



**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

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**CC:** [Pascal.Busungu@dfo-mpo.gc.ca](mailto:Pascal.Busungu@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).

<b>Title / Titre</b> Multidisciplinary Expertise to Support Regulatory Project Reviews, and Regional Guidance and Tool Review and Development		<b>Date</b> March 5th, 2024
<b>Solicitation No. / N° de l'invitation</b> 30002923		
<b>Client Reference No. / No. de référence du client(e)</b> 30002923		
<b>Solicitation Closes / L'invitation prend fin</b> <b>At / à :</b> 14 :00 AST (Atlantic Daylight Time) / HNA (Heure Avancée de l'Atlantique) <b>On / le :</b> April 2 <sup>nd</sup> , 2024		
<b>F.O.B. / F.A.B.</b> Destination	<b>Taxes</b> See herein — Voir ci-inclus	<b>Duty / Droits</b> See herein — Voir ci-inclus
<b>Destination of Goods and Services / Destinations des biens et services</b> See herein — Voir ci-inclus		
<b>Instructions</b> See herein — Voir ci-inclus		
<b>Address Inquiries to : / Adresser toute demande de renseignements à :</b> Pascal Busungu – Contracting Officer <b>Email / Courriel:</b> <a href="mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca">DFOtenders-soumissionsMPO@dfo-mpo.gc.ca</a> with a CC to : <a href="mailto:Pascal.Busungu@dfo-mpo.gc.ca">Pascal.Busungu@dfo-mpo.gc.ca</a>		
<b>Delivery Required / Livraison exigée</b> See herein — Voir en ceci	<b>Delivery Offered / Livraison proposée</b>	
<b>Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur</b>		
<b>Telephone No. / No. de téléphone</b>	<b>Facsimile No. / No. de télécopieur</b>	
<b>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)</b>		
<b>Signature</b>	<b>Date</b>	



**REQUEST FOR REGIONAL INDIVIDUAL  
STANDING OFFER  
DEPARTMENT OF FISHERIES AND OCEANS**



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## **PART 1 – GENERAL INFORMATION**

### **Offer**

By submitting an Offer, the Offeror offers to provide and deliver to Authorized Users the goods or services or combination of goods and services described in the Standing Offer, in accordance with the pricing set out in the Standing Offer if and when the Authorized User requests such goods or services or combination of goods and services, in accordance with the conditions set out in the Standing Offer.

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, Certification and any other annexes

### **1.2 Summary**

**1.2.1** Fish and Fish Habitat Protection Program (FFHPP) of the Department of Fisheries and Oceans (DFO) has a requirement to establish a sole Standing Offer for a multidisciplinary team with expertise in fluvial geomorphology, hydrogeology, hydrology, fisheries, and fish habitat that will support the assessment of projects submitted for review that have the potential to impact fish and fish habitat in the Ontario and Prairie Region.

Canada intends to establish one (1) Standing Offer (SO) with a qualified supplier who can provide the services to meet the general needs outlined in the Statement of Work (Annex A). The period of the Standing Offer will be from date of SO issuance until March 31, 2029.



**1.2.2** The Request for Standing Offers (RFSO) is to establish a Regional Individual Standing Offer for the delivery of the requirements detailed in the RFSO, to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will be treated as a separate procurement, outside of the resulting standing offers.

**1.2.3** The requirement is subject to the Canadian Free Trade Agreement (CFTA).

### **1.3 Debriefings**

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



## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

The [2006](#) (2023-06-08) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days  
Insert: 120 days

#### **Technical Difficulties of Bid Transmission**

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

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

#### **Completeness of the Bid**

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

#### **Completeness of the Bid Checklist**



Bids will be reviewed and deemed to be complete when the following elements have been submitted by the bidder:

Complete (Y/N)	Action Taken
	Certifications and securities required at bid closing are included.
	Bids are properly signed, that the bidder is properly identified.
	Acceptance of the terms and conditions of the bid solicitation and resulting contract.
	All documents created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.
	All certifications, declarations and proofs created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.

## 2.2 Submission of Offers

Offers must be submitted only to the Department of Fisheries and Oceans (DFO) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

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

**Please note that DFO prefers receipt of proposals in soft copy (PDF Format only) to the email address identified on page 1 of the solicitation. Emails must not exceed 10 MB (if over the limit Bidders are asked to send additional numbered emails) the onus is on the bidder to ensure that the bid is delivered on time to the location designated.**

## 2.3 Enquiries - Request for Standing Offers

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

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

## 2.4 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in **the Province where the call-up work will be rendered.**





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

## 2.5 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential 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](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://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 - OFFER PREPARATION INSTRUCTIONS**

### **3.1 Offer Preparation Instructions**

Canada requests that the Offeror submit all of its offer **by email** in separately saved attachments as follows:

**Section I: Technical Offer** (One (1) soft copy in PDF format)  
**Section II: Financial Offer** (One (1) soft copy in PDF format)  
**Section III: Certifications** (One (1) 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 or send multiple emails to ensure delivery. Bidders are responsible to send their proposal and to allow enough time for DFO to receive the proposal by the closing period indicated in the RFSO.**

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

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

#### **Section I: Technical Offer**

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

#### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the Financial Proposal at Annex G.

##### **3.1.1 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

#### **Section III: Certifications**

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



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

Refer to Annex F – Evaluation Criteria

##### 4.1.1.2 Point Rated Technical Criteria

Refer to Annex F – Evaluation Criteria

#### 4.1.2 Financial Evaluation

SACC Manual Clause [M0220T](#) (2016-01-28), Evaluation of Price – Offer

### 4.2 Basis of Selection - Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, an offer must:
  - a. comply with all the requirements of the Request for Standing Offers;
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum of **112** points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **160** points.
2. Offers 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 issuance of a standing offer.

The table below illustrates an example where all three offers are responsive and the selection of the Offeror 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).



