

RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des  
soumissions – TPSGC  
11 Laurier St. / 11, rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau  
Quebec  
K1A0S5  
Bid Fax: (819) 997-9776

Request For Supply Arrangement -  
Demande pour un arrangement en  
matière d'approvisionnement

Offer to: Department of Public Works and Government Services  
We hereby offer to provide to Canada, as represented by the Minister  
of Public Works and Government Services, in accordance with the  
terms and conditions set out herein or attached hereto, the goods,  
services, and construction detailed herein and on any attached sheets.

Offre au: Ministère des Travaux publics et des Services  
gouvernementaux

Nous offrons par la présente de fournir au Canada, représenté par le  
ministre des Travaux publics et des Services gouvernementaux, aux  
conditions énoncées ou incluses par référence dans la présente et  
aux annexes ci-jointes, les biens, services et construction énumérés  
ici et sur toute feuille ci-annexée.

Comments - Commentaires

Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution  
Marine Emergency Response Division/Division des  
Interventions en cas d'urgence maritime  
Centennial Towers 7th Floor - 7W11  
200 Kent Street  
Ottawa  
Ontario  
K1A0S5

Title - Sujet EREP: Containment Booms RFSA EREP: Containment Booms and Accessories RFSA	
Solicitation No. - N° de l'invitation F7047-220006/B	Date 2023-12-08
Client Reference No. - N° de référence du client F7047-220006	GETS Ref. No. - N° de réf. de SEAG PW-\$ERD-017-29231
File No. - N° de dossier 017erd.F7047-220006	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Standard Time EST on - le 2024-01-26 Heure Normale du l'Est HNE	
Delivery Required - Livraison exigée See Herein – Voir ci-inclus	
Address Enquiries to: - Adresser toutes questions à: Bates, Bruce	Buyer Id - Id de l'acheteur 017erd
Telephone No. - N° de téléphone (343)598-1269 ( )	FAX No. - N° de FAX ( ) -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:  Specified Herein Précisé dans les présentes	
Security - Sécurité This request for a Supply Arrangement does not include provisions for security. Cette Demande pour un arrangement ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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F7047-220006/B  
Client Ref. No. - N° de réf. du client  
F7047-220006

Amd. No. - N° de la modif.  
File No. - N° du dossier  
F7047-220006

Buyer ID - Id de l'acheteur  
017erd  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX “A” – STATEMENT OF WORK**

**ANNEX “B” – TECHNICAL ARRANGEMENT EVALUATION PLAN**

**ANNEX “C” – CERTIFICATE OF COMPLIANCE**

**ANNEX “D” – PERIODIC USAGE REPORTS**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement 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 arrangement and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
  - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
  - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
  - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Statement of Work, Technical Arrangement Evaluation Plan, Certification of Compliance & Periodic Usage Reports.

### **1.2 Summary**

- 1.2.1 The Canadian Coast Guard (CCG) is the lead federal agency responsible for ensuring the clean-up of all ship-source and mystery-source pollution spills into waters under Canadian jurisdiction. In fulfillment of this legislated mandate, the CCG maintains a level of operational preparedness capacity to monitor, investigate, and respond, when required, to all reports of marine pollution incidents.

Canada is seeking to establish Supply Arrangements (SA) to procure 18 and 24 inch curtain boom and 18 and 24 inch fence boom, as well as optional accessories, as outlined in the Statement of Work attached at Annex A.

- 1.2.2 The Supply Arrangement will be reviewed annually to determine whether it remains advantageous for Canada's use.

A Notice will be posted once a year on the Government Electronic Tendering Service (GETS) to allow new Suppliers to become qualified and provide existing Suppliers an opportunity to qualify for other streams.

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The period for awarding contracts under the Supply Arrangement begins immediately after issuance of Supply Arrangements.

- 1.2.3 The Request for Supply Arrangements (RFSA) is to establish supply arrangements for the delivery of the requirement detailed in the RFSA to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting supply arrangements.
- 1.2.4 This RFSA allows suppliers to use the CPC Connect service provided by Canada Post Corporation to transmit their arrangement electronically. Suppliers must refer to Part 2 of the RFSA entitled Supplier Instructions and Part 3 of the RFSA entitled Arrangement Preparation Instructions for further information on using this method.

### 1.3 Security Requirements

There are no security requirements associated with this Supply Arrangement. However, Canada reserves the right to issue on a case by case basis security requirements associated with individual contracts.

For additional information on security requirements, Suppliers should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/escsrc/introduction-eng.html>) website.

### 1.4 Debriefings

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing will be in writing.

### 1.5 Use of 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 Supply Arrangement that is issued under this solicitation, refer to 6.12 Transition to an e-Procurement Solution (EPS).

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

## PART 2 - SUPPLIER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) 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.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The [2008 \(2023-06-08\)](#) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of 2008, Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: 60 days  
Insert: 120 days

### **2.1.1 Technical Difficulties of Arrangement Transmission**

Despite anything to the contrary in (05), (06) or (08) of the Standard Instructions, where a Supplier has commenced transmission of its arrangement through an electronic submission method (such as facsimile or Canada Post Corporation's (CPC) Connect service, or other online service) in advance of the arrangement solicitation closing date and time, but due to technical difficulties, Canada was unable to receive or decode the entirety of the arrangement by the deadline, Canada may nonetheless accept the entirety of the Arrangement received after the arrangement solicitation closing date and time, provided that the Supplier can demonstrate the following:

- (i) The supplier contacted Canada in advance of the arrangement solicitation closing date and time to attempt to resolve its technical difficulties; OR
- (ii) The electronic properties of the Arrangement documentation clearly indicate that all components of the Arrangement were prepared in advance of the arrangement solicitation closing date and time.

### **2.1.2 Completeness of the Arrangement**

After the closing date and time of this arrangement solicitation, Canada will examine the Arrangement to determine completeness. The review for completeness will be limited to identifying whether any information submitted as part of the arrangement can be accessed, opened, and/or decoded. This review does not constitute an evaluation of the content, will not assess whether the Arrangement meets any standard or is responsive to all solicitation requirements, but will be solely limited to assessing completeness. Canada will provide the Supplier with the opportunity to submit information found to be missing or incomplete in this review within two business days of notice.

Specifically, the arrangement will be reviewed and deemed to be complete when the following elements have been submitted by the supplier:

1. That certifications and securities required at arrangement closing are included.
2. That arrangements are properly signed, that the supplier is properly identified.
3. Acceptance of the terms and conditions of the arrangement solicitation and resulting contract.
4. That all documents created prior to arrangement closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.
5. All certifications, declarations and proofs created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.

Due to the nature of the Request for Supply Arrangements, transmission of arrangements by facsimile to PWGSC will not be accepted.

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## 2.2 Submission of Arrangements

Arrangements must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the RFSA."

Note: Suppliers must submit using CPC Connect for arrangements closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

[tpsgc.pareceptiondessoumissions-apbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.pareceptiondessoumissions-apbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

Note: Arrangements will not be accepted if emailed directly to this email address. This email address is to be used to open a CPC Connect conversation, as detailed in Standard Instructions 2008, or to send arrangements through an CPC Connect message if the bidder is using its own licensing agreement for CPC Connect service.

Due to the nature of the Request for Supply Arrangements, transmission of arrangements by facsimile, hardcopy or any electronic means (other than the CPC Connect services provide by Canada Post Corporation) will not be accepted.

## 2.3 Former Public Servant - Notification

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, [Contracting Policy Notice 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

## 2.4 Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

## 2.5 Enquiries - Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than eight (8) calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by Suppliers 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 Suppliers do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Suppliers. Enquiries not submitted in a form that can be distributed to all Suppliers may not be answered by Canada.

