



<p><b>RETURN BIDS TO:</b></p> <p><a href="mailto:SOUSSIONSBIDS@EC.GC.CA">SOUSSIONSBIDS@EC.GC.CA</a></p> <p><b>Bid Receiving - Environment and Climate Change Canada</b></p> <p><b>All bids must be sent by email to:</b></p> <p><a href="mailto:soumissionsbids@ec.gc.ca">soumissionsbids@ec.gc.ca</a></p> <p><b>BID SOLICITATION</b></p> <p><b>PROPOSAL TO: ENVIRONMENT AND CLIMATE CHANGE CANADA</b></p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p>	<p><b>Title</b> Veterinary Services, Burlington, Ontario</p>	
	<p><b>ECCC Bid Solicitation No. /SAP No.</b></p> <p><b>5000075637</b></p>	
	<p><b>Date of Bid solicitation (YYYY-MM-DD)</b></p> <p>2023-12-04</p>	
	<p><b>Bid Solicitation Closes (YEAR-MM-DD)</b></p> <p><b>at 2:00 P.M.</b></p> <p><b>on 2023-12-19</b></p>	<p><b>Time Zone</b></p> <p>Eastern Standard Time (EST)</p>
	<p>F.O.B See herein</p>	
	<p><b>Address Enquiries to</b> Michel Lariviere at <a href="mailto:michel.lariviere@ec.gc.ca">michel.lariviere@ec.gc.ca</a></p>	
	<p><b>Delivery Required</b> See herein</p>	
	<p><b>Destination of Services</b> See herein</p>	
	<p><b>Security</b> There are no security requirements associated with this solicitation</p>	
	<p><b>Vendor/Firm Name and Address</b></p>	
	<p><b>Telephone No.</b></p>	<p><b>Fax No.</b></p>
	<p><b>Name and title of person authorized to sign on behalf of Vendor/Firm: (type or print)</b></p>	
<p><b>Signature</b></p>	<p><b>Date</b></p>	



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**List of Attachments:**

- [Attachment 1 to Part 3, Financial Bid Presentation Sheet](#)
- [Attachment 1 to Part 4, Mandatory Technical Criteria and Point Rated Technical Criteria](#)

**List of Annexes:**

- Annex “A” - Statement of Work
- Annex “B” - Basis of Payment



## **PART 1 – GENERAL INFORMATION**

### **1.1 Security Requirement**

There is no security requirement applicable to the requirement.

### **1.2 Statement of Work**

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

### **1.3 Debriefings**

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



## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the PSPC/PWGSC *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.

The standard instructions 2003 are modified as follows:

**Under “Text” at 02:**

**Delete:** “Procurement Business Number”

**Insert:** “Deleted”

**At Section 02 Procurement Business Number**

**Delete:** In its entirety

**Insert:** “Deleted”

**At Section 05 Submission of Bids, Subsection 05 (2d):**

**Delete:** In its entirety

**Insert:** “send its bid only to Environment and Climate Change Canada as specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;”

**At Section 06 Late Bids:**

**Delete:** “PWGSC”

**Insert:** “Environment and Climate Change Canada”

**At Section 07 Delayed Bids:**

**Delete:** “PWGSC”

**Insert:** “Environment and Climate Change Canada”

**At Section 08 Transmission by Facsimile, Subsection 08 (1):**

**Delete:** In its entirety

**Insert:** “Bids may be submitted by facsimile if specified in the bid solicitation.”

**At Section 12 Rejection of Bid, Subsection 12 (1) a. and b.:**

**Delete:** In their entirety

**Insert:** “Deleted”

**At Section 17 Joint Venture, Subsection 17 (1) b.:**

**Delete:** “the Procurement Business Number of each member of the joint venture,”

**Insert:** “Deleted”

**At Section 20 Further Information, Subsection 20 (2):**

**Delete:** In its entirety



**Insert:** "Deleted"

**At Section 05 Submission of Bids, Subsection 05 (4):**

**Delete:** "sixty (60) days"

**Insert:** "one hundred and twenty (120) days"

## 2.2 Submission of Bids

Bids must be submitted to Environment and Climate Change Canada at the address and by the date, time and place indicated on page 1 of the bid solicitation.

## 2.3 Former Public Servant – Competitive Bid

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

### Definitions

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

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

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

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

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

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



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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

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

### **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than **five (5)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### **2.5 Applicable Laws**

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

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

### **2.6 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)

- 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 bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid - 1 soft copy in PDF format by email.

Section II: Financial Bid - 1 soft copy in PDF format by email.

Section III: Certifications - 1 soft copy in PDF format by email.

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

#### **Electronic submission of bids**

In order to be considered, bids must be received by the date and time indicated on the cover page to herein as the "Closing Date." Bids received after the Closing Date will be considered non-responsive and will not be considered for contract award. Bids must be submitted ONLY to the following email address:

Email Address: [soumissionsbids@ec.gc.ca](mailto:soumissionsbids@ec.gc.ca)  
Attention: **Michel Larivière**  
Solicitation Number: **5000075637**

Bidders should ensure that their name, address, Closing Date of the solicitation and Solicitation Number are clearly indicated in the body of their email. Bids and supporting information may be submitted in either English or French.

The total size of the email, including all attachments, must be less than 15 megabytes (MB). It is each Bidder's responsibility to ensure that the total size of the email does not exceed this limit.

It is important to note that emails systems can experience systematic delays and, at times, large attachments may cause systems to hold or delay transmission of emails. It is solely the Bidder's responsibility to ensure that the Contracting Authority receives a bid on time, in the mailbox that has been identified for bid receipt purposes. Date stamps for this form of transmission are not acceptable.

#### **Section I: Technical Bid**

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.



Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

## Section II: Financial Bid

- 1.1 Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheet in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- 1.2 Bidders must submit their financial bid in Canadian funds and in accordance with the Financial Bid Presentation Sheet in Attachment 1 to Part 3"). The total amount of Applicable Taxes must be shown separately.
- 1.3 Bidders must submit their prices FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

### 1.4 Price Breakdown

In their financial bid, the bidders are requested to provide a detailed breakdown of the price for the following elements for each deliverable of the Work, as applicable:

- (a) Professional fees: For each individual and (or) labor category to be assigned to the Work, the bidders should indicate: i) the firm hourly rate or the firm daily rate, inclusive of overhead and profit; and ii) the estimated number of hours or days, as applicable. The bidders should indicate the number of hours in one working day.

The professional fees must include the total estimated cost of all travel and living expenses that may need to be incurred for:

- (i) Work described in Part 7, Resulting Contract of the bid solicitation required to be performed within the **Burlington, Ontario** region.
- (ii) travel between the successful bidder's place of business and the **Canada Centre for Inland Waters in Burlington, Ontario**; and
- (iii) the relocation of resources

to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

- (b) Applicable Taxes: The bidders should indicate the Applicable Taxes separately.

### 1.5 Bidders should include the following information in their financial bid:

- (a) Their legal name; and
- (b) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid; and any contract that may result from their bid.

## Section III: Certifications

Bidders must submit the certifications required under Part 5.



