



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À :**

Bid Receiving/Réception des soumissions

Procurement Hub | Centre
d'approvisionnement
Fisheries and Oceans Canada | Pêches et
Océans Canada
301 Bishop Drive | 301 promenade Bishop
Fredericton, NB, E3C 2M6

Email / Courriel : [DFO.Tenders-
Soumissions.MPO@dfo-mpo.gc.ca](mailto:DFO.Tenders-Soumissions.MPO@dfo-mpo.gc.ca)

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal to: Fisheries and Oceans Canada

We hereby offer to sell to His Majesty the King in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition à : Pêches et Océans Canada

Nous offrons par la présente de vendre à Sa Majesté le Roi du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux appendices ci-jointes, les biens et les services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Title / Titre Wild Salmon Policy Habitat & Ecosystem Status" Report for Early Stuart Sockeye		Date Septembre 26th, 2023
Solicitation No. / N° de l'invitation 30004771		
Client Reference No. / No. de référence du client(e) 30004771		
Solicitation Closes / L'invitation prend fin At / à : 2 :00 PM / 14 :00 AST (Atlantic Standard Time) / HNA (Heure Normale de l'Atlantique) On / le : Le Mercredi 11 octobre 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 : Marie-Carmen Sedji – Contracting Specialist Email / Courriel: DFO.tenders-soumissions.MPO@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	



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION 4

1.1 SECURITY REQUIREMENTS 4

1.2 STATEMENT OF WORK..... 4

1.3 SET-ASIDE UNDER THE FEDERAL GOVERNMENT PROCUREMENT STRATEGY FOR INDIGENOUS BUSINESS (PSIB) 4

1.4 DEBRIEFINGS..... 4

PART 2 - BIDDER INSTRUCTIONS 5

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS 5

2.2 SUBMISSION OF BIDS 5

2.3 ENQUIRIES - BID SOLICITATION 5

2.4 APPLICABLE LAWS 5

2.5 BASIS FOR CANADA'S OWNERSHIP OF INTELLECTUAL PROPERTY 6

2.6 BID CHALLENGE AND RECOURSE MECHANISMS 6

PART 3 - BID PREPARATION INSTRUCTIONS..... 7

3.1 BID PREPARATION INSTRUCTIONS..... 7

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION 9

4.1 EVALUATION PROCEDURES 9

4.2 BASIS OF SELECTION 9

PART 5 - CERTIFICATIONS..... 11

5.1 CERTIFICATIONS REQUIRED WITH THE BID..... 11

5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION..... 11

PART 6 - RESULTING CONTRACT CLAUSES 16

6.1 SECURITY REQUIREMENTS 16

6.2 STATEMENT OF WORK..... 16

6.3 STANDARD CLAUSES AND CONDITIONS 16

6.4 TERM OF CONTRACT 16

6.5 AUTHORITIES 17

6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS..... 18

6.7 PAYMENT 18

6.8 INVOICING INSTRUCTIONS 19

6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION 19

6.10 APPLICABLE LAWS 20

6.11 PRIORITY OF DOCUMENTS 20

6.12 INSURANCE - G1005C (2016-01-28)..... 20

6.13 DISPUTE RESOLUTION..... 20

6.14 ENVIRONMENTAL CONSIDERATION 21

ANNEX "A" STATEMENT OF WORK..... 22

ANNEX "B" BASIS OF PAYMENT 29

ANNEX "C" EVALUATION CRITERIA 30



PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;

1.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A"

1.3 Procurement Strategy for Indigenous Business

1.3.1 *Conditional Set-Aside under the Federal Government Procurement Strategy for Indigenous Business (PSIB)*

This is an open tender. However, it will be conditionally set-aside under the Government of Canada's Procurement Strategy for Indigenous Business (PSIB) if two or more bids have been received by Indigenous businesses who are certified under the Procurement Strategy for Indigenous Business (PSIB) criteria and who may be listed in the Government of Canada's Indigenous Business Directory (<https://www.sac-isc.gc.ca/eng/1100100033057/1610797769658>).

