



**RETURN BIDS TO:  
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Bid Receiving/Réception des soumissions

Procurement Hub | Centre  
d'approvisionnement  
Fisheries and Oceans Canada | Pêches et  
Océans Canada  
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**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 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> Evaluation and statistical performance review of the technical elements of PA Policy, DFO 2009.		<b>Date</b> April 13, 2023
<b>Solicitation No. / N° de l'invitation</b> 30002646A		DDP mod./ RFP AMD 001
<b>Client Reference No. / No. de référence du client(e)</b> 30002646		
<b>Solicitation Closes / L'invitation prend fin</b> <b>At / à : 2:00 PM</b> EDT (Eastern Daylight Time) / HAE (Heure Avancée de l'Est) <b>On / le : April 19, 2023</b>		
<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> Tammy O'Toole, Contracting Specialist <b>Email / Courriel:</b> <a href="mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca">DFOtenders-soumissionsMPO@dfo-mpo.gc.ca</a> and/et <a href="mailto:Tammy.Otoole@dfo-mpo.gc.ca">Tammy.Otoole@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>	



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## **PART 1. GENERAL INFORMATION**

### **1.1. Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, 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 Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, and the Security Requirements Checklist.

### **1.2. Summary**

Fisheries and Oceans Canada (DFO) requires the services of one or more senior fisheries science analysts to provide an evaluation and statistical performance review of the technical elements of Fisheries and Oceans Canada's ("DFO") "A Fishery Decision-Making Framework Incorporating the Precautionary Approach" ("PA Policy", DFO 2009a), and technical analyses of potential revisions, additions or clarifications to the PA Policy, taking into account:

- the need to implement the PA Policy across diverse species life histories and data availabilities,
- a broad range of assessment paradigms from traditional stock assessment to full management strategy evaluation, and
- international best practices in the sustainable management of fisheries under the precautionary approach.

#### **1.2.1. Security requirements**

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.



### **1.3. Debriefings**

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



## **PART 2. BIDDER INSTRUCTIONS**

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

***As this solicitation is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual 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 bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

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

The [2003](#) (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days  
Insert: 120 days

### **2.2. Submission of Bids**

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

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

### **2.3. Enquiries - Bid Solicitation**

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

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

### **2.4. Applicable Laws**

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory



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

## 2.5. Bid Challenge and Recourse Mechanisms

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



## PART 3. BID PREPARATION INSTRUCTIONS

### 3.1. Bid Preparation Instructions

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

**Section I: Technical Bid** (one soft copy in PDF format)

**Section II: Financial Bid** (one soft copy in PDF format)

**Section III: Certifications** (one soft copy in PDF format)

#### **Important Note:**

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

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

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

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

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

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

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



**Section II: Financial Bid**

**3.1.1.** Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in Attachment 1 to part 3.

**3.1.2. Exchange Rate Fluctuation**

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

**Section III: Certifications**

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





## ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

The Bidder must complete this pricing schedule and include it in its financial bid.

The price included in this pricing schedule include the total estimated cost of any travel and living expenses that may need to be incurred for the Work described in Part 6 of the bid solicitation.

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.

Milestones may not be addressed in the sequence presented and the Contractor may be required to work on two or more milestones concurrently at the discretion of the Project Authority.

Milestone (Annex A – SOW)	Description	All-inclusive unit price (taxes excluded)
3.1.1	Review and provide recommendations to clarify or update policy guidance for limit, threshold and target reference points and provisional defaults that may be provided for these reference points, in relation to the objectives of the PA Policy. The review and recommendations will take into account diverse life histories and data availabilities, traditional stock assessment and management strategy evaluation, and international best practices regarding reference points and objectives they represent. This includes the limit reference point (LRP), removal reference (RR), upper stock reference (USR) and target reference point (TRP) of the PA Policy.	\$ _____
3.1.2	Review and provide recommendations to clarify or update policy guidance for the development, implementation and evaluation of harvest decision rules (HDRs) that are aimed to meet the objectives of the PA Policy, as well as risk-equivalent provisional defaults that may be adopted as HDRs. The review and recommendations will take into account diverse life histories and data availabilities, traditional stock assessment and management strategy evaluation, and international best practices. This includes the provisional default HDR of the PA Policy.	\$ _____
3.1.3	Review and provide recommendations to clarify or update policy guidance for choosing and taking into account risk and uncertainty, including provisional default risk tolerance categories that may be provided to guide choice of management measures. The review and recommendations will take into account diverse life histories and data availabilities, traditional stock assessment and management strategy evaluation, and international best practices. This includes the provisional risk tolerance categories in the PA Policy.	\$ _____



Milestone (Annex A – SOW)	Description	All-inclusive unit price (taxes excluded)
3.1.4	Review and provide recommendations to clarify or update policy guidance for taking into account environmental conditions, including climate change, in precautionary approach elements such as reference points and HDRs. This includes time-varying reference points. The review and recommendations will take into account diverse life histories and data availabilities, traditional stock assessment and management strategy evaluation, and international best practices.	\$ _____
3.1.5	Review and provide recommendations to clarify or update policy guidance for the management of multi-species fisheries and forage fish fisheries. The review and recommendations will address the development and implementation of precautionary approach elements such as reference points and HDRs for these cases. The review and recommendations will take into account diverse life histories and data availabilities, traditional stock assessment and management strategy evaluation, and international best practices. In the case of forage fish, the review will also take into account differences between the PA Policy and DFO's <i>Policy on New Fisheries for Forage Species</i> (DFO 2009b).	\$ _____
3.1.6	Review and provide recommendations to clarify or update policy elements such as diagrams and the reporting and visualization of indicators used to evaluate stock and fishery performance, in relation to the objectives of the PA Policy. This will include stock status designations of Critical, Cautious, Healthy, and at or above/below the removal reference, and indicators used in DFO's <i>Sustainability Survey for Fisheries</i> (which are used in Canada's Environmental Sustainability Indicators or CESI).	\$ _____
<b>Total Price (taxes excluded) :</b> (evaluated price of a bid)		\$ _____
<b>Applicable Taxes</b> Insert the amount, as applicable:		GST: \$ _____ HST: \$ _____ PST: \$ _____



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

### **4.1. Evaluation Procedures**

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

#### **4.1.1. Technical Evaluation**

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

Refer to Attachment 1 to Part 4 - Flexible Grid  
Refer to Attachment 1 to Part 4.