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



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

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

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

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

### **5.1 Certifications Required with the Offer**

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

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

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

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

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

#### **5.2.1 Integrity Provisions – Required Documentation**

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

#### **5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification**

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

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



**5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer**

**5.2.3.1 Status and Availability of Resources**

SACC Manual clause M3020T (2016-01-28), Status of Availability of Resources-Offer

**5.2.3.2 Education and Experience**

SACC Manual clause M3021T (2012-07-16), Education and Experience.

**5.2.3.3 Contractor's Representative**

The Contractor's Representative for the Contract is:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**5.2.3.4 Supplementary Contractor Information**

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

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

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

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

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

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



### 5.2.3.5 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.

### 5.2.4 Former Public Servant

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

#### Definitions

For the purposes of this clause,

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

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

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

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

#### Former Public Servant in Receipt of a Pension

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



### **Definitions**

For the purposes of this clause,

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

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

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

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

### **Former Public Servant in Receipt of a Pension**

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

**YES ( )                      NO ( )**

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

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

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

### **Work Force Adjustment Directive**

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

**YES ( )                      NO ( )**

If so, the Offeror must provide the following information:

- a. name of former public servant;





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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name of Signatory



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

### Requirements

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

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

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

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



## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **6.1 Security Requirements**

There is no security requirement applicable to the Standing Offer.

### **6.2 Insurance- Specific Requirement**

The Contractor must comply with the insurance requirements specified in Annex "C" . The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies



## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **7.1 Offer**

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

#### **7.2 Security Requirements**

There is no security requirement applicable to the Standing Offer.

#### **7.3 Standard Clauses and Conditions**

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

##### **7.3.1 General Conditions**

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

##### **7.3.2 Standing Offers Reporting**

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

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "E". If some data is not available, the reason must be indicated in the report. If no goods or services are provided during a given period, the Offeror must provide a "nil" report. From time to time, the Contracting Authority may also require an interim report during a reporting period.

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

The reporting periods are defined as follows:

- First: April 1 to September 30
- Second: October 1 to March 31

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

#### **7.4 Term of Standing Offer**

##### **7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from the date of Standing offer issuance to March 31, 2029.



### 7.4.3 Comprehensive Land Claims Agreements (CLCAs)

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

## 7.5 Authorities

### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Pascal Busungu  
 Title: Senior Contracting Officer  
 Department: Fisheries and Oceans Canada  
 Address: 301 Bishop Drive, Fredericton, New Brunswick, E3C 2M6  
 Telephone: 506-426-6269  
 E-mail address: [Pascal.Busungu@dfo-mpo.gc.ca](mailto:Pascal.Busungu@dfo-mpo.gc.ca)

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

### 7.5.2 Project Authority

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

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

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

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Facsimile: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 E-mail: \_\_\_\_\_

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.



## 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Fish and Fish Habitat Protection Program (FFHPP) of Fisheries and Oceans Canada.

## 7.8 Call-up Procedures

### 7.8.1 General Information

The Standing Offer Call-Up process defined herein will govern all departmental work assignments or projects.

### 7.8.2 Identification of Requirements:

The DFO Project Authorities will prepare a detailed Statement of Work (SOW) for all required work. A template for completion of the *Statement of Work is attached as Annex "D"*. The SOW must be sufficiently detailed to allow the SO holder to determine whether they can provide the required resources with the necessary skill set to complete the work within the prescribed time schedule.

### 7.8.3 Call-up Process:

- A. The DFO Project Authority will send an e-mail to the offeror's representative that will include a detailed completed SOW using the template found at Annex D. The S.O. holder must respond within ten (10) business days with confirmation of their capability to perform the work. The SO holder must provide a quote detailing the resource type(s) required, estimated LOE calculated by using the applicable rate(s) specified in Annex B – Basis of payment, and identify the resource who will act as Project Manager for the call-up.
- B. Failure by the SO holder to provide written notification of availability **within ten (10) business days** of being contacted shall be interpreted as being unable to perform the service(s).
- C. If a resource proposed by the SO holder was not previously qualified by DFO, the SO holder must provide a detailed CV addressing each of the mandatory and point-rated requirements. The resource must qualify according to the criteria outlined in **Annex F of the RFSO**. The resource will be evaluated by DFO and if qualified a Call-Up may be awarded to that SO holder.
- D. Any change or amendment to an agreed upon scope of work must be authorized in writing by the DFO Project Authority, and offerors representative. Any agreed upon changes must be finalized with an amendment to the original Call-Up issued by DFO. No changes in work are to be completed until an amendment has been exercised.

## 7.9 Call-up Instrument

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

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.



2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer
  - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Deliveryor
3. An equivalent form or electronic call-up document which contains at a minimum the following information:
  - standing offer number;
  - statement that incorporates the terms and conditions of the Standing Offer;
  - description and unit price for each line item;
  - total value of the call-up;
  - point of delivery;
  - confirmation that funds are available under section 32 of the Financial Administration Act;
  - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

### 7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$100,000.00** (Applicable Taxes included).

For any Call-ups that exceed the above limit up to \$350,000.00 (Applicable taxes included), an internal Procurement Requisition must be submitted via SAP by the Project Authority and the Contracting Authority will issue the Call-up.

### 7.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2022-12-01), General Conditions - Standing Offers - Goods or Services;
- d) the supplemental general conditions [4007](#) (2022-12-01) Canada to Own Intellectual Property Rights in Foreground Information;
- e) the general conditions [2010B](#) (2022-12-01), General Conditions - Professional Services (Medium Complexity);
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) Annex C, Insurance Requirements ;
- i) the Offeror's offer dated \_\_\_\_\_ *(to be inserted at issuance of standing offer)*.