If your Indigenous business is not yet registered in the Indigenous Business Directory, please do so at the link provided above. If bids from two or more Indigenous businesses are compliant with the terms of the Request for Proposal, the contracting authority will limit the competition to those Indigenous businesses and will not consider bids from any non-Indigenous businesses that may have been submitted.

If the bids from the Indigenous businesses are found to be non-compliant or non-responsive or are withdrawn, such that fewer than two compliant bids from Indigenous businesses remain, bids from all of the non-Indigenous businesses that had submitted bids will then be considered by the contracting authority.

1.4 Debriefings

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



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

As this solicitation is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

Bids must be submitted by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to DFO will not be accepted.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 7 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.



Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

2.5 Basis for Canada's Ownership of Intellectual Property

The Department of Fisheries and Oceans Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#): to generate knowledge and information for public dissemination.

2.6 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)

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the award of certain federal contracts under \$30,300 for goods and \$121,200 for services. If you have concerns regarding the award of a federal contract below these dollar amounts, you may contact OPO by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.

- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submit **all** its **email** bid in separately saved sections as follows and **prior to the bid closing date, time and location**:

- Section I: Technical Bid** (one soft copy in PDF format)
Section II: Financial Bid (one soft copy in PDF format)
Section III: Certifications (one soft copy in PDF format)

Important Note:

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

For bids transmitted by email, DFO will not be responsible for any failure attributable to the transmission or receipt of the email bid. DFO will send a confirmation email to the Bidders when the submission is received.

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

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

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

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, bidders should:

- 1) 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
- 2) 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 Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B"

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to annex "C"

4.1.1.2 Point Rated Technical Criteria

Refer to annex "C"

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit and Price - [A0027T](#) (2022-12-01)

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 **24 points** overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **33 points**.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be **70%** for the technical merit and **30%** for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained divided by the maximum number of points available multiplied by the ratio of **70%**.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of **30%**.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the



highest combined rating of technical merit and price will be recommended for award of a contract.

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

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating		84.18	73.15	77.70
Overall Rating		1st	3rd	2nd



PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions – Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Additional Certifications Precedent to Contract Award

5.2.2.1 Status and Availability of Resources

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

5.2.2.2 Education and Experience

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

5.2.2.3 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.



5.2.2.4 Contractor's Representative

The Contractor's Representative for the Contract is:

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

5.2.2.5 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:

5.2.3 Set-aside for Indigenous Business

1. This procurement is set aside under the federal government Procurement Strategy for Indigenous Business, For more information on Indigenous business requirements of the Set-aside Program for Indigenous Business, see [Annex 9.4](#), Supply Manual.
2. The Bidder:



- i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
 - ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
 - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Bidder must check the applicable box below:
- i. The Bidder is an Indigenous business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.
- OR**
- ii. The Bidder is either a joint venture consisting of two or more Indigenous businesses or a joint venture between an Indigenous business and a non-Indigenous business.
4. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.
5. By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

5.2.4 Owner Certification - Set-aside for Indigenous Business

If requested by the Contracting Authority, the Bidder must provide the following certification for each owner who is Indigenous:

- 1. I am an owner of _____ (*insert name of business*), and an Indigenous person, as defined in [Annex 9.4](#) of the *Supply Manual* entitled "Requirements for the Set-aside Program for Indigenous Business".
- 2. I certify that the above statement is true and consent to its verification upon request by Indigenous Services Canada.

Printed name of owner

Signature of owner



Date

5.2.6 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

Yes () No ()

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on



departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

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

Yes () No ()

If so, the Bidder must provide the following information:

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

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

Print Name

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

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

Signature

Print Name of Signatory



ATTACHMENT 1 TO PART 5 LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Requirements

Section 17 of the *Ineligibility and Suspension Policy* (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names with their bid or offer. The required list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

List of names for [integrity verification form](#)



PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

6.1.1 Security Clauses #1 – No Security Requirement, **escort required at DFO site(s)**, ANNEX A :

- 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

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

6.3 Standard Clauses and Conditions

As this contract is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.

