



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

Bid Receiving/Réception des soumissions :

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d'approvisionnement
Fisheries and Oceans Canada | Pêches et
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**REQUEST FOR STANDING OFFER
DEMANDE D'OFFRES À
COMMANDES (DOC)**

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 Regional Standing Offer for Environmental Site Assessment Services		Date July 12, 2023
Solicitation No. / N° de l'invitation 30003561		
Client Reference No. / No. de référence du client(e) 30003561		
Solicitation Closes / L'invitation prend fin At / à : 14 :00 EDT (Eastern Daylight Time) / HAE (Heure Avancée de l'Est) On / le : 22 August, 2023		
F.O.B. / F.A.B. Destination	Taxes See herein — Voir ci-inclus	F.O.B. / F.A.B. Destination
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 : Mazen Obeid, Senior Contracting Officer Email / Courriel: DFO.tenders-soumissions.MPO@dfo-mpo.gc.ca Cc: Mazen.Obeid@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	



REQUEST FOR STANDING OFFER (RFSO)

30003561

Regional Standing Offer for Environmental Site
Assessment Services

FISHERIES AND OCEANS CANADA



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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, and the Federal Contractors Program for Employment Equity – Certification.

1.2 Summary

1.2.1 The Department of Fisheries and Oceans (DFO) has a requirement to set up standing offer agreements for Regional Office of Environmental (ROEC) in the province of British Columbia on an “as and when” requested basis. The objective is to award up to five (5) Standing Offer Agreements (SOA) to qualified suppliers who can provide Environmental Site Assessment Services to meet the specific needs outlined in the Statement of Work.

The purpose of this request is to solicit proposals for Regional Standing Offers from companies to provide technical and project management services related to the overall environmental site assessment of contaminated sites. The successful proponents are required to have significant regulatory experience in the federal framework as well as the BC provincial framework. Proponents will be available to help DFO staff to prepare and implement site assessment or parts thereof on an as-needed basis.

This standing offer is designed to provide external resources to assist with environmental site assessments including Federal Phase I, II, III and Detailed-Site-Investigation-level site assessments for DFO on an as-needed basis. Corporations are allowed to submit bids as a team; however a proposed person may only appear in one submission.

Categories of Resources Required

Project Manager, Senior Engineer or Scientist 1, Senior Engineer or Scientist 2, Hydrogeologist, Intermediate Engineer/Scientist, Phase 1 Specialist, Field Staff 1, Field Staff 2, Intermediate Biologist or Scientist (CEAA Specialist), Draftsperson and GIS Analyst.



PERIOD OF STANDING OFFER

The services are to be performed on an “as and when required” basis during the period from date of award until 31 July, 2028.

1.2.2 The Request for Standing Offers (RFSO) is to establish Regional Standing Offers for the requirement detailed in the RFSO, to the Identified Users in the Pacific Region, excluding locations within the Yukon that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within the Yukon will have to be treated as a separate procurement, outside of the resulting standing offers.

1.2.3 The requirement is subject to the Canada-Chile Free Trade Agreement (CCFTA), Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), Canada-European Union Comprehensive Economic and Trade Agreement (CETA), Canada-Colombia Free Trade Agreement, Canada-Peru Free Trade Agreement (CPFTA), Canada-Panama Free Trade Agreement, Canada-Korea Free Trade Agreement (CKFTA), Canada–Ukraine Free Trade Agreement, Canada-Honduras Free Trade Agreement, World Trade Organization–Agreement on Government Procurement (WTO-GPA), and the Canadian Free Trade Agreement (CFTA).

1.3 Security Requirements

There is no security requirement applicable to the Standing Offer.

1.4 Debriefings

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



PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

The [2006](#) (2022-12-01) Standard Instructions - Request for Standing Offers - Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days

Insert: 120 days

2.2 Submission of Offers

Offers must be submitted only to Fisheries and Oceans (DFO) Bid Receiving Unit by the date, time and place indicated in the RFSO.

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

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than **fifteen (15)** calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and



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

2.5 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)

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

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



PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Due to the nature of the RFSO, offers transmitted by facsimile will not be accepted.

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (1 Soft Copy)

Section II: Financial Offer (1 Soft Copy)

Section III: Certifications (1 Soft Copy)

The maximum size per email (including attachments) is limited to 10MB. If the limit is exceeded, your email might not be received by DFO. It is suggested that you compress the email size or send multiple emails to ensure delivery. Offerors 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.

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 Offerors when the submission is received.

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

If the Offeror is simultaneously providing copies of its offer using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy, the wording of the electronic copy will have priority over the wording of the other copies.

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

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

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

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, Offerors should:

- 1) Include all environmental certification(s) relevant to your organization (e.g., ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g., Forest Stewardship Council (FSC), ENERGYSTAR, etc.)
- 3) Unless otherwise noted, Offerors are encouraged to submit offers electronically. If hard copies are required, Offerors should:
 - a. 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
 - b. 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 Offer



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

3.1.1 List of Proposed Subcontractors

[A7035T](#) (2007-05-25), List of Proposed Subcontractors

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Attachment 2 to Part 4.

3.1.2 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "1" to Part 3 Electronic Payment Instruments, to identify which ones are accepted.

If Annex "1" to Part 3 Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

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



ANNEX "1" to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.1.2, the Offeror **must** complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.