##### **4.1.1.2. Point Rated Technical Criteria**

Refer to Attachment 2 to Part 4.

#### **4.1.2. Financial Evaluation**

For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3

### **4.2. Basis of Selection**

#### **4.2.1. Basis of Selection - Highest Combined Rating of Technical Merit and Price**

1. To be declared responsive, a bid must:
  - (a) comply with all the requirements of the bid solicitation; and
  - (b) meet all the mandatory evaluation criteria; and
  - (c) obtain the required minimum number of points specified in Attachment 2 to Part 4 for the point rated technical criteria.
2. Bids not meeting 1(a) or 1(b) or 1(c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.



7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.
8. The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$50,000 (50).

**Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)**

		Bidder 1	Bidder 2	Bidder 3
<b>Overall Technical Score</b>		120/135	98/135	82/135
<b>Bid Evaluated Price</b>		\$60,000	\$55,000	\$50,000
<b>Calculations</b>	<b>Technical Merit Score</b>	$120/135 \times 70 = 62.22$	$98/135 \times 70 = 50.81$	$82/135 \times 70 = 42.52$
	<b>Pricing Score</b>	$50/60 \times 30 = 25.00$	$55/60 \times 30 = 27.50$	$50/50 \times 30 = 30.00$
<b>Combined Rating</b>		87.22	78.31	72.52
<b>Overall Rating</b>		1st	2nd	3rd



## ATTACHMENT 1 to PART 4 - FLEXIBLE GRID

**For this requirement**, DFO requires the services of a Senior Statistical Analyst or a Senior Evaluation Services Consultant or a Senior Performance Measurement Consultant. Bidders can propose a team composed of a maximum of three members within those categories.

Each category has its own flexible grid. The flexible grid indicates the minimum level of points required to qualify for each level of expertise. Various amounts of points are given for education, professional certification and relevant experience

The Bidder's proposed resource for evaluation for each mandatory and point-rated criteria must comply with the level required in the flexible grid. A copy of the Academic certification (degree, etc.) must be sent with the Bid.

### 1) Experience

The experience must be demonstrated and be directly related to the category. Suppliers should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained. Experience gained during formal education will not be considered work experience. All requirements for work experience will be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services. The month(s) of experience listed for a project whose time frame overlaps that of another referenced project, will only be counted once.

The qualifications and experience of the proposed category(s) will be assessed against the requirements set out in the resulting request for proposal (RFP). The identified user may request reference information. Canada reserves the right to request references from an supplier to conduct a reference check to verify the accuracy of the information provided. Should the reference(s) not confirm the required qualifications of the proposed consultant(s) to perform the required services, Canada reserves the right to go to the next supplier.

### 2) Education

Academic certification (degree, etc.) must be obtained through a recognized academic institution in the field of expertise. Points will only be awarded for the highest level of education achieved by the consultant.

If applicable, the consultant(s) proposed must meet the education requirements detailed in the RFP for the consultant category for which they are being proposed. Where the resulting RFP requests the supplier to provide information about the education of the proposed individual, the individual must have obtained its education from a recognized Canadian university, college or high school, or the equivalent as established by a recognized Canadian academic credentials assessment service, if obtained outside Canada.

The list of recognized organizations can be found under the [Canadian Information Centre for International Credentials](#) web site.

### 3) Relevant professional certification

The professional certification must be valid and relevant to the specific consultant category. A maximum of 1 certification will receive points.

#### a) Statistical Analyst Flexible Grid



The required experience must include some of the following activities:

- reporting results of statistical analyses, including information in the form of graphs, charts, and tables
- processing large amounts of data for statistical modeling and graphic analysis, using computers
- identifying relationships and trends in data, as well as any factors that could affect the results of research
- analyzing and interpreting statistical data in order to identify significant differences in relationships among sources of information
- preparing estimates and forecasts using statistical techniques
- preparing data for processing by organizing information, checking for any inaccuracies, and adjusting and weighting the raw data
- evaluating the statistical methods and procedures used to obtain data in order to ensure validity, applicability, efficiency, and accuracy
- evaluating sources of information in order to determine any limitations in terms of reliability or usability
- planning data collection methods for specific projects, and determining the types and sizes of sample groups to be used
- designing research projects that apply valid scientific techniques and utilizing information obtained from baselines or historical data in order to structure

<b>Senior Statistical Analyst - Flexible grid</b>	
<b>Name of Proposed Resource:</b> _____	
<b>Levels of Expertise</b>	
<b>Senior:</b>	<b>Minimum 95 pts</b>
Intermediate:	Minimum 70 pts
Junior:	Minimum 50 pts
<b>Education to the Consultant Category</b>	
University (PhD, Graduate, Undergraduate, degree):	<b>35 pts</b>
College or CEGEP Diploma/Certificate:	<b>25 pts</b>
<b>Professional Certification</b>	
Relevant Professional Certification:	<b>15 pts</b>
<b>Relevant Experience in Consultant Category</b>	
≥1 yrs and <2 yrs: 12 to 23 months	<b>10 pts</b>
≥2 yrs and <4 yrs: 24 to 47 months	<b>20 pts</b>
≥4 yrs and <6 yrs: 48 to 71 months	<b>25 pts</b>
≥6 yrs and <8 yrs: 72 to 95 months	<b>35 pts</b>
≥8 yrs and <10 yrs: 96 to 119 months	<b>50 pts</b>
≥10 yrs: 120 + months	<b>60 pts</b>