**ATTACHMENT 1 TO PART 3 -  
FINANCIAL BID PRESENTATION SHEET**

**1. FINANCIAL PROPOSAL**

- a) **The Bidder must complete this Financial Bid Presentation Sheet and include it in its financial bid. Prices must only appear in the Financial Bid and in no other part of the bid.**
- b) The Bidder must enter the all-inclusive price, taxes excluded, for each deliverable.
- c) All-inclusive\* prices are firm and include overhead profit and expenses such as travel to Canada Centre for Inland Waters in Burlington, Ontario.
- d) The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.
- e) The total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable.

**2. PRICING TABLES: YEAR 1 TO YEAR 6**

**YEAR 1: April 1<sup>st</sup> 2024 to March 31, 2025**

DELIVERABLE	Average duration (for reference only, actual duration will fluctuate)	Frequency of Requirement	Price per requirement	Total for YEAR 1 C = A X B	
		(A)	(B)	(C)	
<b>Aquatic Life Research Facility inspection</b> <i>(Includes the site visit &amp; post inspection report)</i>	2 hours	Bi-monthly, 5 times per year <i>(<sup>1</sup>One visit replaced by ALRF yearly visit)</i>	\$ _____ Per visit <i>&lt;bidder to complete&gt;</i>	\$ _____ <i>&lt;bidder to complete&gt;</i>	C1
<b>Attending ACC meetings</b> <i>(Includes, preparation time, meeting attendance, including yearly animal user's meeting)</i>	3 to 6 hours	6 times per year	\$ _____ Per meeting <i>&lt;bidder to complete&gt;</i>	\$ _____ <i>&lt;bidder to complete&gt;</i>	C2



<b>Miscellaneous activities</b> <i>(Includes, brief correspondence with members of the ACC; review and approval of documents; provide advice on issues affecting the ACC and animal users; write and provide monthly reports; other miscellaneous activities in support of the ACC or their role on the ACC)</i>	0.5 to 1 hour	Monthly, 12 times per year	\$_____ Per visit <i>&lt;bidder to complete&gt;</i>	\$_____ <i>&lt;bidder to complete&gt;</i>	C3
<b><sup>1</sup>Aquatic Life Research Facility yearly ACC visit</b> <i>(Includes site visit &amp; report. Takes the place of one of the bi-monthly inspections in item 1 above)</i>	2 to 4 hours	Annually, 1 time per year	\$_____ Per visit <i>&lt;bidder to complete&gt;</i>	\$_____ <i>&lt;bidder to complete&gt;</i>	C4
<b>Emergency Services</b> <i>(Provide on-site emergency veterinary support to the animal care program in the Aquatic Life Research Facility)</i>	Up to 10 hours per year	As required, up to 10 hours	\$_____ Per hour <i>&lt;bidder to complete&gt;</i>	\$_____ <i>&lt;bidder to complete&gt;</i>	C5
<b>TOTAL BID PRICE FOR YEAR 1</b> (sum of C1 to C5)				\$_____ <i>&lt;bidder to complete&gt;</i>	T1
<u><i>As per subsection 4.3.1 of this RFP, the MAXIMUM FINANCIAL CRITERIA for Year 1 is \$15,234.00 taxes excluded</i></u>					

**YEAR 2: April 1<sup>st</sup> 2025 to March 31, 2026**

DELIVERABLE	Average duration <i>(for reference only, actual duration will fluctuate)</i>	Frequency of Requirement	Price per requirement	Total for YEAR 2  C = A X B	
		(A)	(B)	(C)	
<b>Aquatic Life Research Facility inspection</b> <i>(Includes the site visit &amp; post inspection report)</i>	2 hours	Bi-monthly, 5 times per year <i>(<sup>1</sup>One visit replaced by ALRF yearly visit)</i>	\$_____ Per visit <i>&lt;bidder to complete&gt;</i>	\$_____ <i>&lt;bidder to complete&gt;</i>	C6
<b>Attending ACC meetings</b> <i>(Includes, preparation time, meeting attendance, including yearly animal user's meeting)</i>	3 to 6 hours	6 times per year	\$_____ Per meeting <i>&lt;bidder to complete&gt;</i>	\$_____ <i>&lt;bidder to complete&gt;</i>	C7
<b>Miscellaneous activities</b> <i>(Includes, brief correspondence with members of the ACC; review and approval of documents; provide advice on issues affecting the ACC and animal users; write and provide monthly</i>	0.5 to 1 hour	Monthly, 12 times per year	\$_____ Per visit <i>&lt;bidder to complete&gt;</i>	\$_____ <i>&lt;bidder to complete&gt;</i>	C8



<i>reports; other miscellaneous activities in support of the ACC or their role on the ACC)</i>					
<b><sup>1</sup>Aquatic Life Research Facility yearly ACC visit</b> <i>(Includes site visit &amp; report. Takes the place of one of the bi-monthly inspections in item 1 above)</i>	2 to 4 hours	Annually, <b>1 time per year</b>	\$ _____ Per visit <i>&lt;bidder to complete&gt;</i>	\$ _____ <i>&lt;bidder to complete&gt;</i>	<b>C9</b>
<b>Emergency Services</b> <i>(Provide on-site emergency veterinary support to the animal care program in the Aquatic Life Research Facility)</i>	Up to 10 hours per year	As required, up to <b>10 hours</b>	\$ _____ Per hour <i>&lt;bidder to complete&gt;</i>	\$ _____ <i>&lt;bidder to complete&gt;</i>	<b>C10</b>
<b>TOTAL BID PRICE FOR YEAR 2</b> (sum of C6 to C10)				\$ _____ <i>&lt;bidder to complete&gt;</i>	<b>T2</b>
<u><i>As per subsection 4.3.1 of this RFP, the MAXIMUM FINANCIAL CRITERIA for Year 2 is \$15,615.00 taxes excluded</i></u>					

**YEAR 3: April 1<sup>st</sup> 2026 to March 31, 2027**

DELIVERABLE	Average duration (for reference only, actual duration will fluctuate)	Frequency of Requirement	Price per requirement	Total for YEAR 3 C = A X B	
		(A)	(B)	(C)	
<b>Aquatic Life Research Facility inspection</b> <i>(Includes the site visit &amp; post inspection report)</i>	2 hours	Bi-monthly, <b>5 times per year</b> <i>(<sup>1</sup>One visit replaced by ALRF yearly visit)</i>	\$ _____ Per visit <i>&lt;bidder to complete&gt;</i>	\$ _____ <i>&lt;bidder to complete&gt;</i>	<b>C11</b>
<b>Attending ACC meetings</b> <i>(Includes, preparation time, meeting attendance, including yearly animal user's meeting)</i>	3 to 6 hours	<b>6 times per year</b>	\$ _____ Per meeting <i>&lt;bidder to complete&gt;</i>	\$ _____ <i>&lt;bidder to complete&gt;</i>	<b>C12</b>
<b>Miscellaneous activities</b> <i>(Includes, brief correspondence with members of the ACC; review and approval of documents; provide advice on issues affecting the ACC and animal users; write and provide monthly</i>	0.5 to 1 hour	Monthly, <b>12 times per year</b>	\$ _____ Per visit <i>&lt;bidder to complete&gt;</i>	\$ _____ <i>&lt;bidder to complete&gt;</i>	<b>C13</b>