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

- () VISA Acquisition Card;
- () MasterCard Acquisition Card;
- () Direct Deposit (Domestic and International);



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4

4.1.1.2 Point Rated Technical Criteria

Refer to Attachment 1 to Part 4

4.1.2 Financial Evaluation

Refer to Attachment 2 to Part 4

4.1.2.1 Evaluation of Price – Offer

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

4.2 Basis of Selection – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, 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 points specified for criteria R1 through R10 for the technical evaluation, and
 - d. obtain the required minimum of **90 points** overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **180 points**.
2. Bids not meeting (a) or (b) or (c) or (d) 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 / 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 equals 135 and the lowest evaluated price is \$45,000 (45).



Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)			
	Offeror		
	Offeror 1	Offeror 2	Offeror 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	$115/135 \times 70 = 59.62$	$89/135 \times 70 = 46.14$	$92/135 \times 70 = 47.70$
Pricing Score	$45/55 \times 30 = 24.54$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating	84.16	73.14	77.70
Overall Rating	1st	3rd	2nd



ATTACHMENT 1 to PART 4 - TECHNICAL CRITERIA

Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Offeror 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.

Please note Offerors must complete the following charts and include with their bid submission.

Criteria No.	Mandatory Criterion	Meets Criteria (Yes/No) <i>(Evaluation Team to complete)</i>	Proposal Page No. <i>(Offeror to complete)</i>
M1	The bidder must propose one (1) Contaminated Sites Approved Professional. The bidder must provide a copy of the resources' certification through the Society of Contaminated Sites Professionals of British Columbia with their bid.		



Point Rated Technical Criteria

Proposals meeting the Mandatory Criteria will be evaluated and rated against the following Point-Rated Criteria, using the evaluation factors specified for each criterion. It is imperative that these criteria be addressed in sufficient depth in the proposal to fully describe the Offeror's response and to permit the Evaluation Team to rate the proposals.

Bids **MUST** achieve a minimum score of **90/180 (50%)** of the total score of the Rated Requirements, the minimum score per rated item and the minimum score per table in order to be considered technically responsive. Proposals which fail to attain at least **90 points** in total score of the Rated Requirements will be considered technically non-responsive and no further evaluation will be conducted.

Note that partial scores will be awarded for technical criteria as appropriate for all categories except for auxiliary personnel. Each applicant proposed must attain the minimum score for that particular position or they will receive a total score of 0 for that position.

Separate individuals should be proposed for each of the positions so that firms can maintain a high level of capacity. For auxiliary personnel, replacement personnel are to meet the minimum requirements as set out in the proposal and pass technical evaluation; billing rates remain the same.

Key Personnel for Environmental Assessment Services		Scoring Grid	Minimum Required Points/Maximum Points	Cross-reference to Proposal <i>(Offeror to complete)</i>
R1	Project Manager		11/20	
R1.1	The bidder's proposed resource should demonstrate using project descriptions a minimum of 8 years experience within the last 10 years managing contaminated sites projects (federal and provincial).	<ul style="list-style-type: none"> - 2 points for 8 years experience - 1 point for each year after that to a maximum of 5 total points 	2/5	
R1.2	<p>The bidder's proposed resource(s) should be, or be working toward, a Certified Project Management Professional (PMP) certification through the Project Management Institute (PMI)</p> <p>The bidder should provide a copy of the certification or courses taken for in training</p>	<ul style="list-style-type: none"> - 5 points for PMP - 3 points for PMP in training 	3/5	
R1.3	The bidder's proposed resource should have demonstrated experience with overall management of a complex project (large budget, supervision of technical personnel, coordinating a multidisciplinary team investigating multiple media) at remote sites (no road access).	<ul style="list-style-type: none"> - 10 points for complex project reference with budget >\$100K in remote site (no vehicle access) - 8 points for complex project in remote site (no vehicle access) >\$20K 	6/10	



	Experience is demonstrated using project descriptions.	<ul style="list-style-type: none"> - 7 points for remote site non-complex (only one contaminated medium) - 6 points non-remote, non-complex site 		
R1 Total Points (Maximum of 20 points) <i>(Evaluation Team to complete)</i>				/20
	Key Personnel for Environmental Assessment Services	Scoring Grid	Minimum Required Points/Maximum Points	Cross-reference to Proposal <i>(Offeror to complete)</i>
R2	Senior Engineer or Scientist 1 (CSAP) (if R3 is an aquatic-sites specialist, then R2 should be a terrestrial-sites specialist, and vice versa)		14/20	
R2.1	The proposed resource should have a minimum 10 years demonstrated experience within the last 12 years conducting contaminated sites work (a combination of federal and provincial). Experience is demonstrated using project descriptions.	<ul style="list-style-type: none"> 10 years = 2 points 12 years = 3 points 14 years = 4 points ≥16 years= 5 points 	2/5	
R2.2	The proposed resource should have a Professional Designation (British Columbia) relevant to contaminated sites. Proof of professional designation must be provided with the bid.	<ul style="list-style-type: none"> - 5 points for: Professional Engineer, Professional Geologist, Professional Agrologist, or Registered Professional Biologist 	5/5	
R2.3	The proposed resource should be a Certified Approved Professional with the Society of Contaminated Sites Approved Professionals of British Columbia. Proof of professional certification must be provided with the bid.	<ul style="list-style-type: none"> - 5 points for certification 	5/5	