Education	Cross-Reference to Proposal	Points
Certification		Points
Experience		Points
For DFO use only		
	Comments	Points
Education		/ 35
Certification		/ 15
Experience		/ 60
<b>Total</b>		

**b) Evaluation Services Consultant Flexible Grid**

The required experience must include some of the following activities:

- assessing the readiness of a policy, program or initiative to be evaluated
- planning specific evaluations or related studies of individual or clusters of programs, policies or initiatives
- developing terms of reference for evaluation projects
- preparing logic models, program theories/theories of change or assessment tools
- constructing work plans, including evaluation planning reports or frameworks and associated methodologies
- developing, testing and implementing evaluation methods and data collection tools (including surveys, interview guides, focus group discussions, case studies)
- collecting and analyzing both qualitative and quantitative data (including socio-economic and statistical analysis, collecting baseline data, conducting impact analysis)
- assessing the relevance and performance (including impact, efficiency and cost-effectiveness) of programs, policies or initiatives
- validating evaluation approaches, methodologies, findings, conclusions and recommendations, using methods such as but not limited to: validation with participants, organizations and conduct of expert panels or peer reviews
- developing evaluation reports or associated products (briefing note, deck, technical report) containing findings, conclusions and recommendations, and undertake report validation and consultations where appropriate and requested
- conducting and writing synthesis or meta-evaluations
- aid in the compilation, analysis and dissemination of findings, lessons learned and best practices



- briefing evaluation staff and program management on major results and findings, including preparation of presentations; and
- aid in writing other materials, documents, tools and instruments related to the work

<b>Senior Evaluation services consultant - Flexible grid</b>		
<b>Name of Proposed Resource:</b> _____		
<b>Levels of Expertise</b>		
<b>Senior:</b>		<b>Minimum 95 pts</b>
Intermediate:		Minimum 80 pts
Junior:		Minimum 65 pts
<b>Education to the Consultant Category</b>		
Graduate degree or higher:		<b>35 pts</b>
Undergraduate degree:		<b>25 pts</b>
<b>Professional Certification</b>		
Relevant Professional Certification:		<b>10 pts</b>
<b>Relevant Experience in Consultant Category</b>		
≥2 yrs and <4 yrs: 24 to 47 months		<b>30 pts</b>
≥4 yrs and <6 yrs: 48 to 71 months		<b>35 pts</b>
≥6 yrs and <10 yrs: 72-119 months		<b>45 pts</b>
≥10 yrs: 120 + months		<b>60 pts</b>
<b>Education</b>	<b>Cross-Reference to Proposal</b>	<b>Points</b>
<b>Certification</b>		<b>Points</b>
<b>Experience</b>		<b>Points</b>
<b>For DFO use only</b>		
	<b>Comments</b>	<b>Points</b>
<b>Education</b>		/ 35
<b>Certification</b>		/ 10
<b>Experience</b>		/ 60
<b>Total</b>		





**c) Performance Measurement Consultant Flexible Grid**

The required services may include, but are not limited to the following:

- planning and designing performance measurement frameworks in support of departmental strategic outcomes and program activity architectures or performance measurement strategies in support of program monitoring and evaluations, including identifying associated performance measures in accordance with Treasury Board policies and Treasury Board Secretariat guidance and directives
- assessing the adequacy of current performance measurement frameworks and performance measures in federal organizations and the capacity of organizations to create and maintain on-going performance measurement systems at the level of the organization as a whole or at the program, initiative or project level
- developing conceptual frameworks, methodological approaches and designs for performance measurement of projects, programs, services, organizations/institutions, policies and initiatives
- developing performance measurement indicators/measures/benchmarks and tools and instruments for project, program, institutional, or policy monitoring, reviews, or on-going assessments
- providing performance measurement advice and support (for example support managers to identify, track and report on results throughout the life cycle of projects, programs, services, policies or initiatives), including providing training or information sessions to build capacity within the organization and assist program management with the establishment of an appropriate ongoing performance measurement system
- compiling, analyzing and/or interpreting performance data and preparing performance reports; and
- research performance measurement uses and practices in other jurisdictions (includes provincial and international jurisdictions)

<b>Senior Performance measurement consultant - Flexible Grid</b>		
<b>Name of Proposed Resource:</b> _____		
Levels of Expertise		
<b>Senior:</b>		<b>Minimum 65 pts</b>
Intermediate:		Minimum 55 pts
Junior:		Minimum 45 pts
Education to the Consultant Category		
Graduate degree or higher:		<b>30 pts</b>
Undergraduate degree:		<b>25 pts</b>
Relevant Experience in Consultant Category		
≥2 yrs and <4 yrs: 24 to 47 months		<b>25 pts</b>
≥4 yrs and <6 yrs: 48 to 71 months		<b>30 pts</b>
≥6 yrs and <10 yrs: 72-119 months		<b>35 pts</b>
≥10 yrs: 120 + months		<b>40 pts</b>
Education	Cross-Reference to Proposal	Points



<b>Experience</b>		<b>Points</b>
<b>For DFO use only</b>		
	<b>Comments</b>	<b>Points</b>
<b>Education</b>		/ 30
<b>Experience</b>		/ 40
<b>Total</b>		



## ATTACHMENT 2 TO PART 4 - TECHNICAL CRITERIA

### Evaluation of Proposals for a Contract

The Bidder must include the following tables in the proposal, indicating how the proposed resource meet both the mandatory and point-rated technical criteria. All cross-references within the proposal to the mandatory technical criteria and pointed rated technical criteria must be identified and, including consistent use of page numbers, project numbers and other referencing tools to verify that the criterion has been met. For example, where a bidder includes a table saying “evidence of R2 criteria a) is on page 3,” the information is easily found on page 3 and is presented in a way that brings the evaluators’ attention to the information (e.g., using a heading).