reports; other miscellaneous activities in support of the ACC or their role on the ACC)					
<b><sup>1</sup>Aquatic Life Research Facility yearly ACC visit</b> (Includes site visit & report. Takes the place of one of the bi-monthly inspections in item 1 above)	2 to 4 hours	Annually, <b>1 time per year</b>	\$ _____ Per visit <bidder to complete>	\$ _____ <bidder to complete>	<b>C14</b>
<b>Participation in CCAC assessments</b> (Includes the preparation, document review, participation in on-site assessment, post-assessment reporting and review)	10 to 14 hours	<b>1 time per 3 years</b> (Applicable only to 2026/2027 & 2029/2030)	\$ _____ Per hour <bidder to complete>	\$ _____ <bidder to complete>	<b>C15</b>
<b>Emergency Services</b> (Provide on-site emergency veterinary support to the animal care program in the Aquatic Life Research Facility)	Up to 10 hours per year	As required, up to <b>10 hours</b>	\$ _____ Per hour <bidder to complete>	\$ _____ <bidder to complete>	<b>C16</b>
<b>TOTAL BID PRICE FOR YEAR 3</b> (sum of C11 to C16)				\$ _____ <bidder to complete>	<b>T3</b>
<u>As per subsection 4.3.1 of this RFP, the MAXIMUM FINANCIAL CRITERIA for Year 3 is \$16,544.00 taxes excluded</u>					

**YEAR 4: April 1<sup>st</sup> 2027 to March 31, 2028**

DELIVERABLE	Average duration (for reference only, actual duration will fluctuate)	Frequency of Requirement	Price per requirement	Total for YEAR 4 C = A X B	
		(A)	(B)	(C)	
<b>Aquatic Life Research Facility inspection</b> (Includes the site visit & post inspection report)	2 hours	Bi-monthly, <b>5 times per year</b> (* One visit replaced by ALRF yearly visit)	\$ _____ Per visit <bidder to complete>	\$ _____ <bidder to complete>	<b>C17</b>
<b>Attending ACC meetings</b> (Includes, preparation time, meeting attendance, including yearly animal user's meeting)	3 to 6 hours	<b>6 times per year</b>	\$ _____ Per meeting <bidder to complete>	\$ _____ <bidder to complete>	<b>C18</b>
<b>Miscellaneous activities</b> (Includes, brief correspondence with members of the ACC; review and approval of documents; provide advice on issues)	0.5 to 1 hour	Monthly, <b>12 times per year</b>	\$ _____ Per visit <bidder to complete>	\$ _____ <bidder to complete>	<b>C19</b>



<i>affecting the ACC and animal users; write and provide monthly reports; other miscellaneous activities in support of the ACC or their role on the ACC)</i>					
<b><sup>1</sup>Aquatic Life Research Facility yearly ACC visit</b> <i>(Includes site visit &amp; report. Takes the place of one of the bi-monthly inspections in item 1 above)</i>	2 to 4 hours	Annually, <b>1 time per year</b>	\$_____ Per visit <i>&lt;bidder to complete&gt;</i>	\$_____ <i>&lt;bidder to complete&gt;</i>	<b>C20</b>
<b>Emergency Services</b> <i>(Provide on-site emergency veterinary support to the animal care program in the Aquatic Life Research Facility)</i>	Up to 10 hours per year	As required, up to <b>10 hours</b>	\$_____ Per hour <i>&lt;bidder to complete&gt;</i>	\$_____ <i>&lt;bidder to complete&gt;</i>	<b>C21</b>
<b>TOTAL BID PRICE FOR YEAR 4</b> (sum of C17 to C21)				\$_____ <i>&lt;bidder to complete&gt;</i>	<b>T4</b>
<i>As per subsection 4.3.1 of this RFP, the <b>MAXIMUM FINANCIAL CRITERIA</b> for Year 4 is \$16,405.00 taxes excluded</i>					

**YEAR 5: April 1<sup>st</sup> 2028 to March 31, 2029**

DELIVERABLE	Average duration (for reference only, actual duration will fluctuate)	Frequency of Requirement	Price per requirement	Total for YEAR 5 C = A X B	
		(A)	(B)	(C)	
<b>Aquatic Life Research Facility inspection</b> <i>(Includes the site visit &amp; post inspection report)</i>	2 hours	Bi-monthly, <b>5 times per year</b> <i>(<sup>1</sup>One visit replaced by ALRF yearly visit)</i>	\$_____ Per visit <i>&lt;bidder to complete&gt;</i>	\$_____ <i>&lt;bidder to complete&gt;</i>	<b>C22</b>
<b>Attending ACC meetings</b> <i>(Includes, preparation time, meeting attendance, including yearly animal user's meeting)</i>	3 to 6 hours	<b>6 times per year</b>	\$_____ Per meeting <i>&lt;bidder to complete&gt;</i>	\$_____ <i>&lt;bidder to complete&gt;</i>	<b>C23</b>
<b>Miscellaneous activities</b> <i>(Includes, brief correspondence with members of the ACC; review and approval of documents; provide advice on issues affecting the ACC and animal users; write and provide monthly reports; other miscellaneous activities in support of the ACC or their role on the ACC)</i>	0.5 to 1 hour	Monthly, <b>12 times per year</b>	\$_____ Per visit <i>&lt;bidder to complete&gt;</i>	\$_____ <i>&lt;bidder to complete&gt;</i>	<b>C24</b>





<b><sup>1</sup>Aquatic Life Research Facility yearly ACC visit</b> <i>(Includes site visit &amp; report. Takes the place of one of the bi-monthly inspections in item 1 above)</i>	2 to 4 hours	Annually, <b>1 time per year</b>	\$ _____ Per visit <i>&lt;bidder to complete&gt;</i>	\$ _____ <i>&lt;bidder to complete&gt;</i>	<b>C25</b>
<b>Emergency Services</b> <i>(Provide on-site emergency veterinary support to the animal care program in the Aquatic Life Research Facility)</i>	Up to 10 hours per year	As required, up to <b>10 hours</b>	\$ _____ Per hour <i>&lt;bidder to complete&gt;</i>	\$ _____ <i>&lt;bidder to complete&gt;</i>	<b>C26</b>
<b>TOTAL BID PRICE FOR YEAR 5</b> (sum of C22 to C26)				\$ _____ <i>&lt;bidder to complete&gt;</i>	<b>T5</b>
<i>As per subsection 4.3.1 of this RFP, the <b>MAXIMUM FINANCIAL CRITERIA</b> for Year 5 is \$16,816.00 taxes excluded</i>					

**YEAR 6: April 1<sup>st</sup> 2029 to March 31, 2030**

DELIVERABLE	Average duration <i>(for reference only, actual duration will fluctuate)</i>	Frequency of Requirement	Price per requirement	Total for YEAR 6 <b>C = A X B</b>	
		(A)	(B)	(C)	
<b>Aquatic Life Research Facility inspection</b> <i>(Includes the site visit &amp; post inspection report)</i>	2 hours	Bi-monthly, <b>5 times per year</b> <i>(<sup>1</sup>One visit replaced by ALRF yearly visit)</i>	\$ _____ Per visit <i>&lt;bidder to complete&gt;</i>	\$ _____ <i>&lt;bidder to complete&gt;</i>	<b>C27</b>
<b>Attending ACC meetings</b> <i>(Includes, preparation time, meeting attendance, including yearly animal user's meeting)</i>	3 to 6 hours	<b>6 times per year</b>	\$ _____ Per meeting <i>&lt;bidder to complete&gt;</i>	\$ _____ <i>&lt;bidder to complete&gt;</i>	<b>C28</b>
<b>Miscellaneous activities</b> <i>(Includes, brief correspondence with members of the ACC; review and approval of documents; provide advice on issues affecting the ACC and animal users; write and provide monthly reports; other miscellaneous activities in support of the ACC or their role on the ACC)</i>	0.5 to 1 hour	Monthly, <b>12 times per year</b>	\$ _____ Per visit <i>&lt;bidder to complete&gt;</i>	\$ _____ <i>&lt;bidder to complete&gt;</i>	<b>C29</b>
<b><sup>1</sup>Aquatic Life Research Facility yearly ACC visit</b>	2 to 4 hours	Annually, <b>1 time per year</b>	\$ _____ Per visit <i>&lt;bidder to complete&gt;</i>	\$ _____ <i>&lt;bidder to complete&gt;</i>	<b>C30</b>