R2.4	The proposed resource should have demonstrated experience preparing site assessments, completing senior technical reviews, working with a multidisciplinary team, preparing remedial option evaluations, and in remedial design and implementation for remote (no road access) terrestrial <u>or</u> aquatic sites within the last 5 years. At least 1 project must be in British Columbia for a Federal Client. Experience to be demonstrated using project descriptions.	Sum of: - 1 point for senior technical review - 1 point for preparation of reports - 1 point for preparation of remedial options evaluation - 2 points for implementation of remedial design at a remote site (no road access)	2/5	
R2 Total Points (Maximum of 20 points) <i>(Evaluation Team to complete)</i>				/20
Key Personnel for Environmental Assessment Services		Scoring Grid	Minimum Required Points/Maximum Points	Cross-Reference to Proposal <i>(Offeror to complete)</i>
R3	Senior Engineer or Scientist 2 (if R2 is an aquatic-sites specialist, then R3 should be a terrestrial-sites specialist, and vice versa)		10/15	
R3.1	The proposed resource should have a minimum 10 years demonstrated experience within the last 12 years conducting contaminated sites work (a combination of federal and provincial). Experience to be demonstrated using project descriptions.	10 years = 2 points 12 years = 3 points 14 years = 4 points ≥16 years = 5 points	3/5	
R3.2	The proposed resource should have a Professional Designation (British Columbia) relevant to contaminated sites. Proof of professional designation must be provided with the bid.	- 5 points for: Professional Engineer, Professional Geologist, Professional Agrologist, or Registered Professional Biologist	5/5	
R3.3	The proposed resource should have demonstrated experience preparing site assessments, completing senior technical reviews, working with a multidisciplinary team, preparing remedial option evaluations, an in remedial design and implementation for remote (no road access) terrestrial <u>or</u> aquatic sites within the last 5 years. At least 1 project must be in British Columbia for a federal client (note: if position R2 had an aquatic	Sum of: - 1 point for senior technical review - 1 point for preparation of reports - 1 point for preparation of remedial options evaluation - 2 points for implementation of remedial designs at remote sites (no road access)	2/5	



	<p>specialization, then the resource proposed for this position must have an terrestrial specialization, and vice versa).</p> <p>Experience to be demonstrated using project descriptions.</p>			
R3 Total Points (Maximum of 15 points) <i>(Evaluation Team to complete)</i>				/15
Key Personnel for Environmental Assessment Services		Scoring Grid	Minimum Required Points/Maximum Points	Cross-Reference to Proposal <i>(Offeror to complete)</i>
R4	Hydrogeologist		9/20	
R4.1	The proposed resource should have a minimum of 10 years of demonstrated contaminated sites experience and knowledge of hydrogeological conditions in British Columbia. Experience to be demonstrated using project descriptions.	<ul style="list-style-type: none"> 10 years = 2 points 12 years = 3 points 14 years = 4 points ≥16 years = 5 points 	2/5	
R4.2	The proposed resource should have a graduate degree related to hydrogeology. Proof of education to be provided with the bid.	<ul style="list-style-type: none"> - 3 points Masters of Science - 5 points Doctoral Degree 	3/5	
R4.3	The proposed resource should have a demonstrated knowledge of modeling, providing input on plume mapping, contaminant fate and transport, degradation potential, overall understanding of hydrogeological site conditions and how they affect site characterization. Experience to be demonstrated using project descriptions.	<ul style="list-style-type: none"> - 10 points for primary author for major project (budget >20K for hydrogeology work including modelling) within 5 years for federal or British Columbia client - 8 points for primary author for minor hydrogeology work (<20K including modelling) for federal or British Columbia client - 6 points for primary author for minor hydrogeology work (<20K including modelling) for non-federal client - 4 points for non-primary author of hydrogeological assessment 	4/10	
R4 Total Points (Maximum of 20 points) <i>(Evaluation Team to complete)</i>				/20



Key Personnel for Environmental Assessment Services		Scoring Grid	Minimum Required Points/Maximum Points	Cross-Reference to Proposal (<i>Offeror to complete</i>)
R5	Intermediate Engineer or Scientist		10/20	
R5.1	The proposed resource should have a minimum of 8 years of demonstrated experience within the last 10 years in conducting site assessment work (a combination of federal and provincial). Experience to be demonstrated using project descriptions.	8 years = 2 points 9 years = 3 points 10 years = 4 points ≥10 years = 5 points	2/5	
R5.2	The proposed resource should have, or be working toward, a Professional Designation (British Columbia) relevant to contaminated sites. Proof of professional designation (or in-progress transcripts) must be provided with the bid.	- 5 points for: Professional Engineer, Professional Geologist, Professional Agrologist, or Registered Professional Biologist - 2 points for in training	2/5	
R5.3	The proposed resource should have demonstrated experience within the last 5 years conducting intrusive assessments at sites with multiple operations with environmental concerns, sites with water lots, sites requiring various drilling methods, sites requiring hydrogeological testing, working on remote sites (no road access). Experience to be demonstrated using project descriptions.	Sum of: - 4 points for 2 upland projects - 4 points for 2 aquatic projects - 2 points for remote-site experience	6/10	
R5 Total Points (Maximum of 20 points) <i>(Evaluation Team to complete)</i>				1/20
Key Personnel for Environmental Assessment Services		Scoring Grid	Minimum Required Points/Maximum Points	Cross-Reference to Proposal (<i>Offeror to complete</i>)
R6	Phase 1 Specialist		7/20	
R6.1	The proposed resource should have a minimum of 8 years of demonstrated experience in conducting a combination of Phase 1	8 years = 2 points 9 years = 3 points 10 years = 4 points ≥10 years = 5 points	2/5	