The Bidder must include, within its proposal for a contract, a detailed, up-to-date, resumé of the proposed resource. The Bidder must ensure that the proposed resource resumé is detailed to enable a evaluation and identifies relevant training and experience as it relates to the requirements of the work to be performed and criteria

### **Mandatory Technical Criteria**

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

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

No.	Description of Mandatory Technical Criteria (MT)	Proposal Page No.
<b>MT1</b>	<p>A minimum of one of the Bidder’s proposed resource must have a minimum of 60 months of experience analyzing fishery data and developing fish stock assessment tools for fisheries scientists.</p> <p>The Bidder must include the following information for this experience:</p> <ul style="list-style-type: none"> <li>• Client Organization</li> <li>• Description</li> <li>• Dates and duration of service period (MM-YYYY to MM-YYYY)</li> <li>• The name, title, and email address of Project Authority or client contact</li> </ul>	
<b>MT2</b>	<p>A minimum of one of the Bidder’s proposed resource must have a minimum of five (5) scientific publications in peer-reviewed journals in one or more of the following topics related to fish stock assessment:</p> <ul style="list-style-type: none"> <li>• Evaluating relative performance of fisheries harvest control rules;</li> <li>• Fisheries policy options for harvest control rules or reference points (domestically or internationally);</li> <li>• Consideration of non-stationarity in developing and operationalizing reference points in harvest strategies;</li> <li>• Providing science advice in support of implementing a precautionary approach to fisheries management (domestically or internationally),</li> </ul>	



No.	Description of Mandatory Technical Criteria (MT)	Proposal Page No.
	<ul style="list-style-type: none"> <li>Any other aspect of the Canadian <a href="#">Fisheries Act</a> Fish Stocks Provisions.</li> </ul> <p>All publications must demonstrate evidence of consideration of international practices in their analyses or conclusions.</p>	
<b>MT3</b>	<p>A minimum of one of the Bidder's proposed resource must have participated as a reviewer or assessment lead in a minimum of five (5) advisory processes at the Canadian Science Advisory Secretariat (CSAS), the International Council for the Exploration of the Sea (ICES) or the Northwest Atlantic Fisheries Organization (NAFO), on topics that pertain to fisheries.</p>	

**Point Rated Technical Criteria**

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

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

**A bid must obtain a minimum of 40 points** to be considered responsive. The rating is performed on a scale of **70 points**

No.	Evaluation Criteria	Max Score	Scoring Guide	Cross Reference to Proposal [Completed by Bidder]
<b>RT1</b>	<p>A minimum of one of the Bidder's proposed resource must have a minimum of 60 months' experience analysing fishery data and developing assessment tools for fisheries scientists (mandatory criteria MT1). Points will be awarded for additional experience.</p> <p>The Bidder must include the following information for this experience:</p> <ul style="list-style-type: none"> <li>Client Organization</li> <li>Description</li> <li>Dates and duration of service period (MM-YYYY to MM-YYYY)</li> <li>The name, title, and email address of Project Authority or client contact.</li> </ul>	<b>15</b>	<p>61 months' experience up to 90 months experience = 5 pts</p> <p>91 months' experience up to 119 months' experience = 10 pts</p> <p>120 months' experience or more = 15 pts</p>	
<b>RT2</b>	<p>A minimum of one of the Bidder's proposed resource should have published scientific findings in peer-reviewed journals on one or more of the following topics: quantitative evaluation of relative performance of fisheries harvest control rules,</p>	<b>15</b>	<p>One (1) to three (3) publications = 5 points</p>	



No.	Evaluation Criteria	Max Score	Scoring Guide	Cross Reference to Proposal [Completed by Bidder]
	fisheries policy options for harvest control rules or reference points (domestically or internationally), consideration of non-stationarity in developing and operationalizing reference points in harvest strategies or any aspect of these topics with respect to the Canadian <i>Fisheries Act</i> Fish Stocks Provisions.		Four (4) to six (6) publications = 10 points  Seven (7) or more publications = 15 points	
<b>RT3</b>	A minimum of one of the Bidder's proposed resource should have published scientific findings in peer-reviewed journals on the following topic: providing science advice in support of implementing a Precautionary Approach to fisheries management (domestically or internationally).	<b>15</b>	One (1) to three (3) publications = 5 points  Four (4) to six (6) publications = 10 points  Seven (7) or more publications = 15 points	
<b>RT4</b>	A minimum of one of the Bidder's proposed resource should have experience presenting theoretical or technical presentations to fisheries scientists, fisheries management groups, partners or stakeholders to communicate scientific findings and advice.  The Bidder must include the following information for this experience: <ul style="list-style-type: none"> <li>• Client Organization</li> <li>• Description</li> <li>• The name, title, and email address of Project Authority or client.</li> </ul>	<b>15</b>	One (1) to three (3) presentations = 5 points  Four (4) to six (6) presentations = 10 points  Seven (7) or more presentations = 15 points	
<b>RT5</b>	The Bidder's proposed resource in Mandatory Criteria MT3 will be awarded additional points for participating as a reviewer or assessment lead in more than five (5) scientific advisory processes at the Canadian Science Advisory Secretariat (CSAS), International Council for the Exploration of the Sea (ICES) or the Northwest Atlantic Fisheries Organization (NAFO), on topics that pertain to fisheries	<b>10</b>	Six (6) to 10 scientific advisory process = 5 points  More than 10 scientific advisory process = 10 points	
<b>Maximum Points</b>		<b>70</b>		
<b>Overall minimum score (required)</b>		<b>40/70</b>		



