



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

Bid Receiving/Réception des soumissions

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

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

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal to: Fisheries and Oceans Canada

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

Proposition à : Pêches et Océans Canada

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

Title / Titre Vessel Charter – Snow Crab Survey		Date June 20th, 2023
Solicitation No. / N° de l'invitation 30004432		
Client Reference No. / No. de référence du client(e) 30004432		
Solicitation Closes / L'invitation prend fin At / à : 14 :00 EST (Eastern Standard Time / HNE (Heure Normale de l'Est) On / le : July 15th, 2023		
F.O.B. / F.A.B. Destination	Taxes See herein — Voir ci-inclus	Duty / Droits See herein — Voir ci-inclus
Destination of Goods and Services / Destinations des biens et services See herein — Voir ci-inclus		
Instructions See herein — Voir ci-inclus		
Address Inquiries to : / Adresser toute demande de renseignements à : Louise Martel – Contracting Specialist Email / Courriel: DFO.tenders-soumissions.MPO@dfo-mpo.gc.ca		
Delivery Required / Livraison exigée See herein — Voir en ceci		Delivery Offered / Livraison proposée
Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur		
Telephone No. / No. de téléphone		Facsimile No. / No. de télécopieur
Name and title of person authorized to sign on behalf of Vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)		
Signature		Date



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION 3

1.1 SECURITY REQUIREMENTS 3
THERE IS NO SECURITY REQUIREMENT APPLICABLE TO THE CONTRACT. **ERROR! BOOKMARK NOT DEFINED.**

1.2 STATEMENT OF WORK..... 3
THE WORK TO BE PERFORMED IS DETAILED UNDER ARTICLE 6.2 OF THE RESULTING CONTRACT CLAUSES. 3

1.3 DEBRIEFINGS..... 3

1.4 TRADE AGREEMENTS 3

PART 2 - BIDDER INSTRUCTIONS 4

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS 4

2.2 SUBMISSION OF BIDS 4

2.3 ENQUIRIES - BID SOLICITATION 4

2.4 APPLICABLE LAWS 4

2.5 BID CHALLENGE AND RECOURSE MECHANISMS 5

PART 3 - BID PREPARATION INSTRUCTIONS..... 6

3.1 BID PREPARATION INSTRUCTIONS..... 6

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION 7

4.1 EVALUATION PROCEDURES 7

4.2 BASIS OF SELECTION 7

PART 5 - CERTIFICATIONS..... 9

5.1 CERTIFICATIONS REQUIRED WITH THE BID..... 9

5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION..... 9

PART 6 - RESULTING CONTRACT CLAUSES 14

6.1 SECURITY REQUIREMENTS 14

6.2 STATEMENT OF WORK..... 14
THE CONTRACTOR MUST PERFORM THE WORK IN ACCORDANCE WITH THE STATEMENT OF WORK AT ANNEX "A".
..... 14

6.3 STANDARD CLAUSES AND CONDITIONS 14

6.4 TERM OF CONTRACT 15

6.5 AUTHORITIES 15

6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS..... 16

6.7 PAYMENT 16

6.8 INVOICING INSTRUCTIONS 17

6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION 17

6.10 APPLICABLE LAWS 18

6.11 PRIORITY OF DOCUMENTS 18

6.12 INSURANCE - SPECIFIC REQUIREMENTS 18

6.13 SACC MANUAL CLAUSES..... 18

6.14 DISPUTE RESOLUTION..... 18

ANNEX “A” STATEMENT OF WORK..... 20

ANNEX “B” BASIS OF PAYMENT 22

ANNEX “C” INSURANCES CONDITIONS 23

ANNEX “D” EVALUATION CRITERIA..... 25

ANNEX “E” CHARTER VESSEL APPLICATION FORM 32



PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1.2 Statement of Work

The work to be performed is detailed under Annex A of the resulting contract clauses.

1.3 Debriefings

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

1.4 Trade Agreements

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



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

The [2003](#) (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 14 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 **Nova Scotia**.

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.

Section I: Technical Bid

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

Section II: Financial Bid

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

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

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



PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Annex “D”

4.1.1.2 Point Rated Technical Criteria

Refer to Annex “D”

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

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

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of **182** points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **250** points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained divided by the maximum number of points available multiplied by the ratio of 70 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.



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

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



PART 5 - CERTIFICATIONS

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions – Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 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

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

5.2.3.2 Education and Experience

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

5.2.3.3 List of Names for Integrity Verification Form

Bidders must complete the List of Names for Integrity Verification form found in Attachment 1 to Part 5.