## 2.6 Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 Suppliers.

## 2.7 Bid Challenge and Recourse Mechanisms

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



## **PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS**

### **3.1 Arrangement Preparation Instructions**

Suppliers must submit its arrangement electronically, Canada requests that the Supplier submits its arrangement in accordance with section 08 of the 2008 standard instructions. The CPC Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

Canada requests that the arrangement be gathered per section and separated as follows:

Section I: Technical Arrangement  
Section II: Certifications

Due to the nature of the RFSA, arrangements transmitted by facsimile will not be accepted.

No prices must be indicated in any section of the arrangement.

#### **Section I: Technical Arrangement**

In the technical arrangement, Suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Certifications**

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

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## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Please refer to Annex "B" - Technical Arrangement Evaluation Plan

### **4.2 Basis of Selection**

#### **4.2.1** To be declared responsive, an arrangement must:

- a. Comply with the requirements of the Request for Supply Arrangements;
- b. Identify the stream(s) for which the arrangement has been submitted;
- c. Clearly demonstrate with objective evidence how you meet all mandatory technical evaluation criteria and Certifications required for that stream;
- d. Complete Annex "B" – Technical Arrangement Evaluation Plan; and
- e. Complete Annex "C" – Certification of Compliance.

#### **4.2.2** Suppliers will be considered qualified for a given stream if they are deemed compliant for all mandatory criteria for the arrangement.

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Suppliers must provide the required certifications and additional information to be issued a supply arrangement (SA).

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

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

### 5.1 Certifications Required with the Arrangement

Suppliers must submit the following duly completed certifications as part of their arrangement.

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all suppliers must provide with their arrangement, **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 Supply Arrangement and Additional Information

The certifications and additional information listed below should be submitted with the arrangement but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier 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 arrangement 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 Supplier must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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## PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

### A. SUPPLY ARRANGEMENT

#### 6A.1 Arrangement

The Supply Arrangement covers the Work described in the Statement of Work in Annex "A".

#### 6A.2 Security Requirements

**6A.2.1** There is no security requirement applicable to the Supply Arrangement.

#### 6A.3 Standard Clauses and Conditions

All clauses and conditions identified in the Supply Arrangement 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.

##### 6A.3.1 General Conditions

2020 (2022-12-01) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

##### 6A.3.2 Supply Arrangement Reporting

###### Periodic Usage Reports – Supply Arrangement

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex "D". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Supply Arrangement Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Supply Arrangement Authority no later than 15 calendar days after the end of the reporting period.

#### 6A.4 Term of Supply Arrangement

##### 6A.4.1 Period of the Supply Arrangement

The Supply Arrangement has no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use it.

The period for awarding contracts under the Supply Arrangement begins immediately after issuance of Supply Arrangement.

#### **6A.4.2 Comprehensive Land Claims Agreements (CLCAs)**

The Supply Arrangement (SA) is for the delivery of the requirement detailed in the SA to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the supply arrangement.

#### **6A.5 Authorities**

##### **6A.5.1 Supply Arrangement Authority**

The Supply Arrangement Authority is:

Name: Bruce Bates  
Title: Supply Team Leader  
Directorate: Marine Navigation and Remediation Division  
Address: 11 Laurier St, Gatineau, Quebec J8X 4A6  
Telephone: 343-598-1269  
E-mail: Bruce.Bates@tpsgc-pwgsc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

##### **6A.5.2 Supplier's Representative (to be completed at arrangement award)**

The Supplier's Representative is:

Name:  
Title:  
Company:  
Address:  
Telephone:  
E-mail:

#### **6A.6 Identified Users**

The Identified Users include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the Financial Administration Act, R.S.C., 1985, c. F-11.

#### **6A.7 On-going Opportunity for Qualification**

A Notice will be posted once a year on the Government Electronic Tendering Service (GETS) to allow new Suppliers to become qualified and provide existing Suppliers an opportunity to qualify for other streams.

## **6A.8 Priority of Documents**

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

- (a) the articles of the Supply Arrangement;
- (b) the general conditions 2020 (2022-12-01), General Conditions - Supply Arrangement - Goods or Services;
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Technical Arrangement Evaluation Plan;
- (e) the Supplier's arrangement dated \_\_\_\_\_.

## **6A.9 Certifications and Additional Information**

### **6A.9.1 Compliance**

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

## **6A.10 Applicable Laws**

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## **6A.11 Transition to an e-Procurement Solution (EPS)**

During the period of the Supply Arrangement, Canada may transition to an EPS for more efficient processing and management of individual contracts for any or all of the SA'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 Supplier with at least a three-month notice to allow for any measures necessary for the integration of the Supply Arrangement into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Supplier chooses not to provide the supply arrangement of their goods or services through the e-procurement solution, the Supply Arrangement may be set aside by Canada.

## **6A.12 Suspension, Cancellation or Deletion of a Supplier**

Suspension, cancellation or deletion of a supplier from the list of suppliers will not relieve the Supplier from completing any contract(s) which may be in place at the time of the removal.

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## B. BID SOLICITATION

### 6B.1 Bid Solicitation Documents

Canada will use the following bid solicitation templates based on the estimated dollar value and complexity of the requirement:

- Medium Complexity (MC) for medium complexity requirements;
- High Complexity (HC) for more complex requirements.

A copy of the standard procurement template(s) can be requested by suppliers from the Supply Arrangement Authority or the Contracting Authority, as applicable.

**Note:** References to the HC, MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

The bid solicitation will contain as a minimum the following:

- (a) security requirements (*if applicable*);
- (b) a complete description of the Work to be performed;
- (c) 2003, Standard Instructions - Goods or Services - Competitive Requirements;

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

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the Ineligibility and Suspension Policy. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of directors."
- (d) bid preparation instructions;
- (e) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (f) evaluation procedures and basis of selection;
- (g) certifications;
  - **Federal Contractors Program (FCP) for Employment Equity - Notification**
  - SACC Manual A3005T, A3010T for service requirements when specific individuals will be proposed for the work;
  - **Integrity Provisions - Declaration of Convicted Offences;**
- (h) conditions of the resulting contract.

### 6B.2 Bid Solicitation Process

**6B.2.1** Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA.

**6B.2.2** The bid solicitation will be sent directly to Suppliers.

- a) Suppliers will have 15 calendar days to submit their bid. This time may be extended based upon a requirement's complexity.
- b) Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Bid Solicitation.
- c) Contracting Authorities of Public Works and Government Services Canada (PWGSC) only, will be responsible for the bid solicitation process and the award of contracts.

## **C. RESULTING CONTRACT CLAUSES**

### **6C.1 General**

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using the template:

- (a) **MC** (for medium complexity requirements), general conditions 2010A will apply to the resulting contract;
- (b) **HC** (for high complexity requirements), general conditions 2030 will apply to the resulting contract.

A copy of the template(s) can be provided upon request by contacting the Strategic Policy Integration Division by sending a query to [TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca).

**Note:** References to the HC and MC templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.



**Annex A**  
Statement of Work

**Containment Boom and Accessories**

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STATEMENT OF WORK  
ACRONYMS AND ABBREVIATIONS

## LIST OF ACRONYMS AND ABBREVIATIONS

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ASTM	Formerly known as the American Society for Testing and Materials
CCG	Canadian Coast Guard
DD	Two-digit day
DWL	Design waterline
LED	Light-emitting diode
MM	Two-digit month
nm	Nautical mile
OEM	Original equipment manufacturer
PVC	Polyvinyl chloride
QA	Quality assurance
RF	Radio-Frequency
SOW	Statement of Work
UV	Ultraviolet
YYYY	Four-digit year

STATEMENT OF WORK  
INTRODUCTION

## SECTION 1 INTRODUCTION

---

### 1.1. BACKGROUND

The Canadian Coast Guard (CCG) is the lead federal agency responsible for ensuring the clean-up of all ship-source and mystery-source pollution spills into waters under Canadian jurisdiction. In fulfillment of this legislated mandate, the CCG maintains a level of operational preparedness capacity to monitor, investigate, and respond, when required, to all reports of marine pollution incidents.