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

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

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

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

### **5.1. Certifications Required with the Bid**

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

#### **5.1.1. Integrity Provisions – Declaration of Convicted Offences**

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

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

The Bidder must provide with its bid the required additional certifications included in Attachment 1 to Part 5 - Bid Submission Form and Attachment 2 to Part 5 - List of Names For Integrity Verification Form

### **5.2. Certifications Precedent to Contract Award and Additional Information**

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

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

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

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

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

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



### 5.2.3. Additional Certifications Precedent to Contract Award

#### 5.2.3.1. Status and Availability of Resources

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

#### 5.2.3.2. Education and Experience

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

### 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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### Definitions

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

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

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

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

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

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

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



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

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

### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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





## ATTACHMENT 1 TO PART 5, BID SUBMISSION FORM

BID SUBMISSION FORM		
<b>Bidder's full legal name</b> (For joint ventures, this must be the representative member of the joint venture.)		
<b>Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)</b>	Name	
	Title	
	Address	
	Telephone #	
	Email	
<b>Bidder's <u>Procurement Business Number (PBN)</u></b> [see the Standard Instructions 2003]  <b>[Note to Bidders: Please ensure that the PBN you provide matches the legal name under which you have submitted your bid. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the Bidder will be required to submit the PBN that matches the legal name of the Bidder.]</b>		
<b>Jurisdiction of Contract:</b> Province or territory in Canada the Bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in the solicitation)		
<b>Joint Venture Information:</b> To be provided only if the Bidder is a joint venture.	Members of the joint venture	
	Representative Member of the joint venture	
On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that: <ol style="list-style-type: none"> <li>1. The Bidder considers itself and its proposed resources able to meet all the mandatory requirements described in the bid solicitation;</li> <li>2. This bid is valid for the period requested in the bid solicitation;</li> <li>3. All the information provided in the bid is complete, true and accurate; and</li> <li>4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.</li> </ol>		
<b>Signature of Authorized Representative of Bidder and Date</b>		



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

According to section 17 of the above-mentioned policy, Bidders are required to submit, a list of the full names of all the following people identified in the table below for the applicable organization type of the Bidder.

Organization Type	List of Full Names to Include
Publicly-owned Corporation	All current directors
Privately-owned Corporation	All owners of the corporation
Joint Venture	All current directors
Sole Proprietor (including when bidding as a joint venture)	All owners
Partnership	<i>No names are required</i>

Providing the required names is a mandatory requirement for award of a contract. Failure to provide the list of names will preclude the Bidder from being awarded a contract.

Sample table to be submitted:

Owner's / Director's Name	Title
[printed name (first and last)]	(e.g. CEO, COO, VP of X, Director of X, Owner)

\*Bidders to insert rows as required, depending on the number of directors.

*Note:* Bidders that are a partnership (excluding joint ventures) do not need to submit a list of names.



## PART 6. RESULTING CONTRACT CLAUSES

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

### 6.1. Statement of Work

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

### 6.2. Standard Clauses and Conditions

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

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

#### 6.2.1. General Conditions

[2035](#) (2022-12-01), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

Subsection 12 of [2035](#) (2013-03-21) General Conditions - Higher Complexity - Services - Invoice Submission, is amended as follows:

Delete: [2035 12](#) (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) with a cc to: **[will be determined at contract award]**. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
2. Invoices must show:
  - a. Contractor's Name and remittance physical address;
  - b. Contractor's CRA Business Number or Procurement Business Number (PBN);
  - c. Invoice Date;
  - d. Invoice Number;
  - e. Invoice Amount (broken down into item and tax amounts);
  - f. Invoice Currency (if not in Canadian dollars);
  - g. DFO Reference Number (PO Number or other valid reference number);
  - h. DFO Contact Name (DFO employee who initiated the order or to whom the goods were sent. **Note:** Invoice will be return to the Contractor if that information is not provided);
  - i. Description of the goods or services supplied (provide details of expenditures (such as item, quantity, unit of issue, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
  - j. Deduction for holdback, if applicable;
  - k. The extension of the totals, if applicable; and
  - l. If applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.



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

### 6.3. Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: **[will be determined at contract award]**.

### 6.4. Security Requirements

- 6.4.1. The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract:

No Security Requirement, **escort required at DFO site(s)**

- a. The Contractor and all individuals assigned to work on the Contract MUST NOT have access to PROTECTED or CLASSIFIED information/assets.
- b. The Contractor and all individuals assigned to work on the Contract MUST NOT have unescorted access to restricted areas of Fisheries and Oceans Canada (DFO) facilities, or Canadian Coast Guard vessels.
- c. The Contractor and all individuals assigned to work on the Contract MUST NOT remove any PROTECTED or CLASSIFIED information/assets from DFO site(s).
- d. Subcontracts or arrangement with a third party are not to be awarded without the prior written permission of the Contracting Authority (i.e. a new SRCL must be submitted and processed following the same procedure as for the initial contract).

### 6.5. Term of Contract

#### 6.5.1. Period of the Contract

The period of the Contract is from date of Contract to March 31, 2025 inclusive.

### 6.6. Authorities

#### 6.6.1. Contracting Authority

The Contracting Authority for the Contract is:

Name: Tammy O'Toole  
Title: Contracting Specialist  
Department of Fisheries and Oceans Canada  
Directorate: Materiel and Procurement Services  
Address: 200 Kent St., Ottawa, ON, K1A 0E6

Telephone: 343-550-1758  
E-mail address: [Tammy.Otoole@dfo-mpo.gc.ca](mailto:Tammy.Otoole@dfo-mpo.gc.ca)



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

**6.6.2. Project Authority**

The Project Authority for the Contract is: **[will be determined at contract award]**.

