



**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
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**REQUEST FOR STANDING OFFER
DEMANDE D'OFFRES À
COMMANDES (DOC)**

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 Regional Standing Offer for Environmental Risk Management Services		Date March 9, 2023
Solicitation No. / N° de l'invitation 30002134		
Client Reference No. / No. de référence du client(e) 30002134		
Solicitation Closes / L'invitation prend fin At / à : 14 :00 EDT (Eastern Daylight Time) / HAE (Heure Avancée de l'Est) On / le : April 14, 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 : Mazen Obeid Email / Courriel: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca Cc: Mazen.Obeid@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	



REQUEST FOR STANDING OFFER (RFSO)

30002134

Regional Standing Offer for Environmental Risk
Management Services

FISHERIES AND OCEANS CANADA



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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, and the Electronic Payment Instruments

1.2 Summary

1.2.1 Fisheries and Oceans Canada requires technical and project management services related to the overall risk management of contaminated sites. The Suppliers will help the DFO's staff to prepare and implement risk management or parts thereof on an as needed basis.

Services required may include:

- a) Review of existing data and recommendations for additional data collection;
- b) Site visit and data collection;
- c) Risk assessment with specific phases of the project including:
 - i. Problem formulation
 - ii. Exposure assessment
 - iii. Toxicity/effects assessment
 - iv. Risk characterization
 - v. Discussion and conclusions;
- d) Report preparation.

Period of the Standing Offer



The period of the standing offers will be from date of award to 5 (five) years thereafter.

Categories of Resources Required

The Categories of Resources Required are:

Project Manager, Human Health Risk Assessor, Aquatic Ecological Risk Assessor, Terrestrial Ecological Risk Assessor, Senior Engineer or Scientist, Field Staff, Intermediate Risk Assessor, Intermediate Engineer, Risk Communicator, GIS Analyst.

1.2.2 The Request for Standing Offers (RFSO) is to establish Regional Standing Offers for the requirement detailed in the RFSO, to the Identified Users in the Pacific Region, excluding locations within the Yukon that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within the Yukon will have to be treated as a separate procurement, outside of the resulting standing offers.

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

1.3 Security Requirements

There is no security requirement applicable to the Standing Offer.

1.4 Debriefings

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

1.5 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

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



PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (2022-12-01) Standard Instructions - Request for Standing Offers - Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days

Insert: 120 days

2.2 Submission of Offers

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

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

2.3 Enquiries - Request for Standing Offers

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

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

2.4 Applicable Laws

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

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and



inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

2.5 Bid Challenge and Recourse Mechanisms

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



PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

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

Section I: Technical Offer (1 Soft Copy)

Section II: Financial Offer (1 Soft Copy)

Section III: Certifications (1 Soft Copy)

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

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.

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

If the Offeror is simultaneously providing copies of its offer using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy, the wording of the electronic copy will have priority over the wording of the other copies.

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

Canada requests that offerors follow the format instructions described below in the preparation of hard copy of their offer:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the RFSO.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Offerors should:

- 1) Include all environmental certification(s) relevant to your organization (e.g., ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g., Forest Stewardship Council (FSC), ENERGYSTAR, etc.)
- 3) Unless otherwise noted, Offerors are encouraged to submit offers electronically. If hard copies are required, Offerors should:
 - a. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
 - b. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Offer

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



3.1.1 List of Proposed Subcontractors

[A7035T](#) (2007-05-25), List of Proposed Subcontractors

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex 1 to Part 4.

3.1.2 Electronic Payment of Invoices - Offer

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

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

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

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4

4.1.1.2 Point Rated Technical Criteria

Refer to Attachment 1 to Part 4

4.1.2 Financial Evaluation

Refer to Attachment 2 to Part 4

4.1.2.1 Evaluation of Price – Offer

SACC Manual Clause M0220T (2016-01-28), Evaluation of Price - Offer

4.2 Basis of Selection – Minimum Point Rating

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 **140 points** overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **185 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 / maximum number of **points available** multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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



Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)			
	Bidder		
	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00
Calculations			
Technical Merit Score	$115/135 \times 70 = 59.62$	$89/135 \times 70 = 46.14$	$92/135 \times 70 = 47.70$
Pricing Score	$45/55 \times 30 = 24.54$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating	84.16	73.14	77.70
Overall Rating	1st	3rd	2nd



ATTACHMENT 1 to PART 4 - TECHNICAL CRITERIA

Mandatory Technical 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. Each mandatory technical criterion should be addressed separately.

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

	Mandatory Criterion	Meets? Yes/No	Cross-Reference to Proposal
M1	<p>The bidder must propose one (1) Contaminated Sites Approved Professional for Risk Assessment (can be terrestrial or aquatic risk assessor or Project Manager)</p> <p>The bidder must provide a copy of the resources' certification through the Society of Contaminated Sites Professionals of British Columbia with their bid.</p>		
M2	<p>The bidder must propose one (1) Registered Professional Biologist (aquatic or terrestrial BC or AB accepted) or one Board Certified Toxicologist (Diplomate of the American Board of Toxicology[DABT])</p> <p>The bidder must provide a copy of the resources' current membership with their bid.</p>		



Point Rated Technical Criteria

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

Bids **MUST** achieve a minimum score of 140/185 (75%) of the total score of the Rated Requirements, the minimum score per rated item and the minimum score per table in order to be considered technically responsive. Proposals which fail to attain at least 75% of a total score of the Rated Requirements will be considered technically non-responsive and no further evaluation will be conducted.

Note that partial scores will be awarded for technical criteria as appropriate for all categories except for auxiliary personnel. Each applicant proposed must attain the minimum score for that particular position or they will receive a total score of 0 for that position.

Separate individuals **must** be proposed for each of the positions so that the firms can maintain a high level of capacity. Bidders are allowed to submit bids as a team; however a proposed resource must only appear in one submission. For auxiliary personnel, replacement personnel are to meet the minimum requirements as set out in the proposal and pass technical evaluation; billing rates will remain the same.

Key Personnel for Risk Management Services		Scoring Grid	Minimum Required Points/Maximum Points	Cross-Reference to Proposal
R1	Project Manager		20/30	



<p>R1.1</p>	<p>The bidder should demonstrate that the proposed resource has a minimum of 8 years experience within the last 10 years managing contaminated sites projects (federal and provincial) using project examples.</p>	<p>8 to 9 years of experience = 8 points 9 to 10 years of experience = 9 points 10+ years of experience = 10 points</p>	<p>8/10</p>	
<p>R1.2</p>	<p>The proposed resource should have formal business or project management training. Provide a copy of education supporting this, or list of descriptive list for internal corporate training.</p>	<ul style="list-style-type: none"> • Masters of Business Administration from a recognized institution = 5 points • Internal corporate training = 3 points 	<p>3/5</p>	
<p>R1.3</p>	<p>The proposed resource(s) should be a Certified Project Management Professional (PMP) through the Project Management Institute (PMI) *A copy must be provided with bidders' submission for evaluation purposes.</p>	<ul style="list-style-type: none"> • 5 points for PMP • 3 points for PMP in training 	<p>3/5</p>	



	<p>The proposed resource should have experience with overall project management (budget, supervision of technical personnel, emphasis for multidisciplinary team* (*i.e., hydrogeology, aquatic risk, site assessment). Bidders MUST demonstrate experience by providing project examples relevant to each criteria. Each project MUST have the following information:</p> <ol style="list-style-type: none"> 1. The name of the client organization (to whom the services were provided); 2. The name, title, telephone number and email address of Project Authority; (for validation purposes) 3. Description of the type and scope of services that meet the identified criteria by the resource. 4. Dates and duration of the project (indicating the years and months of engagement and the start and end dates of the work). 	<ul style="list-style-type: none"> • 10 points for complex* project reference. • 8 points for remote** site non-complex. • 6 points non-remote non-complex site 	<p>6/10</p>	
<p>R1 Total</p>			<p>/30</p>	

* Complex project is defined as having at least 3 teams and a budget of at least \$100,000.00 if the the project is non-remote **OR** at least 3 teams and a budget of at least \$20,000.00 if the project is remote.