### 1.2. PURPOSE

The CCG requires the ability to procure 18 and 24 inch curtain boom and 18 and 24 inch fence boom, as well as optional accessories, as outlined in the tables below. The CCG requires that the boom be fitted with either ASTM Z end connectors or Shotgun end connectors. This Statement of Work (SOW) document defines the performance requirements, technical specifications and deliverables required for the provision of the boom and accessories.

### 1.3. SCOPE

The products sought have been split into the 8 streams listed below. Each stream contains a type of boom and end connector. Suppliers may be called on to provide goods from one or several of the streams they have prequalified for. The minimum length of boom ordered for any stream will be 500 feet.

Boom Streams	Applicable requirement subsection heading #s
1 - 18" Curtain Boom with ASTM Z end connectors	5.1-5.8, 5.11
2 - 24" Curtain Boom with ASTM Z end connectors	5.1-5.8, 5.11
3 - 18" Fence Boom with ASTM Z end connectors	5.1-5.6, 5.9-5.11
4 - 24" Fence Boom with ASTM Z end connectors	5.1-5.6, 5.9-5.11
5 - 18" Curtain Boom with Shotgun end connectors	5.1-5.8, 5.12
6 - 24" Curtain Boom with Shotgun end connectors	5.1-5.8, 5.12
7 - 18" Fence Boom with Shotgun end connectors	5.1-5.6, 5.9-5.10, 5.12
8 - 24" Fence Boom with Shotgun end connectors	5.1-5.6, 5.9-5.10, 5.12

Along with the Boom, qualified suppliers may also be asked to provide some or all of the optional accessories listed below. These optional accessories must be available to be ordered with the boom streams listed above.

Optional Accessories	Applicable requirement subsection heading #s
9 - Shotgun connector (only for shotgun boom suppliers)	5.12
10 - ASTM cross-pin lanyard assembly (only for ASTM boom suppliers)	5.13
11 - ASTM self-locking cross-pin (only for ASTM boom suppliers)	5.13
12 - Fabric repair kit	5.13
13 - Accessory package	5.14
14 - Towline	5.15

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15 - Anchor kit	5.16
16 - Trip line float	5.16
17 - Anchor light buoy	5.17
18 - Anchor light	5.17
19 - Anchor light batteries	5.17

#### 1.4. DOCUMENT CONVENTION

The following conventions apply to this SOW:

- a. Dimensions stated as nominal are treated as approximate dimensions. Nominal dimensions reflect a standard whereby materials or products are generally identified for commercial sale, but differ from the actual dimensions.
- b. Both the metric system and the imperial system of measurements may be indicated in this SOW. The system indicated must be used for fabrication.

#### 1.5. DEFINITIONS

The following definitions apply to this SOW:

Terminology	Definition
<b>Design Waterline (DWL)</b>	The line at which the water will rest when the boom is deployed into a body of water.

## SECTION 2 PROJECT MANAGEMENT

---

### 2.1 PROJECT SCHEDULE

The Contractor must provide a Project Schedule in accordance with Document Deliverable 1 (**DD-1 per Section 6**), for review and acceptance by Canada.

### 2.2 PROJECT REVIEW AND CONTROL

#### 2.2.1. MEETING STRUCTURE AND RECORDING

Unless otherwise specified, all meetings must be held via teleconference/videoconference (such as MS Teams). The Contractor must provide Canada with a Agenda for each meeting at least 3 business days before it is set to occur and a comprehensive Record of Decisions no later than 3 business days after each meeting. At any time prior to the meeting, Canada may request that items be added to the Meeting Agenda. All Meeting Agendas and Records of Decisions must be reviewed and accepted by Canada.

#### 2.2.2. CONTRACT KICK-OFF MEETING

The Contractor must convene and co-chair a Contract Kick-off Meeting no later than 14 calendar days after Contract Award. At a minimum, the following documents will be reviewed:

- a. Contract;
- b. Project Schedule (**as per DD-1**); and
- c. First draft of the Detailed Design Package (**as per DD-2**).

To facilitate the review of the documentation and foster discussion, the Contractor must provide one soft copy of the documents identified above (only b & c) as well as the Meeting Agenda at least three (3) business days prior to the Kick-Off Meeting. No later than five (5) business days after the Contract Kick-Off meeting, the Contractor must distribute a record of decisions documenting all relevant decisions and actions.

#### 2.2.3. UNSCHEDULED MEETINGS

The Contractor must provide representation at meetings (teleconference or in person) should there be a need for additional meetings.

#### 2.2.4. PROBLEM REPORTING

The Contractor must notify Canada immediately by telephone upon discovering or identifying an issue that may impact the Work. The Contractor must document the issue in writing, within two (2) calendar days of identification, and provide to Canada via email. Canada will advise whether an unscheduled meeting or any other action is required.

#### 2.2.5 DELIVERY INSTRUCTIONS

The Contractor must deliver the goods by appointment only. The Contractor, or its carrier, must arrange delivery appointments at least two (2) business days in advance by contacting the designated contact person. The consignee may refuse shipments when prior arrangements have not been made. Deliveries will not be accepted on weekends or statutory holidays.

## SECTION 3 PRODUCT VERIFICATION

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### 3.1. DESIGN REVIEW

The design review stage begins with the Contract Kick-off Meeting where the first draft of the Detailed Design Package (**DD-2**) is reviewed. The Detailed Design Package is the Contractor's drawing and technical data package that demonstrates that the Boom and Accessories have been designed in accordance with the requirements defined in Section 5 of the SOW.

After the Contract Kick-Off Meeting, the Contractor must update the Detailed Design Package as applicable based on the Contract Kick-Off record of decisions. The updated Detailed Design Package will be reviewed at the Critical Design Review Meeting.

#### 3.1.1. CRITICAL DESIGN REVIEW MEETING

In preparation for the Critical Design Review Meeting, the Contractor must provide the second submission of the Detailed Design Package (**DD-2**) for review and comment by Canada. The second submission is due no later than 10 business days after the Contract Kick-off Meeting. The Contractor must convene and co-chair a Critical Design Review Meeting no later than 10 business days after providing the second submission of the Detailed Design Package.

If subsequent review meetings are required, they must be held by teleconference/videoconference no later than 5 business days after submitting the most recent revision of the document to Canada.

### 3.2. PRODUCT VERIFICATION

Canada reserves the right to attend any product verification activities if deemed necessary. The Contractor must notify Canada no less than three (3) weeks prior to conducting any product verification in Canada, and no less than three (3) months prior to conducting any product verification outside of Canada.

#### 3.2.1. PRODUCT VERIFICATION PLAN

The Product Verification Plan (**DD-3**) defines how the design specified by **DD-2** will be assessed for compliance with the requirements outlined in Section 5 of the SOW. The Contractor must not proceed with any verification activities until the Product Verification Plan has been approved by Canada. The results of all product verification activities must be captured in the Product Verification Report (**DD-4**) and submitted to Canada for review and approval.

Prior to the initiation of mass production, the Contractor must:

- a. Obtain Canada's formal approval of the Product Verification Plan (**DD-3**);
- b. Perform all required tests, inspections, and analysis identified in the Product Verification Plan (**DD-3**) on the boom and accessories (per the delivery schedule), demonstrating to Canada that they meet all of the technical requirements as defined in Section 5 of the SOW;
- c. Use the results to formulate the Product Verification Report as per **DD-4**; and
- d. Obtain Canada's formal approval of the Product Verification Report and thus the Boom and Accessories (per the delivery schedule).

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### 3.3. QUALITY ASSURANCE

Once the Boom and Accessories have undergone product verification and been formally approved by Canada, the Contractor may begin mass production. During manufacturing, the Contractor must inspect the Boom and Accessories to ensure they have been manufactured in accordance with the design approved during Product Verification. The results of these inspections and records of any defects or manufacturing issues must be captured in the Quality Assurance Report **(DD-5)** and submitted to Canada for review and approval.