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

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

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

**6.6.3. Contractor's Representative**

The Contractor's Representative for the Contract is: **[will be determined at contract award]**.

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

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

**6.7. 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.

**Note to Bidders:** *The above clause will be deleted if the Contractor of the contract resulting contract from solicitation # 30002646 is not a former public servant.*

**6.8. Payment**

**6.8.1. Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm unit price, in accordance with the Annex B, Basis of Payment. Customs duties are included and Applicable Taxes are extra.



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

### **6.8.2. Method of Payment - Milestone Payments – Not Subject to Holdback**

Canada will make milestone payments in accordance with Annex B – Basis of Payment and the payment provisions of the Contract if:

- a. an accurate and complete claim for payment and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada; and
- c. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

### **6.8.3. Electronic Payment of Invoices – Contract**

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

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

### **6.9. Invoicing Instructions**

**6.9.1.** The Contractor must submit invoices in accordance with subsection 6.2.1 entitled “Invoice Submission” above. Invoices cannot be submitted until all work identified in the invoice is completed.

**6.9.2.** Payments will be made provided that the invoice(s) are emailed to DFO Accounts Payable at [DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca](mailto:DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca) with a cc to: **[will be determined at contract award]** and provides the required information as stated in subsection 6.9.1 above.

### **6.10. Certifications and Additional Information**

#### **6.10.1. Compliance**

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

### **6.11. Applicable Laws**

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

### **6.12. Priority of Documents**

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

- (a) the Articles of Agreement;



- (b) the general conditions 2035 (2022-12-01), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated **[will be determined at contract award]**.

#### **6.13. Foreign Nationals (Canadian Contractor) OR (Foreign Contractor)**

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

**OR**

SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

**Note to Bidders:** Only 1 of the above SACC manual clauses will apply to any resulting contract, depending on the Contractor's status.

#### **6.14. Insurance Requirements - No Specific Requirement**

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

#### **6.15. 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](#)".

#### **6.16. Environmental Considerations**

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

##### a) Paper consumption:

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

##### b) Travel requirements:



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





## ANNEX A - STATEMENT OF WORK

**1.0 Title:** Review of the technical elements of Fisheries and Oceans Canada's ("DFO") *A fishery decision-making framework incorporating the precautionary approach* ("PA Policy", DFO 2009a)

### 1.1 Objective

The objective of this project is obtain the services of one or more senior fisheries science analysts to provide an evaluation and statistical performance review of the technical elements of Fisheries and Oceans Canada's ("DFO") *A Fishery Decision-Making Framework Incorporating the Precautionary Approach* ("PA Policy", DFO 2009a), and technical analyses of potential revisions, additions or clarifications to the PA Policy, taking into account:

- the need to implement the PA Policy across diverse species life histories and data availabilities,
- a broad range of assessment paradigms from traditional stock assessment to full management strategy evaluation, and
- international best practices in the sustainable management of fisheries under the precautionary approach.

### 1.2 Background

DFO has a mandate to sustainably manage fisheries and aquaculture, among other activities. In 2009, DFO released the Sustainable Fisheries Framework, a suite of policies that provide the basis for ensuring that Canadian fisheries support conservation and sustainable use of resources. One of the policies in the Sustainable Fisheries Framework is the PA Policy (DFO 2009a), which describes a general fishery decision-making framework for implementing harvest strategies that incorporate the precautionary approach to fisheries management.

A review of the technical elements of the policy and supporting technical analyses are required to support consideration of possible updates to the PA Policy, to help ensure the policy functions as intended to support the management of Canadian key harvested fish stocks. Previous work has examined various aspects of the PA Policy and identified technical challenges, topics that might benefit from clarification and topics that might benefit from additional operational guidance (DFO 2016, DFO 2021, Marentette and Kronlund 2020).

From its outset, the PA Policy was intended to be updated periodically to ensure it remains consistent with international best practices, but has not been updated since its inception in 2009. The PA Policy will also be used as the framework with which to interpret and implement the Fish Stocks provisions of the 2019 amended *Fisheries Act*. These provisions will come into force with the prescription of major fish stocks by regulation.

### 1.3 Terminology

- DFO: Fisheries and Oceans Canada
- HDR: harvest decision rule
- LRP: limit reference point
- PA Policy: A policy entitled *A fishery Decision-Making Framework Incorporating the Precautionary Approach*, issued in 2009
- RR: removal reference
- TRP: target reference point
- USR: upper stock reference



## 2.0 Reference Documents

DFO. 2009a. A fishery decision-making framework incorporating the precautionary approach. Last modified 2009-03- 23. Available at: <http://www.dfo-mpo.gc.ca/reports-rapports/regs/sff-cpd/precaution-eng.htm>

DFO. 2009b. Policy on New Fisheries for Forage Species. Last modified 2009-03- 23. Available at: <https://www.dfo-mpo.gc.ca/reports-rapports/regs/sff-cpd/forage-eng.htm>

DFO. 2016. Proceedings of the National Peer Review on the Development of Technical Guidelines for the Provision of Scientific Advice on the Various Elements of Fisheries and Oceans Canada Precautionary Approach Framework; February 28-March 1, 2012. DFO Can. Sci. Advis. Sec. Proceed. Ser. 2015/005. Available at: [https://www.dfo-mpo.gc.ca/csas-sccs/Publications/Pro-Cr/2015/2015\\_005-eng.html](https://www.dfo-mpo.gc.ca/csas-sccs/Publications/Pro-Cr/2015/2015_005-eng.html)

DFO. 2021. Science Advice for Precautionary Approach Harvest Strategies under the Fish Stocks Provisions. DFO Can. Sci. Advis. Sec. Sci. Advis. Rep. 2021/004. Available at: [https://www.dfo-mpo.gc.ca/csas-sccs/Publications/SAR-AS/2021/2021\\_004-eng.html](https://www.dfo-mpo.gc.ca/csas-sccs/Publications/SAR-AS/2021/2021_004-eng.html)