** Remote is defined as being not accessible by vehicle.

Key Personnel for Risk Management Services		Scoring Grid	Minimum Required Points/Maximum Points	Cross-Reference to Proposal
R2	Human Health Risk Assessor		12/30	
R2.1	<p>The proposed resource should have a DABT certification or PhD in toxicology or related field or a Masters in Toxicology or related field (M.Sc.)</p> <p>*A copy must be provided with bidders' submission for evaluation purposes.</p>	<ul style="list-style-type: none"> • 5 points for DABT or PhD • 3 points for M.Sc. 	<p>3/5</p>	



<p>R2.2</p>	<p>The proposed resource should have a minimum of 8 years experience within the last 15 years conducting Human Health Risk Assessments under the BC Contaminated Sites Regulations and/or Federal Clients.</p> <p>Bidders MUST demonstrate experience by providing project examples relevant to each criteria. Each project MUST have the following information:</p> <ol style="list-style-type: none"> 1. The name of the client organization (to whom the services were provided); 2. The name, title, telephone number and email address of Project Authority; (for validation purposes) 3. Description of the type and scope of services that meet the identified criteria by the resource. 4. Dates and duration of the project (indicating the years and months of engagement and the start and end dates of the work). 	<ul style="list-style-type: none"> • 3 points for 8 years experience • 1 point for each year after that to a maximum of 10 total points 	<p>3/10</p>	
<p>R2.3</p>	<p>The proposed resource should have experience developing guidance documents for BC Provincial Government and/or Federal Government Clients.</p> <p>Bidders MUST demonstrate experience by providing project examples relevant to each criteria. Each project MUST have the following information:</p> <ol style="list-style-type: none"> 1. The name of the client organization (to whom the services were provided); 2. The name, title, telephone number and email address of Project Authority; (for validation purposes) 3. Description of the type and scope of services that meet the identified criteria by the resource. 4. Dates and duration of the project (indicating the years and months of engagement and the start and end dates of the work). 	<ul style="list-style-type: none"> • 5 points for published documents recognized in the Risk Assessment community 	<p>0/5</p>	



<p>R2.4</p> <p>The proposed resource should have demonstrated experience in probabilistic and/or deterministic Risk Assessment in a management framework, derivation of Toxicity Reference Values for Human Health, current soil vapor modeling and guidance, cancer amortization and current regulatory guidance, risk management planning.</p> <p>Bidders MUST demonstrate experience by providing project examples relevant to each criterion. Each project MUST have the following information:</p> <ol style="list-style-type: none"> 1. The name of the client organization (to whom the services were provided); 2. The name, title, telephone number and email address of Project Authority; (for validation purposes) 3. Description of the type and scope of services that meet the identified criteria by the resource. 4. Dates and duration of the project (indicating the years and months of engagement and the start and end dates of the work). 	<ul style="list-style-type: none"> • 10 points for a complex project with multiple Contaminants of Concern and pathways with TRV derivations, amortization and risk management planning • 8 points for a complex project using available screening criteria • 6 points for a non-complex project with multimedia exposures 	<p>6/10</p>		
<p>R2 Total</p>	<p>30 points maximum</p>			

Key Personnel for Risk Management Services		Scoring Grid	Minimum Required Points/Maximum Points	Cross-Reference to Proposal
<p>R3</p>	<p>Ecological Risk Assessor - Aquatic</p>		<p>10/30</p>	
<p>R3.1</p>	<p>The proposed resource should have a registered Professional Biologist Certification or M.Sc or PhD in relevant field.</p> <p>*A copy must be provided with bidders' submission for evaluation purposes.</p>	<ul style="list-style-type: none"> • 5 points R.P. Bio or PhD • 4 points M.Sc. 	<p>4/5</p>	
<p>R3.2</p>	<p>The proposed resource should have a Minimum of 8 years experience within the last 12 years conducting Aquatic Ecological Risk Assessments</p>	<ul style="list-style-type: none"> • 6 points for 8 years experience • 1 point for each year after that to a maximum of 10 total points 	<p>6/10</p>	



	<p>under the BC CSR and for Federal Clients.</p> <p>Bidders MUST demonstrate experience by providing project examples relevant to each criteria. Each project MUST have the following information:</p> <ol style="list-style-type: none"> 1. The name of the client organization (to whom the services were provided); 2. The name, title, telephone number and email address of Project Authority; (for validation purposes) 3. Description of the type and scope of services that meet the identified criteria by the resource. 4. Dates and duration of the project (indicating the years and months of engagement and the start and end dates of the work). 			
R3.3	<p>The proposed resource should have experience developing guidance documents for BC Provincial Government and/or Federal Government Clients. Bidders MUST demonstrate experience by providing project examples relevant to each criteria. Each project MUST have the following information:</p> <ol style="list-style-type: none"> 1. The name of the client organization (to whom the services were provided); 2. The name, title, telephone number and email address of Project Authority; (for validation purposes) 3. Description of the type and scope of services that meet the identified criteria by the resource. 4. Dates and duration of the project (indicating the years and months of engagement and the start and end dates of the work). 	<ul style="list-style-type: none"> • 5 points for any aquatic document published in the Risk Assessment community federally or BC provincially. 	0/5	
R3.4	<p>The proposed resource should have experience conducting aquatic risk assessment, food chain modeling, multiple receptors, derivation of TRVs for aquatic risk assessment, field</p>	<ul style="list-style-type: none"> • 1 point for each criterion listed to a maximum of 10 total points 	0/10	



<p>collection of sediment, pore water, surface water and tissue, triad analysis, risk management planning.</p> <p>Bidders MUST demonstrate experience by providing project examples relevant to each criteria. Each project MUST have the following information:</p> <ol style="list-style-type: none"> 1. The name of the client organization (to whom the services were provided); 2. The name, title, telephone number and email address of Project Authority; (for validation purposes) 3. Description of the type and scope of services that meet the identified criteria by the resource. 4. Dates and duration of the project (indicating the years and months of engagement and the start and end dates of the work). 			
R3 Total points	30 maximum		

Key Personnel for Risk Management Services		Scoring Grid	Minimum Required Points/Maximum Points	Cross-Reference to Proposal
R4	Ecological Risk Assessor – Terrestrial			
R4.1	<p>The proposed resource should have a R.P.Bio Certification or M.Sc or PhD in relevant field</p> <p>*A copy must be provided with bidders' submission for evaluation purposes.</p>	<ul style="list-style-type: none"> • 5 points RPBio or PhD • 4 points M.Sc. 	4/5	
R4.2	<p>The proposed resource should have a minimum 8 years experience within the last 12 years conducting Terrestrial Ecological Risk Assessments under the BC CSR and for Federal Clients.</p> <p>Bidders MUST demonstrate experience by providing project examples relevant to each criteria. Each project MUST have the following information:</p>	<ul style="list-style-type: none"> • 6 points for 8 years experience • 1 point for each year after that to a maximum of 10 total 	6/10	



	<p>1. The name of the client organization (to whom the services were provided);</p> <p>2. The name, title, telephone number and email address of Project Authority; (for validation purposes)</p> <p>3. Description of the type and scope of services that meet the identified criteria by the resource.</p> <p>4. Dates and duration of the project (indicating the years and months of engagement and the start and end dates of the work).</p>			
R4.3	<p>The proposed resource should have a experience developing guidance documents for BC Provincial Government and/or Federal Government Clients.</p> <p>Bidders MUST demonstrate experience by providing project examples relevant to each criteria. Each project MUST have the following information:</p> <p>1. The name of the client organization (to whom the services were provided);</p> <p>2. The name, title, telephone number and email address of Project Authority; (for validation purposes)</p> <p>3. Description of the type and scope of services that meet the identified criteria by the resource.</p> <p>4. Dates and duration of the project (indicating the years and months of engagement and the start and end dates of the work).</p>	<ul style="list-style-type: none"> 5 points for any terrestrial document recognized by RA community federally or BC provincial related to terrestrial ERA 	0/5	
R4.4	<p>The proposed resource should have experience conducting terrestrial risk assessment, food chain modeling, multiple receptors, derivation of TRVs for terrestrial risk assessment, fugacity modeling, field collection of soil, groundwater, vapours and tissue, risk management</p>	<ul style="list-style-type: none"> 1 point for each criterion listed to a maximum of 10 points 	0/10	