<i>(Includes site visit &amp; report. Takes the place of one of the bi-monthly inspections in item 1 above)</i>					
<b>Participation in CCAC assessments</b> <i>(Includes the preparation, document review, participation in on-site assessment, post-assessment reporting and review)</i>	10 to 14 hours	<b>1 time per 3 years</b> Applicable only to 2026/2027 & 2029/2030)	\$ _____ Per hour <i>&lt;bidder to complete&gt;</i>	\$ _____ <i>&lt;bidder to complete&gt;</i>	<b>C31</b>
<b>Emergency Services</b> <i>(Provide on-site emergency veterinary support to the animal care program in the Aquatic Life Research Facility)</i>	Up to 10 hours per year	As required, up to <b>10 hours</b>	\$ _____ Per hour <i>&lt;bidder to complete&gt;</i>	\$ _____ <i>&lt;bidder to complete&gt;</i>	<b>C32</b>
<b>TOTAL BID PRICE FOR YEAR 6</b> (sum of C27 to C32)				\$ _____ <i>&lt;bidder to complete&gt;</i>	<b>T6</b>
<u><i>As per subsection 4.3.1 of this RFP, the MAXIMUM FINANCIAL CRITERIA for Year 6 is \$17,788.00 taxes excluded</i></u>					

**For Evaluation Purposes Only**

TABLES 1 to 6		Bidder all-inclusive proposed Price (applicable taxes excluded)
<b>T1</b>	TOTAL BID PRICE FOR <b>YEAR 1</b> (sum of C1 to C5)	\$ _____ <i>&lt;bidder to complete&gt;</i>
<b>T2</b>	TOTAL BID PRICE FOR <b>YEAR 2</b> (sum of C6 to C10)	\$ _____ <i>&lt;bidder to complete&gt;</i>
<b>T3</b>	TOTAL BID PRICE FOR <b>YEAR 3</b> (sum of C11 to C16)	\$ _____ <i>&lt;bidder to complete&gt;</i>
<b>T4</b>	TOTAL BID PRICE FOR <b>YEAR 4</b> (sum of C17 to C21)	\$ _____ <i>&lt;bidder to complete&gt;</i>



T5	TOTAL BID PRICE FOR <b>YEAR 5</b> (sum of C22 to C26)	\$ _____ <i>&lt;bidder to complete&gt;</i>
T6	TOTAL BID PRICE FOR <b>YEAR 6</b> (sum of C27 to C32)	\$ _____ <i>&lt;bidder to complete&gt;</i>
<b>BIDDER TOTAL EVALUATED BID PRICE</b> (SUM of T1 to T6)		\$ _____ <i>&lt;bidder to complete&gt;</i>



## 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.

### 4.2 Technical Evaluation

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e., parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

Mandatory and point rated technical evaluation criteria are included in Attachment 1 to Part 4.

### 4.3 Financial Evaluation

#### 4.3.1 Mandatory Financial Criteria

The maximum funding available for the Contract resulting from the bid solicitation is as followed:

YEAR 1: April 1 <sup>st</sup> 2024 to March 31 <sup>st</sup> , 2025	<b>\$15,234.00</b> , applicable Taxes excluded
YEAR 2: April 1 <sup>st</sup> 2025 to March 31 <sup>st</sup> , 2026	<b>\$15,615.00</b> , applicable Taxes excluded
YEAR 3: April 1 <sup>st</sup> 2026 to March 31 <sup>st</sup> , 2027	<b>\$16,544.00</b> , applicable Taxes excluded
YEAR 4: April 1 <sup>st</sup> 2027 to March 31 <sup>st</sup> , 2028	<b>\$16,405.00</b> , applicable Taxes excluded
YEAR 5: April 1 <sup>st</sup> 2028 to March 31 <sup>st</sup> , 2029	<b>\$16,816.00</b> , applicable Taxes excluded
YEAR 6: April 1 <sup>st</sup> 2029 to March 31 <sup>st</sup> , 2030	<b>\$17,788.00</b> , applicable Taxes excluded

Bids valued in excess of **any** of the above amounts will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

#### 4.3.2 Evaluation of Price

The price of the bid will be evaluated in Canadian dollars, the Applicable Taxes excluded, Canadian customs and excise taxes included.

For evaluation purposes only, the price of the bid will be determined as follows:

- 4.3.2.1 For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Financial Bid Presentation Sheet detailed in Attachment 1 to Part 3.

### 4.4 Basis of Selection - Highest Combined Rating of Technical Merit [60%] and Price [40%]

- 4.4.1 To be declared responsive, a bid must:



- (a) comply with all the requirements of the bid solicitation;
- (b) meet all mandatory criteria and mandatory financial criteria; and
- (c) obtain the required minimum of **17 points** overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **25 points**.

- 4.4.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive.
- 4.4.3 The evaluation will be based on the highest responsive combined rating of technical merit and price. The ratio will be **60 %** for the technical merit and **40%** for the price.
- 4.4.4 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of **60%**.
- 4.4.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of **40%**.
- 4.4.6 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 4.4.7 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.
- 4.4.8 In the event of identical combined rating, then the bid with the highest points under evaluation criteria R3 will be nominated for contract award.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$500,000.

<b>Basis of Selection - Highest Combined Rating of Technical Merit (60%) and Price (40%)</b>				
		<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>		<b>116/135</b>	<b>118/135</b>	<b>114/135</b>
<b>Bid Evaluated Price</b>		<b>\$600,000.00</b>	<b>\$550,000.00</b>	<b>\$500,000.00</b>
<b>Calculations</b>	<b>Technical Merit Score</b>	116/135 x 60 = <b>51.56</b>	118/135 x 60 = <b>52.44</b>	114/135 x 60 = <b>50.67</b>
	<b>Pricing Score</b>	50/60 x 40 = <b>33.33</b>	50/55 x 40 = <b>36.36</b>	50/50 x 40 = <b>40.00</b>
<b>Combined Rating</b>		<b>84.89</b>	<b>88.80</b>	<b>90.67</b>
<b>Overall Rating</b>		3 <sup>rd</sup>	2 <sup>nd</sup>	1 <sup>st</sup>