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

6.3.1 General Conditions

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

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

Delete: 2010B 10 (2013-03-21), Invoice submission

Insert: **Invoice submission**

1. Invoices must be submitted in the Contractor's name to DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca with a cc to: [\[insert the name of the Project/Technical Authority and the AP Coder\]](#). The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
2. Invoices must show:
 - a. Contractor's Name and remittance physical address;



- b. Contractor's CRA Business Number or Procurement Business Number (PBN);
 - c. Invoice Date;
 - d. Invoice Number;
 - e. Invoice Amount (broken down into item and tax amounts);
 - f. Invoice Currency (if not in Canadian dollars);
 - g. DFO Reference Number (PO Number or other valid reference number);
 - h. DFO Contact Name (DFO employee who initiated the order or to whom the goods were sent. **Note:** Invoice will be return to the Contractor if that information is not provided);
 - i. Description of the goods or services supplied (provide details of expenditures (such as item, quantity, unit of issue, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
 - j. Deduction for holdback, if applicable;
 - k. The extension of the totals, if applicable; and
 - l. If applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
3. Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.
 4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

6.3.2 Supplemental General Conditions

[4007](#) (2022-12-01), Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract Award to January 29th, 2024 inclusive.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Marie-Carmen Sedji
Title: Contracting Specialist
Department: Fisheries and Oceans Canada
Directorate: Materiel and Procurement Services
Address: 301 Bishop Dr, Fredericton, NB E3C 2M6
Telephone: 506-478-7358
E-mail address: Marie-Carmen.Sedji@dfo-mpo.gc.ca



The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority *(to be inserted at Contract award)*

The Project Authority for the Contract is:

Name: _____
 Title: _____
 Organization: _____
 Address: _____
 Telephone: _____
 E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative *(to be inserted at Contract award)*

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex "B" for a cost of \$_____ *(to be inserted at contract award)*. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.



6.7.2 Multiple Payments

Canada will pay the Contractor upon completion and delivery of units 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 delivered has been accepted by Canada.

6.7.3 Electronic Payment of Invoices – Contract

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

- i. Acquisition Card;
- ii. Direct Deposit (Domestic and International)

6.8 Invoicing Instructions

6.8.1 The Contractor must submit invoices in accordance with subsection 6.3.2.1 entitled “Invoice Submission” above. Invoices cannot be submitted until all work identified in the invoice is completed.

6.8.2 Payments will be made provided that the invoice(s) are emailed to DFO Accounts Payable at DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca with a cc to: *[insert the name of the Project/Technical Authority and the AP Coder]* and provides the required information as stated in subsection 6.8.1 above.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.9.2 SACC Manual Clauses

SACC Manual clause [A3000C](#) (2022-05-12), Indigenous Business Certification

6.10 Applicable Laws

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

6.11 Priority of Documents



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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions [4007](#) (2022-12-01), Canada to Own Intellectual Property Rights in Foreground Information ;
- (c) the general conditions [2010B](#) (2022-12-01), General Conditions - Professional Services (Medium Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) the Contractor's bid dated _____ [insert date of bid](#) [If the bid was clarified or amended, insert at the time of contract award]. “, as clarified on _____ or, as amended on _____ and insert date(s) of clarification(s) or amendment(s) including its Inuit Benefits Plan. (if applicable).

6.12 Insurance - [G1005C](#) (2016-01-28)

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

6.13 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".
- (e) The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, *either Party* may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.
- (f) The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact OPO by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.

6.14 Environmental Considerations



As part of Canada's policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired, Contractors should:

a) Paper consumption:

- Provide and transmit draft reports, final reports in electronic format. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Project Authority.
- Printed material is requested on minimum recycled content of 30% and/or certified as originating from a sustainably managed forest.
- Recycle unneeded printed documents (in accordance with Security requirements).

b) Travel requirements:

- The Contractor is encouraged to use video and/or teleconferencing where possible to cut down unnecessary travel.
- Use of Properties with Environmental Ratings: Contractors to the Government of Canada may access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, Contractors can go to the following link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for Contractors.
- Use public transportation or another method of green transportation as much as possible.



ANNEX “A” STATEMENT OF WORK

1.0 Scope

There has been worldwide attention to rebuilding species and ecosystems. With the creation of the new Pacific Salmon Strategy Initiative (PSSI), DFO has committed developing rebuilding plans for prioritized salmon stocks.