	<p>planning.</p> <p>Bidders MUST demonstrate experience by providing project examples relevant to each criteria. Each project MUST have the following information:</p> <ol style="list-style-type: none"> 1. The name of the client organization (to whom the services were provided); 2. The name, title, telephone number and email address of Project Authority; (for validation purposes) 3. Description of the type and scope of services that meet the identified criteria by the resource. 4. Dates and duration of the project (indicating the years and months of engagement and the start and end dates of the work). 			
R4 Total points		30 maximum		

Key Personnel for Risk Management Services		Scoring Grid	Minimum Required Points/Maximum Points	Cross-Reference to Proposal
R5	Senior Engineer or Scientist		16/25	
R5.1	<p>The proposed resource should have a Professional Designation (British Columbia) relevant to contaminated sites work.</p> <p>*A copy must be provided with bidders' submission for evaluation purposes.</p>	<ul style="list-style-type: none"> • 5 points R.PBio, P.Eng, P.Ag,P. Geo 	5/5	
R5.2	<p>The proposed resource should have a experience preparing remedial options analysis, use of standard and innovative remediation technology, utilization of RA in forming remediation plan, development of risk management, working with a multidisciplinary team.</p> <p>Bidders MUST demonstrate experience by providing project</p>	<ul style="list-style-type: none"> • 10 points development and implementation of a Remedial Action Plan for complex (multiple contaminants and exposure pathways), remote (no vehicle access) sites • 8 points development and implementation of a Remedial Action Plan 	5/10	



	<p>examples relevant to each criteria. Each project MUST have the following information:</p> <ol style="list-style-type: none"> 1. The name of the client organization (to whom the services were provided); 2. The name, title, telephone number and email address of Project Authority; (for validation purposes) 3. Description of the type and scope of services that meet the identified criteria by the resource. 4. Dates and duration of the project (indicating the years and months of engagement and the start and end dates of the work). 	<p>for complex (multiple contaminants and exposure pathways), vehicle-accessible sites</p> <ul style="list-style-type: none"> • 5 points development and implementation of a Remedial Action Plan for simple, vehicle-accessible sites 		
R5.3	<p>The proposed resource should have a minimum of 10 years experience within the last 15 years practicing contaminated sites science under the BC CSR and for Federal Clients.</p> <p>Bidders MUST demonstrate experience by providing project examples relevant to each criteria. Each project MUST have the following information:</p> <ol style="list-style-type: none"> 1. The name of the client organization (to whom the services were provided); 2. The name, title, telephone number and email address of Project Authority; (for validation purposes) 3. Description of the type and scope of services that meet the identified criteria by the resource. 4. Dates and duration of the project (indicating the years and months of engagement and the start and end dates of the work). 	<ul style="list-style-type: none"> • 6 points for 10 years experience • 1 point for each 2 years after that up to max 9 points for years experience • 1 point for BC provincial or federal government experience 	6/10	
R5 Total points		25 maximum		



Key Personnel for Risk Management Services		Scoring Grid	Minimum Required Points/Maximum Points	Cross-Reference to Proposal
R6	Field technician		3/20	
R6.1	<p>The proposed resource should have a Technical Diploma or Degree relevant to contaminated sites work.</p> <p>*A copy must be provided with bidders' submission for evaluation purposes.</p>	<ul style="list-style-type: none"> 5 points for diploma or degree 	0/5	
R6.2	<p>The proposed resource should have a minimum of three years field work experience.</p> <p>Bidders MUST demonstrate experience by providing project examples relevant to each criteria. Each project MUST have the following information:</p> <ol style="list-style-type: none"> The name of the client organization (to whom the services were provided); The name, title, telephone number and email address of Project Authority; (for validation purposes) Description of the type and scope of services that meet the identified criteria by the resource. Dates and duration of the project (indicating the years and months of engagement and the start and end dates of the work). 	<ul style="list-style-type: none"> 3 points for 3 years experience 1 point for each additional year to a maximum of 5 points total 	3/5	
R6.3	<p>The proposed resource should have field experience collecting: soil, groundwater, porewater, soil vapour, sediment for chemistry, sediment for toxicity testing, tissue, indoor air, hazardous building materials, surface water.</p> <p>Bidders MUST demonstrate experience by providing project examples relevant to each criteria. Each project MUST have the following information:</p>	<ul style="list-style-type: none"> 1 point for each medium collected to a maximum of 10 points total 	0/10	



	<p>1. The name of the client organization (to whom the services were provided);</p> <p>2. The name, title, telephone number and email address of Project Authority; (for validation purposes)</p> <p>3. Description of the type and scope of services that meet the identified criteria by the resource.</p> <p>4. Dates and duration of the project (indicating the years and months of engagement and the start and end dates of the work).</p>			
R6 Total score		20 maximum		

Key Personnel for Risk Management Services	Scoring Grid	Minimum Required Points/Maximum Points	Cross-Reference to Proposal
<p>R7</p> <p>Auxiliary Personnel</p> <p>The positions (listed below) shall meet the minimum requirements. If minimum requirements are not met they will be evaluated on price only.</p> <p>For example if you do not have a person qualified they will score a 0 but will still be included in the financial proposal if the minimum score for the technical proposal has been obtained.</p> <p>If the minimum was not met by the proposed resource(s), other resources will need to be evaluated and meet the minimum point requirement before call ups will be issued.</p>		3/20	
<p>R7.1</p> <p>Intermediate Engineer (5 years experience with engineering degree), P.Geo acceptable</p> <p>The bidder should provide a copy of the resources' certification/degree</p>	<ul style="list-style-type: none"> • 5 points for 5 years experience • 0 points for less than 5 years experience 	0/5	



	<p>Bidders MUST demonstrate experience by providing project examples relevant to each criteria. Each project MUST have the following information:</p> <ol style="list-style-type: none"> 1. The name of the client organization (to whom the services were provided); 2. The name, title, telephone number and email address of Project Authority; (for validation purposes) 3. Description of the type and scope of services that meet the identified criteria by the resource. 4. Dates and duration of the project (indicating the years and months of engagement and the start and end dates of the work). 			
R7.2	<p>Intermediate Risk Assessor (5 years with undergrad degree)</p> <p>The bidder should provide a copy of proof of the resources' certification/degree</p>	<ul style="list-style-type: none"> • 5 points for 5 years experience • 0 points for less than 5 years experience 	0/5	
R7.3	<p>GIS Analyst (Diploma or Degree and a minimum of 3 years experience)</p> <p>The bidder should provide a copy of the resources' of certification/degree.</p> <p>Bidders MUST demonstrate experience by providing project examples relevant to each criteria. Each project MUST have the following information:</p> <ol style="list-style-type: none"> 1. The name of the client organization (to whom the services were provided); 2. The name, title, telephone number and email address of Project Authority; (for validation purposes) 3. Description of the type and scope of services that meet the identified criteria by the resource. 4. Dates and duration of the project (indicating the years and months of engagement and the start and end dates of the work). 	<ul style="list-style-type: none"> • 2 points for diploma or degree • 1 point for each year experience after 3 years (max 3 points) 	3/5	



R7.4	<p>The bidders' proposed resource should have experience as a Risk communicator (experience developing risk communication and public outreach plans)(this person can be another staff member already listed)</p> <p>Bidders MUST demonstrate experience by providing project examples relevant to each criteria. Each project MUST have the following information:</p> <ol style="list-style-type: none"> 1. The name of the client organization (to whom the services were provided); 2. The name, title, telephone number and email address of Project Authority; (for validation purposes) 3. Description of the type and scope of services that meet the identified criteria by the resource. 4. Dates and duration of the project (indicating the years and months of engagement and the start and end dates of the work). 	<ul style="list-style-type: none"> • 5 points for listing a communication or outreach plan implemented 	0/5	
R7 Total score		20 maximum		

TOTAL TABLES R1 TO R7	185 maximum	140/185
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The following forms should be used to prepare the submission for the technical and financial component. Only the forms provided should be submitted as the technical proposal and a maximum of two pages per team member is required (with the exception of auxiliary personnel). Space is limited in order to streamline the evaluation process. The technical proposal should be submitted in one file clearly labeled "Technical Proposal" Submitted by "ABC Consulting". The financial proposal should be submitted in a second file clearly labeled "Financial Proposal" Submitted by "ABC Consulting".