## 7.12 Certifications and Additional Information

### 7.12.1 Compliance

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

### 7.12.2 SACC Manual Clauses

7.12.2.1 SACC Manual clause [M3020C](#) (2016-01-28), Status and Availability of Resources

7.12.2.2 SACC Manual clause [M3021T](#) (2012-07-16), Education and Experience

## 7.13 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Province where the call-up work will be rendered.





## B. RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

### 7.2 Standard Clauses and Conditions

#### 7.2.1 General Conditions

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

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

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

Insert: **Invoice submission**

1. Invoices must be submitted in the Contractor's name to [DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca](mailto:DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca) and Attn: **TBD**. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
2. Invoices must show:
  - a. Contractor's Name and remittance physical address;
  - b. Contractor's CRA Business Number or Procurement Business Number (PBN);
  - c. Invoice Date;
  - d. Invoice Number;
  - e. Invoice Amount (broken down into item and tax amounts);
  - f. Invoice Currency (if not in Canadian dollars);
  - g. DFO Reference Number (PO Number or other valid reference number);
  - h. DFO Contact Name (DFO Project Authority) **TBD**. **Note:** Invoice will be return to the Contractor if that information is not provided);
  - i. Description of the goods or services supplied (provide details of expenditures (such as item, quantity, unit of issue, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
  - j. Deduction for holdback, if applicable;
  - k. The extension of the totals, if applicable; and
  - l. If applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.



3. Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.
4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

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

### **7.2.2 Supplemental General Conditions**

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

## **7.3 Term of Contract**

### **7.3.1 Period of the Contract**

The Work must be completed in accordance with the call-up against the Standing Offer.

## **7.4 Proactive Disclosure of Contracts with Former Public Servants**

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

## **7.5 Payment**

### **7.5.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) as specified in the call-up, calculated in accordance with the Basis of Payment detailed in Annex "B". Customs duties are included and Applicable Taxes are extra.

### **7.5.2 Travel and Living Expenses**

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

All travel must have the prior authorization of the Project Authority as identified in the Call-up.

All payments are subject to government audit.



Requirements for the Contractor to travel will be identified in each Call-Up.

### 7.5.3 Limitation of Expenditure

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

### 7.5.4 Method of Payment

Option 1: *SACC Manual* clause **H1000C** (2008-05-12), Single Payment

OR

Option 2: *SACC Manual* clause **H1008C** (2008-05-12), Monthly Payment

### 7.5.5 SACC Manual Clauses

*SACC Manual* clause **C0711C** (2008-05-12), Time Verification

### 7.5.6 Electronic Payment of Invoices – Call-up

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

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

## 7.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with section 7.2.1 entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Each invoice must be supported by a copy of any documents as specified in the Call-up.



3. Invoices must be submitted in the name of the contractor to DFO according to the information provided at the time of the award of the call-up, and containing the information required in article 7.2.1.

## 7.7 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex “C”. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than “A-”. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## 7.8 SACC Manual Clauses

SACC Manual clause [A7017C](#) (2008-05-12), Replacement of Specific Individuals

SACC Manual clause [A9068C](#) (2010-01-11), Government Site Regulations

SACC Manual clause [G2002C](#) (2018-06-21), Errors and Omissions Liability Insurance

## 7.9 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](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://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](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

## 7.10 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. Project Title

Multidisciplinary Expertise to Support Regulatory Project Reviews, and Regional Guidance and Tool Review and Development.

### 2. Objective

To obtain services of a multidisciplinary team including fluvial geomorphology, hydrogeology, hydrology, fisheries, and fish habitat expertise that will support the assessment of projects submitted for review to Fisheries and Oceans Canada's (DFO) Fish and Fish Habitat Protection Program (FFHPP) that have the potential to impact fish and fish habitat in the Ontario and Prairie Region. Additionally, expertise in these areas may be required to support the review of existing regulatory guidance and tools, and the development of new regulatory guidance and tools used to support the review and assessment of these projects and program delivery efficiencies. This may include office work and field work, as needed.

### 3. Context

#### *Regulatory Review of Projects, Guidance and Tool Development*

FFHPP administers and ensures compliance of development projects with the fish and fish habitat protection provisions of the *Fisheries Act* and relevant provisions of the *Species at Risk Act*. In FFHPP, the Ontario and Prairie Region, includes service delivery to Alberta, Saskatchewan, Manitoba, and Ontario. Within FFHPP, regulatory review units are responsible for reviewing specific types of development projects within the following Regions:

- Alberta – Mining, Oil & Gas - south of 60
- Saskatchewan – Linear Development
- Manitoba – Hydro & Flows
- Ontario – Coastal & Marine

Regulatory review units are comprised of biologists with expertise in: assessing impacts and risk of development projects to fish and fish habitat; avoidance and mitigation of impacts; and offsetting and monitoring plans as they relate to alignment with DFO's legislation, regulations, and policies. Biologists are also experts in the application of DFO's regulatory regime. Most projects have a physical footprint in a watercourse or waterbody that is relatively simple to assess. However, many projects propose impacts to physical components of the environment that are critical in the development and maintenance of fish and fish habitat i.e. fluvial geomorphology, hydrology, hydrogeology. For example, projects that may affect groundwater and surface water or alter natural channel processes require review of those specific aspects as they relate to fish and fish habitat within and outside of the project footprint to ensure both local and regional ecosystem integrity.

Expertise in these areas including data collection and analysis is fundamental to ensuring the baseline data and predicted effects to that component are adequate to ensure any consequent effects to fish and fish habitat are adequately characterized. These are not areas of expertise that FFHPP currently possesses. There is an on-going need for this type of expertise to ensure effects of projects on fish and fish habitat are appropriately scoped and quantified, avoided and mitigated, offset, and monitored. Further expertise in this field is required to support new or existing tool use and improvement in the application of review guidance, monitoring guidance, and interpretation of results. This will ensure FFHPP continues to support the conservation and protection of fisheries and aquatic ecosystems for future generations.



#### 4. Scope of Work

4.1 Regulatory Review of Projects; Regional Guidance and Tool Review and Development.

4.1 The contractor [offeror] must assemble a team of the necessary experts depending on the specific needs of the request.