The Fraser Interior Area Stewardship & Partnerships (FIA S&P) group will be conducting a collaborative rebuilding planning process with Indigenous Groups and external partners for the Early Stuart sockeye stock management unit (SMU). There is also work being completed in three other areas and on the development of a standardized, horizontal approach to rebuilding planning for future use.

This contract will assist in providing background information on the Early Stuart sockeye watershed’s habitat and ecosystem statuses, following guidance from the Wild Salmon Policy.

1.1 Objective

This contract is for a professional report collating available data and information on Early Stuart sockeye and their habitat. The objective of the report is to provide a complete background on the historical and current condition of Early Stuart sockeye habitats and ecosystem functions. Appendix 1 provides a Table of Contents outlining the minimum requirements of the report.

1.2 Background

Pacific salmon have been declining for decades. The modernized *Fisheries Act* introduced the Fish Stocks Provisions (FSP) to address the decline. The federal government also created the Pacific Salmon Strategy Initiative (PSSI), a multi-faceted and transformational program, to assist in salmon recovery. The Integrated Rebuilding Unit (IRU) is part of the recently formed Stewardship Directorate resulting from PSSI. The work of the IRU involves developing a horizontal approach for integrated strategic planning for salmon stocks. The IRU will also be assisting Area teams with developing 4 area-based collaborative rebuilding plans for different areas in the Pacific Region.

1.3 Terminology

PSSI	Pacific Salmon Strategy Initiative
FSP	Fish Stocks Provisions
FIA S&P	Fraser Interior Area Stewardship & Partnerships
IRU	Integrated Rebuilding Unit
ILHA	Integrated Life History Assessment
WSP	Wild Salmon Policy
SMU	Stock Management Unit

2.0 Reference Documents

There are many different references papers that will need to be collected, reviewed, and collated. To assist in writing the paper, the following documents will need to be reviewed and considered.

- Canada’s Policy for Conservation of Wild Pacific Salmon (2005)
[DFO WSP2 JUN 06 w/covers \(dfo-mpo.gc.ca\)](http://dfo-mpo.gc.ca)
 - WSP strategy 2 in particular



- Refining habitat indicators for Strategy 2 of the Wild Salmon Policy: practical assessment of indicators (2007)
[Refining habitat indicators for Strategy 2 of the Wild Salmon Policy: Assessing indicators and data sources \(psf.ca\)](#)
- Canada’s Policy for Conservation of Wild Pacific Salmon: stream, lake, and estuarine habitat indicators (2009)
[Habitat Indicators Report \(dfo-mpo.gc.ca\)](#)
- UNDRIP/UNDA Action Plan [2023-06-20 UNDA Action Plan EN.pdf \(justice.gc.ca\)](#)
- DFO/CCG Reconciliation Strategy [Reconciliation strategy \(dfo-mpo.gc.ca\)](#)

3.0 Requirements

3.1 Scope of Work:

To assist in the rebuilding plan process for Early Stuart sockeye, it is imperative that background information on the ecosystem, watershed, habitat and stock be collected and succinctly collated.

This contract will assist in providing background information on the watershed’s habitat and ecosystem statuses, following guidance from the Wild Salmon Policy. Both western science and Indigenous Knowledge are to be included. Review of the draft documents will include DFO and Indigenous partners (UFFCA, Takla Nation, Tl’azt’en First Nation, Nak’azdli First Nation, and other later identified First Nations).

3.2 Tasks

The tasks to be completed include but are not limited to the following;

- 3.2.1 Background research
- 3.2.2 Literature and document review
- 3.2.3 Collection and analyses of both qualitative and quantitative data compilation, synthesis and dissemination of findings
- 3.2.4 Development of supporting Figures and Tables
- 3.2.5 GIS/Mapping exercise
- 3.2.6 Provide progress updates with steering committee/rebuilding team as requested by the Project Authority.