APPENDIX "A" to Attachment 1 to Part 4

Statement of Qualifications

Corporate Profile 1	
Name	
Address	
Business Number(s)	
If submitted as a joint venture or partnership, provide details on which person works for which company. And identify the company who will be listed on the Call-up.	
Corporate Summary	
Identify how your company meets the mandatory requirements	
M1 – One CSAP approved roster professional for risk assessment in good standing (include name and Roster link)	
M2- One R.P.Bio (BC or AB) or DABT member in good standing. (include name and link or certification)	
Summary should include work completed for the Federal Government and also highlight work done under the BC Contaminated Sites Regulation.	
Submission Contact Name, Telephone, Email Address	
Signed by authorized personnel :	

1 This profile page will be used to provide general company information but will only be used to demonstrate the mandatory requirement M1. The rest of the information will not be formally used in the technical or financial proposal evaluation. It is requested that a submitters only highlight corporate experience in how it relates to Fisheries and Oceans Canada or to work done for other Federal Departments. A large statement of qualifications is not required as the emphasis of this standing offer is on the individuals proposed not the company experience.



Position	Project Manager	
Name		
Demonstrate Experience in		
1) Minimum 8 years experience within the last 10 years managing contaminated sites projects list company/agency and Years		
2) Formal Business or Project Management Training		
3) Certification of PMP with the PMI		
4) Project Experience		
Project Name		
Project Summary and PM role		
Project Budget		
Client Reference	Name	Contact Information



Project 2 for Project Manager		
Project Name		
Project Summary and PM role		
Project Budget		
Client Reference	Name	Contact Information



Position	Human Health Risk Assessor	
Name		
Credentials		
1) Relevant Education /Certification		
2) Minimum 8 years experience within the last 10 years conducting Human Health Risk Assessments under the BC CSR and for Federal Clients – list dates client or company/agency		
3) Project Experience for preparation of guidance documents for BC and/or federal government related to human health – name title, date of documentation and primary role		
4) Demonstrated experience in probabilistic and/or deterministic RA in a risk management framework, derivation of TRVs for Human Health, current soil vapor modeling and guidance, cancer amortization and current regulatory guidance, risk management planning. (demonstrate in 2 projects listed below)		
Project 1 for Human Health Risk Assessor		
Project Name		
Project Summary and RA role		
Project Budget		
Client Reference	Name	Contact Information



Project 2 for Human Health Risk Assessor		
Project Name		
Project Summary and RA role		
Project Budget		
Client Reference	Name	Contact Information



Position	Ecological Risk Assessor - Aquatic	
Name		
Credentials		
1) Relevant Education and Certification		
2) Minimum 8 years experience within the last 10 years conducting Aquatic Ecological Risk Assessments under the BC CSR and for Federal Clients identify dates and agency/company		
3) Project Experience for preparation of guidance documents for BC and/or federal government related to aquatic ecological risk assessment		
4) Experience conducting aquatic risk assessment, food chain modeling, derivation of TRVs for aquatic risk assessment, fugacity modeling, field collection of tissue or other biota related to conceptual site model, risk management planning.		
Project 1 for Aquatic Ecological Risk Assessor		
Project Name		
Project Summary and RA role		
Project Budget		
Client Reference	Name	Contact Information



Project 2 for Aquatic Ecological Risk Assessor		
Project Name		
Project Summary and RA role		
Project Budget		
Client Reference	Name	Contact Information



Position	Ecological Risk Assessor - Terrestrial	
Name		
Credentials		
1) Relevant Education and Certification		
2) Minimum 8 years experience within the last 10 years conducting Terrestrial Ecological Risk Assessments under the BC CSR and for Federal Clients identify dates and agency/company		
3) Project Experience for preparation of guidance documents for BC and/or federal government related to terrestrial ecological risk assessment		
4) Experience conducting terrestrial risk assessment, food chain modeling, derivation of TRVs for terrestrial risk assessment, fugacity modeling, field collection of tissue or other biota related to conceptual site model, risk management planning.		
Project 1 for Terrestrial Ecological Risk Assessor		
Project Name		
Project Summary and RA role		
Project Budget		
Client Reference	Name	Contact Information



Project 2 for Terrestrial Ecological Risk Assessor		
Project Name		
Project Summary and RA role		
Project Budget		
Client Reference	Name	Contact Information



Position	Senior Engineer or Scientist	
Name		
Credentials		
1) Professional Designation and education relevant to contaminated sites work.		
2) Minimum 10 years experience within the last 15 years practicing contaminated sites science under the BC CSR and for Federal Clients. List dates, client or company/agency		
3) Experience preparing remedial options analysis, use of standard and innovative remediation technology, utilization of RA in forming remediation plan, development of risk management, working with a multidisciplinary team.		
Project 1 for Senior Engineer or Scientist (should be a project with significant RA or RM component)		
Project Name		
Project Summary and role		
Project Budget		
Client Reference	Name	Contact Information



Project 2 for Senior Engineer or Scientist (should include a physical remediation component and/or development of remedial options analysis)		
Project Name		
Project Summary and role		
Project Budget		
Client Reference	Name	Contact Information



Position	Field staff
Name	
Credentials	
1) Technical Diploma or Degree	
2) Three years field work experience	
3) Field experience collecting: soil, groundwater, porewater, soil vapour, sediment for chemistry, sediment for toxicity testing, tissue, indoor air, hazardous building materials, surface water	
Provide details on how you meet the experience in Criterion 3. General information regarding sample size/ location and dates is acceptable for example DFO/2013/Egg Island Tissue Sampling N= ~10	
Client/Year/Location	Media Collected and approx.. Sample Size
	Soil N=
	Groundwater N=
	Porewater N=
	Soil vapour N=
	Sediment for chemistry N=
	Sediment for toxicity testing N=
	Tissue sampling N=
	Indoor air N=
	Surface water N=
	Other?



Position	Auxillary staff	
Name	Position	Qualifications and brief experience
1)	Intermediate Engineer/Scientist Minimum 5 years experience	
2)	Intermediate Risk Assessor Minimum 5 years experience	
3)	GIS Analyst Diploma or Degree and minimum 3 years experience	



4)	Risk Communicator Experience developing risk communication and public outreach plans	
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***Note: References are requested to validate information provided and may be contacted.**



ATTACHMENT 2 to PART 4 – FINANCIAL PROPOSAL

The financial proposal will be opened only for contractors demonstrating they meet the mandatory requirements and those with a minimum technical score of 140/185.

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

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

Year 1: Date of Standing Offer Award to 12 months thereafter

Position and Name		Key Personnel Hourly Rates		
Position (A)	Name of Resource (B)	Rate (C)	Factor % (D)	Blended Rate (E) = (C x D)
Project Manager		\$	0.15	\$
Human Health Risk Assessor		\$	0.15	\$
Aquatic Ecological Risk Assessor		\$	0.15	\$
Terrestrial Ecological Risk Assessor		\$	0.15	\$
Senior Engineer or Scientist		\$	0.10	\$
Field Staff		\$	0.10	\$
Intermediate Risk Assessor		\$	0.05	\$
Intermediate Engineer/Scientist Field Staff		\$	0.05	\$
Risk Communicator		\$	0.05	\$
GIS Analyst		\$	0.05	\$
Total Blended Rate Year One		(F) = \$ _____ (GST/HST Extra)		



Year 2: Date of Standing Offer Award to 24 months thereafter

Position and Name		Key Personnel Hourly Rates		
Position (A)	Name of Resource (B)	Rate (C)	Factor % (D)	Blended Rate (E) = (C x D)
Project Manager		\$	0.15	\$
Human Health Risk Assessor		\$	0.15	\$
Aquatic Ecological Risk Assessor		\$	0.15	\$
Terrestrial Ecological Risk Assessor		\$	0.15	\$
Senior Engineer or Scientist		\$	0.10	\$
Field Staff		\$	0.10	\$
Intermediate Risk Assessor		\$	0.05	\$
Intermediate Engineer/Scientist Field Staff		\$	0.05	\$
Risk Communicator		\$	0.05	\$
GIS Analyst		\$	0.05	\$
Total Blended Rate Year Two		(F) = \$ _____ (GST/HST Extra)		