4.2 Expert advice must focus on:

- a. Fluvial geomorphology;
- b. Hydrogeology;
- c. Hydrology and hydraulics;
- d. Fish and fish habitat, including species at risk and population assessment

Consequently, experts required may include, but not be limited to engineers, hydrologists, hydrogeologists, fluvial geomorphologists and fisheries biologists. For each call-up, the Offeror **MUST** identify one person among these resources who will act as Project Manager and whose responsibility will be to coordinate efforts for the call-up.

4.3 Project reviews may include, but are not limited to, assessment of the following items within the scope of the expertise outlined in Section 4.2 above: study design, baseline characterization, predicted effects, engineering plans, offsetting plans, monitoring plans, and monitoring reports.

4.4 Regional guidance and tool review and development may include, but is not limited to, the assessment of existing data and information, collection of new data, review of existing guidance and tools, and development of guidance and tools within the scope of expertise outlined in section 4.2. The scope of the guidance and tools that may be reviewed or be developed may include, but are not limited to, fish and fish habitat assessment, critical habitat of species at risk including indirect habitat, fish passage, risk analysis, characterization of residual impacts and uncertainties in models developed or reviewed, and biophysical data interpretation.

4.5 Site visits may be required to support project review to confirm pre- and post-construction conditions, collect additional data, and confirm monitoring results within the scope of expertise outlined in section 4.2, and provide additional advice and recommendations based on those visits.

4.6 Field work may be required to support regional guidance and tool review and development including, but not limited to, collection of baseline information, testing tool performance and calibration, and longer term monitoring of tool and guidance performance within the scope of expertise outlined in section 4.2.

4.7 Work may take place at the Contractor's place of business, but the Contractor may be expected to undertake field visits across the Ontario and Prairie Region, and attend regular teleconference meetings and workshops.

#### 5. Tasks

The Contractor must:

- 5.1 Coordinate with FFHPP to define project-specific scoping, tasks, and budget, including the identification of experts required.
- 5.2 Submit a work plan to FFHPP for each call-up.



- 5.3 The tasks will be subject to the specific requirements of the specific call-up. These tasks may include, but are not limited to:
- 5.2.1 review of relevant project information (e.g., engineering designs, study designs, baseline data, data analysis including modelling, impact predictions, avoidance and mitigation plans, offsetting plans, monitoring plans, monitoring reports, etc.);
  - 5.2.2 review of existing literature and resources relevant to the project;
  - 5.2.3 field reconnaissance and site visits including, but not limited to, pre-, during and post-regulatory decision to verify information presented including monitoring results;
  - 5.2.4 developing and executing field programs to support regulatory project review, or required to support the development of regional guidance and tools; acquisition of data using any available desktop means; and
  - 5.2.5 integrating all existing and any new data and information acquired through field or desktop means in a comprehensive analysis of the information that may include key outcomes, gaps and sources of uncertainty, potential implications for fish and fish habitat, additional information requests, and recommendations. The outcome should be well-supported using the best available science. When required, this analysis will be used to support the development of an approach to new regional guidance or tools.
- 5.4 Participate in progress review meetings with FFHPP and other relevant DFO programs, as requested.
- 5.5 Participate in meetings with FFHPP, other relevant DFO programs, proponents, and any other relevant partner or stakeholder, when required, to discuss analysis and recommendations.
- 5.6 Provide progress reporting. Reporting must be agreed upon during project scoping phase, but may be in the form of email, memorandums, or reports.
- 5.7 For each call-up, provide draft deliverables for review and final deliverables, as defined in section 8. Deliverables and timelines must be agreed upon during the project scoping phase and defined in the work plan.

## 6. Constraints

Constraints that may affect the cost, time, performance or completion of a task may include:

- i. Timely delivery of information required for the review from FFHPP to the contractor. Timely is defined as within 5 working days of notification to the Contractor that a call up under this contract, for example a project review support, is required.
- ii. Proponent timelines may impose time limits on the Contractor's review, particularly depending on the Contractor's work external to this contract. FFHPP will do an initial assessment to determine if there is a reasonable amount of time available for review. Depending on the potential risk of a project and the need for the information, there may be circumstances in which a short turn-around time is unavoidable.
- iii. Environmental constraints associated with field work including, but not limited to access, weather, and health and safety considerations.
- iv. Location of each project and travel requirements.
- v. The contractor will be responsible for providing their own technical requirements. The context of this statement refers to the contractor's ability to meet the criteria of this contract using whatever tools and resources are required to complete their task or review, as applicable.
- vi. The contractor will be responsible for providing their own working environment including workstation and telephone.
- vii. The Contractor and its resources may be expected to travel for in-person site inspections. Travel details will be included in individual call-up.





## 7. Departmental Support

The Department will:

- i. Provide access to relevant project information within 5 working days of notification to the Contractor that a project review is required.
- ii. Provide access to information needed in the review of existing guidance and tools, or information needed to support the development of new guidance or tools.
- iii. Provide access to staff that can provide support relative to procedures, policies and legislation.
- iv. Provide access to staff that will be available to coordinate activities.
- v. Although it is the responsibility of the Contractor to supply their own technical requirements, DFO can provide escorted access to facilities when required.

## 8. Deliverables

The deliverables for each review will be subject to the specific requirements of each project. Each project will include a work plan, and other deliverables for each project will include at minimum, a final product.