	Environmental Site Assessment for federal clients and Stage 1 Preliminary Site Investigations for provincial clients. Experience to be demonstrated using project descriptions.			
R6.2	The proposed resource should have a Professional Designation (British Columbia) relevant to contaminated sites. Proof of designation must be provided with the bid.	<ul style="list-style-type: none"> - 5 points for: Professional Engineer, Professional Geologist, Professional Agrologist, or Registered Professional Biologist 	0/5	
R6.3	The proposed resource should have demonstrated experience within the last 5 years working on remote sites (no road access) and at sites with an aquatic component (i.e., water lot). Experience to be demonstrated using project descriptions.	<ul style="list-style-type: none"> - 8 points for 10 projects with remote site access - 6 points for 6-10 projects with remote site access - 3 points for 1-6 non-remote sites - 2 points for a water-lot site 	5/10	
R6 Total Points (Maximum of 20 points) <i>(Evaluation Team to complete)</i>				/20
Key Personnel for Environmental Assessment Services		Scoring Grid	Minimum Required Points/Maximum Points	Cross-Reference to Proposal <i>(Offeror to complete)</i>
R7	Field Staff 1		10/20	
R7.1	The proposed resource should have a Diploma or Degree related to contaminated sites and a minimum of 5 years of demonstrated contaminated sites experience. Proof of education to be provided with the bid.	<p>Sum of:</p> <ul style="list-style-type: none"> - 1 point for diploma or degree - 1 point for 5 years of experience - 1 point for each additional year of experience beyond 5 years 	2/6	
R7.2	The proposed resource should have demonstrated experience within the last 5 years working on remote sites (no road access). Experience to be demonstrated using project descriptions.	<ul style="list-style-type: none"> - 6 points for more than 6 projects with remote site access - 3 points for 3-6 projects with remote site access 	3/6	
R7.3	The proposed resource should have demonstrated experience (more than 20 samples collected) in sampling multiple media: soil, groundwater, surface water, pore water,	<p>Sum of:</p> <ul style="list-style-type: none"> - 1 point for each medium up to a maximum of 8 points 	5/8	



	indoor air, soil vapour, sediment, animal tissue, hazardous building materials. Experience to be demonstrated using project descriptions.			
R7 Total Points (Maximum of 20 points) <i>(Evaluation Team to complete)</i>				/20
Key Personnel for Environmental Assessment Services		Scoring Grid	Minimum Required Points/Maximum Points	Cross-Reference to Proposal <i>(Offeror to complete)</i>
R8	Field Staff 2		10/20	
R8.1	The proposed resource should have a Diploma or Degree related to contaminated sites and a minimum of 5 years of demonstrated contaminated sites experience. Proof of education must be provided with the bid.	Sum of: - 1 point for diploma or degree - 1 point for 5 years of experience - 1 point for each additional year of experience beyond 5 years to a maximum of 4 points	2/6	
R8.2	The proposed resource should have demonstrated experience within the last 5 years working on remote sites (no road access). Experience to be demonstrated using project descriptions.	- 6 points for more than 6 projects with remote site access - 3 points for 3-6 projects with remote site access	3/6	
R8.3	The proposed resource should have demonstrated experience (more than 20 samples collected) in sampling multiple media: soil, groundwater, surface water, pore water, indoor air, soil vapour, sediment, animal tissue, hazardous building materials. Experience to be demonstrated using project descriptions.	Sum of: - 1 point for each medium up to a maximum of 8 points	5/8	
R8 Total Points (Maximum of 20 points) <i>(Evaluation Team to complete)</i>				/20
Key Personnel for Environmental Assessment Services		Scoring Grid	Minimum Required Points/Maximum Points	Cross-Reference to Proposal <i>(Offeror to complete)</i>
R9	Intermediate Biologist or Scientist (Canadian Impact Assessment Act Specialist)		9/15	
R9.1	The proposed resource should have a diploma or degree related to contaminated sites and a minimum of 4 years of demonstrated contaminated	Sum of: - 1 point for diploma or degree - 1 point for 4 years of experience	2/5	



	sites experience. Proof of education to be provided with the bid.	- 1 point for each additional year of experience to a maximum of 3 points		
R9.2	The proposed resource should have demonstrated experience completing screening type assessments and reviews under the Canadian Impact Assessment Act and in developing mitigation plans for potential impacts and monitoring. Experience to be demonstrated using project descriptions.	Sum of: - 4 points for primary author of assessment - 3 points for primary author for mitigation plan - 3 points for development or implementation of environmental monitoring plan	7/10	
R9 Total Points (Maximum of 15 points) <i>(Evaluation Team to complete)</i>				/15
Key Personnel for Environmental Assessment Services		Scoring Grid	Minimum Required Points/Maximum Points	Cross-Reference to Proposal <i>(Offeror to complete)</i>
	Auxiliary Personnel			
R10	These positions should meet minimum requirements. The same person may be used to fill both positions.		0/10	
R10.1	Draftsperson: The proposed resource should have a diploma or degree and a minimum of 4 years of demonstrated contaminated sites experience. Proof of education must be provided with the bid. Experience to be demonstrated using project descriptions.	Relevant Diploma or Degree and at least 48 months (4 years) of experience in the field of contaminated sites.	0/5	
R10.2	GIS Analyst: The proposed resource should have a diploma or degree and a minimum of 4 years of demonstrated contaminated sites experience. Proof of education must be provided with the bid. Experience to be demonstrated using project descriptions.	Relevant Diploma or Degree and at least 48 months (4 years) of experience in the field of contaminated sites.	0/5	
R10 Total Points (Maximum of 10 points) <i>(Evaluation Team to complete)</i>				/10
R1 to R10 Total Points (Minimum Required Point Total = 90 Points) <i>(Evaluation Team to complete)</i>				/180



TECHNICAL AND FINANCIAL EVALUATION SUBMISSION FORMS

The following forms should be used to prepare the submission for the technical and financial component. Only the forms provided should be submitted as the technical proposal and a maximum of two pages per team member is recommended (with the exception of auxiliary personnel). Space is limited in order to streamline the evaluation process. The technical proposal should be submitted in one file clearly labeled "Technical Proposal" Submitted by "ABC Consulting". The financial proposal should be submitted in a second file clearly labeled "Financial Proposal" Submitted by "ABC Consulting".