5.2.3.4 Contractor's Representative

The Contractor's Representative for the Contract is:

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

5.2.3.5 Supplementary Contractor Information

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

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

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

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

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

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



5.2.3.6 Certification of Language

The contractor certifies they are able to meet the language requirement in Annex "A" Statement of Work.

5.2.3.7 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.

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

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

Signature

Print Name of Signatory



ATTACHMENT 1 TO PART 5

LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Requirements

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

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

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

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



PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

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

6.3.1 General Conditions

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

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

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

Insert: **Invoice submission**

1. Invoices must be submitted in the Contractor's name to DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca with a cc to: **(to inserted at the 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.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of the Contract to April 30th, 2024

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least ten (10) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.4.3 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex "A" of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Louise Martel
Title: Contracting Specialist
Department: Fisheries and Oceans Canada
Directorate: Materiel and Procurement Services



Address: 301 Bishop Drive Fredericton, NB E3C 2M6

Telephone: 819-962-7325

E-mail address: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca

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

6.5.2 Project Authority (to be inserted at Contract award)

The Project Authority for the Contract is:

Name: _____
 Title: _____
 Organization: _____
 Address: _____

Telephone: _____
 E-mail address: _____

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

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

Name: _____
 Title: _____
 Organization: _____
 Address: _____

Telephone: _____
 E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

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



6.7.2 Limitation of Expenditure

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

6.7.3 Methods of Payment

6.7.3.1 Monthly Payment

SACC Manual Clause [H1008C](#) (2008-05-12), monthly payment

6.7.4 Electronic Payment of Invoices – Contract

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

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

6.8 Invoicing Instructions

- 6.8.1 The Contractor must submit invoices in accordance with subsection 6.3.2.1 entitled "Invoice Submission" above. Invoices cannot be submitted until all work identified in the invoice is completed.
- 6.8.2 Payments will be made provided that the invoice(s) are emailed to DFO Accounts Payable at DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca with a cc to: (to be inserted at contract award) and provides the required information as stated in subsection 6.8.1 above.

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information



are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.9.2 SACC Manual Clauses

SACC *Manual* clause [A3015C](#) (2014-06-26), Certification - Contract

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions [2010B](#) (2022-12-01), General Conditions - Professional Services (Medium Complexity)
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance conditions
- (f) Annex D, Evaluations Criteria
- (g) Annex E, Charter Vessel Application Form
- (h) the Contractor's bid dated _____ (to be inserted at contract award)

6.12 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.

6.13 SACC Manual Clauses

SACC *Manual* clause [A8501C](#) (2014-06-26), Vessel Charter Contract

SACC *Manual* clause [A9141C](#) (2008-05-12), Vessel Condition

6.14 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](#)".

6.15 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

Scope

1.1 Title

Snow Crab Survey Vessel Charter

Objective

An annual snow crab survey is conducted on the Scotian shelf by Fisheries and Oceans Canada (DFO) for the purposes of stock assessment. The snow crab fishery is one of the most valuable fisheries in Atlantic Canada and the Scotian Shelf component of this fishery is considered to be the most conservatively managed and relies heavily on quality data from this survey to make informed management decisions.

Fisheries and Oceans Canada (DFO) requires the service of a vessel to use as the platform for this research. This vessel will carry a crew complement of at least four (4) members in addition to four (4) scientific personnel (DFO Staff and Contractors) which will be contracted separately. The objective of the contract is the successful completion of all planned stations in the annual snow crab trawl survey, up to a maximum of 420 stations including 24 "expanded sampling" stations on an annual basis.

The Project work will take place between approximately August 1 and January 15 annually. Exact dates will be determined by the DFO scientist in-charge. These dates (and the required working days throughout) will be contingent on operational considerations of the charter based on such factors as weather, vessel maintenance/ repair requirements, etc. The contractor will be informed of the exact dates for the given year by the chief scientist with a minimum notice of two (2) weeks before work commences annually.

1.2 Contract Area of Operation

The work will be conducted throughout the Scotia Shelf in Crab Fishing Areas: N-ENS, 23, 24 and 4X.

The vessel must be willing to berth at various ports along the Atlantic Coast of Nova Scotia for the duration of the project as determined by operational requirements.