Deliverable	Minimum Requirements
1) Work plan	<ol style="list-style-type: none"> <li>a) Scope of services to be provided as per discussions with FFHPP</li> <li>b) Identification of relevant experts</li> <li>c) Assumptions</li> <li>d) Deliverables</li> <li>e) Schedule including milestone reporting – will be dependent on project timelines. There will be an expectation that the Contractor works closely with the FFHPP project experts to ensure a timely review and/or service delivery is possible within the time constraints of the project.</li> <li>f) Cost</li> </ol>
2) Final report, guidance, or tool	<p>Reporting format will be discussed with and agreed to by FFHPP prior to submission. Requirements will vary depending on the type of project, and may include but are not limited to:</p> <ol style="list-style-type: none"> <li>a) Context</li> <li>b) Scope</li> <li>c) Approach and Methods</li> <li>d) Analysis</li> <li>e) Conclusions</li> <li>f) Recommendations and Next Steps</li> <li>g) References</li> <li>h) Instructions, if required</li> </ol>
3) Data collection program proposal, if required	<p>If additional data collection is part of the approved work plan, a proposal including at minimum rationale, objective, study design, and methodology, must be provided.</p>

All documents must be in electronic format and must be compatible with Microsoft Office. One copy of the electronic file must be fully editable.

All deliverables must be submitted to the named Project Authority in each call-up.

## 9. Other Requirements

### 9.1 Language of Work

All requirements for completion of the project will be fluent in English.

Fluent is defined as Written, Verbal, and Comprehension at an intermediate or advanced level.



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



**ANNEX B – BASIS OF PAYMENT**

**1 Firm Hourly Rates**

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

For work performed that does not amount to 60 minutes, the time charged will be calculated as follows:

- 1-15 minutes will be billed at 0.25 hrs
- 16-30 minutes will be billed at 0.50 hrs
- 31-45 minutes will be billed at 0.75 hrs
- 46-59 minutes will be billed at 1.00 hrs

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the call-up. Customs duties are included and Applicable Taxes are extra.

<b>Standing Offer Period: Date of issuance of the SO to March 31, 2029</b>					
<b>RESOURCES CATEGORIES</b>	<b>FIRM HOURLY RATES</b>				
	<b>Year 1: Date of SO issuance to March 31, 2025</b>	<b>Year 2: April 01, 2025 to March 31, 2026</b>	<b>Year 3: April 01, 2026 to March 31, 2027</b>	<b>Year 4: April 01, 2027 to March 31, 2028</b>	<b>Year 5: April 01, 2028 to March 31, 2029</b>
1-Senior River Engineer <i>Name:_____</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
1-Fluvial Geomorphologists <i>Name:_____</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
1-Senior Hydrologist <i>Name:_____</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
1-Hydrogeologist <i>Name:_____</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
1-Senior Fisheries Biologist <i>Name:_____</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
1- Intermediate River Engineer <i>Name:_____</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
1- Intermediate Hydrologist <i>Name:_____</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
1- Intermediate Fisheries Biologist <i>Name:_____</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____



## **2 Travel and Living Expenses**

Travel is not to be included unless expressly identified as part of the requirement defined in the call-up. All Call-ups with provisions for Travel, must have an approved Travel Plan.

All travel and living expenses must be pre-approved by the Project Authority as part of the call-up specifications.

Charges for travel and living expenses will be reimbursed at cost, upon submission of supporting documents and receipts, with no allowance for overhead profit. Receipts with charges in excess of the allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive](#), will be reimbursed to the maximum allowable allowance as per the applicable Appendices. Any cost exceeding the applicable allowance amount will be at the contractors expense.

Charges for travel and living expenses must be listed as a separate line item on each invoice and will only be reimbursed provided that the supporting documents and/or receipts have been submitted with the invoice.

One of the two "Travel Request and Approval" forms, found at Appendix 1 to Annex "D", must be used as the supporting document for all associated Travel and Living expenses.

Failure to provide supporting documents and applicable receipts for all associated charges for travel and living expenses will result in non-payment for the related cost in the "Travel and Living Expenses" portion of the invoice only.



## **ANNEX C – INSURANCE REQUIREMENTS**

### **C1. Errors and Omissions Liability Insurance**

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defense costs.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The following endorsement must be included:

Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.



## ANNEX D – STATEMENT OF WORK **TEMPLATE FOR CALL-UPS**

### 1.0 Scope

#### 1.1 Title

*Identify a title by which the work will be referred. This title may link it to a larger Project or to the overall use with which the work will be put.*

#### 1.2 Introduction

*Provide a brief description of the tasks or services required. This description can often be used in the notice identifying the requirement electronically for competitive purposes.*

#### 1.3 Objectives of the Requirement

*Describe in a broad way what is to be achieved or delivered by the completion of the contract. Make sure to identify the intended use of the completed requirement.*

#### 1.4 Background, Assumptions and Specific Scope of the Requirement

*Identify the situation leading up to the requirement and identify any assumptions being made by the Crown with regard to the work. Describe the range, extent, and parameters around the work to be completed in association with the contract and those events and circumstances leading to the need for this contract.*

*This section may also include a description of the organization, end users, previous contract work and its success or failure, bibliography, references, technical experts in the field, previous contractors, etc. - anything that will assist the contractor in formulating a good bid. Information should be broad with details coming in other sections of the SOW. Constraints may be identified in this section at a very high level: There may be physical, legal, budgetary, or time-based, constraints; there may be limited access to essential premises or equipment; or it may be planned to carry out the project in phases.*

### 2.0 Requirements

#### 2.1 Tasks, Activities, Deliverables and Milestones

*Through the contract, describe the tasks or activities to be performed by the Contractor. It should also include a detailed description of what is required for each of the identified deliverables. The description will need to provide sufficient information so that all parties will be able to understand what will signal completion of a phase or milestone in the work. In most situations, this Section will identify what methodology and sequence each of the deliverables will need to meet, how the deliverable will need to be delivered and what will be the relationship of one deliverable with another. This section should provide information on the language, format, version and content requirements for each task or activity and each deliverable or milestone in the work. It will also need to reference the Schedule and Estimate Level of Effort expected for completion of the work; any Specifications or Standards which will be used; and the Method and Source of Acceptance which will be applied by the Crown to the deliverables. This information may help to establish a progress payment schedule.*