#### 3.3.1. QUALITY ASSURANCE REPORT

Prior to shipping Boom and Accessories, the Contractor must:

- a. Inspect the Boom and Accessories (per the delivery schedule);
- b. Submit a Quality Assurance Report **(DD-5)**;
- c. Submit Packing List(s) **(DD-6)**; and
- d. Obtain Canada's formal approval of the Quality Assurance Report and Packing List(s).



## **SECTION 4      REFERENCE DOCUMENTATION**

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### **4.1.      ORDER OF PRECEDENCE**

In the event of a discrepancy between the requirements in Section 5 and the standards and specifications referenced herein, the content of Section 5 must take precedence, however, nothing in these requirements supersedes any applicable laws and regulations.

### **4.2.      APPLICABLE STANDARDS AND REGULATIONS**

The Boom and Accessories must conform to all applicable laws, regulations, and industrial standards governing manufacture, safety, noise levels, and pollution in effect in Canada at the time of manufacture. International equivalent laws, regulations, and industrial standards will be accepted only if certified for equivalency by a Professional Engineer.

The following standards and specifications apply to the products sought through this supply arrangement:

- i. ASTM F1523 Selection of Booms in Accordance with Water Body Classifications.
- ii. ASTM F962-04 (2010), Standard Specification for Oil Spill Response Boom Connection: Z-Connector.
- iii. ASTM F1093-99 (2012), Standard Test Methods for Tensile Strength Characteristics of Oil Spill Response Boom.
- iv. ASTM F1166-07 Human Engineering Design for Marine Systems, Equipment, and Facilities.
- v. ASTM F2682-07(2018) Standard Guide for Determining the Buoyancy to Weight Ratio of Oil Spill Containment Boom
- vi. IMO Resolution A.658: Use and Fitting of Retro-Reflective Materials on Life-Saving Appliances
- vii. RR-C-271F, Chains and Attachments, Carbon and Alloy Steel.

### **4.3.      SUPERSEDEENCE**

Unless otherwise specified by Canada, any amendment issued to the documents specified in 4.2 must reflect the version in effect on the date of Contract award.

## SECTION 5 BOOM AND OPTIONAL ACCESSORY REQUIREMENTS

### GENERAL BOOM REQUIREMENTS

The Requirement Verification Method column lists what needs to be provided at the design review stage, Product Verification stage and/or Quality Assurance stage to demonstrate that the equipment meets that specific requirement. These are defined in the requirement verification method table below. When more than one requirement verification method is listed, **BOTH** methods must be used to prove compliance.

#### REQUIREMENT VERIFICATION METHOD TABLE

Requirement Verification Method	Definition
Packing List	Detailed description of the shipment's contents (items and quantities; as per DD-6).
Inspection	The visual examination of a realized end product. Inspection is generally used to verify physical design features or specific manufacturer identification. The inspection must confirm that the design satisfies the requirement (product specification and drawing review) and the product matches the design spec (physical examination). For example, if there is a requirement that the boom be segmented into 50ft sections, the design review confirms the design length meets the requirement and the visual examination of the product confirms it was manufactured in accordance with the design dimension.
Test	The use of a realized end product to obtain detailed data to verify or validate performance or to provide sufficient information to verify or validate performance through further analysis.
Analysis	Use of mathematical modeling and analytical techniques to predict the compliance of a design to its requirements based on calculated data or data derived from lower system structure end product validations. This could also include a review of OEM product specifications, certifications, and engineering affidavits for comparison to the requirements. Requirements that are met through the use of analysis may still also be verified during the Product Verification and/or Quality Assurance stage.

The requirements in subsections 5.1-5.6 apply to all Boom types with both Shotgun and ASTM end connectors.

#### 5.1 Physical Characteristics

Req. #	Requirement	Requirement Verification Method
5.1A	The Boom must be segmented into 50-ft. sections for ease of handling.	Inspection
5.1B	Fold points must be incorporated every 5 ft. into each Boom section to facilitate flaking for storage.	Inspection
5.1C	All fabric used in Boom construction must be PVC or polyurethane coated fabric.	Analysis
5.1D	The Boom fabric must be high visibility.	Inspection
5.1E	The Boom must be fitted with Type II classification retro-reflective materials compliant with International Maritime Organization (IMO) resolution A.658 (16) for buoyant apparatus.	Inspection

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5.1F	All Boom fabric seams must be RF welded.  *Other methods of welding Boom fabric are acceptable as long as it can be proven that the connection method is as strong or stronger than the parent fabric.	Inspection and *Test (if applicable)
5.1G	The Boom must be provided in nominal overall heights of 18 in and 24 in.	Inspection

### 5.2 Floatation Elements

Req. #	Requirement	Requirement Verification Method
5.2A	Each floatation element must be a single continuous extrusion fabricated from closed cell polyethylene foam.	Analysis
5.2B	Each Boom section must employ some means to preserve the original orientation of the floatation elements along its longitudinal axis (e.g. webbing straps or individual fabric welds).	Inspection
5.2C	Each floatation element must be isolated from the surrounding environment by the Boom fabric to ensure continuous protection against water, hydrocarbons, and ultraviolet (UV) light exposure.	Inspection
5.2D	Cylindrical floatation elements must have beveled ends on both faces (for efficient vertical flaking for storage).	Inspection
5.2E	There must not be any stitching of handles or retro-reflective materials through floatation element pockets (described as per 5.2C). Other means of attaching these items to the Boom must be used.	Inspection

### 5.3 Tension Members

Req. #	Requirement	Requirement Verification Method
5.3A	Each Boom section must use a continuous piece of new, uniform, and unaltered webbing for the top tension member. A tension member constructed of individual pieces, either of the same width or different width, is prohibited.	Inspection
5.3B	Each Boom section must use a continuous piece of new, and uniform galvanized chain as the lower ballast chain tension member.	Inspection
5.3C	The ballast chain tension member pocket must be double layered (at a minimum) to protect against abrasion. Both the inner and outer layers of the ballast chain tension member pocket fabric must be the same material as the body of the Boom.	Inspection
5.3D	The ballast chain tension member pocket must have drain holes every 5 feet.	Inspection

### 5.4 Anchor Points & Webbing Handles

Req. #	Requirement	Requirement Verification Method
5.4A	The ballast chain tension member must have an anchor point at the midpoint of each Boom section (i.e. 25ft). The anchor point must have an exposed shackle secured at this point for attaching anchor equipment.	Inspection
5.4B	The anchor point must be indicated by a red webbing handle directly above its location secured to the top of the Boom (i.e. 25 ft).	Inspection
5.4C	There must be black webbing handles for personnel to move and carry the Boom secured to the top of the Boom. They must be located	Inspection

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	at the midpoint of each floatation element (i.e. at 2.5 ft, 7.5 ft, 12.5 ft... 47.5 ft).	
5.4D	Webbing handles must meet the requirements in section 16 of ASTM F1166-07 Human Engineering Design for Marine Systems, Equipment, and Facilities for one-hand bar handles that are to be used with a "gloved hand".	Inspection

### 5.5 Hardware & Spares

Req. #	Requirement	Requirement Verification Method
5.5A	All shackles used in construction of the Boom must conform to the requirements prescribed for Type IVA, Class 2, Grade A shackles (i.e. screw-pin anchor shackles) in RR-C-271F, Chains and Attachments, Carbon and Alloy Steel.	Analysis
5.5B	All bolted connections must be fitted either with a nylon insert lock nut or lock washer to resist loosening due to shock and vibrational loading.	Inspection
5.5C	All screw-pin anchor shackles in permanent installations (e.g. shackles attaching tension members to end connectors) must be moused with Type 316 stainless steel wire to prevent the pin from loosening while under load.	Inspection
5.5D	All steel used in Boom construction must be galvanized or stainless.	Analysis
5.5E	Welding must be performed by qualified welders following approved welding specifications, procedures and techniques of the National or International Standard(s) defined by the Contractor.	Analysis