1.3 Level of Effort

An estimated usage is up to 420 survey stations (may be less in a given year based on operational requirements). The contractor is paid based on number of survey stations completed each year.

Additionally, the contractor will be paid \$7,500 (+HST) per trawl net constructed, up to a maximum of 3 trawl nets per year. The number required will be determined on a yearly basis by the project authority. The trawl nets are to be constructed to DFO blueprint specifications with all required materials being provided by DFO.

1.4 Background, Assumptions and Specific Scope of the Requirement

A snow crab trawl survey of this scope has been completed annually in the Maritimes Region since 2004. Consistency in sampling vessels is essential to ensure consistency of quality (and directly comparable) data being collected.

2.1 Requirements

Tasks, Activities and Deliverables



The project will be considered to be complete annually when all planned survey stations have been completed. Contractor may periodically invoice (example: monthly) for survey stations completed incrementally throughout the course of the survey. The vessel must be willing to berth at various ports in Nova Scotia for the duration of the project work as determined by operational requirements.

Method and Source of Acceptance

Work will be deemed acceptable provided all stations are successfully completed according to established protocols and all data recorded within the given time-frame (the success will be determined by the DFO scientist-in charge onboard).

Project Management Control Procedures

The Project Authority of the crown will communicate in writing with the supplier if any of the requirements of the contract are not being satisfactorily met.

Change Management Procedures

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.

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.

3.0 Other Terms and Conditions of the SOW

3.1 DFO Obligations

DFO scientist-in-charge will provide and deliver to the vessel all required fishing gear, materials and electronics required as per this statement of work.

DFO shall provide all fishing gear including trawl doors, and repair materials. Trawl monitoring system and sensors will be provided by DFO.

3.3 Language of Work

All work will be carried out in English.

3.4 Special Requirements

Work will be performed under a Section 52 Science fishing licence accompanied by a Maritimes Region Fisheries Research Notice maintained by the chief scientist on behalf of DFO.

3.5 Travel and Living

There is no provision for travel and/or living expenses under this contract.



**ANNEX “B”
BASIS OF PAYMENT**

The charter must provide an all-inclusive cost on a “Per Station” basis for all vessel operating costs including fuel, crew wages, adequate food and fresh water for Fisheries and Oceans Canada (DFO) personnel, at-sea observers and the crew, vessel maintenance, and repair costs, fuel and oil, and vessel wharf fees for the duration of the contract period.

Additionally, the contractor will be paid to construct up to three (3) trawl net at \$7,500.00 each for a maximum of \$22,500 (+HST), to DFO blueprint specifications with all required materials being provided by DFO.

Definition: For this RFP a “Station” shall mean the successful completion (to chief scientist’s satisfaction) of one tow (net deployment) at a pre-determined location or three (3) unsuccessful tow attempts at this location.

The number of stations complete each option year will be determined by DFO prior to exercising that option year.

A set of up to 24 stations may be required annually with expanded scientific sampling.

These “expanded sampling” 24 stations would be paid at one and a quarter (1.25) times the normal station rate as these stations require additional time and effort.

Contract year	Rate per Station(inclusive of all cost)	For an estimated 420 stations	Construction of up to three (3) trawl nets (\$7,500.00/trawl net)	Total Estimated Cost
	A	B (A x 420)	C	B + C
Initial contract year	\$	\$	\$22,500.00	\$
Option Year 1	\$	\$	\$22,500.00	\$
Option Year 2	\$	\$	\$22,500.00	\$
Option Year 3	\$	\$	\$22,500.00	\$
Option Year 4	\$	\$	\$22,500.00	\$
Total Estimated Cost				\$
(Plus applicable taxes)				

The inclusion of volumetric data in these pricing schedules does not represent a commitment by Canada that Canada’s future usage of the services described in the bid solicitation will be consistent with this data.



ANNEX "C" INSURANCES CONDITIONS

1. The Contractor must obtain protection and indemnity insurance that must include excess collision liability and pollution liability. The insurance must be placed with a member of the International Group of Protection and Indemnity Associations or with a fixed market in an amount of not less than the limits determined by the [Marine Liability Act](#), S.C. 2001, c. 6. Coverage must include crew liability, if it is not covered by Worker's Compensation as detailed in paragraph (2.) below.
2. The Contractor must obtain worker's compensation insurance covering all employees engaged in the Work in accordance with the statutory requirements of the territory or province or state of nationality, domicile, employment, having jurisdiction over such employees. If the Contractor is subject to an additional contravention, as a result of an accident causing injury or death to an employee of the Contractor or subcontractor, or due to unsafe working conditions, then such levy or assessment must be paid by the Contractor at its sole cost.
3. The protection and indemnity insurance policy must include the following:
 - a. Additional insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - b. Waiver of subrogation rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Department of Fisheries and Oceans Canada and Public Works and Government Services Canada for any and all loss of or damage to the watercraft however caused.
 - c. 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.
 - d. Cross liability and separation of insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - e. Litigation rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), R.S.C. 1985, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*



For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.