## **2.2 Specifications and Standards**

*Identify the manner in which the work is to be delivered and will be measured as completed. In some cases, the information provided in the Deliverable or the Method and Source of Acceptance Sections of the SOW will be sufficient. In other cases, specific reference will need to be made to the details and qualitative and quantitative measures which will be used by the Crown to determine completion and satisfaction with the work.*

## **2.3 Method and Source of Acceptance**

*Provide a description of the performance, quality, format, and testing requirements which will be used to measure whether the work is acceptable or not.*

## **2.4 Reporting Requirements**

*Describe any performance or status reporting requirements which will be expected of the Contractor during the life of the Contract. Include both the format, frequency, number of copies and specific content requirements.*

## **2.6 Project Management Control Procedures**

*Provide details of how the Departmental Representative and Project Authority will control the work (progress meetings, demonstrations, prototypes etc.). Further detail how the payment schedule will be matched to the measurement of performance throughout the contract. Contract management and controls in the SOW should be specific to the work and tasks. The following language might be used:*

*The individual identified in the proposal as the Project Coordinator or Technical Authority shall: (and then list actions that will ensure the contract will be brought in on time, on budget and of an acceptable quality; i.e. submission of progress reports, system tests, etc.)*

## **3.0 DFO Obligations**

*Identify the access to facilities, the loan or use of Government Furnished Equipment, the access to documentation, networks, etc. which the Crown will provide to the Contractor. The following are examples of the contents that may be included under this heading:*

- access to departmental library, government and departmental policies and procedures, publications, reports, studies, etc.*
- access to facilities and equipment (i.e. a workstation with a computer and associated equipment, telephone, etc.)*
- access to a staff member who will be available to coordinate activities*
- provide comments on draft reports within five (5 working days*
- provide other assistance or support.*

## **4.0 Contractor's Obligations**

*Clarify all other obligations of the Contractor which have not already been identified.*

## **5.0 Location of Work, Work site and Delivery Point**



*Identify where the majority of the work is expected to be completed. This is important in terms of where “ownership” may occur. State whether there are any requirements to work at any specific site or whether the Contractor will need to be available for meetings. A general statement such as the following may be useful:*

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

## **6.0 Travel and Living**

*You must specify if travel and living expenses will be considered. How it will be handled and which travel and living reconciliation forms will be used? **If travel and living expenses will be incurred by the contractor, a Travel Plan must be prepared and approved before any work can begin.** Who will provide advance approval of the contractor’s travel to be undertaken in association with the requirement? **Note that the current TBS Travel Directive will apply.***

*One of the two “Travel Request and Approval” forms, found at Appendix 1 to Annex “D”, must be used as the supporting document for all associated Travel and Living expenses. Failure to provide supporting documents and applicable receipts for all associated charges for travel and living expenses will result in non-payment for the related cost in the “Travel and Living Expenses” portion of the invoice only.*

## **7.0 Project Schedule**

### **7.1 Expected Start and Completion Dates**

*Identify the period in which the work is to be completed. More details are then provided in the section of the SOW which identifies the specific schedule which will be required for completion of the work. You must allow sufficient time in the end date or completion date for the Crown to apply the full acceptance criteria for the final deliverable.*

The services of the Contractor will be required for a period of approximately (weeks, months or years) commencing on or about (day, month, year). The expected completion date of this project is (day, month, year).

### **7.2 Schedule and Estimated Level of Effort (Work Breakdown Structure)**

*Include a detailed time schedule for the completion of each stage or milestone or phase of the work as well as for the entire work. Often a Work Breakdown Structure will also be included in order to show the dependencies of various parts of the work. This Schedule will help to identify demands on the resources of both DFO and the Contractor.*

## **8.0 Applicable Documents and Glossary**

### **8.1 Applicable Documents**

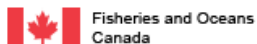
*Append any relevant background documents, drawings, specifications, samples or information which will be important to demonstrate what, how and when the work will need to be completed. Cross reference the documents back to the relevant Section of the SOW in which they will apply.*







**2. Crew and Group Travel Request and Approval Form-** This template must be approved by the PA for Group Travel (multiple resources).



**Crew and Group Travel Request and Approval Form**

PROTECTED when completed

Show Instructions

Date of Crew Change or Group Travel	Plan Number (Optional)
Information	
Vessel Name or Group Name	(if applicable)
Region/Sector/Branch/Directorate/Section	
Trip Purpose	
Trip objective and justification for not using telepresence or other alternative to travel	
Justification for the number of travellers	

**Plan is not approved until signed by a Senior Departmental Manager (that is a manager who reports directly to the Deputy Minister or the Commissioner, Canadian Coast Guard)**

Purpose of Travel	Explanation
01 - Operational Activities	Travel that is required in support of the direct delivery of the core <b>mandate</b> of the Department of Fisheries and Oceans and/or the Canadian Coast Guard or legislative or legal requirements.
02 - Key stakeholder engagement	Travel that is necessary to <b>engage key stakeholders</b> in relation to policy, program or regulatory development or renewal or other matters that support the Department of Fisheries and Oceans and Canadian Coast Guard's ongoing working relationship or operations with such communities.
03 - Internal governance	Travel that is necessary to support sound <b>internal governance</b> of the Department of Fisheries and Oceans and/or the Canadian Coast Guard including management meetings and Departmental Audit Committee meetings, or that is necessary for the recruitment or hiring of employees.
04 - Training	Travel to enable the <b>training</b> of employees to meet the assigned duties of their positions.
05 - Other	<b>Other travel</b> - please provide detailed explanation.

