inside the bucket ↑

↔ Insert in Bucket Rim ↔

Fisheries and Oceans Canada - Pacific Biological Station
HERRING SAMPLE

Vessel Name _____

Location Caught _____

Latitude _____

Longitude _____

Stat. Area _____ SubArea _____ Date _____

Time at Beginning of Set _____

Set No. _____ Sample No. _____

Gear Type Sn _____ Gn _____ Other (specify) _____

Roe Test SOK Food & Bait Other _____

Test Set: Representative Not Representative

Sample Taken by _____

Fig 2. Label for herring sample.



ANNEX “ B ” – BASIS OF PAYMENT

TRAVEL

Travel is expected for the contractor to meet the deliverables of this contract. Port samplers will be required for the Vancouver and Prince Rupert areas. The samplers may be required to travel to Ucluelet, Port Hardy or French Creek depending on where the roe catch is being landed. The contractor is also responsible for delivering samples to the Project Authority at the Pacific Biological Station in Nanaimo, BC.

NOTE: All travel costs must be included in contractors cost proposal. Travel costs include vehicle rental, fuel, ferries, meals, and private vehicle usage, sample transport costs.

BILLING

DFO would like the contractor to bill monthly with detailed expenses outlined. **The bill for March must be submitted prior to the end of fiscal (March 31).** If a roe fishery does not open, the Project Authority does not expect any samples from that closed fishery. The contractor will only be paid for samples (no duplicate samples) collected from open roe fisheries.

For all years the total contract value includes labour costs, all travel expenses (vehicle rental, fuel, ferries, meals, sample transport costs, private vehicle usage), communication costs (cell phones, contract office phone), stationary costs (pens, paper, waterproof paper for sample labels, photocopy costs, printing costs), equipment costs (herring buckets and lids), and miscellaneous material costs (gloves, twine)

Contractor will only be paid for services rendered in stock areas with open fisheries and for services described in Annex A. Contractor will not be paid for duplicate samples.

Catch sampling will occur between February 15 and May 1. Catch sampling dates will not be extended beyond these dates.

The table below represents an all-inclusive cost for the provision of all services, including all associated costs necessary to carry out the required work as described in Annex A - Statement of Work.

*** The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.*



Initial Contract Period: Contract award to January 31, 2024

Description of Requirement	Location	**Sample Quantity Estimated (A)	All-inclusive Cost per Sample (B)	Extended Cost (C = A x B)
Commercial Roe Seine and/or Gillnet samples	Haida Gwaii	10	\$ _____	\$ _____
Commercial Roe Seine and/or Gillnet samples	Prince Rupert District	20	\$ _____	\$ _____
Commercial Roe Seine and/or Gillnet samples	Central Coast	20	\$ _____	\$ _____
Commercial Roe Seine and/or Gillnet samples	Strait of Georgia	50	\$ _____	\$ _____
Commercial Roe Seine and/or Gillnet samples	West Coast of Vancouver Island	20	\$ _____	\$ _____
Total all-inclusive cost for the provision of all services, including all associated costs necessary to carry out the required work as described in Annex A - Statement of Work (excluding taxes)				\$ _____

Option Year 1: 1 February 2024 to 31 January 2025

Description of Requirement	Location	**Sample Quantity Estimated (A)	All-inclusive Cost per Sample (B)	Extended Cost (C = A x B)
Commercial Roe Seine and/or Gillnet samples	Haida Gwaii	10	\$ _____	\$ _____
Commercial Roe Seine and/or Gillnet samples	Prince Rupert District	20	\$ _____	\$ _____
Commercial Roe Seine and/or Gillnet samples	Central Coast	20	\$ _____	\$ _____
Commercial Roe Seine and/or Gillnet samples	Strait of Georgia	50	\$ _____	\$ _____
Commercial Roe Seine and/or Gillnet samples	West Coast of Vancouver Island	20	\$ _____	\$ _____



Total all-inclusive cost for the provision of all services, including all associated costs necessary to carry out the required work as described in Annex A - Statement of Work (excluding taxes)	\$ _____
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Option Year 2: 1 February 2025 to 31 January 2026

Description of Requirement	Location	**Sample Quantity Estimated (A)	All-inclusive Cost per Sample (B)	Extended Cost (C = A x B)
Commercial Roe Seine and/or Gillnet samples	Haida Gwaii	10	\$ _____	\$ _____
Commercial Roe Seine and/or Gillnet samples	Prince Rupert District	20	\$ _____	\$ _____
Commercial Roe Seine and/or Gillnet samples	Central Coast	20	\$ _____	\$ _____
Commercial Roe Seine and/or Gillnet samples	Strait of Georgia	50	\$ _____	\$ _____
Commercial Roe Seine and/or Gillnet samples	West Coast of Vancouver Island	20	\$ _____	\$ _____
Total all-inclusive cost for the provision of all services, including all associated costs necessary to carry out the required work as described in Annex A - Statement of Work (excluding taxes)				\$ _____

Option Year 3: 1 February 2026 to 31 January 2027

Description of Requirement	Location	**Sample Quantity Estimated (A)	All-inclusive Cost per Sample (B)	Extended Cost (C = A x B)
Commercial Roe Seine and/or Gillnet samples	Haida Gwaii	10	\$ _____	\$ _____
Commercial Roe Seine and/or Gillnet samples	Prince Rupert District	20	\$ _____	\$ _____
Commercial Roe Seine and/or Gillnet samples	Central Coast	20	\$ _____	\$ _____
Commercial Roe Seine and/or Gillnet samples	Strait of Georgia	50	\$ _____	\$ _____