**ANNEX “D”
EVALUATION CRITERIA**

MANDATORY REQUIREMENTS:

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein as well as the Charter Vessel Application Form.

Bidders' Proposals must clearly demonstrate that they meet all Mandatory Requirements for the proposal to be considered for further evaluation. Proposals not meeting the mandatory criteria will be excluded from further consideration.

Bid acceptance is at the discretion of Fisheries and Oceans Canada. **A bid may be rejected if the proposed charter vessel does not meet the specified requirements as described in the Statement of Work subsequent to DFO inspection.**

Information provided will be used to assess against both mandatory and rated criteria. The Contractor shall cite specific examples from their work history that will address both components. For the purposes of this proposal, “experience” shall infer that the Captain and/or technical personnel provided by the contractor have gained this experience while performing a task or duty in which the experience criterion was the primary focus of the work conducted. **Bids will be evaluated based on the information provided in the proposal including the completed Charter Vessel Application Form.**

Fisheries and Oceans Canada reserves the right to inspect compliant bidders vessel prior to contract award to verify and confirm information from the bid proposal. Upon completion of the RFP process all bidders will be informed of their ranking. (example – 1st, 2nd 3rd or 4th) If the 1st ranked bidder passes their inspection they will be awarded the contract. If the vessel fails the inspection we will contact the 2nd ranked bidder to confirm availability and set up an inspection and so on until a contract is awarded or we run out of qualified bidders.

The proponent must include the following table in their proposal, indicating that their proposal meets the mandatory criteria, and providing the proposal page number or section that contains information to verify that the criteria has been met. **Bidders must provide proof such as copies of certifications or licences or diagrams or schematics. Simply stating you meet the criteria does not constitute proof. For each experience/project cited include: month/year start, month/year end, a brief description of work performed, name of organization work provided to.**

BIDDER MUST PROVIDE PROOF THAT THEY MEET ALL MANDATORY REQUIREMENTS TO BE CONSIDERED COMPLIANT

No.	Mandatory Criteria	Proposal Page No.
M1 Vessel	Stern otter trawler must be of steel or fiberglass construction of at least 100 Gross Register Tonnage (GRT) and greater than sixty (60) feet in overall length	
M2 Vessel	Vessel must possess a Home Trade Voyage Class 2 certificate, allowing travel within 200 nautical miles of the coast.	



M3 Vessel	Maintain, throughout the contract period, all certificates, lifesaving equipment and apparatus as required by the <i>Canada Shipping Act, 2001</i> and pursuant regulations.	
M4 Vessel	Must possess a valid Transport Canada Safety Inspection Certificates (valid for 8 or more persons): - SIC 29 if vessel is less than 150 GRT; - SIC 31 if vessel is greater than 150 GRT	
M5 Vessel	Vessel must have separate, lockable accommodations for a minimum of one (1) scientific staff of opposite gender.	
M6 Vessel	Must possess a minimum of one (1) toilet and one (1) shower.	
M7 Vessel	Vessel must possess a work station in the wheelhouse for the chief scientist. Space must be provided for three (3) computers, additional electronics and seating	
M8 Vessel	Vessel must possess two (2) - 8 man (minimum) inflatable or rigid life rafts.	
M9 Vessel	Must possess or provide prior to project start date, an easily accessed tank on deck to allow identification and sorting of catch in a safe, practical manner. This tank must be able to be dumped overboard to facilitate safe removal of rocks and debris from tank.	
M10 Vessel	Must possess or build to suit, prior to project start date an enclosed workspace on deck (wet lab / sampling station) for scientific sampling of catch with adequate space and reasonable access to deck for transfer of specimens.	
M11 Vessel	Vessel's winches must be rigged with ¾ inch warp thickness of at least 450 fathoms length to be capable of towing at depths of 160 fathoms.	
M12 Vessel	Must be equipped with Canadian Marine Differential Global Positioning System (DGPS), Global Maritime Distress and Safety System (GMDSS) VHF and OLEX computer system.	
M13 Vessel	Must have a stable 120 Volt AC power supply to run an Marport trawl monitoring system, computers, and scientific sampling gear such as scales and to be able to plug in a freezer for biological samples if the vessel does not have an available freezer. All exterior plugs must be marine grade plugs.	
M14 Vessel	Must be equipped with lighting for safe work on the deck at night.	