Amended	Trip No	Traveller Name	Origin / Destination(s) of Travel	Public Servant	Cost Information (include taxes)											Event		+	-		
					Air	Rail	Rental Motor Vehicle	Personal Motor Vehicle	Taxi	Other Transport	Accommodation	Meals	Incidentals	Other	Total Trip Amount	Is the trip part of an Event?	Event Number (optional)				
<input type="checkbox"/>				<input type="checkbox"/>														<input type="checkbox"/>			

Comments	Expenditure Initiation approved by (Print)		Recommended by		Date	
	Signature		Recommended by		Date	
	Date		Recommended by		Date	





**ANNEX F – EVALUATION CRITERIA**

**GENERAL:**

DFO will evaluate the number of resources as indicated for each resource category listed in M1 below. In the event that the Offeror proposes more than the number of resources indicated in a category, only the required number of resources for that category will be considered for Offer evaluation and Offeror selection purposes starting with the first resource submitted and proceeding to the next in the order received.

The Offeror should address clearly and in sufficient depth the evaluation criteria against which the Offer will be evaluated. Simply repeating the statement contained in the 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.

**MANDATORY CRITERIA:**

Offerors must clearly demonstrate that they meet all the mandatory criteria specified below. The Offeror must provide the necessary documentation to support compliance with each criterion.

Each mandatory criterion should be addressed separately. Offerors who fail to meet the mandatory criteria will be declared non-responsive and given no further consideration.

Where a mandatory criterion requires the Offeror to provide projects experience, the Offeror must include project summaries that must include the following information:

- i. Title of the Project;
- ii. Client Organization;
- iii. Dates (mm/yyyy to mm/yyyy) and Duration of the resource’s engagement in the Project (ex: 01/2019 to 10/2019 = 9 months).

A brief description of the project or task (500 words or less), including the scope and elements, activities performed by the proposed resource, and the results/outcomes of the work undertaken by the proposed resource. **The Offeror must include the following table in their offer indicating how their proposal meets the mandatory criteria and providing the page number(s) or section(s) that contains the information to verify that the criteria has been met.**

No.	Mandatory Criteria	Meets Criteria (✓)	Proposal Page No.
M1	<p>The Offeror must propose a resource for each of the following categories:</p> <ul style="list-style-type: none"> <li>i. Senior River Engineer (SRE)</li> <li>ii. Fluvial Geomorphologist (FG)</li> <li>iii. Senior Hydrologist (SH)</li> <li>iv. Hydrogeologist (Hg)</li> <li>v. Senior Fisheries Biologist (SFB)</li> <li>vi. Intermediate River Engineer (IRE)</li> <li>vii. Intermediate Hydrologist (IH)</li> <li>viii. Intermediate Fisheries Biologist (IFB)</li> </ul> <p>The Offeror must clearly identify the resource category associated to each proposed resource.</p>		



No.	Mandatory Criteria	Meets Criteria (✓)	Proposal Page No.
	Detailed CVs must be provided for each proposed resource. Resource CVs will be used to substantiate the information provided in response to the Mandatory and Technical Criteria.		
M2	<p>Each resource proposed in criterion M1 from i. to v. must have at least 120 months of cumulative demonstrated experience in the last 15 years in their respective discipline supporting the assessment of development effects on fish and fish habitat AND the design and implementation of stream restoration or creation projects that explicitly considered fish and fish habitat.</p> <p>To demonstrate this criterion, offeror must provide the following for each resource proposed:</p> <ul style="list-style-type: none"> <li>i. Title of the Project;</li> <li>ii. Brief description of the project</li> <li>iii. Client Organization;</li> <li>iv. Start and End Dates (mm/yyyy to mm/yyyy) and Duration of the resource's engagement in the Project (ex: 01/2019 to 10/2019 = 9 months).</li> </ul>		
M3	<p>Each resource proposed in criterion M1, vi. to viii. must have at least sixty (60) months of cumulative experience in the last 15 years in their respective discipline supporting the assessment of development effects on fish and fish habitat AND the design and implementation of stream restoration or creation projects that explicitly considered fish and fish habitat.</p> <p>To demonstrate this criterion, offeror must provide the following for each resource proposed:</p> <ul style="list-style-type: none"> <li>i. Title of the Project;</li> <li>ii. Brief description of the project</li> <li>iii. Client Organization;</li> <li>iv. Start and End Dates (mm/yyyy to mm/yyyy) and Duration of the resource's engagement in the Project (ex: 01/2019 to 10/2019 = 9 months).</li> </ul>		
M4	<p>At least three (3) of the Proposed Resources must have published one (1) or more peer-reviewed publications <b>OR</b> presented their work at one (1) or more conferences in each one of the following areas of expertise in the last 15 years:</p> <ul style="list-style-type: none"> <li>i. stream restoration or creation</li> <li>ii. fluvial geomorphology and sediment transport</li> <li>iii. hydrology</li> <li>iv. fish and fish habitat.</li> </ul> <p>To demonstrate compliance with this mandatory criterion, the offeror must include:</p> <ul style="list-style-type: none"> <li>i. title of presentation; conference name, location, and year; and/or</li> <li>ii. peer-reviewed publication references in a standard format e.g. author(s), year, title, publication, issue, pages. E.g. see the American Fisheries Society Publication Style Guide.</li> </ul> <p><b>This Mandatory requirement will be rated under Technical rated criteria R3.</b></p>		



No.	Mandatory Criteria	Meets Criteria (✓)	Proposal Page No.
M5	<p>At least three (3) of the proposed resources must have</p> <ul style="list-style-type: none"> <li>• conducted reviews/assessments for three (3) or more projects related to or in conjunction with the Government of Canada in the area of natural resource management;</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• developed protocols, tools, and/or guidance for three (3) or more projects related to or in conjunction with the Government of Canada in the area of natural resource management.</li> </ul> <p>To be considered a project, the project must have a minimum duration of 2 months.</p> <p>To demonstrate this criterion, offeror must provide the following:</p> <ol style="list-style-type: none"> <li>i. Title of the Project;</li> <li>ii. Brief description of the project</li> <li>iii. Client Organization;</li> <li>iv. Start and End Dates (mm/yyyy to mm/yyyy) and Duration of the resource's engagement in the Project (ex: 01/2019 to 10/2019 = 9 months).</li> </ol> <p><b>This Mandatory requirement will be rated under Technical rated criteria R4.</b></p>		



**POINT RATED CRITERIA:**

Where a point-rated criterion requires the Offeror to provide projects, the Offeror should include project summaries including the following information:

- i. Title of the Project;
- ii. Client Organization;
- iii. Dates (mm/yyyy to mm/yyyy) and Duration of the resource's engagement in the Project (ex: 01/2019 to 10/2019 = 9 months);
- iv. A brief description of the project or task (500 words or less), including the scope and elements, activities performed by the proposed resource, and the results/outcomes of the work undertaken by the proposed resource.