### ATTACHMENT 1 TO PART 4 MANDATORY TECHNICAL CRITERIA AND POINT RATED TECHNICAL CRITERIA

#### Technical Mandatory Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids that fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Criterion no.	Mandatory Criteria	Met / Not met	Bid Reference
<b>M1</b>	<p>The veterinary consultant must possess a valid veterinary degree and be a licensed member of the College of Veterinarians of Ontario in good standing.</p> <p>The Bidder must attach a copy of the veterinary degree and provide a copy of the license in PDF format. The Bidder must also attest in their bid submission they are in “good standing”.</p>		
<b>M2</b>	<p>Using project description, the veterinary consultant must have 10 years of experience within the last 20 years from the bid closing date in the veterinary treatment of aquatic species used in aquatic laboratory and field research, particularly fish, amphibians, and turtles.</p> <p>For each project cited, the reference must include the following information:</p> <ul style="list-style-type: none"> <li>(a) Client Organization</li> <li>(b) Project Name (if applicable)</li> <li>(c) Brief Project Description and Summary of Duties</li> <li>(d) Project Duration (mm-yyyy to mm-yyyy)</li> <li>(e) Client Contact Name, Position Title, Phone Number and/or Email</li> </ul>		



### Technical Point Rated Criteria

Bids that meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids, which fail to obtain the required minimum number of points specified, will be declared non-responsive. Each point rated technical criterion should be addressed separately.

Criteria #	Rated Criteria	Maximum Points	Points Awarded	Cross Reference to Proposal
R1	<p>The consultant veterinary experience with the Canadian Council on Animal Care certified Animal Care Committees (ACC) in the last ten (10) years from bid closing date.</p> <p><b>Points allocation:</b></p> <ul style="list-style-type: none"> <li>➤ Participated in one ACC = <b>1 point</b></li> <li>➤ Participated in 2 to 5 ACC = <b>2 points</b></li> <li>➤ Participated in 6 or more ACC = <b>3 points</b></li> </ul> <p>For each participation, the reference must include the following information:</p> <ol style="list-style-type: none"> <li>1. Client Contact Name</li> <li>2. Phone Number and/or Email</li> </ol>	<b>3 points</b>		
R2	<p>The consultant veterinary experience with the Canadian Council on Animal Care certified Animal Care Committees (ACC) in the last twenty (20) years from bid closing date.</p> <p><b>Points allocation:</b></p> <ul style="list-style-type: none"> <li>➤ Participated for 2 years (24 months) on the ACC = <b>1 point</b></li> <li>➤ Participated for ≥2 to 5 years (25 to 60 months) on the ACC = <b>2 points</b></li> <li>➤ Participated for ≥5 to 7 years (61 to 84 months) on the ACC = <b>3 points</b></li> <li>➤ Participated for ≥7 to 10 years (85 to 120 months) on the ACC = <b>4 points</b></li> <li>➤ Participated for ≥10 years (121 months) on the ACC = <b>5 points</b></li> </ul>	<b>5 points</b>		



Criteria #	Rated Criteria	Maximum Points	Points Awarded	Cross Reference to Proposal
	<p>For each participation, the reference must include the following information:</p> <ol style="list-style-type: none"> <li>1. Duration (mm-yyyy to mm-yyyy)</li> <li>2. Client Contact Name</li> <li>3. Phone Number and/or Email</li> </ol>			
R3	<p>The consultant veterinary completion of courses in the veterinary care of aquatic organism field in the last ten (10) years from bid closing date.</p> <p><b>Points allocation:</b></p> <ul style="list-style-type: none"> <li>➤ Completion of 1 course = <b>1 point</b></li> <li>➤ Completion of 2 courses = <b>2 points</b></li> <li>➤ Completion of 3 courses = <b>3 points</b></li> <li>➤ Completion of 4 or more courses = <b>4 points</b></li> </ul>	<b>4 points</b>		
R4	<p>The consultant veterinary completion of training courses to maintain skills in the field of veterinary care of aquatic organisms, in the last five (5) years from bid closing date.</p> <p><b>Points allocation:</b></p> <ul style="list-style-type: none"> <li>➤ Completion of 1 training course = <b>1 point</b></li> <li>➤ Completion of 2 or more training courses = <b>2 points</b></li> <li>➤ Completion of 2 or more training courses in the last twelve (12) months from bid closing date = <b>3 points</b></li> </ul>	<b>3 points</b>		
R5	<p>The consultant veterinary experience as a veterinarian in the last twenty (20) years from bid closing date.</p> <p><b>Points allocation:</b></p> <ul style="list-style-type: none"> <li>➤ 2 years (24 months) = <b>1 point</b></li> <li>➤ ≥2 to 5 years (25 to 60 months) = <b>2 points</b></li> </ul>	<b>5 points</b>		



Criteria #	Rated Criteria	Maximum Points	Points Awarded	Cross Reference to Proposal
	<ul style="list-style-type: none"> <li>➤ ≥5 to 7 years (61 to 84 months) = <b>3 points</b></li> <li>➤ ≥7 to 10 years (85 to 120 months) = <b>4 points</b></li> <li>➤ ≥10 years (121 months) = <b>5 points</b></li> </ul> <p>For each project cited, the reference must include the following information:</p> <ol style="list-style-type: none"> <li>1. Client Organization</li> <li>2. Project Name (if applicable)</li> <li>3. Brief Project Description and Summary of Duties</li> <li>4. Project Duration (mm-yyyy to mm-yyyy)</li> <li>5. Client Contact Name, Position Title, Phone Number and/or Email</li> </ol>			
<b>R6</b>	<p>The consultant veterinary experience treating aquatic species in the last twenty (20) years from bid closing date.</p> <p>Points allocation:</p> <ul style="list-style-type: none"> <li>➤ 2 years (24 months) = <b>1 point</b></li> <li>➤ ≥2 to 5 years (25 to 60 months) = <b>2 points</b></li> <li>➤ ≥5 to 7 years (61 to 84 months) = <b>3 points</b></li> <li>➤ ≥7 to 10 years (85 to 120 months) = <b>4 points</b></li> <li>➤ ≥10 years (121 months) = <b>5 points</b></li> </ul> <p>For each project cited, the reference must include the following information:</p> <ol style="list-style-type: none"> <li>1. Client Organization</li> <li>2. Project Name (if applicable)</li> <li>3. Brief Project Description and Summary of Duties</li> <li>4. Project Duration (mm-yyyy to mm-yyyy)</li> <li>5. Client Contact Name, Position Title, Phone Number and/or Email</li> </ol>	<b>5 points</b>		





Criteria #	Rated Criteria	Maximum Points	Points Awarded	Cross Reference to Proposal
	<b>Overall Total Maximum Points (R1 to R6): 25 points</b> <b>Overall Minimum Passing Mark Required (R1 to R6): 17 points</b>	<b>Total Points Awarded</b>		



## **PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, 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 may 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](#) website, to be given further consideration in the procurement process.

#### **5.1.2 Additional Certifications Required with the Bid**

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

### **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 property agreement of the [Ineligibility and Suspension Policy](#), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### **5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity [FCP](#)



Limited Eligibility to Bid" list available from Employment and Social Development Canada (ESDC) - Labor's website.

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

### **5.2.3 Additional Certifications Precedent to Contract Award**

#### **5.2.3.1 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

#### **5.2.3.3 Education and Experience**

*SACC Manual* clause A3010T (2010-08-16) Education and Experience



## **PART 6 - RESULTING CONTRACT** (ECCC to delete this sentence at contract award)

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation. (ECCC to delete this sentence at contract award)

**Title:** (ECCC to insert at contract award)

### **6.1 Security Requirement**

6.1.1 There is no security requirement applicable to the Contract.

### **6.2 Statement of Work**

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

### **6.3 Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the PSPC/PWGSC *Standard Acquisition Clauses and Conditions Manual* issued by Public Works and Government Services Canada.