3.3 Deliverables

DELIVERABLE	Acceptance Criteria	DUE DATE
3.3.1 Table of Contents (ToC)	ToC with rationales for changes (subtractions & additions)	October 20 th , 2023
3.3.2 References list	Standardized citation methodology and list chosen method	November 3 rd , 2023
3.3.3 Draft document	Line and page numbering on all drafts	November 17 th , 2023



3.3.4 Figures and tables (including mapping)	Standardized methodology highlighting key habitats (spawning, rearing, holding pools, etc.), impacts, land use issues, historical habitat areas, sensitive areas, recommended special management zones, etc.	December 1 st , 2023
3.3.5 Draft document with revisions	Line and page numbering on all drafts	December 22 nd , 2023
3.3.6 Supporting transmittal document	Infographic and PowerPoint	January 19 th , 2024
3.3.7 Final Report	Clean copy of final report, with succinct executive summary	January 29 th , 2024

If the due date cannot be met, the PA may at their discretion accept a change in date. All accepted changes in delivery date must be approved in writing by the PA.

A change in due date will only be approved if all reasonable efforts were made to meet the deadline, or for matters outside of the contractors control.

3.4 Constraints

Tight timelines and multiple partners

3.5 Support Provided by Canada

Fisheries and Oceans Canada will provide the following:

- Document review and feedback for revisions and additions
- Information and data



Appendix 1

Table of Contents

Executive Summary

Table of Figures

Table of Tables

List of Abbreviations

1.0 Introduction

1.1 Objectives

1.2 Takla and Trembleur Watersheds

1.2.1 General Description

1.2.1.1 Biogeoclimatic zone(s)

1.2.1.2 Area drained, lakes, streams

1.2.2 Geology and Hydrology

1.2.3 Climate

1.2.4 Historical Watershed Use

1.2.5 Current Watershed Use

1.2.6 Past Management, Conservation and Restoration Actions

1.2.7 Historical policies and social, behavioural and cultural factors contributed to the decline of salmon in area

1.2.8 Current management programs (regulations, contracts, agreements) currently in place and how do they support or threaten the viability of wild salmonid populations?