APPENDIX to Technical Proposal

Statement of Qualifications

Corporate Profile 1	
Name	
Address	
Business Number(s)	
If submitted as a joint venture or partnership, provide details on which person works for which company. And identify the company who will be listed on the Call-up.	
Corporate Summary	
Identify how your company meets the mandatory requirements M1 – One CSAP approved roster professional in good standing (include name and Roster link)	
Summary should include work completed for the Federal Government and also highlight work done under the BC Contaminated Sites Regulation.	
Submission Contact Name, Telephone, Email Address	
Signed by authorized personnel :	

1 This profile page will be used to provide general company information but will only be used to demonstrate the mandatory requirement M1. The rest of the information will not be formally used in the technical or financial proposal evaluation. It is requested that a submitters only highlight corporate experience in how it relates to Fisheries and Oceans Canada or to work done for other Federal Departments. A large statement of qualifications is not required as the emphasis of this standing offer is on the individuals proposed not the company experience.



Position	Project Manager	
Name		
Credentials in		
1) Minimum 8 years experience within the last 10 years managing contaminated sites projects list company/agency and years		
2) Certification of PMP with the PMI		
3) Project Experience		
Project Name		
Project Summary and PM role		
Project Budget		
Client Reference	Name	Contact Information



Project 2 for Project Manager		
Project Name		
Project Summary and PM role		
Project Budget		
Client Reference	Name	Contact Information



Position	Senior Engineer or Scientist 1	
Name		
Credentials		
1) Minimum 10 years experience within the last 12 years managing contaminated sites projects list company/agency and years		
2) Professional Designation		
3) Certification with the Society of Contaminated Sites Approved Professionals of British Columbia		
4) Demonstrated preparing site assessment, completing senior technical review, working with a multidisciplinary team, remedial option evaluation, remedial design and implementation within the last five years within British Columbia for a Federal Client . (demonstrate in 2 projects listed below)		
Project 1 for Senior Engineer or Scientist 1		
Project Name		
Project Summary and Senior Engineer or Scientist role (At least 1 project must be in British Columbia for a federal client)		
Project Budget		
Client Reference	Name	Contact Information



Project 2 for Senior Engineer or Scientist 1		
Project Name		
Project Summary and Senior Engineer or Scientist role (At least 1 project must be in British Columbia for a federal client)		
Project Budget		
Client Reference	Name	Contact Information



Position	Senior Engineer or Scientist 2	
Name		
Credentials		
1) Minimum 10 years experience within the last 12 years managing contaminated sites projects list company/agency and Years		
2) Professional Designation		
3) Experience preparing site assessments, completing senior technical review, working with a multidisciplinary team, remedial option evaluation, remedial design and implementation for sites with an aquatic component (e.g. a waterlot or a site located on a foreshore).		
Project 1 for Senior Engineer or Scientist 2		
Project Name		
Project Summary and Senior Engineer or Scientist role (At least 1 project must be in British Columbia for a federal client)		
Project Budget		
Client Reference	Name	Contact Information



Project 2 for Senior Engineer or Scientist 2		
Project Name		
Project Summary and Senior Engineer or Scientist role (At least 1 project must be in British Columbia for a federal client)		
Project Budget		
Client Reference	Name	Contact Information



Position	Hydrogeologist	
Name		
Credentials		
1) Minimum 10 years of direct contaminated sites experience and knowledge of hydrogeological conditions in British Columbia		
2) Graduate degree related to hydrogeology		
3) Demonstrate knowledge in modeling, providing input on plume mapping, contaminant fate and transport, degradation potential, overall understanding of hydrogeological site conditions and how they affect site characterization		
Project 1 for Hydrogeologist		
Project Name		
Project Summary and Hydrogeologist role		
Project Budget		
Client Reference	Name	Contact Information



Project 2 for Hydrogeologist		
Project Name		
Project Summary and Hydrogeologist role		
Project Budget		
Client Reference	Name	Contact Information



Position	Intermediate Engineer or Scientist	
Name		
Credentials		
1) Minimum 8 years direct experience within the last 10 years conducting site assessment work (a combination of federal and provincial)		
2) Professional Designation (British Columbia) relevant to contaminated sites		
3) Demonstrated experience within the last 5 years conducting intrusive assessments at sites with multiple operations with environmental concerns, sites with waterlots, sites requiring various drilling methods, sites requiring hydrogeological testing, working on remote sites (including boat, helicopter and/or small plane travel)		
Project 1 for Intermediate Engineer or Scientist (should be a project with significant Site Assessment component)		
Project Name		
Project Summary and role		
Project Budget		
Client Reference	Name	Contact Information



Project 2 for Intermediate Engineer or Scientist		
Project Name		
Project Summary and role		
Project Budget		
Client Reference	Name	Contact Information