#### **6.3.1 General Conditions**

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

General conditions 2010B is modified as follows:

#### **At Section 12 Transportation Costs**

**Delete:** In its entirety

**Insert:** "Deleted"

#### **At Section 13 Transportation Carriers" Liability**

**Delete:** In its entirety.

**Insert:** "Deleted"

#### **At Section 18, Confidentiality:**

**Delete:** In its entirety

**Insert:** "Deleted"

#### **Insert Subsection: "36 Liability"**

"The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract."

#### **6.3.2 Specific Person(s)**



The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: \_\_\_\_\_ (ECCC to insert name(s) of person(s) at contract award).

**6.4 Term of Contract**

**6.4.1 Period of the Contract**

The period of the Contract is from date of Contract to \_\_\_\_\_ inclusive (ECCC to insert the end date at contract award).

**6.5 Authorities**

**6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Environment and Climate Change Canada  
Procurement and Contracting Division  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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**

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
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**



Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
(Legal & Operating Company Name): \_\_\_\_\_  
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: 2019-01 of the Treasury Board Secretariat of Canada.

**6.7 Payment**

**6.7.1 Basis of Payment – Fixed time rate – Limitation of expenditure**

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

**6.7.2 Limitation of expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. (*ECCC to insert the amount at contract award*) Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

**6.7.3 Method of Payment – Monthly Payment**



Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

#### **6.7.4 SACC Manual Clauses**

A9117C (2007-11-30) T1204 – Direct Request by Customer Department

#### **6.7.5 Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

#### **6.7.6 Auditing**

Canada reserves the right to recover amounts and make adjustments to amounts payable to the Contractor where an examination of the Contractor's records has identified amounts allocated to the Contract that are not in accordance with the Contract terms.

Where the results of an examination indicate that an overpayment by Canada has occurred, such overpayment is due and payable on the date indicated in the notice of overpayment.

#### **6.8 Invoicing Instructions**

6.8.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

6.8.2 Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown under the title "Invoices / Factures" of page 1 of the Contract for certification and payment.

#### **6.9 Certifications and Additional Information**

##### **6.9.1 Compliance**

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

#### **6.10 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. *(ECCC to insert the name of the province or territory as specified by the bidder in its bid, if applicable, at contract award)*



### 6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010B (2022-12-01) - Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment; and
- (e) the Contractor's bid dated \_\_\_\_\_, *(ECCC to insert date of bid) or (If the bid was clarified or amended, ECCC to insert at the time of contract award)*, as clarified on \_\_\_\_\_ *(or)*, as amended on \_\_\_\_\_ *(and insert date(s) of clarification(s) or amendment(s))*.

### 6.12 Insurance

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

### 6.13 Dispute Resolution

The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

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.

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.

Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/contract-management/dispute-resolution>" Dispute Resolution".





## ANNEX “A” - STATEMENT OF WORK

### 1. TITLE

Veterinary Services in Burlington, Ontario, Canada

### 2. REQUIREMENT

- 2.1 Provision of veterinary care for all vertebrate animals being held and treated by staff in the Aquatic Life Research Facility located at the Canada Centre for Inland Waters in Burlington; and
- 2.2 Participation as the required veterinarian member of the Ontario and Québec Region Aquatic Animal Care Committee (ACC) for the fiscal years 2024-25, 2025-26, 2026-27, 2027-28, 2028-29, 2029-30.

### 3. BACKGROUND

Animal use research within the Government of Canada is mandated to follow the guidelines, policies and oversight of the Canadian Council on Animal Care (CCAC) ([www.ccac.ca](http://www.ccac.ca)) to ensure that animals are treated humanely and ethically, and that respect for life is a fundamental characteristic of all research activities.

The CCAC requires institutions to implement Animal Care Committees (ACCs) to report on and oversee animal use and protocols. A mandatory member of the ACC, per CCAC policies, is a veterinarian who provides advice to the ACC on all aspects of humane and ethical animal use and must be available to respond to emergency situations for as long as the laboratory holds animals, which, for the Aquatic Life Research Facility (ALRF) is ongoing.

### 4. SCOPE OF WORK

- 4.1 The basic duties of the Contractor consultant veterinarian are described in the Standards of Veterinary Care set out by the Canadian Association of Laboratory Animal Medicine (CALAM) <http://www.calam-acmal.org/wp-content/uploads/2010/01/CALAM-Standards-of-Veterinary-Care.pdf>. Specific duties include:
  - 4.1.1 Upon contract award, become an active member of the Ontario and Québec Region Aquatic Animal Care Committee.
  - 4.1.2 Regular health monitoring of all animals (fishes, amphibians and reptiles) held in the Canadian Center for Inland Waters experimental facility (Aquatic Life Research Facility (ALRF)).
  - 4.1.3 Provisions of veterinarian care to the resident animals as needed.
  - 4.1.4 Participation in the review of experimental animal care protocols as undertaken by the ACC, both within the experimental facility and at field research locations.
  - 4.1.5 Participation in the revision and editing of standard operating procedures as undertaken by the ACC.
  - 4.1.6 Provisions of written and/or verbal advice regarding the care and maintenance of experimental animals to the research as required.



- 4.1.7 Monthly written reporting via the departmental representative to senior management on the operation of the Aquatic Life Research Facility and of the ACC.
- 4.1.8 Advise in writing and/or verbally on training programs and monitor competency/animal care training for ACC members, project leaders, and all staff involved in animal research.
- 4.1.9 Be available on an ongoing basis to respond to emergency situations in the ALRF. During absences (vacations, etc) provision for a back-up / replacement is necessary.
- 4.2 The Contractor consultant Veterinarian works together with the ALRF facility manager and they both report, in writing, on all animal health and welfare related matters to the Director (or acting Director) of ESTLD (senior administrators) responsible for animal care and use for those animals housed within the facility.
- 4.3 The Contractor consultant veterinarian will be responsible to assure the provision of a comprehensive veterinary care program and to oversee all aspects of animal care and use.
- 4.4 The Contractor consultant veterinarian will treat, remove from a study, or euthanize, if necessary, an animal on the professional judgement of the veterinarian.
- 4.5 The Contractor consultant veterinarian will provide, written and/or verbal, advice to the ACC where animal care and use is discussed or determined. This includes animal welfare and veterinary care, Occupational Health and Safety, biosafety, crisis management, animal facility oversight and planning, and animal-based research facility oversight and planning. This advice is provided on an ongoing basis as a mandatory member of the ACC.
- 4.6 The Contractor consultant veterinarian may also be asked to provide, written and/or verbal, advice to the ALRF facility manager, scientists, and researchers regarding specific animal care questions and projects outside the scope of their ACC duties. It will be the responsibility of the research and the veterinarian to co-ordinate billing for these consultations.