M15 Vessel	Must be equipped with a hauling station allowing the vessel's master to control net deployment with a clear line of site to the net drum and deployed net.	
M16 Vessel	Must possess an overhead net drum to allow net to be properly inspected for any damage at the completion of each tow.	
M17 Vessel	Must have at least four (4) bunks for Fisheries and Oceans scientific personnel and contracted at sea observers in addition to the vessel crew's requirements.	
M18 Vessel	Must provide fuel, food, food storage and fresh water supply for trips of up to eight (8) days duration.	
M19 Vessel	Must be equipped with an Automatic External Defibrillator (AED).	
M20 Master and Crew	The Master of the vessel must possess at least a valid "Fishing Master III" deck certificate and must have a minimum of three (3) years' experience operating trawl nets	
M21 Master and Crew	The First Mate of the vessel must possess at least a valid "Fishing Master IV" deck certificate.	
M22 Master and Crew	Minimum vessel complement during the contract period must consist of the vessel Master and three (3) crew members.	
M23 Master and Crew	All crew members must have valid MED-A1(DVS) certificates.	
M24 Master and Crew	The vessel and crew must be available for the complete period between August 1st and January 15th (the project work period) without exception.	
M25 Master and Crew	During the project work period the vessel and crew must be ready sail upon a six (6) hours' notice.	
M26 Master and Crew	For the duration of project, one (1) crew member (other than Captain) must be experienced and capable of interpreting and understanding trawl net blueprints and cutting plans. This individual must be able to cut net sections from raw netting material, construct and repair trawls to original blueprint specifications.	



RATED REQUIREMENTS:

Bidders must attain a rating of at least 70% of the maximum possible points in each of the Rated Requirement categories 1 and 2 to be considered compliant. Proposals which fail to attain at least 70% in each of these categories will be considered technically non-responsive and no further evaluation will be conducted.

No.	Point Rated Criteria	Point breakdown	Evaluated Score	Proposal Cross-reference Page (to be completed by bidder)
<p>R.1 Vessel and Certifications</p>	<p>Bidders should describe and demonstrate:</p> <p>A) Cruising speed of vessel</p> <p>B) Chief Scientist Sampling Station</p> <p>C) Electrical Supply</p>	<p>Maximum (120 points / 84 points minimum)</p> <p>A) <u>Speed</u>(10 points) Less than 8 knots(2 points) More than 8 knots (10 points)</p> <p>B) <u>Space</u> (10 points): Adequate (space for 3 computers, additional electronics and seating)(0 points- mandatory minimum) Ample(space for 3 computers, additional electronics, fixed seating, sampling equipment and charts) (10 points)</p> <p><u>Electronics</u> (15 points): Radar (5 points) Olex (10 points)</p> <p><u>View</u> (15 points) Unable to see winches, net drum, doors, stern (0 points) Limited view(able to see two of the following: winches, net drum, doors and/or stern) (5 points) Unobstructed view (able to see all of the following – winches, net drum, doors and stern) (15 points)</p> <p>C)</p>	<p style="text-align: center;">/ 120</p>	



No.	Point Rated Criteria	Point breakdown	Evaluated Score	Proposal Cross-reference Page (to be completed by bidder)
		<u>Scientific Survey Experience</u> (20 Points) None (0 points) 1-2 Surveys (10 points) 3 or more Surveys (20 points)		
Minimum Required Score				
Evaluated Score				

BASIS OF SELECTION:

The proposal with the highest combined points will be recommended for contract reward.