1.2.9 How do existing policies, programs, commitments and regulations affect overall salmon recovery?

1.3 Early Stuart Sockeye Stock Profile Narrative

1.3.1 Distribution and Timing

1.3.1.1 Maps of CU defining salmon-bearing streams

1.3.1.2 Occurrence of salmonid species in the watershed

1.3.1.3 Ocean distribution and migration pathways

1.3.2 Life History

1.3.2.1 Spawning

1.3.2.2 Juvenile rearing areas

1.3.2.3 Ocean rearing

1.3.2.4 Run timing

1.3.3 General life history characteristics

1.3.3.1 Age at maturity

1.3.3.2 Fecundity

1.3.3.3 Growth

1.3.3.4 Size at age

1.3.3.5 Stage specific survivals

1.3.3.6

1.3.4 Habitat Requirements by Life-History Stage

1.3.5 Stock status and trends Escapement

1.3.5.1 historical escapement/population estimates

1.3.5.2 historical information available

1.3.5.3 current diversity and spatial structure

1.3.5.4 current escapement information available

1.3.5.5 status of populations within the watershed

1.3.5.6 genetic information

1.3.5.6.1 stock structure

1.3.5.6.2 data on straying

1.3.5.7 productivity/growth rate

1.3.6 Ecological relationships (what other species and conditions interact with sockeye)



- 2.0 Potential Risks to Early Stuart salmon
 - 2.1 Freshwater egg incubation (including alevin)
 - 2.2 Freshwater juvenile rearing
 - 2.3 Estuarine juvenile rearing
 - 2.4 Marine nearshore juvenile rearing and migration
 - 2.5 Marine pelagic immature rearing
 - 2.6 Marine adult return migration
 - 2.7 Estuary and freshwater adult terminal migration
 - 2.8 Freshwater adult spawning
- 3.0 Habitat Indicator Assessment
 - 3.1 General Methods
 - 3.1.1 Literature Review
 - 3.1.2 Spatial Data Gathering and Processing
 - 3.2 Metrics and Benchmarks
 - 3.2.1 Stream Indicators:
 - 3.2.1.1 Total land cover alteration
 - 3.2.1.2 Watershed linear development (road/railway/etc.) and stream crossings
 - 3.2.1.3 Stream connectivity (lateral and longitudinal)
 - 3.2.1.4 Water extraction (surface and groundwater)
 - 3.2.1.5 Riparian condition and disturbance
 - 3.2.1.6 Habitat condition and channel geomorphology (including anthropogenic changes)
 - 3.2.1.7 Permitted waste management discharge
 - 3.2.1.8 Suspended sediment
 - 3.2.1.9 Water quality
 - 3.2.1.10 Cold water refugia
 - 3.2.1.11 Discharge and hydrological processes
 - 3.2.1.12 Benthic invertebrate and food web
 - 3.2.1.13 Accessible stream length
 - 3.2.1.14 Key spawning areas (quantity/quality/features)
 - 3.2.1.15 Channel stability
 - 3.2.1.16 Large woody debris
 - 3.2.1.17 Invasive species
 - 3.2.2 Lake Indicators:
 - 3.2.2.1 Total land cover alteration
 - 3.2.2.2 Watershed road development
 - 3.2.2.3 Riparian condition and disturbance
 - 3.2.2.4 Permitted water management discharges
 - 3.2.2.5 Water quality
 - 3.2.2.6 Lake productive capacity
 - 3.2.2.7 Food web
 - 3.2.2.8 Cold water refuge zone
 - 3.2.2.9 Lake shore spawning area (quantity/quality/features)
 - 3.2.2.10 Invasive species
 - 3.2.3 Estuarine and Marine Indicators
 - 3.2.3.1 Estuarine habitat area
 - 3.2.3.2 Connectivity (accessible off-channel area)
 - 3.2.3.3 Riparian condition and disturbance
 - 3.2.3.4 Eelgrass habitats
 - 3.2.3.5 Kelp beds
 - 3.2.3.6 Disturbance of estuary foreshore
 - 3.2.3.7 Disturbance of offshore habitats
 - 3.2.3.8 Marine vessel traffic activity
 - 3.2.3.9 Invasives species



- 3.2.3.10 Water quality
- 3.2.3.11 Permitted waste management discharges
- 3.2.3.12 Estuary chemistry and contaminants
- 3.2.3.13 Estuary dissolved oxygen
- 4.0 Summary of Habitat Indicators and Limiting Factors
 - 4.1 Habitat indicators
 - 4.2 Limiting factors
 - 4.3 Data gaps and recommended studies
- 5.0 Mortality outside the watershed
- 6.0 Enhancement activities
 - 6.1 Hatchery production by species
 - 6.2 Release timing and location
 - 6.3 Genetic profile of hatchery fish, straying information
- 7.0 Conclusions
- 8.0 References



DU20 Takla Trembleur-ES

5 Mile Creek
10 Mile Creek
15 Mile Creek
25 Mile Creek
Ankwill Creek
Baptiste Creek
Bates Creek
Bivouac Creek
Blackwater Creek
Blanchette Creek
Casamir Creek
Consolidated Creek
Crow Creek
Driftwood River
Dust Creek
Felix Creek
Fleming Creek
Forfar Creek
Forsythe Creek
French Creek
Frypan Creek
Gluske Creek
Hooker Creek
Hudson Bay Creek
Kastberg Creek
Kazchek Creek
Kotesine Creek
Kynock Creek
Leo Creek
Lion Creek
McDougall Creek
Middle River (Rosette)
Nancut Creek
Narrows Creek
Paula Creek
Point Creek
Porter Creek
Rosette Creek
Sakeniche River
Fraser River migration corridor



**ANNEX “B”
BASIS of PAYMENT**

The Contractor must complete the work by January 29th, 2024.