**5. DELIVERABLES**

5.1 The Contractor will provide the following deliverables:

<b>Deliverable</b>	<b>Includes</b>	<b>Average duration</b> (for reference only, actual duration will fluctuate)	<b>Frequency</b>	<b>Format</b>
Aquatic Life Research Facility (ALRF) veterinary inspection	Site visit, post inspection report	2 hours	Bi-monthly, 5 times per year (1One visit replaced by ALRF yearly visit)	Site visit in person.  Written report using MS Word only and emailed to the Technical Authority
Attend ACC meetings	Preparation time, meeting attendance	3 to 6 hours	Up to 4 times per year	In person or via Microsoft Team



	Includes yearly animal user's meeting			
Miscellaneous activities	Brief correspondence with members of the ACC, review and approval of documents, provide advice on issues affecting the ACC and animal users, write and provide monthly reports, other miscellaneous activities in support of the ACC or their role on the ACC	0.5 to 1 hour	Monthly	Communication using email only.  Written report using MS Word only and emailed to the Technical Authority.
<sup>1</sup> Aquatic Life Research Facility yearly ACC visit	Site visit, report  Takes the place of one of the bi-monthly inspections.	2 to 4 hours	Once yearly	Site visit in person.  Written report using MS Word only and emailed to the Technical Authority
Participation in CCAC assessments	Preparation, document review, participation in on-site assessment, post-assessment reporting and review	10 to 14 hours	Once every three years	Site visit in person.  Written report using MS Word only and emailed to the Technical Authority
Emergency Services	Provide on-site emergency veterinary support to the animal care program in the Aquatic Life Research Facility as required	Up to 10 hours per year		In person.

5.2 The Contractor consultant Veterinarian will be required to provide written reports at the end of each month describing the services that were provided during that one-month period, if any. Reports should include information under the following headings:

- 5.2.1 The date of the action;
- 5.2.2 The name of the Contractor consultant Veterinarian attending;
- 5.2.3 A description of services provided;
- 5.2.4 The problem being addressed;
- 5.2.5 A summary of the outcome of the activity;
- 5.2.6 Recommended improvements or corrective actions that are required including identification of the issues on non-compliance or ongoing lack of resolution of problems previously identified;



- 5.2.7 The name of the person requesting the service (in the case of non-routine requests this will normally be the Chair of the Animal Care Committee or his delegate);
- 5.2.8 Report to the senior management on the operation of the Aquatic Life Research facility and of the Animal Care Committee; and
- 5.2.9 All reports must be in writing using MS Word.

**6. CONFIDENTIALITY**

There will be communication of information of a confidential nature relating to this Work. The Contractor consultant veterinarian will be required to sign a confidentiality agreement approved by the ECCC/ACC and covering all nature of their participation in the ACC.

Subject to the Access to Information Act, R.S. 1985, c.A-1, the parties agree that the terms of this Agreement are confidential, and each party shall use the same degree of care to prevent disclosure of the terms of this Agreement to third parties as it uses to protect its own confidential information of similar nature.

**7. ECCC RESPONSIBILITIES**

ECCC will organize the meetings and site visits with the Contractor consultant veterinarian. Dates and times will be provided to the consultant veterinarian as needed.

**8. LOCATION OF WORK**

8.1 The work will be carried out:

- 8.1.1 At the Canada Centre for Inland Waters in Burlington, Ontario (attendance to ACC meetings and for site inspections of the Aquatic Life Research Facility).
- 8.1.2 As needed at the consultant veterinarian’s office (such as, review of standard operating procedures; review of scientific protocols, preparation for meetings, correspondence with the ACC and other miscellaneous duties)

**9. LANGUAGE OF WORK**

The contractor’s resource(s) must have an advanced proficiency in English for the oral, comprehension and written areas as described in the table below:

<b>LANGUAGE PROFICIENCY GRID - ADVANCED</b>		
<b>ORAL</b>	<b>COMPREHENSION</b>	<b>WRITTEN</b>



<p>A person speaking at this level can:</p> <ul style="list-style-type: none"><li>• Support opinions and understand and express hypothetical and conditioned ideas.</li></ul>	<p>A person reading at this level can:</p> <ul style="list-style-type: none"><li>• Understand most complicated details, inferences, and fine points of meaning; and</li><li>• Have a good comprehension of specialized or less familiar material.</li></ul>	<p>A person writing at this level can:</p> <ul style="list-style-type: none"><li>• Write texts where ideas are developed and presented in a coherent manner.</li></ul>
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**ANNEX “B” - BASIS OF PAYMENT**

**YEAR 1: April 1<sup>st</sup> 2024 to March 31, 2025**

<b>DELIVERABLE</b>	<b>Average duration</b> (for reference only, actual duration will fluctuate)	<b>Frequency of Requirement</b>	<b>Price per requirement</b>
<b>Aquatic Life Research Facility inspection</b> <i>(Includes the site visit &amp; post inspection report)</i>	2 hours	Bi-monthly, <b>5 times per year</b> <i>(<sup>1</sup>One visit replaced by ALRF yearly visit)</i>	\$_____ Per visit
<b>Attending ACC meetings</b> <i>(Includes, preparation time, meeting attendance, including yearly animal user’s meeting)</i>	3 to 6 hours	<b>6 times per year</b>	\$_____ Per meeting
<b>Miscellaneous activities</b> <i>(Includes, brief correspondence with members of the ACC; review and approval of documents; provide advice on issues affecting the ACC and animal users; write and provide monthly reports; other miscellaneous activities in support of the ACC or their role on the ACC)</i>	0.5 to 1 hour	Monthly, <b>12 times per year</b>	\$_____ Per visit
<b><sup>1</sup>Aquatic Life Research Facility yearly ACC visit</b> <i>(Includes site visit &amp; report. Takes the place of one of the bi-monthly inspections in item 1 above)</i>	2 to 4 hours	Annually, <b>1 time per year</b>	\$_____ Per visit
<b>Emergency Services</b> <i>(Provide on-site emergency veterinary support to the animal care program in the Aquatic Life Research Facility)</i>	Up to 10 hours per year	As required, up to <b>10 hours</b>	\$_____ Per hour

**YEAR 2: April 1<sup>st</sup> 2025 to March 31, 2026**

<b>DELIVERABLE</b>	<b>Average duration</b> (for reference only, actual duration will fluctuate)	<b>Frequency of Requirement</b>	<b>Price per requirement</b>
<b>Aquatic Life Research Facility inspection</b> <i>(Includes the site visit &amp; post inspection report)</i>	2 hours	Bi-monthly, <b>5 times per year</b> <i>(<sup>1</sup>One visit replaced by ALRF yearly visit)</i>	\$_____ Per visit
<b>Attending ACC meetings</b> <i>(Includes, preparation time, meeting attendance, including yearly animal user’s meeting)</i>	3 to 6 hours	<b>6 times per year</b>	\$_____ Per meeting
<b>Miscellaneous activities</b>	0.5 to 1 hour	Monthly, <b>12 times per year</b>	\$_____ Per visit



<i>(Includes, brief correspondence with members of the ACC; review and approval of documents; provide advice on issues affecting the ACC and animal users; write and provide monthly reports; other miscellaneous activities in support of the ACC or their role on the ACC)</i>			
<b><sup>1</sup>Aquatic Life Research Facility yearly ACC visit</b> <i>(Includes site visit &amp; report. Takes the place of one of the bi-monthly inspections in item 1 above)</i>	2 to 4 hours	Annually, <b>1 time per year</b>	\$ _____ Per visit
<b>Emergency Services</b> <i>(Provide on-site emergency veterinary support to the animal care program in the Aquatic Life Research Facility)</i>	Up to 10 hours per year	As required, up to <b>10 hours</b>	\$ _____ Per hour