Only projects completed in the last 15 years will be considered for point rating.

**Bidders must attain an overall rating of 112 points for the Rated Requirement to be considered compliant. Offers which fail to attain at least 112 points will be considered technically non-responsive and no further evaluation will be conducted.**

No.	Rated Criteria	Points Awarded	Proposal Cross-reference Pages
R1	For each proposed resources meeting criterion M2, points will be allocated as follows : <ul style="list-style-type: none"> <li>• One (1) point will be awarded for every completed project to a maximum of 10 points.</li> <li>• One (1) additional point will be added for having projects in each of the Prairie Region (Alberta, Saskatchewan, Manitoba and Ontario) to a maximum of 4 additional points.</li> </ul> (Max points: 14 per resource)	SRE: __/14	
		FG: __/14	
		SH: __/14	
		Hg: __/14	
		SFB: __/14	
		<b>__/70</b>	
R2	For each proposed resources meeting criterion M3, points will be allocated as follows : <ul style="list-style-type: none"> <li>• One (1) point will be awarded for every completed project to a maximum of 5 points.</li> <li>• One (1) additional point will be added for having projects in each of the Prairie Region (Alberta, Saskatchewan, Manitoba and Ontario) for a maximum of 4 additional points.</li> </ul> (Max points: 9 per resource)	IRE: __/9	
		IH: __/9	
		IFB: __/9	
		<b>__/27</b>	
R3	For the proposed resources meeting criterion M4, points will be allocated as follows : <ul style="list-style-type: none"> <li>i. One (1) point will be awarded for each publication to a maximum of 2 points per area of expertise for a maximum of 10 points total.</li> <li>ii. One (1) point will be awarded for each conference presentation to a maximum of 1 point per area of expertise for a maximum of 5 points total.</li> </ul>	<b>__/15</b>	



No.	Rated Criteria	Points Awarded	Proposal Cross-reference Pages
R4	<p>For the proposed resources meeting criterion M5, points will be allocated as follows:</p> <p>Four (4) points will be awarded for each project up to a maximum of eight (8) projects.</p>	___/32	
R5	<p>The Offeror should demonstrate using project descriptions that the Proposed Resources have experience in the following activities related to the assessment of development effects on fish and fish habitat <b>OR</b> stream restoration or creation projects:</p> <ul style="list-style-type: none"> <li>a) Baseline data collection including field programs for: <ul style="list-style-type: none"> <li>i. hydrology,</li> <li>ii. geomorphology,</li> <li>iii. fish and fish habitat, and</li> <li>iv. hydrogeology</li> </ul> </li> <li>b) Model development e.g. integrated groundwater – surface water models, fish population models, and fish habitat models</li> <li>c) Planning and technical design</li> <li>d) Monitoring program development and implementation related to the following areas that includes development of performance indicators: <ul style="list-style-type: none"> <li>i. hydrology,</li> <li>ii. geomorphology,</li> <li>iii. fish and fish habitat, and</li> <li>iv. hydrogeology</li> </ul> </li> </ul> <p>Points will be awarded as follows:  Experience in one (1) activity = 3 points  Experience in two (2) activities= 6 points  Experience in three (3) activities= 9 points  Experience in four (4) activities = 12 points</p> <p>If experience in a) and/or d) is met, additional points may be awarded as follows:</p> <p>Two (2) additional points will be awarded for demonstration of experience in innovative use of emerging technologies (e.g. UAVs, remote sensing technologies) for each a) and d) for a total of 4 possible additional points.</p> <p><b>The projects used in other criteria can be reused and expanded upon to demonstrate compliance with this rated criterion.</b></p>	___/16	
<b>Total Score</b>		___/160 Points	
<b>Minimum passing score</b>		<b>112 Points</b>	





**ANNEX G – FINANCIAL PROPOSAL**

**1. GENERAL INSTRUCTIONS**

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

The inclusion of volumetric data in this document is presented for **evaluation purposes only** during the tender process and does not represent a commitment by Canada that Canada's future usage of the services described will be consistent with this data.

Customs duties are included, and Applicable Taxes are extra.

**2. FIRM HOURLY RATES**

Firm hourly rates must include all applicable fees required for conducting the work, excluding travel and living expenses.

Proposed Resource Category	Year 1: Date of SO issuance to March 31, 2025 (A)	Year 2: April 01, 2025 to March 31, 2026 (B)	Year 3: April 01, 2026 to March 31, 2027 (C)	Year 4: April 01, 2027 to March 31, 2028 (D)	Year 5: April 01, 2028 to March 31, 2029 (E)	Average Firm Hourly Rate (F) = $\frac{(A+B+C+D+E)}{5}$	Weight factor (G)	Weighted average rate (CAD\$) (H) = F x G
Senior River Engineer	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	0.05	\$ _____
Fluvial Geomorphologist	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	0.20	\$ _____
Senior Hydrologist	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	0.10	\$ _____
Hydrogeologist	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	0.20	\$ _____
Senior Fisheries Biologist	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	0.10	\$ _____
Intermediate River Engineer	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	0.10	\$ _____
Intermediate Hydrologist	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	0.10	\$ _____
Intermediate Fisheries Biologist	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	0.15	\$ _____
<b>For Evaluation Purposes - SUM WEIGHTED AVERAGE RATE (excluding taxes)</b>								\$ _____