Position	Phase 1 Specialist	
Name		
Credentials		
1) Minimum 8 years direct experience conducting a combination of Phase 1 Environmental Site Assessment for federal clients and Stage 1 Preliminary Site Investigations for provincial clients		
2) Professional Designation (British Columbia) relevant to contaminated sites		
3) Demonstrated experience within the last 5 years working on remote sites (including boat, helicopter and/or small plane travel) and at sites with an aquatic component (i.e. waterlot)		
Project 1 for Phase 1 Specialist		
Project Name		
Project Summary and role		
Project Budget		
Client Reference	Name	Contact Information



Project 2 for Phase 1 Specialist (should include an aquatic component)		
Project Name		
Project Summary and role		
Project Budget		
Client Reference	Name	Contact Information



Position	Field Staff 2
Name	
Credentials	
1) Technical Diploma or Degree and years of conducting site assessment work	
2) Demonstrated experience within the last 5 years working on remote sites including boat, helicopter or small plane travel	
3) Field experience collecting: soil, groundwater, pore water, soil vapour, sediment, tissue, indoor air, surface water	
Provide details on how you meet the experience in criterion 3. General information regarding sample size/ location and dates is acceptable for example DFO/2013/Egg Island Tissue Sampling N= ~10	
Client/Year/Location	Media Collected and approx.. Sample Size
	Soil N=
	Groundwater N=
	Porewater N=
	Soil vapour N=
	Sediment for chemistry N=
	Sediment for toxicity testing N=
	Tissue sampling N=
	Indoor air N=
	Surface water N=
	Other?
Position	Intermediate Biologist or Scientist (Canadian Impact Assessment Act Specialist)
Name	
Credentials	
1) Diploma or degree related to contaminated sites and a minimum 4 years demonstrated contaminated sites experience	



2) Demonstrated experience completing screening type assessments and reviews under the Canadian Impact Assessment Act framework and developing mitigation plans for potential impacts and monitoring



Position Name	Auxillary staff	
	Position	Qualifications and brief experience
1)	Draftsperson Diploma or degree and minimum 4 years experience	
2)	GIS Analyst Diploma or degree and minimum 4 years experience	

***Note: References are requested to validate information provided and may be contacted.**



ATTACHMENT 2 to PART 4 – FINANCIAL PROPOSAL

The financial proposal will be opened only for contractors demonstrating they meet the mandatory requirements, meet the minimum passing grade for R1 through R10, and those with a minimum rated criteria score of 90/180.

The financial proposal will be evaluated for a maximum score of 30 points. The lowest blended rate will receive a score of 30. Other companies will be pro-rated in accordance with the formula in the Basis of Selection.

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

The table below is for **financial evaluation purposes only**. Offerors will be evaluated against the overall total blended rate.

Year 1: Date of Standing Offer Award to 31 July, 2024

Position and Name		Key Personnel Hourly Rates		
Position (A)	Name of Resource (B)	Rate (C)	Factor % (D)	Blended Rate (E) = (C x D)
Project Manager		\$	0.15	\$
Senior Engineer or Scientist 1		\$	0.15	\$
Senior Engineer or Scientist 2		\$	0.15	\$
Hydrogeologist		\$	0.15	\$
Intermediate Engineer/Scientist		\$	0.10	\$
Phase 1 Specialist		\$	0.10	\$
Field Staff 1		\$	0.05	\$
Field Staff 2		\$	0.05	\$
Intermediate Biologist or Scientist (CEAA Specialist)		\$	0.05	\$
Draftsperson		\$	0.025	\$
GIS Analyst		\$	0.025	\$
Total Blended Rate Year 1		(F) = \$ _____ (GST/HST Extra)		

Year 2: 1 August, 2024 to 31 July, 2025

Position and Name	Key Personnel Hourly Rates
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Position (A)	Name of Resource (B)	Rate (C)	Factor % (D)	Blended Rate (E) = (C x D)
Project Manager		\$	0.15	\$
Senior Engineer or Scientist 1		\$	0.15	\$
Senior Engineer or Scientist 2		\$	0.15	\$
Hydrogeologist		\$	0.15	\$
Intermediate Engineer/Scientist		\$	0.10	\$
Phase 1 Specialist		\$	0.10	\$
Field Staff 1		\$	0.05	\$
Field Staff 2		\$	0.05	\$
Intermediate Biologist or Scientist (CEAA Specialist)		\$	0.05	\$
Draftsperson		\$	0.025	\$
GIS Analyst		\$	0.025	\$
Total Blended Rate Year 2		(F) = \$ _____ (GST/HST Extra)		

Year 3: 1 August, 2025 to 31 July, 2026

Position and Name		Key Personnel Hourly Rates		
Position (A)	Name of Resource (B)	Rate (C)	Factor % (D)	Blended Rate (E) = (C x D)
Project Manager		\$	0.15	\$
Senior Engineer or Scientist 1		\$	0.15	\$
Senior Engineer or Scientist 2		\$	0.15	\$
Hydrogeologist		\$	0.15	\$
Intermediate Engineer/Scientist		\$	0.10	\$
Phase 1 Specialist		\$	0.10	\$
Field Staff 1		\$	0.05	\$
Field Staff 2		\$	0.05	\$



Intermediate Biologist or Scientist (CEAA Specialist)		\$	0.05	\$
Draftsperson		\$	0.025	\$
GIS Analyst		\$	0.025	\$
Total Blended Rate Year 3	(F) = \$ _____ (GST/HST Extra)			