**YEAR 3: April 1<sup>st</sup> 2026 to March 31, 2027**

<b>DELIVERABLE</b>	<b>Average duration</b> <i>(for reference only, actual duration will fluctuate)</i>	<b>Frequency of Requirement</b>	<b>Price per requirement</b>
<b>Aquatic Life Research Facility inspection</b> <i>(Includes the site visit &amp; post inspection report)</i>	2 hours	Bi-monthly, <b>5 times per year</b> <i>(<sup>1</sup>One visit replaced by ALRF yearly visit)</i>	\$ _____ Per visit
<b>Attending ACC meetings</b> <i>(Includes, preparation time, meeting attendance, including yearly animal user's meeting)</i>	3 to 6 hours	<b>6 times per year</b>	\$ _____ Per meeting
<b>Miscellaneous activities</b> <i>(Includes, brief correspondence with members of the ACC; review and approval of documents; provide advice on issues affecting the ACC and animal users; write and provide monthly reports; other miscellaneous activities in support of the ACC or their role on the ACC)</i>	0.5 to 1 hour	Monthly, <b>12 times per year</b>	\$ _____ Per visit
<b><sup>1</sup>Aquatic Life Research Facility yearly ACC visit</b> <i>(Includes site visit &amp; report. Takes the place of one of the bi-monthly inspections in item 1 above)</i>	2 to 4 hours	Annually, <b>1 time per year</b>	\$ _____ Per visit
<b>Participation in CCAC assessments</b> <i>(Includes the preparation, document review, participation in on-site assessment, post-assessment reporting and review)</i>	10 to 14 hours	<b>1 time per 3 years</b> Applicable only to 2026/2027 & 2029/2030)	\$ _____ Per hour
<b>Emergency Services</b>	Up to 10 hours per year	As required, up to <b>10 hours</b>	\$ _____ Per hour



<i>(Provide on-site emergency veterinary support to the animal care program in the Aquatic Life Research Facility)</i>			
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**YEAR 4: April 1<sup>st</sup> 2027 to March 31, 2028**

<b>DELIVERABLE</b>	<b>Average duration</b> (for reference only, actual duration will fluctuate)	<b>Frequency of Requirement</b>	<b>Price per requirement</b>
<b>Aquatic Life Research Facility inspection</b> <i>(Includes the site visit &amp; post inspection report)</i>	2 hours	Bi-monthly, <b>5 times per year</b> <i>(<sup>1</sup>One visit replaced by ALRF yearly visit)</i>	\$_____ Per visit
<b>Attending ACC meetings</b> <i>(Includes, preparation time, meeting attendance, including yearly animal user's meeting)</i>	3 to 6 hours	<b>6 times per year</b>	\$_____ Per meeting
<b>Miscellaneous activities</b> <i>(Includes, brief correspondence with members of the ACC; review and approval of documents; provide advice on issues affecting the ACC and animal users; write and provide monthly reports; other miscellaneous activities in support of the ACC or their role on the ACC)</i>	0.5 to 1 hour	Monthly, <b>12 times per year</b>	\$_____ Per visit
<b><sup>1</sup>Aquatic Life Research Facility yearly ACC visit</b> <i>(Includes site visit &amp; report. Takes the place of one of the bi-monthly inspections in item 1 above)</i>	2 to 4 hours	Annually, <b>1 time per year</b>	\$_____ Per visit
<b>Emergency Services</b> <i>(Provide on-site emergency veterinary support to the animal care program in the Aquatic Life Research Facility)</i>	Up to 10 hours per year	As required, up to <b>10 hours</b>	\$_____ Per hour

**YEAR 5: April 1<sup>st</sup> 2028 to March 31, 2029**

<b>DELIVERABLE</b>	<b>Average duration</b> (for reference only, actual duration will fluctuate)	<b>Frequency of Requirement</b>	<b>Price per requirement</b>
<b>Aquatic Life Research Facility inspection</b> <i>(Includes the site visit &amp; post inspection report)</i>	2 hours	Bi-monthly, <b>5 times per year</b> <i>(<sup>1</sup>One visit replaced by ALRF yearly visit)</i>	\$_____ Per visit
<b>Attending ACC meetings</b> <i>(Includes, preparation time, meeting attendance, including yearly animal user's meeting)</i>	3 to 6 hours	<b>6 times per year</b>	\$_____ Per meeting





<b>Miscellaneous activities</b> <i>(Includes, brief correspondence with members of the ACC; review and approval of documents; provide advice on issues affecting the ACC and animal users; write and provide monthly reports; other miscellaneous activities in support of the ACC or their role on the ACC)</i>	0.5 to 1 hour	Monthly, <b>12 times per year</b>	\$_____ Per visit
<sup>1</sup> <b>Aquatic Life Research Facility yearly ACC visit</b> <i>(Includes site visit &amp; report. Takes the place of one of the bi-monthly inspections in item 1 above)</i>	2 to 4 hours	Annually, <b>1 time per year</b>	\$_____ Per visit
<b>Emergency Services</b> <i>(Provide on-site emergency veterinary support to the animal care program in the Aquatic Life Research Facility)</i>	Up to 10 hours per year	As required, up to <b>10 hours</b>	\$_____ Per hour

**YEAR 6: April 1<sup>st</sup> 2029 to March 31, 2030**

<b>DELIVERABLE</b>	<b>Average duration</b> <i>(for reference only, actual duration will fluctuate)</i>	<b>Frequency of Requirement</b>	<b>Price per requirement</b>
<b>Aquatic Life Research Facility inspection</b> <i>(Includes the site visit &amp; post inspection report)</i>	2 hours	Bi-monthly, <b>5 times per year</b> <i>(<sup>1</sup>One visit replaced by ALRF yearly visit)</i>	\$_____ Per visit
<b>Attending ACC meetings</b> <i>(Includes, preparation time, meeting attendance, including yearly animal user's meeting)</i>	3 to 6 hours	<b>6 times per year</b>	\$_____ Per meeting
<b>Miscellaneous activities</b> <i>(Includes, brief correspondence with members of the ACC; review and approval of documents; provide advice on issues affecting the ACC and animal users; write and provide monthly reports; other miscellaneous activities in support of the ACC or their role on the ACC)</i>	0.5 to 1 hour	Monthly, <b>12 times per year</b>	\$_____ Per visit
<sup>1</sup> <b>Aquatic Life Research Facility yearly ACC visit</b> <i>(Includes site visit &amp; report. Takes the place of one of the bi-monthly inspections in item 1 above)</i>	2 to 4 hours	Annually, <b>1 time per year</b>	\$_____ Per visit
<b>Participation in CCAC assessments</b> <i>(Includes the preparation, document review, participation in on-site assessment, post-assessment reporting and review)</i>	10 to 14 hours	<b>1 time per 3 years</b> Applicable only to 2026/2027 & 2029/2030)	\$_____ Per hour



<b>Emergency Services</b> <i>(Provide on-site emergency veterinary support to the animal care program in the Aquatic Life Research Facility)</i>	Up to 10 hours per year	As required, up to <b>10 hours</b>	\$_____ <b>Per hour</b>
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