### 5.6 Identification

Req. #	Requirement	Requirement Verification Method
5.6A	<p>Each 50 foot Boom section must have a permanent, clearly visible, unique identifier positioned above the waterline. The purpose is for individual Boom sections to be easily identified when multiple sections are deployed, and for inventory management. The manufacturer may use their unique identifiers or the following format:</p> <ul style="list-style-type: none"> <li>i. Use four uppercase letters that best represent the name of the manufacturer as the first element of the product identifier.</li> <li>ii. Use eight numeric digits representing the date of manufacture that correspond to the following format for the second element of the product identifier: DDMMYYYY (where DD represents the two-digit day, MM represents the two-digit month, and YYYY represents the four-digit year).</li> <li>iii. Use the full, alphanumeric serial number assigned by the manufacturer for the last element of the product identifier.</li> </ul> <p>Example: JDEE0311202383214</p> <p>JDEE= John Deere 03112023 = Manufacturing date of November 3<sup>rd</sup> 2023 83214 = Manufacturer serial number</p>	Inspection

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### CURTAIN BOOM 18" & 24"

The requirements in subsections 5.7-5.8 apply to all Curtain Boom streams. This includes both 18" and 24" nominal heights with either ASTM Z end connectors or Shotgun end connectors.

#### 5.7 Performance

Req. #	Requirement	Requirement Verification Method
5.7A	The Curtain Boom must meet all the minimum values (unless otherwise specified herein) listed in table 1 of ASTM F1523 Selection of Booms in Accordance with Water Body Classifications for Protected Water Boom with 2 Tension Members.	Test
5.7B	The total tensile strength of each Curtain Boom section must be at least 400 lbs/in multiplied by the boom draft, when tested in accordance with ASTM F1093-99 (2012), Standard Test Methods for Tensile Strength Characteristics of Oil Spill Response Boom.	Test
5.7C	The gross buoyancy to weight ratio of each Curtain Boom section (including 1 shotgun connector or two ASTM Z end connectors where applicable) must be a minimum of 4-to-1, when tested in accordance with ASTM F2682-07(2018) Standard Guide for Determining the Buoyancy to Weight Ratio of Oil Spill Containment Boom.	Analysis & Test

#### 5.8 Physical Characteristics

Req. #	Requirement	Requirement Verification Method
5.8A	The Curtain Boom must have a draft between 60% to 70% of overall boom height.	Test
5.8B	There must be a single cylindrical floatation element between each Boom fold point.	Inspection

### FENCE BOOM 18" AND 24"

The requirements in subsections 5.9-5.10 apply to all Fence Boom streams. This includes both 18" and 24" nominal heights with either ASTM Z end connectors or Shotgun end connectors.

#### 5.9 Performance

Req. #	Requirement	Requirement Verification Method
5.9A	The Fence Boom must meet all the minimum values (unless otherwise specified herein) listed in table 1 of ASTM F1523 Selection of Booms in Accordance with Water Body Classifications for Calm Water Boom with 2 Tension Members.	Test
5.9B	The total tensile strength of each Fence Boom section must be at least 320 lb/in multiplied by the boom draft, when tested in accordance with ASTM F1093-99 (2012), Standard Test Methods for Tensile Strength Characteristics of Oil Spill Response Boom.	Test
5.9C	The gross buoyancy to weight ratio of each Fence Boom section (including 1 shotgun connector or two ASTM Z end connectors where applicable) must be a minimum of 3-to-1 when tested in accordance with ASTM F2682-07(2018) Standard Guide for Determining the Buoyancy to Weight Ratio of Oil Spill Containment Boom.	Analysis & Test

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### 5.10 Physical Characteristics

Req. #	Requirement	Requirement Verification Method
5.10A	The Fence Boom must have a draft between 60% to 80% of overall boom height.	Test
5.10B	The Fence Boom must have internal vertical rigid stiffeners distributed along its length to help maintain orientation in the water (at least 9 per 50 ft section).	Inspection
5.10C	There must be a single rectangular floatation element between each Boom fold point.	Inspection

### ASTM Z END CONNECTORS

The requirements in subsection 5.11 ONLY apply to the boom streams that are equipped with ASTM Z end connectors.

### 5.11 ASTM Z End Connectors

Req. #	Requirement	Requirement Verification Method
5.11A	The Boom must meet the requirements and incorporate the end connector and self-locking cross-pin construction defined in ASTM F962-04 (2010), Standard Specification for Oil Spill Response Boom Connection: Z-Connector, besides the exceptions specified herein.	Inspection & Test
5.11B	There must be two self-locking cross-pin holes. One is 4.5 inches above the design waterline (DWL) and one 4.5 inches below the DWL.	Inspection
5.11C	The self-locking cross-pin lanyard must be affixed to the end connector at the DWL.	Inspection
5.11D	The self-locking cross-pin hole diameter must be 13/32 inches.	Inspection

### SHOTGUN END CONNECTORS

The requirements in subsection 5.12 ONLY apply to the boom streams that are equipped with Shotgun end connectors.

### 5.12 Shotgun Connectors

Req. #	Requirement	Requirement Verification Method
5.12A	The Boom must be provided with shotgun connectors that connect each 50 ft section together.	Inspection
5.12B	The tubular portion of the shotgun boom connectors must have a minimum inner diameter of 1 3/8".	Inspection
5.12C	The gap at each end of the shotgun connector (used to allow the connector to slide down the boom when being attached) must not exceed 3/8".	Inspection
5.12D	The shotgun boom connectors must be fitted with foam floatation that keeps the connector afloat in fresh water.	Inspection
5.12E	The shotgun boom connectors must be fitted with a handle at the top of the connector to ease lifting and moving of the connectors.	Inspection
5.12F	Any corners of shotgun boom connectors must be flared out or rounded to help with attaching boom sections and minimizing sharp edges.	Inspection

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5.12G	The shotgun boom connectors must be designed to be taken completely off the boom sections and reattached.	Inspection
5.12H	For every 500 ft of Boom provided, 11 shotgun connectors (one between each 50 ft boom section and 1 on each end) and two spares (i.e. 13 total) must come with the Boom.	Packing List
5.12I	For each 50 ft Boom section there must be a screw-pin anchor shackle or snap hook at each end of both the top and bottom tension members to attach to adjacent Boom sections or accessory equipment.	Inspection

### OPTIONAL BOOM AND ACCESSORY PACKAGE REQUIREMENTS

The requirements in subsections 5.13-5.18 apply to the optional goods that may be purchased with boom.