Year 4: 1 August, 2026 to 31 July, 2027

Position and Name		Key Personnel Hourly Rates		
Position (A)	Name of Resource (B)	Rate (C)	Factor % (D)	Blended Rate (E) = (C x D)
Project Manager		\$	0.15	\$
Senior Engineer or Scientist 1		\$	0.15	\$
Senior Engineer or Scientist 2		\$	0.15	\$
Hydrogeologist		\$	0.15	\$
Intermediate Engineer/Scientist		\$	0.10	\$
Phase 1 Specialist		\$	0.10	\$
Field Staff 1		\$	0.05	\$
Field Staff 2		\$	0.05	\$
Intermediate Biologist or Scientist (CEAA Specialist)		\$	0.05	\$
Draftsperson		\$	0.025	\$
GIS Analyst		\$	0.025	\$
Total Blended Rate Year 4	(F) = \$ _____ (GST/HST Extra)			

Year 5: 1 August, 2027 to 31 July, 2028

Position and Name		Key Personnel Hourly Rates		
Position (A)	Name of Resource (B)	Rate (C)	Factor % (D)	Blended Rate (E) = (C x D)



Project Manager		\$	0.15	\$
Senior Engineer or Scientist 1		\$	0.15	\$
Senior Engineer or Scientist 2		\$	0.15	\$
Hydrogeologist		\$	0.15	\$
Intermediate Engineer/Scientist		\$	0.10	\$
Phase 1 Specialist		\$	0.10	\$
Field Staff 1		\$	0.05	\$
Field Staff 2		\$	0.05	\$
Intermediate Biologist or Scientist (CEAA Specialist)		\$	0.05	\$
Draftsperson		\$	0.025	\$
GIS Analyst		\$	0.025	\$
Total Blended Rate Year 5		(F) = \$ _____		(GST/HST Extra)

Total Price for Evaluation Purposes:

Total Blended Rate Year 1 \$ _____
 +
 Total Blended Rate Year 2 \$ _____
 +
 Total Blended Rate Year 3 \$ _____
 +
 Total Blended Rate Year 4 \$ _____
 +
 Total Blended Rate Year 5 \$ _____
 = \$ _____
Total Financial Bid, GST/HST Extra



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

Canada will also have the right to terminate the Call-up for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.



The Offeror must provide the Standing Offer Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before the issuance of a Standing Offer. If the Offeror is a Joint Venture, the Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Status and Availability of Resources

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

5.2.3.2 Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

YES () **NO ()**

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

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



By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

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

YES () **NO ()**

If so, the Offeror must provide the following information:

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

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

5.2.3.3 List of Names for Integrity Verification Form

Offerors 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: _____
 Facsimile: _____
 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:

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 Offeror or offeror's organizational structure:

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

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

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



PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

There is no security requirement applicable to the Contract.

Escort required at DFO site(s)

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

6.2 Insurance Requirements

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



PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

There is no security requirement applicable to the Contract.

Escort required at DFO site(s)

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

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.3.2 Standing Offers Reporting

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

The Offeror must provide this data in accordance with the reporting requirements detailed in annex entitled "Standing Offer Usage Report". If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

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

The semi-annual reporting periods are defined as follows:

- Report 1: 1 August to 30 November
- Report 2: 1 December to 31 July



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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of Award to 31 July, 2028 inclusively.

7.4.2 Comprehensive Land Claims Agreements (CLCAs)

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users in the Pacific Region, excluding locations within Yukon that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within Yukon will have to be treated as a separate procurement, outside of the standing offer.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Mazen Obeid
Senior Contracting Officer
Procurement Services and Procurement Hub
Fisheries and Oceans Canada
Government of Canada

200 Kent Street
Ottawa, ON K1A 0E6
Cell phone: (613) 299-2564
E-mail: Mazen.Obeid@dfo-mpo.gc.ca

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

7.5.2 Project Authority *(To be provided at standing offer award)*

The Project Authority for the Standing Offer is:

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

Telephone: ____ - ____ - _____
Facsimile: ____ - ____ - _____
E-mail address: _____

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

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



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

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: *(to be provided at standing offer award)*

7.8 Call-up Procedures

Call-ups will be issued on a proportional basis. The ranking and percentages for the call-ups are:

1. Highest Ranked Offeror: *(To be provided at standing offer award)*
2. 2nd-Highest Ranked Offeror: *(To be provided at standing offer award)*
3. 3rd-Highest Ranked Offeror: *(To be provided at standing offer award)*
4. 4th-Highest Ranked Offeror: *(To be provided at standing offer award)*
5. 5th-Highest Ranked Offeror: *(To be provided at standing offer award)*

7.9 Call-up Instrument

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

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. The following forms could be used which is available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;
 - confirmation that funds are available under section 32 of the Financial Administration Act;
 - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$200,000.00** (Applicable Taxes included).

7.11 Priority of Documents



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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2022-12-01), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010B (2022-12-01), General Conditions - Professional Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated _____ *(to be inserted at standing offer award)*

7.12 Certifications and Additional Information

7.12.1 Compliance

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

7.12.2 SACC Manual Clauses

M3020C (2016-01-28), Status of Availability of Resources – Standing Offer

7.13 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.



B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

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

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

Insert: **Invoice submission**

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



exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.

4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

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

7.3 Term of Standing Offer

7.3.1 Period of the Standing Offer

The period of the Standing Offer is from date of award to 31 July, 2028.