Marentette, J.R. and Kronlund, A.R. 2020. A Cross-Jurisdictional Review of International Fisheries Policies, Standards and Guidelines: Considerations for a Canadian Science Sector Approach. Can. Tech. Rep. Fish. Aquat. Sci. 3342: xiii + 169 p. Available at : <https://waves-vagues.dfo-mpo.gc.ca/Library/4085937x.pdf>

## 3.0 Requirements

### 3.1 Scope of Work

3.1.1 Requirement – Review and provide recommendations to clarify or update policy guidance for limit, threshold and target reference points and provisional defaults that may be provided for these reference points, in relation to the objectives of the PA Policy. The review and recommendations will take into account diverse life histories and data availabilities, traditional stock assessment and management strategy evaluation, and international best practices regarding reference points and objectives they represent. This includes the limit reference point (LRP), removal reference (RR), upper stock reference (USR) and target reference point (TRP) of the PA Policy.

3.1.2 Requirement – Review and provide recommendations to clarify or update policy guidance for the development, implementation and evaluation of harvest decision rules (HDRs) that are aimed to meet the objectives of the PA Policy, as well as risk-equivalent provisional defaults that may be adopted as HDRs. The review and recommendations will take into account diverse life histories and data availabilities, traditional stock assessment and management strategy evaluation, and international best practices. This includes the provisional default HDR of the PA Policy.

3.1.3 Requirement – Review and provide recommendations to clarify or update policy guidance for choosing and taking into account risk and uncertainty, including provisional default risk tolerance categories that may be provided to guide choice of management measures. The review and recommendations will take into account diverse life histories and data availabilities, traditional stock assessment and management strategy evaluation, and international best practices. This includes the provisional risk tolerance categories in the PA Policy.

3.1.4 Requirement – Review and provide recommendations to clarify or update policy guidance for taking into account environmental conditions, including climate change, in precautionary approach elements such as reference points and HDRs. This includes time-varying reference points. The review and recommendations will take into account diverse life histories and data availabilities, traditional stock assessment and management strategy evaluation, and international best practices.



3.1.5 Requirement – Review and provide recommendations to clarify or update policy guidance for the management of multi-species fisheries and forage fish fisheries. The review and recommendations will address the development and implementation of precautionary approach elements such as reference points and HDRs for these cases. The review and recommendations will take into account diverse life histories and data availabilities, traditional stock assessment and management strategy evaluation, and international best practices. In the case of forage fish, the review will also take into account differences between the PA Policy and DFO's *Policy on New Fisheries for Forage Species* (DFO 2009b).

3.1.6 Requirement – Review and provide recommendations to clarify or update policy elements such as diagrams and the reporting and visualization of indicators used to evaluate stock and fishery performance, in relation to the objectives of the PA Policy. This will include stock status designations of Critical, Cautious, Healthy, and at or above/below the removal reference, and indicators used in DFO's *Sustainability Survey for Fisheries* (which are used in Canada's Environmental Sustainability Indicators or CESI).

### 3.2 Tasks

3.2.1 Task – Complete technical literature reviews as necessary to support the review and recommendations for requirements 3.1.1 to 3.1.6.

3.2.2 Task – Complete technical analyses such as closed-loop simulation as necessary to support the review and recommendations for requirements 3.1.1 to 3.1.6.

3.2.3 Task – Support the development of, lead and/or participate in meetings and/or workshops with client sectors (fisheries management, strategic policy) to elucidate objectives, understand implementation needs, and/or communicate the results of technical reviews and analyses.

3.2.4 Task – Provide results of both literature reviews and closed-loop simulations in the form of one or more technical papers that may be submitted for peer review, e.g., through the Canadian Science Advisory Secretariat.

3.2.5 Task – Presentation and defense of, and subsequent completion of, technical papers submitted for peer review, e.g., through the Canadian Science Advisory Secretariat. This includes post-review revisions required for publication.

### 3.3 Deliverables and Acceptance Criteria

3.3.1 Deliverable and Criteria – Progress review meetings including the Contractor and the Project Authority at least once per month for the duration of work until deliverable 3.3.3 is met. Specific deliverables for each progress review meeting will be determined at the close of the preceding progress review meeting, and may include (but are not limited to) outlines, presentations, short discussion papers, worked examples, etc.

3.3.2 Deliverable and Criteria – Presentation materials, including but not limited to PowerPoint files and open-source software tools, to support meetings and workshops as necessary.

3.3.3 Deliverable and Criteria – One or more technical papers containing the full suite of reviews, analyses and recommendations for requirements 3.1.1 to 3.1.6, provided in a form that may be submitted for peer review, i.e., Research Document(s) according to the formats required by DFO's Canadian Science Advisory Secretariat.

3.3.4 Deliverable and Criteria – Presentation materials, including but not limited to PowerPoint files and open-source software tools, to support peer review of the technical papers.

### 4.0 Constraints

Constraints that may affect the cost, time or performance of tasks include:

- Travel (if virtual meetings or workshops are considered infeasible at the discretion of the Project Authority)



### 5.0 Department obligations

Canada's roles and responsibilities will be to supply information, data and reference material as required to complete the reviews and analyses. Specifically, this will include any material relevant to the work that is not publicly available, such as draft reports, unpublished documents, proposed policy options for evaluation, other policy information, etc.

### 6.0 Timeframe and delivery dates

a) Timeframe: The deliverable for 3.3.1 will be evaluated monthly from the month the contract has been initiated until full project completion.

b) Timeframe: The deliverable(s) for 3.3.3 must be submitted by December 31, 2023.

c) Timeframe: Peer review is expected to be held between January 1 and March 31, 2024, and revisions of technical papers must be completed by June 30, 2024.