Year 3: Date of Standing Offer Award to 36 months thereafter

Position and Name		Key Personnel Hourly Rates		
Position (A)	Name of Resource (B)	Rate (C)	Factor % (D)	Blended Rate (E) = (C x D)
Project Manager		\$	0.15	\$
Human Health Risk Assessor		\$	0.15	\$
Aquatic Ecological Risk Assessor		\$	0.15	\$
Terrestrial Ecological Risk Assessor		\$	0.15	\$



Senior Engineer or Scientist		\$	0.10	\$
Field Staff		\$	0.10	\$
Intermediate Risk Assessor		\$	0.05	\$
Intermediate Engineer/Scientist Field Staff		\$	0.05	\$
Risk Communicator		\$	0.05	\$
GIS Analyst		\$	0.05	\$
Total Blended Rate Year Three	(F) = \$ _____ (GST/HST Extra)			

Year 4: Date of Standing Offer Award to 48 months thereafter

Position and Name		Key Personnel Hourly Rates		
Position (A)	Name of Resource (B)	Rate (C)	Factor % (D)	Blended Rate (E) = (C x D)
Project Manager		\$	0.15	\$
Human Health Risk Assessor		\$	0.15	\$
Aquatic Ecological Risk Assessor		\$	0.15	\$
Terrestrial Ecological Risk Assessor		\$	0.15	\$
Senior Engineer or Scientist		\$	0.10	\$
Field Staff		\$	0.10	\$
Intermediate Risk Assessor		\$	0.05	\$
Intermediate Engineer/Scientist Field Staff		\$	0.05	\$
Risk Communicator		\$	0.05	\$
GIS Analyst		\$	0.05	\$
Total Blended Rate Year Four	(F) = \$ _____ (GST/HST Extra)			



Year 5: Date of Standing Offer Award to 60 months thereafter

Position and Name		Key Personnel Hourly Rates		
Position (A)	Name of Resource (B)	Rate (C)	Factor % (D)	Blended Rate (E) = (C x D)
Project Manager		\$	0.15	\$
Human Health Risk Assessor		\$	0.15	\$
Aquatic Ecological Risk Assessor		\$	0.15	\$
Terrestrial Ecological Risk Assessor		\$	0.15	\$
Senior Engineer or Scientist		\$	0.10	\$
Field Staff		\$	0.10	\$
Intermediate Risk Assessor		\$	0.05	\$
Intermediate Engineer/Scientist Field Staff		\$	0.05	\$
Risk Communicator		\$	0.05	\$
GIS Analyst		\$	0.05	\$
Total Blended Rate Year Five		(F) = \$ _____ (GST/HST Extra)		

Total Price for Evaluation Purposes:

Total Blended Rate Year 1 \$ _____
 +
 Total Blended Rate Year 2 \$ _____
 +
 Total Blended Rate Year 3 \$ _____
 +
 Total Blended Rate Year 4 \$ _____
 +
 Total Blended Rate Year 5 \$ _____

= \$ _____
Total Financial Bid, GST/HST Extra



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Status and Availability of Resources

SACC Manual Clause [M3020T](#) (2016-01-28), Status of Availability of Resources – Offer



5.2.3.2 Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

YES () **NO ()**

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

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

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive



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

YES () **NO ()**

If so, the Offeror must provide the following information:

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

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 & title

Signature

5.2.3.3 List of Names for Integrity Verification Form

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

5.2.3.4 Contractor's Representative

The Contractor's Representative for the Contract is:

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

5.2.3.5 Supplementary Contractor Information

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

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

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



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

c) For individuals and unincorporated businesses, the contractor's SIN and, if applicable, the BN, or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number:

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

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

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

Signature

Print Name of Signatory



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 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

There is no security requirement applicable to the Contract.

Escort required at DFO site(s)

- The supplier and all individuals assigned to work on the contract or arrangement **MUST NOT** have access to PROTECTED or CLASSIFIED information/assets.
- The supplier and all individuals assigned to work on the contract or arrangement **MUST NOT** have unescorted access to restricted access areas of Fisheries and Oceans Canada facilities, or Canadian Coast Guard vessels.
- 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 the Contracting Authority (i.e. a new SRCL must be submitted and processed following the same procedure as for the initial contract).

6.2 Insurance Requirements

SACC Manual clause [G1005C](#) (2016-01-28) Insurance – No Specific Requirement



PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

There is no security requirement applicable to the Contract.

Escort required at DFO site(s)

- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have access to PROTECTED or CLASSIFIED information/assets.
- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have unescorted access to restricted access areas of Fisheries and Oceans Canada facilities, or Canadian Coast Guard vessels.
- 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 the Contracting Authority (i.e. a new SRCL must be submitted and processed following the same procedure as for the initial contract).

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

[2005](#) (2022-12-01) General Conditions - Standing Offers - Services, apply to and form part of the Standing Offer.

7.3.2 Standing Offers Reporting

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

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

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

The semi-annual reporting periods are defined as follows:

- Report 1: April 1 to September 30
- Report 2: October 1 to March 31



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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of Award to 5 years thereafter.

7.4.2 Comprehensive Land Claims Agreements (CLCAs)

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users in the Pacific Region, excluding locations within Yukon that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within Yukon will have to be treated as a separate procurement, outside of the standing offer.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Mazen Obeid
Senior Contracting Officer
Procurement Services and Procurement Hub
Fisheries and Oceans Canada
Government of Canada

200 Kent Street
Ottawa, ON K1A 0E6
Cell phone: (613) 299-2564
E-mail: Mazen.Obeid@dfo-mpo.gc.ca

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

7.5.2 Project Authority *(To be provided at standing offer award)*

The Project Authority for the Standing Offer is:

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

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

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



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

7.5.3 Offeror's Representative *(To be provided at standing offer award)*

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: *(to be provided at standing offer award)*

7.8 Call-up Procedures

Call-ups will be issued on a proportional basis. The ranking and percentages for the call-ups are:

1. Highest Ranked Offeror: 28%
2. 2nd-Highest Ranked Offeror: 22%
3. 3rd-Highest Ranked Offeror: 19%
4. 4th-Highest Ranked Offeror: 17%
5. 5th-Highest Ranked Offeror: 14%

7.9 Call-up Instrument

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

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;
 - confirmation that funds are available under section 32 of the Financial Administration Act;
 - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$300,000.00** (Applicable Taxes included).



7.11 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2022-12-01), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010B (2022-12-01), General Conditions - Professional Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated _____ *(to be inserted at standing offer award)*

7.12 Certifications and Additional Information

7.12.1 Compliance

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

7.12.2 SACC Manual Clauses

M3020C (2016-01-28), Status of Availability of Resources – Standing Offer

7.13 Applicable Laws

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

7.14 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

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



B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

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 and [Attn: TBD](#). 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 Project Authority) **TBD**. **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.



Section 15 Interest on Overdue Accounts, of [2010B](#) (2022-12-01), General Conditions - Professional Services (Medium Complexity) will not apply to payments made by credit cards.

7.3 Term of Standing Offer

7.3.1 Period of the Standing Offer

The period of the Standing Offer is from date of award to **5 years (60 months)** thereafter.

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Basis of Payment – Fixed Time Rate – Limitation of Expenditure

The Contractor will be paid for the Work performed, in accordance with the Basis of payment at Annex B, to a limitation of expenditure of \$ _____ *(to be provided at standing offer award)*. Customs duties are included and Applicable Taxes are extra.

7.5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ *(to be provided at standing offer award)*. Customs duties are 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.

7.5.3 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.

7.5.4 SACC Manual Clauses

SACC Manual clause [A9117C](#) (2007-11-30), T1204 – Direct Request by Customer Department

SACC Manual clause [C2000C](#) (2007-11-30), Taxes – Foreign-based Contractor

7.5.5 Electronic Payment of Invoices – Call-up

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

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

7.5.6 Travel and Living Expenses - National Joint Council Travel Directive

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

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

Estimated Cost: \$ _____ *(to be provided at each call-up award)*

7.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Each invoice must be supported by a copy of any documents as specified in the Contract.
3. Invoices must be distributed as follows:
The original copy must be forwarded to DFO.invoicing-facturation.MPO@dfo-mpo.gc.ca for certification and payment. With a Cc to _____ *(to be inserted at standing offer award)*

7.7 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance – No Specific Requirement

7.8 Dispute Resolution

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



ANNEX "A"

STATEMENT OF WORK

1.0 Scope

1.1 Title

Regional Standing Offer for Environmental Risk Management Services – Pacific Region

1.2 Introduction

The Regional Office of Environmental Coordination (ROEC) within Real Property, Safety & Security of the Department of Fisheries and Oceans--Pacific Region (RPSS) conducts and manages site assessment, site characterization and environmental audit projects on property that DFO owns or has an interest in. These projects involve assessments of contaminants in soil, air, surface water, groundwater, and plant and animal tissues. The properties managed by RPSS include: light stations, small craft harbors, hatcheries and various other facilities and bases. The department has internal resources that conduct risk assessment and risk management. Due to the large number of sites additional outside expertise is often required.