CONTRACT PERIOD: Contract award to January 29th, 2024	
DESCRIPTION	FIRM PRICE
Provide Services for “Wild Salmon Policy Habitat & Ecosystem Status report” as described in Annex “A” Statement of Work Resource Name: _____	\$ _____
TOTAL ALL-INCLUSIVE PRICE (EXCLUDING TAXES)	\$ _____

SCHEDULE OF PAYMENTS		
DESCRIPTION AND DELIEVRABLES	PERCENTAGE PAYMENT	FIRM AMOUNT (EXCLUDING TAXES)
First payment –upon completion of deliverables 3.3.1, 3.3.2 and 3.3.3	20%	\$ _____
Second payment – upon completion of deliverables 3.3.4 and 3.3.5	30%	\$ _____
Final payment – upon completion of project; deliverables 3.3.6 and 3.3.7	50%	\$ _____



**ANNEX "C"
EVALUATION CRITERIA**

Mandatory Technical Criteria

The bid must meet the mandatory 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 criterion should be addressed separately.

Bidders are advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will not constitute "demonstrated" for the purpose of the evaluation. Supporting data may include résumés and any other documentation necessary to demonstrate the experience and knowledge attained. Simply repeating the statements contained in the Statement of Work is not sufficient.

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

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

NOTE: Each project summary must not exceed one page in length.

Mandatory Criteria		Criterion Met (Yes or No) <small>[DFO USE ONLY]</small>	Cross-Reference (from Bid and/or CV) <small>[COMPLETED BY BIDDER]</small>
M1	The bidder must proposed resource(s) for carrying out the work described in the Statement of Work and provide a detailed resume(s) for each proposed resource		
M2	The bidder proposed resource(s) must possess a degree from a recognised university in Biology or Resource Management as determined by the Canadian Centre for International Credentials (http://www.cicic.ca/en/index.aspx) <i>*To demonstrate compliance, a copy of the degree (or equivalent) must be submitted with the bid for all proposed resources.</i>		
M3	The bidder's proposed resource(s) must have a minimum of five (5) cumulative years' experience in Pacific salmon management.		
M4	The bidder must provide proof of 3 samples of peer reviewed published works.		

RATED CRITERIA:



Bidder must achieve a minimum score of 28 possible points of the Rated Criteria in order to be considered technically responsive. Bids failing to meet the minimum score required will be deemed non-compliant and given no further consideration.

Rated – the bidder’s proposed resource

***For the Bidder’s examples and for each of the proposed resources, experience must be used to demonstrate compliancy and should include at a minimum the following information:**

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

Years of experience is calculated based on cumulative years and need not be consecutive unless specified.

Criterion		Max points	Point breakdown structure	Evaluated score	Cross-Reference (from Bid and/or CV) <small>[COMPLETED BY BIDDER]</small>
R1	The bidder’s proposed resource(s) should demonstrate that they have experience working on topics that pertain to Pacific salmon threats and pressures.	7	1 point: zero (0) to less than five (5) cumulative years of experience 4 points: five (5) to less than ten (10) cumulative years of experience 7 points: ten (10) or more cumulative years of experience		
R2	The bidder’s proposed resource(s) should demonstrate that they have experience communicating technical information to Indigenous groups and other natural resource sectors on Pacific salmon resources.	7	1 point: zero (0) to less than five (5) cumulative years of experience 4 points: five (5) to less than ten (10) cumulative years of experience 7 points: ten (10) or more cumulative years of experience		
R3	The bidder’s proposed resource(s) should demonstrate that they have experience, understanding, and familiarity working with Indigenous groups and other natural resource sectors.	7	1 point: zero (0) to less than five (5) cumulative years of experience 4 points: five (5) to less than ten (10) cumulative years of experience 7 points: ten (10) or more cumulative years of experience		



R4	The bidder's proposed resource(s) should demonstrate that they have experience working with Traditional knowledge related to Pacific salmon resources or other natural resources.	7	1 point: zero (0) to less than five (5) cumulative years of experience 4 points: five (5) to less than ten (10) cumulative years of experience 7 points: ten (10) or more cumulative years of experience		
R5	The bidder's proposed resource(s) should demonstrate that they have experience related to Fraser River sockeye salmon management	2	0 point: no direct experience related to Fraser River sockeye salmon 2 points: experience related to Fraser River sockeye salmon management		
R6	The bidder's proposed resource(s) should demonstrate that they have experience related to Early Stuart sockeye salmon management	3	0 point: no direct experience related to Fraser River sockeye salmon 3 points: experience related to Fraser River sockeye salmon management		
Total evaluated score (Minimum score: 24 points)					/33