### 7.0 Location of Work

The Work must be completed using the Contractor's equipment and at the Contractor's place of business. The Work will be complete remotely, unless virtual meetings or workshops are considered infeasible at the discretion of the Project Authority.

### 8.0 Language of Work

The Contractor must be fluent in written, oral and comprehensive English at the advanced level as per the table below.

LANGUAGE PROFICIENCY GRID			
Legend	Oral	Comprehension	Written
<b>Basic</b>	A person speaking at this level can:  Ask and answer simple questions; Give simple instructions; and Give uncomplicated directions relating to routine work situations.	A person reading at this level can:  Fully understand very simple texts; Grasp the main idea of texts about familiar topics; and Read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks.	A person writing at this level can:  Write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.
<b>Intermediate</b>	A person speaking at this level can:  Sustain a conversation on concrete topics; report on actions taken; Give straightforward instructions to employees; and	A person reading at this level can:  Grasp the main idea of most work-related texts; Identify specific details; and Distinguish main from subsidiary ideas.	A person writing at this level can:  Deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.



	Provide factual descriptions and explanations.		
<b>Advanced</b>	A person speaking at this level can:  Support opinions; and understand and express hypothetical and conditional ideas	A person reading at this level can:  Understand most complex details, inferences and fine points of meaning; and Have a good comprehension of specialized or less familiar material.	A person writing at this level can:  Write texts where ideas are developed and presented in a coherent manner.



**ANNEX B - BASIS OF PAYMENT**

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.

Milestones may not be addressed in the sequence presented. The Contractor may be required to work on two or more milestones concurrently at the discretion of the Project Authority.

<b>Milestone (Annex B – SOW)</b>	<b>Description</b>	<b>All-inclusive unit price (taxes excluded)</b>
3.1.1	Review and provide recommendations to clarify or update policy guidance for limit, threshold and target reference points and provisional defaults that may be provided for these reference points, in relation to the objectives of the PA Policy. The review and recommendations will take into account diverse life histories and data availabilities, traditional stock assessment and management strategy evaluation, and international best practices regarding reference points and objectives they represent. This includes the limit reference point (LRP), removal reference (RR), upper stock reference (USR) and target reference point (TRP) of the PA Policy.	\$ _____
3.1.2	Review and provide recommendations to clarify or update policy guidance for the development, implementation and evaluation of harvest decision rules (HDRs) that are aimed to meet the objectives of the PA Policy, as well as risk-equivalent provisional defaults that may be adopted as HDRs. The review and recommendations will take into account diverse life histories and data availabilities, traditional stock assessment and management strategy evaluation, and international best practices. This includes the provisional default HDR of the PA Policy.	\$ _____
3.1.3	Review and provide recommendations to clarify or update policy guidance for choosing and taking into account risk and uncertainty, including provisional default risk tolerance categories that may be provided to guide choice of management measures. The review and recommendations will take into account diverse life histories and data availabilities, traditional stock assessment and management strategy evaluation, and international best practices. This includes the provisional risk tolerance categories in the PA Policy.	\$ _____



Milestone (Annex B – SOW)	Description	All-inclusive unit price (taxes excluded)
3.1.4	Review and provide recommendations to clarify or update policy guidance for taking into account environmental conditions, including climate change, in precautionary approach elements such as reference points and HDRs. This includes time-varying reference points. The review and recommendations will take into account diverse life histories and data availabilities, traditional stock assessment and management strategy evaluation, and international best practices.	\$ _____
3.1.5	Review and provide recommendations to clarify or update policy guidance for the management of multi-species fisheries and forage fish fisheries. The review and recommendations will address the development and implementation of precautionary approach elements such as reference points and HDRs for these cases. The review and recommendations will take into account diverse life histories and data availabilities, traditional stock assessment and management strategy evaluation, and international best practices. In the case of forage fish, the review will also take into account differences between the PA Policy and DFO's <i>Policy on New Fisheries for Forage Species</i> (DFO 2009b).	\$ _____
3.1.6	Review and provide recommendations to clarify or update policy elements such as diagrams and the reporting and visualization of indicators used to evaluate stock and fishery performance, in relation to the objectives of the PA Policy. This will include stock status designations of Critical, Cautious, Healthy, and at or above/below the removal reference, and indicators used in DFO's <i>Sustainability Survey for Fisheries</i> (which are used in Canada's Environmental Sustainability Indicators or CESI).	\$ _____
<b>Total Price (taxes excluded) :</b>		\$ _____

\* Customs Duties are included and Applicable Taxes are extra for all amounts in this column.

All amounts in the above table are in Canadian Dollars (CAD).



### **ANNEX C - SECURITY REQUIREMENTS CHECK LIST**

The first three pages security requirements check list for this Contract is located on the following three pages. The final page will be included with any resulting contract .





Contract Number / Numéro du contrat <b>30002646A</b>
Security Classification / Classification de sécurité <b>UNCLASSIFIED</b>

**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>Fisheries and Oceans Canada</b>	2. Branch or Directorate / Direction générale ou Direction <b>Fish Population Science</b>	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail To review technical elements of Fisheries and Oceans Canada's ("DFO") A Fishery Decision-Making Framework Incorporating the Precautionary Approach ("PA Policy", DFO 2009a), and provide technical analyses of potential revisions, additions or clarifications to the PA Policy (for use in subsequent peer review and Science advice processes).		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET – SIGINT TRÈS SECRET – SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui



Contract Number / Numéro du contrat

30002646A

Security Classification / Classification de sécurité  
UNCLASSIFIED

**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC						
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET	
											A	B	C				
Information / Assets Renseignements / Biens Production																	
IT Media / Support TI																	
IT Link / Lien électronique																	

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No  
Non  Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

No  
Non  Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).