The Department of Fisheries and Oceans (DFO) owns, leases or are tenants of approximately 2000 properties in the Pacific Region. As part of the DFO's Contaminated Sites Strategy and the Federal Contaminated Sites Action Program; DFO's approach to managing contaminated sites focuses on a risk management approach. This approach is adapted to sites after they have had various levels of Phase I, II or III Environmental Site Assessments. This heavier reliance on risk management has indicated a need for consultants to help DFO with implementing this approach at their sites. The two main components of risk management that will be required under this standing offer include risk assessment and remediation/risk management planning. This work may at times include conducting a screening type assessment under the Canadian Environmental Assessment Act (CEAA 2012), development of risk communication plans, habitat surveys and other tasks in support of the risk assessment.

1.3 Objectives of the Requirement

The purpose of this requirement is for the provision of technical and project management services related to the overall risk management of contaminated sites. The Supplier(s) will be available to help the DFO's staff to prepare and implement risk management or parts thereof on an as needed basis.

1.4 Background, Assumptions and Specific Scope of the Requirement

This standing offer is designed to provide external resources to assist with risk management services, including but not limited to risk assessment, remedial options evaluation, remediation planning, risk communication and development of risk management plans for DFO on an as needed basis.

2.0 Requirements

2.1 Tasks, Activities, Deliverables and Milestones

The project will consist of the following tasks:

1. *Review of existing data and recommendations for additional data collection.* A review of available data and reports from previous activities at the site will be undertaken. Detailed recommendations for additional data collection (sampling locations, analytical requirements, etc.) will be prepared for input to the proposed environmental site investigation program.
2. *Site visit and data collection.* A site visit will be conducted to ensure an understanding of physical site-specific conditions. This will be conducted in conjunction with the proposed environmental site



investigation program. A copy of sample descriptions (i.e., GPS coordinates and sample depth) should be shared with DFO as soon as practicable after completion of the field work.

3. *Risk assessment.* Specific phases of the project include:

- Problem formulation – identification of Contaminants of Potential Concern (COPCs), potential human receptors, and exposure pathways, as well as identification of key data gaps. This will be conducted in part to identify requirements for additional data collection. The problem formulation will be revisited and updated upon completion of the additional investigation program.
- Exposure assessment – quantification of the estimated exposure of each human receptor to each COPC, using realistic exposure scenario assumptions, point-of-exposure measurements and appropriate fate and transport models. Background exposure should also be quantified where applicable.
- Toxicity/effects assessment – determination of appropriate toxicity reference values (TRVs) consistent with Health Canada recommendations, and an evaluation of potential additive effects or other chemical interactions. Where sufficient data are available, a bioavailability assessment will be undertaken. If Health Canada TRVs are not available, or are not considered appropriate, for specific COPCs, alternate values may be proposed with appropriate justification. Dose-response assessment shall be deferred to the detailed level investigation as needed.
- Risk characterization – calculation of quantitative hazard quotients and cancer risks and determination of whether hazards/risks are acceptable. Uncertainty will be analyzed and, where appropriate, quantified and discussed explicitly in an Uncertainty Analysis section.
- Discussion and Conclusions – including weight of evidence determination for each receptor group.

4. *Report preparation.* A comprehensive report will be prepared documenting the input data, methods and results, and should be self-contained (i.e., contain all relevant supporting data and document all assumptions). The report should contain all required information as outlined in the DFO guidance and should clearly describe any aspects that deviated from the referenced protocols and guidance documents. The report should contain recommendations with respect to remediation and/or risk management. In particular, the report should identify any issues representing significant risks to human or environmental health that may require immediate mitigative action.

Specifically, the report should include:

- Executive summary
- Introduction
- Description of property/site (including summary of site investigations and data on contaminant concentrations in environmental media)
- Problem formulation
- Exposure assessment (including all formulae, assumptions, worked examples, and all supporting data); in some cases custodial departments may request/require detailed calculations of each exposure, not just examples
- Toxicity assessment (including toxicity summary for each COPC)
- Risk characterization
- Uncertainties and data gaps
- Conclusion and Discussion
- Recommendations
- References

The report should undergo an internal senior technical peer review to ensure all data from the environmental site investigation(s) are correct, appropriate human health based screening guidelines are used, and calculations are correct.

The report should include a summary of site conditions, and sufficient documentation for all assumptions and calculations to enable an independent technical review. The final report will address all comments provided during



the Project Authority's review of the draft. The draft report shall be submitted in editable digital format (MS Word and MS Excel spreadsheets).

Two complete hard copies of the final environmental report should be provided. Each copy of the report should be accompanied with a CD or memory stick containing the unlocked full digital copy of the report and its corresponding report files (i.e., MS Excel, MS Word, PDF documents), as well as any data files as received from the analytical laboratories in MS Excel format.

2.2 Specifications and Standards

The Environmental Risk Assessment/Management work will be conducted using the following protocols and guidance documents:

- Federal Contaminated Site Risk Assessment in Canada, Part I: Guidance on Human Health Preliminary Quantitative Risk Assessment (PQRA).
- Federal Contaminated Site Risk Assessment in Canada, Part II: Health Canada Toxicological Reference Values (TRVs) and chemical-specific factors.
- Federal Contaminated Site Risk Assessment in Canada, Part III: Guidance on Peer Review of Human Health Risk Assessment for Federal Contaminated Sites in Canada.
- Federal Contaminated Site Risk Assessment in Canada, Part V: Guidance on Detailed Quantitative Human Health Risk Assessment of Chemicals (DQRACHEM).
- Canadian Council of Ministers of the Environment (CCME) 2001 Canada- Wide Standard for Petroleum Hydrocarbons (PHC) in Soil – scientific supporting documents (CCME 2000, 2001, 2008)
- Applicable provincial protocols and guidelines.

2.3 Method and Source of Acceptance

Final reports produced under each call up will be deemed complete upon review and acceptance by the Departmental Representative.

2.4 Reporting Requirements

Two complete hard copies of the final environmental report should be provided. The report should be accompanied by a CD or memory stick containing the unlocked full digital copy of the report and its corresponding report files (i.e., MS Excel, MS Word, PDF documents).

Due to the large portfolio of sites and the need to manage these sites over a long period of time, detailed terms of reference for environmental reports and sampling should be followed for all reports submitted unless otherwise specified by DFO on a per site basis. These terms of reference may change at any time and will be provided at the time a call-up is issued.

2.5 Project Management Control Procedures

Any deliverables that do not meet the terms and specifications as outlined in the conditions of the contract (e.g., Work Plan or Terms of Reference) will not be considered final.

The individual identified in the proposal as the Project Coordinator or Technical Authority shall work with the Departmental representative to ensure that the figures and tables and the conceptual site model is received within 4 weeks of field work completion.

A draft report should be completed within 6 weeks of review of the Conceptual Site Model (CSM) and figures and tables by the Departmental Representative.

All final reports must be received no later than March 31 of that fiscal year (note: a fiscal year runs from April 1st to March 31st of the next year) unless otherwise specified in the call-up.



A minimum of monthly updates on progress reports should be submitted by the Project manager to the Departmental Representative.

2.6 Change Management Procedures

A request for a change in scope of the call-ups can be initiated by the Departmental Representative based on field conditions, sampling protocols or other situations such as custodian requirements. Both parties must agree on the scope change and have a record of both parties agreement. In the event the scope change requires a budget change, an amending call-up will be actioned by the Departmental Representative.

Changes in scope, financial limitation, period of time, named resources, terms and conditions to the Standing Offer agreement(s) must be authorized in writing by the Contracting Authority.