#### 5.13 Boom Requirements

Req. #	Requirement	Requirement Verification Method
5.13A	Shotgun connectors must meet the requirements in section 5.12.	Inspection
5.13B	Fabric repair kits must be able to temporarily patch holes up to 1 in. in diameter in the field on the boom fabric and come complete with instructions.	Analysis
5.13C	Self-locking cross-pin lanyards must meet the requirements defined in ASTM F962-04 (2010), Standard Specification for Oil Spill Response Boom Connection: Z-Connector.	Inspection
5.13D	Self-locking cross-pins must meet the requirements defined in ASTM F962-04 (2010), Standard Specification for Oil Spill Response Boom Connection: Z-Connector.	Inspection

#### 5.14 Accessory Package

5.14A	The accessory package must contain the following items listed below: <ul style="list-style-type: none"> <li>- 2 towlines</li> <li>- 6 shoreline anchor stakes</li> <li>- 2 anchor kits</li> <li>- 2 trip line floats</li> <li>- 4 anchor light buoys</li> <li>- 2 block and tackle</li> <li>- 1 hand pump for trip line floats</li> <li>- 2 spare anchor light batteries</li> <li>- 1 spare anchor light</li> </ul>	Packing List
5.14B	All accessory package goods must meet the requirements listed herein.	Inspection

#### 5.15 Towlines

Req. #	Requirement	Requirement Verification Method
5.15A	Towlines must be a braided or twisted polymer rope, 100 ft in length.	Inspection
5.15B	The towlines must be 5/8" diameter.	Inspection
5.15C	The towlines must be blue in color.	Inspection
5.15D	The towlines must have an eye splice on one end that encapsulates a galvanized or stainless-steel thimble.	Inspection
5.15E	The towlines must be fitted with a stainless-steel snap hook secured on the spliced end.	Inspection

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5.15F	The snap hooks must be able to be taken off the spliced end of the towline.	Inspection
5.15G	The towline bitter end must be heat sealed.	Inspection

### 5.16 Anchor Equipment

Req. #	Requirement	Requirement Verification Method
5.16A	Anchor kits must contain the following equipment: -300 ft of anchor line rope -150 ft of trip line rope -At least 10 ft of anchor chain -1 anchor	Packing List
5.16B	The anchor lines must be 5/8 in. in diameter.	Inspection
5.16C	The anchor lines must be yellow in color.	Inspection
5.16D	The trip lines must be ½ in. in diameter.	Inspection
5.16E	The trip lines must be yellow in color.	Inspection
5.16F	The anchor line and trip line must be braided or twisted polymer rope.	Inspection
5.16G	The anchor line and trip line must be split in 50 ft lengths (e.g. anchor line would be 12, 50 ft lengths of rope).	Inspection
5.16H	The 50 ft lengths of anchor line and trip line must have an eye splice on each end that encapsulates a galvanized or stainless-steel thimble.	Inspection
5.16I	The 50 ft lengths of anchor line and trip line must be fitted with stainless steel snap hooks secured on each spliced end.	Inspection
5.16J	The snap hooks must be able to be taken off the spliced end.	Inspection
5.16K	The anchor chain must be a continuous link of forged chain at least 10 ft in length.	Inspection
5.16L	Anchors must be Danforth/fluke type anchors.	Inspection
5.16M	Anchors must be 20 kg in weight.	Inspection
5.16N	The anchor chain must be fixed to the top of the anchor.	Inspection
5.16O	Anchors must have a means to attach to trip line at the bottom of the anchor.	Inspection
5.16P	Trip line floats must be inflatable and deflatable for storage.	Inspection
5.16Q	Trip line floats must be high visibility in colour.	Inspection
5.16R	Trip line floats must be a minimum of 6 in. in diameter.	Inspection
5.16S	Trip line floats must have an attachment point that the snap hook on the trip line can attach to.	Inspection
5.16T	Shoreline anchor stakes must be minimum of 4 ft. in length.	Inspection
5.16U	Shoreline anchor stakes must be constructed from galvanized steel.	Analysis
5.16V	Shoreline anchor stakes must have an attachment point at the top of the stake that can accept hook from block and tackle.	Inspection
5.16W	Shoreline anchor stakes must be an angle iron construction with a thickness of at least 3/16 in.	Inspection
5.16X	The angle iron must be 2 X 2 in at the top tapering down to 1 X 1 in. at the bottom.	Inspection
5.16Y	The hand pump must be able to inflate the trip line floats manually.	Analysis



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### 5.17 Anchor Light Buoys

Req. #	Requirement	Requirement Verification Method
5.17A	The anchor light buoys must be self-buoyant.	Test
5.17B	The anchor light must be solar powered.	Analysis
5.17C	The anchor light battery must be a lithium-ion type battery.	Analysis
5.17D	Each anchor light must use a 360 degree, flashing, light-emitting diode (LED).	Analysis
5.17E	Each anchor light's visibility range must be at least 1 nautical mile (nm).	Analysis
5.17F	The anchor light must have a minimum waterproof rating of IP47.	Analysis
5.17G	Each anchor light's run time must be at least 12 hours continuous when fully charged.	Analysis
5.17H	The anchor light buoy must be fitted with a snap hook on a rope that can attach to boom anchor points.	Inspection
5.17I	The anchor light must be raised a minimum of 1 ft in the air from the DWL.	Inspection & Test

### 5.18 Accessory Package Hardware & Block and Tackle

Req. #	Requirement	Requirement Verification Method
5.18A	Shackles in the accessory package must be screw-pin anchor shackles, and conform to the requirements prescribed for Type IVA, Class 2, Grade A shackles (i.e., screw-pin anchor shackles) in RR-C-271F, Chains and Attachments, Carbon and Alloy Steel.	Analysis
5.18B	Block and tackle must include 2 metal housings for the pulley wheels.	Inspection
5.18C	The metal housings must be fitted with a hook or snap hook to attach to shoreline anchor stakes and other equipment.	Inspection
5.18D	The block and tackle system must have a minimum breaking strength of 4000 lbs.	Analysis
5.18E	The block and tackle must include at least 100 ft of rope.	Inspection
5.18F	The block and tackle rope must have eye splices on each end.	Inspection

SECTION 6 DOCUMENT DELIVERABLES

The following document deliverables are required:

Item #	Deliverable	Description	Notes
DD-1	Project Schedule	<p>At a minimum, the Project Schedule must identify:</p> <ul style="list-style-type: none"><li>a. Manufacturing completion dates for each individual shipment;</li><li>b. Shipment and delivery dates;</li><li>c. Document deliverable submission dates;</li><li>d. Testing dates; and</li><li>e. Meetings.</li></ul>	<p>Due 3 business days prior to the contract kick-off meeting.</p> <p>Updated schedule required on a bi-weekly basis when there are any changes to the schedule.</p> <p>Electronic copy English</p>
*DD-2	Detailed Design Package	<p>The Detailed Design Package shows the Contractor’s technical solution for the Boom and Accessories defined by the SOW.</p> <p>The Detailed Design Package must include the complete detailed design drawings for the Boom and Accessories. The drawings must:</p> <ul style="list-style-type: none"><li>a. Demonstrate compliance with all SOW requirements listing inspection as the requirement verification method (where requirements cannot be demonstrated visually, drawing notes must be used);</li><li>b. Show the location of, assembly of, and interconnection between all components;</li><li>c. Include a comprehensive Bill of Materials;</li><li>d. Include the design of welded connections.</li></ul> <p>At a minimum, drawings of the following must be provided:</p> <ul style="list-style-type: none"><li>i. Boom (showing end connector detail)</li><li>ii. Anchor light Buoys (if applicable)</li><li>iii. Anchor Kits (if applicable)</li><li>iv. Towlines (if applicable)</li><li>v. Shotgun Connectors (if applicable)</li></ul> <p>Each drawing must include a drawing title, drawing number, revision number, drawing scale, units of measure, dimensioned features, legend (as applicable), assembly notes, and the initials of the author of the drawing.</p> <p>The Detailed Design Package must also include calculations (including inputs, assumptions and outputs) for the following:</p> <ul style="list-style-type: none"><li>i. Buoyancy to Weight Ratio calculation for 50ft boom section (including either 1 shotgun connector or 2 ASTM Z end connectors, depending on the boom stream that is being provided).</li></ul> <p>For all SOW requirements listing analysis as the requirement verification method, the Detailed Design Package must include Technical Data (see definition of analysis) to demonstrate compliance where requirements cannot be demonstrated using drawings.</p>	<p>First draft due 3 business days prior to the contract kick-off meeting.</p> <p>Second draft due no later than 10 business days following the Contract Kick-off Meeting.</p> <p>Must be updated if there are any design changes during manufacturing.</p> <p>Electronic copy English and French</p>
*DD-3	Product Verification Plan	<p>The purpose of the Product Verification Plan is to provide complete details of how the Contractor will demonstrate that each SOW requirement is met by the goods manufactured in accordance with the design approved per DD-2 (Detailed Design Package).</p> <p>The Product Verification Plan must identify all testing, inspections, analysis and certifications that will take place during Product Verification (please see definitions in the Requirement Verification Method Table). The final accepted version of the Product Verification Plan must be used as the template for the Product Verification Report, as per DD-4.</p> <p>The Product Verification Plan must include:</p>	<p>Due no later than 15 business days after the Critical Design Review Meeting.</p> <p>Electronic copy English</p>