ANNEX "E"
CHARTER VESSEL APPLICATION FORM

The M.V. _____ CFV # _____ is hereby offered for charter by the undersigned upon the terms and conditions as indicated within Statement of Work and below:

1. Owner(s)

Name(s)	Address	Phone

2. Captain

Name	
Address	
Phone	
Certifications (list) required minimum MED-A1 Valid First Aid	
Masters Certification	
Experience for the following:	
a. Trawls (years)	
b. Surveys (state surveys)	
c. Invertebrates (state species fished)	
d. Small Mesh Trawls (state nets)	
e. Trawler Vessels (state names of vessels)	
f. NAFO 4Vn (years)	
g. NAFO 4Vs, 4W (years)	
h. Proposed Survey Vessel (years)	
i. Small Trawl Doors (state door type, years)	



3. Vessel Crew

Crew Complement (Same for entire survey or rotating) Set Rotating

Mate / Crew Member 1 (required)			
Name			
Address			
Phone			
Certifications (list) required minimum MED-A1 Valid First Aid			
Experience			
a. Operation of trawls (years)			
b. Repair of trawls (years)			
c. Able to interpret trawl blueprints	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
d. Able to cut net sections from blueprint	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
e. Surveys (state surveys)			
f. Invertebrates (state species fished)			
g. Small Mesh Trawls (state nets)			

Crew Member 2 (required)			
Name			
Address			
Phone			
Certifications (list) required minimum MED-A1 Valid First Aid			
Experience			
a. Operation of trawls (years)			
b. Repair of trawls (years)			
c. Able to interpret trawl blueprints	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
d. Able to cut net sections from blueprint	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
e. Surveys (state surveys)			
f. Invertebrates (state species fished)			
g. Small Mesh Trawls (state nets)			



Crew Member 3 (required)			
Name			
Address			
Phone			
Certifications (list) required minimum MED-A1 Valid First Aid			
Experience			
a. Operation of trawls (years)			
b. Repair of trawls (years)			
c. Able to interpret trawl blueprints	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
d. Able to cut net sections from blueprint	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
e. Surveys (state surveys)			
f. Invertebrates (state species fished)			
g. Small Mesh Trawls (state nets)			

Crew Member 4 (optional depending on crew complement)			
Name			
Address			
Phone			
Certifications (list) required minimum MED-A1 Valid First Aid			
Experience			
a. Operation of trawls (years)			
b. Repair of trawls (years)			
c. Able to interpret trawl blueprints	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
d. Able to cut net sections from blueprint	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
e. Surveys (state surveys)			
f. Invertebrates (state species fished)			
g. Small Mesh Trawls (state nets)			

Crew Member 5 (optional depending on crew complement)			
Name			
Address			
Phone			
Certifications (list) required minimum MED-A1 Valid First Aid			
Experience			
a. Operation of trawls (years)			
b. Repair of trawls (years)			
c. Able to interpret trawl blueprints	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
d. Able to cut net sections from blueprint	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
e. Surveys (state surveys)			
f. Invertebrates (state species fished)			
g. Small Mesh Trawls (state nets)			



4. **Description of Vessel:**

Registration number	
Length (feet) minimum 60 ft	
Beam (feet)	
Draft (feet)	
Gross tonnage minimum 100 GRT	
Registered tonnage	
Voyage Class minimum HTV Class 2	
Name and engine type	
Engine horsepower	
Fuel capacity (litres / days, state both)	
Fresh Water Capacity (litres / days, state both)	
Cruising speed (knots)	
Life Rafts (type, #, capacity of each) minimum 2, 8 man rafts	
120 Volt electrical supply (primary)	
120 Volt electrical supply (secondary, if applicable)	
Year constructed	
Construction material	
Vessel Winch (year of construction or last rebuild)	
Winch Warps (size / length) minimum ¾ inch, 475 Fa	
Freezer vessel additional to fridge (yes/no)	
Berths (total) minimum 8	
Separate Gender Accommodations (yes / no)	
Separate Gender Accommodations (# of bunks) minimum 1	
Marport Trawl Monitoring System (# of transducers)	
Shower(s) (State #)	
Toilet(s) (State #) minimum 1	
Automatic External Defibrillator (AED) minimum 1	

Location of Vessel (for inspection): _____
Master must be present at time of Inspection.

5. **Date of most recent transport Canada marine safety inspection:**

Date _____

Bidder must also submit a copy of most current safety inspection certificate



6. Electronics:

Master / Vessel

Minimum Equipment Required	Make	Model and specifications
Depth Sounder(s) minimum 1		
Radar 1		
Radar 2		
GMDSS VHF Radios minimum 1		
DGPS/Plotter minimum 1		
Navigation Software (additional to OLEX)		
Satellite Telephone minimum 1		
OLEX computer system minimum 1		
List Any Additional Equipment You may have below		

Chief Scientist Station

Equipment	Make	Model and specifications
Minimum Equipment required		
List Any Additional Equipment You may have below		