2.7 Ownership of Intellectual Property

The Department of Fisheries and Oceans has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds: where material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

3.0 Other Terms and Conditions of the SOW

3.1 Communications/Meetings

A kick-off meeting will be held upon each call-up award, in a manner and venue (e.g., face-to-face, teleconference) to be determined by the project authority. Travel costs for meetings, if necessary, will be negotiated as separate scope/cost items and should not be included in this proposal.

Progress meetings will be held upon submission of the problem formulation report and the draft report to discuss the direction of the project and the findings.

The contractor shall remain in regular contact with the project authority either by telephone or e-mail to ensure that the project is progressing according to schedule and that any required information is made available.

3.2 DFO and CCG Support

DFO Departmental Representative will:

- Allow and coordinate access to facilities and transportation with CCG (the Canadian Coast Guard) if required
- access to a staff member who will be available to coordinate activities including DFO health and safety requirements
- provide comments on draft reports within two weeks
- provide other assistance or support
- provide access to any publications, reports, studies or historical information related to the work

3.3 Contractor's Obligations

Title to the equipment/furnishings charged against this Standing Offer shall vest in Canada upon payment of invoiced amounts and shall remain so vested at all times.

For each item of equipment/furnishings that is purchased, the Contractor is to record the name, manufacturer, model number, serial number, optional equipment, supplier and price and forward this information to the Project Authority.

The Contractor shall label all equipment/furnishings as being the property of Canada.



Notwithstanding the fact that the equipment/furnishings under this Contract become vested in Canada, the equipment/furnishings shall remain within the custody and control of the Contractor until such time as the Project Authority provides instructions for its delivery. During this period of time, the Contractor shall take reasonable and proper care of the equipment/furnishings.

List of Excluded Equipment Rental and Subcontractor Markup Costs

In the process of conducting work on behalf of DFO several items are not permitted to be billed as separate line items in invoices but are required to be included in the hourly rate of professional staff. Other items not listed below are to be determined on a project specific basis and will be negotiated when an individual call-up against the standing offer is issued.

Costs to be included in hourly rate of professional staff:

- Cell Phone
- Digital Camera
- Gloves
- Personal Protective Equipment (unless specific requirements for DFO - i.e., flight suits- whereby DFO will provide or pay for)
- First Aid Kit and Supplies
- Computer software or hardware (e.g., removable hard drives)
- Training (unless agreed to on a specific basis)

3.4 Location of Work, Work site and Delivery Point

Due to existing workload and deadlines, all personnel assigned to any call-up resulting from this SO must be ready to work in close and frequent contact with the Departmental Representative and other departmental personnel.

DFO will provide at least four weeks' notice to the consultants of any field visits or other fixed commitments for personnel listed in this standing offer. If DFO cannot provide four weeks advance notice of the requirement for personnel specified on the consultants proposal, then DFO and the consultant may agree on a mutually suitable date. As a last resort DFO may consider alternate personnel proposed by the company for that specific project; however, this must be approved prior to the issuing of a call-up against the standing offer. If the company proposes replacement resources for a project, the replacement resources need to be evaluated and their score must meet or exceed the named resources in order to be considered. Not having an equivalent or better resource could affect the company's overall ranking.

3.5 Language of Work

The language of work will be in English.

3.6 Travel and Accommodation

All travel and accommodation must be pre-approved by the Project Authority. Expenses are to be reimbursed upon submission and approval of the travel claim(s) to the Project Authority in accordance with [C4005C: Travel and Living Expenses - National Joint Council Travel Directive](#) .

Receipts must be submitted for invoiced travel expenses, except meals and incidentals can be invoiced at the current rates as per the National Joint council Travel Directive. Vehicle kilometres can be invoiced at the current rates as per the National Joint Council Travel Directive.

Guidelines for allowable accommodation and rental vehicle costs: [National Joint Council Travel Directive](#)



Invoices for accommodation or car rentals must include receipts according to the receipts requirements included in the [National Joint Council Travel Directive](#)

4.0 Project Schedule

4.1 Expected Start and Completion Dates

The period for placing call-ups against any resulting Standing Offer will be a maximum of three (3) years from the date a Standing Offer is authorized by DFO. A maximum of five companies will be accepted on the Standing Offer.

4.2 Schedule and Estimated Level of Effort (Work Breakdown Structure)

Listed below are the minimum milestones to be included in the proposal for each individual call-up.

- [insert date] – project kickoff meeting.
- [insert date] – all relevant reports and data to be forwarded to contractor.
- [insert date] – draft problem formulation report to be submitted to ROEC for review.
- [insert date] – draft sampling plan report to be submitted to ROEC for review.
- [insert date] – draft report to be submitted to ROEC for review.
- [insert date] – comments on the draft report to be forwarded to the contractor.
- [insert date] – final report to be submitted to ROEC.

5.0 Required Resources or Types of Roles to Be Performed

The personnel submitted on this proposal must be available for work for the entire standing offer period including any option years if exercised. In the event any of the named resources listed in the standing offer are no longer employed at the company that was awarded the standing offer, the company must submit in writing to the contracting authority replacement personnel within 3 months of the named resource leaving. The replacement resource will be evaluated using the same technical criteria as the resource that they are replacing. In the event a suitable replacement is not identified a new call-up may not be issued for that company for that particular service until an appropriate replacement resource is approved.

6.0 Glossary

6.1 Relevant Terms, Acronyms and Glossaries

ACM	Asbestos Containing Materials
AEC	Areas of Environmental Concern
AIA	Archaeological Impact Assessment
AOA	Archaeological Overview Assessment
APEC	Area of Potential Environmental Concern
ASCS	Aquatic Sites Classification System
ASTM	American Society for Testing and Materials
AVS & SEM	Acid Volatile Sulphides and Simultaneously Extracted Metals
BC	British Columbia
BC MOE	BC Ministry of the Environment
BC CDC	BC Conservation Data Centre
BETX	Benzene, Ethylbenzene, Toluene & Xylenes
CCA	Chromated copper arsenate
CCG	Canadian Coast Guard
CCME	Canadian Council of Ministers of the Environment
COD	Chemical Oxygen Demand
CSA	Canadian Standards Association
CSM	Conceptual Site Model
CSR	Contaminated Sites Regulation
DFRP	Directory of Federal Real Property



DNAPL	Dense Non-Aqueous Phase Liquids
dpi	Dots per inch
EHP	Environmental Health Perspectives
EMP	Environmental Management Plan
EPH	Extractable Petroleum Hydrocarbons
ERIS	Eco Log Environmental Risk Information System
ESA	Environmental Site Assessment
FCSAP	Federal Contaminated Sites Action Plan
FCSI	Federal Contaminated Sites Inventory
DFO	Fisheries and Oceans Canada
DGPS	Differential Global Positioning System
GPS	Global Positioning System
HBM	Hazardous Building Materials
HWR	Hazardous Waste Regulation
ISQG	Interim Sediment Quality Guideline
JHA	Job Hazard Analyses
LNAPL	Light Non-Aqueous Phase Liquids
LTSA	Land Title and Survey Authority of British Columbia
MCFR	Management of Contaminated Fisheries Regulations
NAPL	Non-Aqueous Phase Liquids
NCSCS	National Classification System for Contaminated Sites
PAHs	Polycyclic Aromatic Hydrocarbons
PCBs	Polychlorinated Biphenyls
PCOC	Potential Contaminant of Concern
PHCs	Petroleum Hydrocarbons
PID	Parcel Identifier
PIN	Parcel Identifier Number
PPE	Personal Protective Equipment
PSI	Preliminary Site Investigation
RBS	Risk-based Strategy
ROEC	Regional Office of Environmental Coordination
ROW	Right-of-Way
RPD	Relative Percent Differences
RPSS	Real Property Safety and Security
SAP	Sampling and Analysis Plans
SARA	Species at Risk Act
TDGR	Transportation of Dangerous Goods Regulation
TOC	Total Organic Carbon
TOR	Terms of Reference
UFFI	Urea Formaldehyde Foam Insulation
VOCs	Volatile Organic Compounds
XRF	X-ray Fluorescence



ANNEX “A-1”

Regional Office of Environmental Coordination – Pacific Region – ROEC

Terms of Reference for Environmental Sampling

Document Control Number 2011-11-21 v1.2

The project manager and field technician(s) must be clear on the requirements and the inherent rules of each part of the naming convention. The following naming convention must be used for all environmental assessments and remediation work being completed on behalf of Fisheries & Oceans Canada. A property ID is required for all naming conventions. If the property ID is not provided, please contact (*to be provided on SO award*).