STATEMENT OF WORK

		<p><b>Inspection Items</b></p> <p>All requirements that list inspection in the requirement verification method column of the SOW must be physically inspected during Product Verification to demonstrate compliance with the requirement. Pictures, videos, or live streaming will be required to demonstrate compliance with these requirements.</p> <p><b>Analysis Items</b></p> <p>All requirements that list analysis in the requirement verification method column of the SOW must use OEM specifications, certifications, material data sheets, mathematical modeling or analytical techniques to demonstrate compliance with the requirement. Physical inspections or short demonstrations must be used to supplement the data when necessary.</p> <p><b>Test Items</b></p> <p>At a minimum, all requirements that list test in the requirement verification method column of the SOW must have certified test results that demonstrate compliance with the requirement.</p> <p>At a minimum the following tests must be conducted for each boom stream:</p> <ul style="list-style-type: none"><li>• Total Tensile Strength test as per ASTM F1093-99 (2012).</li><li>• Fabric seam strength test (if applicable)</li><li>• Design Water Line (DWL) or draft test. This can be completed with the 10 ft sample to be made for the test above.</li><li>• Fabric tensile strength and tear strength of the boom fabric as per ASTM F715 and D751.</li><li>• Boom to Boom connection strength as described in section 4.1 of ASTM F962.</li><li>• Anchor light buoy buoyancy and DWL test.</li><li>• Buoyancy to weight ratio test as per ASTM F 2682-07</li></ul> <p><b>Test Procedures</b></p> <p>For each Test Item, the following must be described:</p> <ul style="list-style-type: none"><li>• Test methods;</li><li>• Safety precautions;</li><li>• Measurement parameters;</li><li>• Pass/fail criteria; and</li><li>• Procedure in case of test interruption.</li></ul> <p><b>Mitigation and Re-testing Strategies</b></p> <p>Each test item must include mitigation and re-testing strategies that will be used should any non-conformance issues arise during testing. The Contractor must provide a process for Canada's review and approval detailing all actions to be taken in order to address any non-conformance issues which may arise.</p>	
*DD-4	Product Verification Report	<p>The Product Verification Report documents the results of the verification activities that were conducted in accordance with the Product Verification Plan (DD-3) and prove that the final product meets the requirements in the SOW. The Product Verification Report must be certified by the Contractor as an accurate record of the product verification results.</p> <p>The template accepted as per DD-3 must be used.</p> <p>All relevant Certification and Material Data Sheets, or copies thereof, must be appended to the Product Verification Report.</p>	<p>Due no later than 3 business days following the completion of product verification activities.</p> <p>Electronic copies English</p>
**DD-5	Quality Assurance (QA) Report	<p>The Contractor must provide a Quality Assurance Report for each shipment (for each delivery location) following inspection. The Quality Assurance Report must be certified by the Contractor as an accurate record of the inspection results.</p> <p>At a minimum, the Quality Assurance Report must contain the following:</p> <ul style="list-style-type: none"><li>- Assurance that the Contractor has checked the goods for any damage and reported any repair or replacement procedures during manufacturing;</li><li>- Assurance that all goods in each shipment (for each delivery location) are accounted for;</li><li>- Assurance that the Contractor has wrapped all of the goods in plastic to ensure they are kept clean during shipment; and</li><li>- Assurance that all loose items are secure for shipment.</li></ul>	<p>Due no later than 3 business days following the completion of Quality Assurance activities.</p> <p>Electronic copies English</p>
**DD-6	Packing List	<p>The Contractor must provide a Packing List with each shipment (for each delivery location), as per the template provided in Appendix B. This list must be provided prior to shipment along with a picture of the packaged goods. Size, weight, # of pallets and other important shipping information should be included. The packing list will be used by Canada when receiving the goods to ensure all items on the list are present and no damage has occurred during shipping.</p>	<p>Due no later than 3 business days prior to shipping each order.</p> <p>Electronic copies English</p>

## STATEMENT OF WORK

\* Required for each stream being purchased under the resulting Supply Arrangement. For example, if a procurement includes two streams of boom, each of these deliverables must be provided for both streams.

\*\*Required for each shipment.

### **i. DOCUMENTATION FORMATTING**

Canada requests that all digital (acceptable doc formats are: PDF's and Microsoft Office documents) and hard copies of documentation (with the exception of drawings, which must be available use 11 x 17 inch paper) use 8.5 x 11 inch paper in sans serif typeface. For example, the use of Arial size 10 is acceptable. Hard copies must be printed using at least 600 DPI, double-sided, and must be collated and bound, unless otherwise specified by Canada.

## STATEMENT OF WORK

### APPENDIX B – PACKING LIST

<b>Boom - Packing list</b>					
<b>Manufacturer:</b>					
<b>Contract #:</b>					
<b>Delivery location:</b>					
Boom Stream	QUANTITY (# of 50 ft sections)	UNIQUE PRODUCT IDENTIFIERS (for each 50ft section of boom)	Pallet #s	VISUAL INSPECTION *To be completed by receiver	Non-conformity *To be completed by receiver

<b>Accessories - Packing list</b>					
<b>Manufacturer:</b>					
<b>Contract #:</b>					
<b>Delivery location:</b>					
ITEM DESCRIPTION	QUANTITY	MANUFACTURER MODEL /PART NUMBER	PALLET #	VISUAL INSPECTION *To be completed by receiver	Non- conformity *To be completed by receiver
Anchor light buoy		N/A			
Block and tackle		N/A			
Shoreline anchor stakes		N/A			
Anchor		N/A			
Shotgun connectors					
Fabric repair kit		N/A			
ASTM self-locking cross-pin		N/A			
ASTM cross-pin lanyard assembly		N/A			
Towline		N/A			
Trip line floats		N/A			
Anchor light batteries		N/A			
Anchor light					
Anchor line rope		N/A			
Trip line rope		N/A			
Anchor chain		N/A			
Hand pump		N/A			

\*Electronic copy to be provided following contract award.

## **Annex B**

### **Technical Arrangement Evaluation Plan**

#### **Containment Boom and Accessories**

ANNEX B  
TECHNICAL ARRANGEMENT EVALUATION PLAN

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## SECTION 1 INTRODUCTION

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### 1.1. PURPOSE

This document defines the methodology that will be used to evaluate each arrangement submitted in response to the Request for Supply Arrangement (RFSA) for the procurement of containment boom and accessories.

## SECTION 2 REFERENCE DOCUMENTATION

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### 2.1. GENERAL CONSIDERATIONS

The products sought have been split into the 8 streams listed below. Each stream contains a type of containment boom and connector. Suppliers may be called on to provide goods from one or several streams they have prequalified for. The minimum length of boom ordered for any stream will be 500 feet.

Boom Streams	Applicable SOW requirement subsection heading #s
1 - 18" Curtain Boom with ASTM Z end connectors	5.1-5.8, 5.11
2 - 24" Curtain Boom with ASTM Z end connectors	5.1-5.8, 5.11
3 - 18" Fence Boom with ASTM Z end connectors	5.1-5.6, 5.9-5.11
4 - 24" Fence Boom with ASTM Z end connectors	5.1-5.6, 5.9-5.11
5 - 18" Curtain Boom with Shotgun end connectors	5.1-5.8, 5.12
6 - 24" Curtain Boom with Shotgun end connectors	5.1-5.8, 5.12
7 - 18" Fence Boom with Shotgun end connectors	5.1-5.6, 5.9-5.10, 5.12
8 - 24" Fence Boom with Shotgun end connectors	5.1-5.6, 5.9-5.10, 5.12

- 2.1.1. The Supplier must clearly identify the streams for which they are submitting an arrangement.
- 2.1.2. The Supplier must complete the Mandatory Criteria in Appendix A for each stream they wish to be qualified in.
- 2.1.3. Each stream will be evaluated against the following mandatory criteria (M) specified herein:
  - a. Appendix A – Mandatory Criteria – **Part 1 of 2, M1**; and
  - b. Appendix A – Mandatory Criteria – **Part 2 of 2, M2 to M3**.
- 2.1.4. Suppliers will be considered qualified for a given stream if they are deemed compliant for all mandatory criteria for the arrangement.