Commercial Roe Seine and/or Gillnet samples	West Coast of Vancouver Island	20	\$ _____	\$ _____
Total all-inclusive cost for the provision of all services, including all associated costs necessary to carry out the required work as described in Annex A - Statement of Work (excluding taxes)				\$ _____

Option Year 4: 1 February 2027 to 31 January 2028

Description of Requirement	Location	**Sample Quantity Estimated (A)	All-inclusive Cost per Sample (B)	Extended Cost (C = A x B)
Commercial Roe Seine and/or Gillnet samples	Haida Gwaii	10	\$ _____	\$ _____
Commercial Roe Seine and/or Gillnet samples	Prince Rupert District	20	\$ _____	\$ _____
Commercial Roe Seine and/or Gillnet samples	Central Coast	20	\$ _____	\$ _____
Commercial Roe Seine and/or Gillnet samples	Strait of Georgia	50	\$ _____	\$ _____
Commercial Roe Seine and/or Gillnet samples	West Coast of Vancouver Island	20	\$ _____	\$ _____
Total all-inclusive cost for the provision of all services, including all associated costs necessary to carry out the required work as described in Annex A - Statement of Work (excluding taxes)				\$ _____

For Evaluation purpose only

Contract period	Total all-inclusive
Initial Contract Period : Contract Award to Jan 31, 2024	\$ _____
Option period 1: Feb 1, 2024 – Jan 31, 2025	\$ _____
Option period 2: Feb 1, 2025 – Jan 31, 2026	\$ _____
Option period 3: Feb 1, 2026 – Jan 31, 2027	\$ _____
Option period 4: Feb 1, 2027 – Jan 31, 2028	\$ _____
Total estimated contract cost:	\$ _____



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 Bidder 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.

Mandatory and Rated Criteria

For the Bidder's examples and for each of the proposed resources, project experience is to be used to demonstrate compliancy and must include the following information:

- The client organization;
- The dates/duration of the project (month and year);
- A description of the project, including the scope and elements of the framework, and the results/outcomes of the work undertaken by the proposed resources;
- A description of the activities performed by the proposed resources; and,
- The name and contact information of the client Project Authority.

No.	Mandatory Criteria	Met/Not met	Proposal Page No,
M1	<p>The Bidder must demonstrate the following experience by providing a project summary describing in detail the current/ previous experience in commercial catch sampling for BC fisheries:</p> <ul style="list-style-type: none"> - A minimum of ten (10) months or five (5) sampling seasons of two (2) months or more of experience in running commercial catch sampling programs (at sea or dock side). 		
M2	<p>The Bidder must provide a CV for each proposed member of the team, demonstrating the member(s) experience relating to catch sampling.</p> <ol style="list-style-type: none"> a. Sampling Supervisor: must have a minimum of 4 months or two (2) sampling seasons of two (2) months or more of experience in running commercial catch sampling programs, including managing a minimum of two (2) staff. b. Port Sampler Crew Chief (South): must have a minimum of 4 months or two (2) sampling seasons of two (2) months or more of experience in collecting commercial catch fish samples. c. Port Sampler Crew Chief (North): must have a minimum of 4 months or two (2) sampling seasons of two (2) months or more of experience in collecting commercial catch fish samples. 		



M3	<p>The Bidder must include a project strategy plan which addresses the following activities (max. 5 pages):</p> <ul style="list-style-type: none">a. How the structure of the herring roe fishery may impact sampling and potential solutions.b. How to ensure temporal and spatial distribution of samples from the seine and gillnet herring roe fisheries.c. How to decide where and when to commence sampling activity.d. How to deal with multiple openings and closings of herring roe fisheries over a 2-3 month period within the different stock areas.e. How to obtain a sample from a commercial herring roe vessel, what information should be provided with the sample, and how to label the sample.f. How the samples will be stored and transported and provided to the Project Authority.g. How the Sampling Supervisor will communicate sampling plans, sampling issues, and sample inventory updates with Port Sampler Crew Chiefs (North & South) and Project Authority.		



RATED CRITERIA:

Rated	Rated Requirement	Available Score	Proposal Page No.
R1	<p>The Bidder should demonstrate, using project descriptions, current/ previous experience in sampling commercial herring fisheries in BC (e.g., herring roe or herring food and bait fisheries):</p> <p>Point Allocation:</p> <ul style="list-style-type: none"> • Five (5) or more seasons experience in sampling commercial herring catch (20 points) • Three to four (3-4) seasons experience in sampling commercial herring catch (10 points) • One to two (1-2) seasons experience in sampling commercial herring catch (5 points) <p>Note: a herring season must be a minimum of 1 month in duration</p>	___/20	
R2	<p>The Bidder's proposed resource should include an experienced Sampling Supervisor:</p> <p>Point Allocation:</p> <ul style="list-style-type: none"> • Five (5) or more seasons experience in supervising a commercial herring sampling program (20 points) • Three to four (3-4) seasons experience in supervising a commercial herring sampling program (10 points) • One to two (1-2) seasons experience in supervising a commercial herring sampling program (5 points) <p>Note: a herring season must be a minimum of 1 month in duration.</p>	___/20	
<p>TOTAL SCORE <i>(Minimum Points: 20 points)</i></p>		___/40	