1.0 Sample Naming Convention

1.1 Sample ID

The **Sample Name** is a unique identifier that uses Site ID, Date, Media Type and Number information to label all samples collected. The format of the Sample Name is:

AAAAAAA-zzz-YYMM-XXnnn

AAAAAAA – The 7 character Real Property Safety and Security Site ID.

zzz – The 3 digit sample station ID. These sample station identifiers are created for a sample location sampled at either several different depths or at several different times. If a sample location represents a single unique sampling event, then the sample station identifier is 000.

YY – This 2 digit number represents the last two digits of the year the sample location was created.

MM – This 2 digit number denotes the month the sample was taken.

In the event a site visit falls at the end of a month and the field program continues to the next month, the initial month designator shall be used for all samples/locations.

XX – 2 letter code describing **medium type** (refer to Table 1.0)

nnn – 3 digits uniquely identifying samples taken during the same site visit

All **Stations/Locations** developed on the same Site and during the same visit will have “AAAAAAA-zzz-YYMM-XXnnn” where Site ID and Date portions are the same for all locations. For locations at which no sample was recovered (e.g., sediment sampling), designate NR001 and subsequent numerical values and ensure field notes identify the medium type.



1.2 Duplicate Samples

The last 3 digits of the sample duplicate ID (**nnn**) should be named using the 900-series, with the last two digits of **nnn** corresponding to the sample from which the duplicate was taken for.

1.3 Travel, Field and Equipment Blanks

The medium type 'SW' ID used for all blank sample types. Further, the last 3 digits of the sample ID (**nnn**) should be named using the 800-series and field notes must identify what type of blank sample was collected.

1.4 Sample Summary Table

The report must include a table that clearly states the information from the sampling program.

Example:

Station ID	Sample ID	Date	Time	Medium	C.O.C. #	Lab Group #	Lab Name	Sample Type

Note: **Sample Type** can be listed as the following: REGULAR, FIELD BLANK, TRAVEL BLANK, and DUPLICATE, etc.

Table 1.0 Sample Medium Codes

Medium Codes	Sample Type
DW	Drinking Water
SW	Surface Water
GW	Ground Water
LW	Leachate Water
IW	Interstitial (Pore) Water
WW	Waste Water (can include storm/sanitary sewer water)
PT	Plant Tissue
AN	Animal Tissue
FE	Fecal Matter
SL	Soil
SE	Bottom Sediment
BM	BuildingMaterial (treated wood, light ballasts, asbestos containing material)
PS	Paint Sample
AV	Air Vapour
AP	Air Particulates (suspended particulates)
SV	Soil Vapour
SD	Settled Particulates/Dust
IF	Influent
NR	No Recovery



Table 2.0 Example of Naming Convention

Three soil samples were taken from a borehole (Location #2) on June 30, 2019 at site “PK00471”. During the same trip (2 days later (July 2nd)), two groundwater samples were taken from the same borehole location (completed as a monitoring well). An additional duplicate sample is taken. At one location a sediment sample was attempted but there was no recovery. One tissue sample of berries was collected on the same date in June. One equipment blank was collected.

In addition, on August 15, 2020 (the following year), two more groundwater samples were collected from location #2 and Location #3 (both MWs).

Station ID	Sample ID	Description
PK00471-0206-002	PK00471-002-1906-SL001	Soil Sample 1
PK00471-0206-002	PK00471-002-1906-SL002	Soil Sample 2
PK00471-0206-002	PK00471-002-1906-SL902	Soil Sample 2 - DUPLICATE
	PK00471-000-1906-AN001	Tissue Sample
PK00471-0206-002	PK00471-002-1906-GW001	Ground Water Sample 1
PK00471-0206-002	PK00471-002-1906-SW801	Equipment Blank collected prior to collecting groundwater samples.
PK00471-0206-002	PK00471-002-1906-GW002	Ground Water Sample 2
PK00471-0206-002	PK00471-002-1906-GW902	Ground Water Sample 2 - DUPLICATE
	PK00471-000-1906-NR001	No Sediment Recovery
PK00471-0206-002	PK00471-002-2008-GW001	Ground Water Sample 3
PK00471-0206-003	PK00471-002-2008-GW002	Ground Water Sample 4



2.0 Lab Services

All analytical services should be billed directly to Fisheries & Oceans Canada, ROEC- Pacific with the Standing Offer Number quoted on the invoice. Only labs identified below should be selected for environmental analytical services unless previously approved by ROEC-Pacific. If a new Standing Offer for Analytical Services is put in place, then the list of available labs may change. DFO will make sure consultants are aware of any changes. Prior to the sampling program, a cost estimate based on the DFO Standing Offer rates should be provided so DFO can issue a call-up against the Standing Offer. Bulk sample pricing are for more than 15 samples.

2.1 Review Lab Invoices

Consultants are required to indicate on the Lab Chain of Custody Forms:

1. The standing offer number
2. The lab PO number (issued by DFO)
3. The DFO AP coder (provided by DFO)
4. The DFO RC Manager (provided by DFO)
5. That DFO will be paying the invoice and is the owner of the data
6. The DFO project manager as a report recipient
7. The project site name

Consultants are to request a copy of the invoice, review to ensure the invoice is correct with respect to analysis completed and DFO rates, forward the approved invoice to DFO.

Consultants/contractors are to instruct the labs to send all lab outputs, including analytical reports (PDF), MS Excel files, and EQUIS electronic data transfer files (in DFO EQUIS .edd format), to the following email address: analytical@dfo-mpo.gc.ca .



ANNEX "B"

BASIS OF PAYMENT

The hourly rates identified will be for the duration of the Standing Offer.

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

A) Year 1: Date of Award to 12 months thereafter

Category of Personnel	Name of Consultant	Year 1 Fixed Hourly Rates
Project Manager		\$
Human Health Risk Assessor		\$
Aquatic Ecological Risk Assessor		\$
Terrestrial Ecological Risk Assessor		\$
Senior Engineer or Scientist		\$
Field staff		\$
Intermediate Risk Assessor		\$
Intermediate Engineer/Scientist		\$
Risk Communicator		\$
GIS Analyst		\$

B) Year 2: Date of Award to 24 months thereafter

Category of Personnel	Name of Consultant	Year 2 Fixed Hourly Rates
Project Manager		\$
Human Health Risk Assessor		\$
Aquatic Ecological Risk Assessor		\$
Terrestrial Ecological Risk Assessor		\$
Senior Engineer or Scientist		\$
Field staff		\$



Intermediate Risk Assessor		\$
Intermediate Engineer/Scientist		\$
Risk Communicator		\$
GIS Analyst		\$

C) Year 3: Date of Award to 36 months thereafter

Category of Personnel	Name of Consultant	Year 3 Fixed Hourly Rates
Project Manager		\$
Human Health Risk Assessor		\$
Aquatic Ecological Risk Assessor		\$
Terrestrial Ecological Risk Assessor		\$
Senior Engineer or Scientist		\$
Field staff		\$
Intermediate Risk Assessor		\$
Intermediate Engineer/Scientist		\$
Risk Communicator		\$
GIS Analyst		\$

D) Year 4: Date of Award to 48 months thereafter

Category of Personnel	Name of Consultant	Year 4 Fixed Hourly Rates
Project Manager		\$
Human Health Risk Assessor		\$
Aquatic Ecological Risk Assessor		\$
Terrestrial Ecological Risk Assessor		\$
Senior Engineer or Scientist		\$
Field staff		\$



Intermediate Risk Assessor		\$
Intermediate Engineer/Scientist		\$
Risk Communicator		\$
GIS Analyst		\$

E) Year 5: Date of Award to 60 months thereafter

Category of Personnel	Name of Consultant	Year 5 Fixed Hourly Rates
Project Manager		\$
Human Health Risk Assessor		\$
Aquatic Ecological Risk Assessor		\$
Terrestrial Ecological Risk Assessor		\$
Senior Engineer or Scientist		\$
Field staff		\$
Intermediate Risk Assessor		\$
Intermediate Engineer/Scientist		\$
Risk Communicator		\$
GIS Analyst		\$



ANNEX “1” to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.1.2, the Offeror must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.

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

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