### 2.2. GUIDELINES FOR APPENDIX A – MANDATORY CRITERIA – PART 1 OF 2

- 2.2.1. The Supplier's authorized representative must initial in the 'Initials' column for each mandatory requirement found in Appendix A – Mandatory Criteria – Part 1 of 2.
- 2.2.2. The Supplier must respond with a 'Yes' or 'No' in the 'Compliant (Y/N)?' column for each mandatory requirement found in Appendix A – Mandatory Criteria – Part 1 of 2.



ANNEX B  
TECHNICAL ARRANGEMENT EVALUATION PLAN

2.2.3. The Supplier must provide the location (page number) of the requested information in the arrangement package in the 'Bid Cross-Reference' column for each mandatory requirement found in Appendix A – Mandatory Criteria – Part 1 of 2.

2.2.4. The following line item example is provided to demonstrate how to populate Appendix A – Mandatory Criteria – Part 1 of 2.

Item No.	Mandatory Requirement	Method of Compliance	Compliant (Yes/No)	Initials	Bid Cross-Reference
M1	All requirements related to the particular stream stipulated in Annex A (Statement of Work) will be met.	The Supplier must include a Certificate of Compliance signed by an authorized representative.	Yes	JD	Page 1 of the Bid

### 2.3. GUIDELINES FOR APPENDIX A – MANDATORY CRITERIA – PART 2 OF 2

2.3.1. Various methods of compliance are listed in Appendix A – Mandatory Criteria –Part 2 of 2. The Supplier must carefully read the requested method(s) of compliance, as each method of compliance may differ between the mandatory criteria.

2.3.2. For a given criterion, the Supplier must provide ALL information requested to sufficiently demonstrate compliance, and cross-reference the appropriate location(s) within the arrangement where such information can be found.

2.3.3. The Supplier's authorized representative must initial in the 'Initials' column for each mandatory requirement found in Appendix A – Mandatory Criteria – Part 2 of 2.

2.3.4. The Supplier must respond with a 'Yes' or 'No' in the 'Compliant (Y/N)?' column for each mandatory requirement found in Appendix A – Mandatory Criteria – Part 2 of 2.

2.3.5. Failure to provide the requested information as per the defined method(s) of compliance and initial any given criterion will render that criterion Non-Compliant.

2.3.6. The following fictitious line item example is provided to demonstrate how to populate Appendix A – Mandatory Criteria – Part 2 of 2.

ANNEX B  
TECHNICAL ARRANGEMENT EVALUATION PLAN

Item No.	Intent of Requirement	Mandatory Requirement	Method of Compliance	Compliant (Yes/No)	Initials	Bid Cross-Reference
M2	Show that the proposed Boom will comply with Annex A	The proposed Boom must satisfy the defined design and construction requirements.	The supplier must include a conceptual design drawing package for the proposed Boom that demonstrates compliance with the requirements detailed in Annex A.	Yes	JD	<i>Section 4 – page 88 of the Bid</i>

APPENDIX A  
MANDATORY CRITERIA

APPENDIX A MANDATORY CRITERIA – PART 1 OF 2

Item No.	Mandatory Requirement	Method of Compliance	Compliant (Yes/No)	Initials	Bid Cross-Reference
M1	The Supplier must meet all requirements related to the particular stream(s) (including all accessories), that they have submitted an arrangement for (Annex A - Statement of Work).	The Supplier must include a Certificate of Compliance (Annex C of the RFSA) signed by an authorized representative.			

APPENDIX A MANDATORY CRITERIA – PART 2 OF 2

Item No.	Mandatory Requirement	Item No.	Method of Compliance	Compliant (Yes/No)	Initials	Bid Cross-Reference
M2	The Supplier must have sold at least 10,000 feet (3048 meters) of containment boom* within the same one (1) year period since January 2013.  *Containment boom is defined as a temporary floating barrier used to contain an oil spill.	M2 (i)	The Supplier must provide documentation* that clearly indicates that they have sold a minimum of 10,000 feet (3048 meters) of containment boom.  *Documentation can include invoices (single or multiple), purchase orders, bill of sales or bill of lading.			
		M2 (ii)	The date(s) stated on the documentation supplied as per M2 (i) must be within the same (1) year			

APPENDIX A  
MANDATORY CRITERIA

Item No.	Mandatory Requirement	Item No.	Method of Compliance	Compliant (Yes/No)	Initials	Bid Cross-Reference
			period (i.e. 12 consecutive months) since January 2013.			

Item No.	Mandatory Requirement	Item No.	Method of Compliance	Compliant (Yes/No)	Initials	Bid Cross-Reference
M3	<p>The Supplier must have general arrangement drawings* that show the boom and end connector for the stream(s) they intend to supply.</p> <p><i>*General arrangement drawings are engineering drawings that show the product and its components, interconnections between components, and overall dimensions.</i></p>	M3 (i)	The Supplier must provide general arrangement drawings for the boom and end connector they intend to supply.			
		M3 (ii)	The general arrangement drawings supplied as per M3 (i) must show the boom type (curtain boom or fence boom).			
		M3 (iii)	The general arrangement drawings supplied as per M3 (i) must show the boom end connector type (ASTM Z or Shotgun).			
		M3 (iv)	The general arrangement drawings supplied as per M3 (i) must show the interconnection between the boom and the end connector (attachment			

APPENDIX A  
MANDATORY CRITERIA

Item No.	Mandatory Requirement	Item No.	Method of Compliance	Compliant (Yes/No)	Initials	Bid Cross-Reference
			between the connector and the boom).			

Solicitation No. - N° de l'invitation  
F7047-220006/B  
Client Ref. No. - N° de réf. du client  
F7047-220006

Amd. No. - N° de la modif.  
File No. - N° du dossier  
F7047-220006

Buyer ID - Id de l'acheteur  
017erd  
CCC No./N° CCC - FMS No./N° VME

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## ANNEX "C"

### CERTIFICATION OF COMPLIANCE

As an Supplier, we have been given the opportunity to provide feedback on the content of the technical requirements for the Containment Booms (Arrangement F7047-220006/B).

We have also thoroughly reviewed and understood the requirements of the complete Arrangement, including all requirements as stipulated in the accompanying Statement of Work (SOW).

By signing this "Certification of Compliance", we certify that we will satisfy the requirements for which this certificate was required as proof of compliance during the Request for Supply Arrangement stage, and that our products and services to be delivered against the resulting Supply Arrangement will comply with these same requirements including those stipulated in the SOW.

Company Name of the Supplier:

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Name of Supplier's Authorized Representative:

---

Signature of Supplier's Authorized  
Representative

---

Date:

---

## **ANNEX "D"**

### **PERIODIC USAGE REPORTS**

Suppliers must report their contract activities on a quarterly basis. Such reports must contain, but are not limited to, the following information:

- i. the supply arrangement number;
- ii. the supplier name;
- iii. the reporting period;
- iv. the contract number for contract, including amendments;
- v. the client department;
- vi. the contracting authority;
- vii. the date of the contract;
- viii. the contract period;
- ix. the line items acquired;
- x. the value of the contract, Goods or Services Tax/Harmonized Sales Tax included, as applicable.