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Basis of Payment – Fixed Time Rate – Limitation of Expenditure

The Contractor will be paid for the Work specified in the call-up, in accordance with the Basis of payment at Annex B, and to the call-up limitation of expenditure. Customs duties are included and Applicable Taxes are extra.

7.5.2 Limitation of Expenditure

1. Canada's liability to the Contractor under the call-up must not exceed limitation of expenditure specified in the call-up. 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 specified in the call-up resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

7.5.2.1 Limitation of Expenditure

[C0305C](#) (2014-06-26), État des coûts - limitation des dépenses



7.5.3 Monthly Payments

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

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

7.5.4 SACC Manual Clauses

SACC Manual clause [A9117C](#) (2007-11-30), T1204 – Direct Request by Customer Department
SACC Manual clause [C2000C](#) (2007-11-30), Taxes – Foreign-based Contractor

7.5.5 Electronic Payment of Invoices – Call-up

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

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

7.5.6 Travel and Living Expenses - National Joint Council Travel Directive

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

All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

Estimated Cost: \$ _____ *(to be provided at each call-up award)*

7.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with section 7.2.1 entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Each invoice must be supported by a copy of any documents as specified in the Contract.
3. Invoices must be distributed as follows: The original copy must be forwarded to DFO.invoicing-facturation.MPO@df-mpo.gc.ca for certification and payment, with a Cc to _____ *(to be inserted at call-up award)*

7.7 Insurance

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

7.8 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.



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

7.9 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 Introduction

1.1 Title

Request for up to five (5) Regional Standing Offers to provide Phase I, II, III and Detailed Site Investigations Services on an as-and-when requested basis on behalf of the Fisheries and Oceans Canada (DFO).

1.2 Introduction

The Regional Office of Environmental Coordination (ROEC) within Real Property, Safety & Security of the Department of Fisheries and Oceans--Pacific Region (RPSS) conducts and manages site assessment, site characterization and environmental audit projects on property that DFO owns or has an interest in. These projects involve assessments of contaminants in soil, air, surface water, groundwater, and plant and animal tissues. The properties managed by RPSS include: light stations, small craft harbours, hatcheries, minor shore lights, and various other facilities and bases.

This work is to deliver various levels of Federal Phase I, II, III or Detailed Environmental Site Assessments. This standing offer may also be used for the Department to meet its obligations under the Canadian Environmental Assessment Act (CEAA 2012) in the form of a Projects Effects Determination or other related works.

1.3 Objectives of the Requirement

The purpose of this request is to solicit proposals for Regional Standing Offers for companies to provide **technical and project management services** related to the overall **environmental site assessment of contaminated sites**. The successful proponents are required to have significant regulatory experience in the federal framework as well as the BC provincial framework. Proponents will be available to help DFO staff to prepare and implement site assessment or parts thereof on an as-needed basis.

1.4 Background, Assumptions and Specific Scope of the Requirement

This standing offer is designed to provide external resources to assist with environmental site assessments including Federal Phase I, II, III and Detailed-Site-Investigation-level site assessments for DFO on an as-needed basis.

2.0 Requirements

2.1 Tasks, Activities, Deliverables and Milestones

The project will consist of the following tasks:

1. *Review of existing data and recommendations for additional data collection.* A review of available data and reports from previous activities at the site will be undertaken. Detailed recommendations for additional data collection (sampling locations, analytical requirements, etc.) will be prepared for input to the proposed environmental site investigation program.
2. *Site visit and data collection.* A site visit will be conducted to ensure an understanding of physical site-specific conditions. This will be conducted in conjunction with the proposed environmental site investigation program. A copy of sample descriptions (i.e., GPS coordinates and sample depth) should be shared with DFO as soon as practicable after completion of the field work. See Annex "A-2" for the required sample background information and format.
3. *Report preparation.* A comprehensive report will be prepared documenting the input data, methods and results, and should be self-contained (i.e., contain all relevant supporting data and document all assumptions). The report should contain all required information as outlined in the DFO guidance and



should clearly describe any aspects that deviated from the referenced protocols and guidance documents. There are standard terms of reference for Phase 1s and Phase 2s to be completed as part of this standing offer. Specifically, the report should include:

- Executive Summary
- Introduction
- Description of property/site (including summary of site investigations and data on contaminant concentrations in environmental media)
- Problem formulation
- Data collection methodology, results and discussion and conclusions
- National contaminated sites score (NCSCS or ASCS score)
- Uncertainties and data gaps
- Conclusion and Discussion
- Expected Impact of Climate Change
- Recommendations
- Liability Estimate
- References

The report should undergo an internal senior technical peer review to ensure all data from the environmental site investigation are correct, the appropriate screening guidelines have been used, and calculations are correct.

The report should include a summary of site conditions, and sufficient documentation for all assumptions and calculations to enable an independent technical review. The final report will address all comments provided during the Project Authority's review of the draft. The draft report shall be submitted in editable digital format (MS-Word and Excel spreadsheets).

One complete, bound hard copy of the final environmental report should be provided. Each copy of the report should be accompanied with a memory stick containing the unlocked full digital copy of the report and its corresponding report files (i.e., MS Excel, MS Word, PDF documents), as well as any data files as received from the analytical laboratories in MS Excel format.

2.2 Specifications and Standards

The Environmental Site Assessment work will be conducted using the following protocols and guidance documents:

- Federal Guidance for Estimating Remediation Liabilities at Federal Contaminated Sites
- FCSAP Site Closure Tool and Guidance
- FCSAP Remediation Conceptual Cost Estimation Tool
- DFO Phase I ESA Report Template Guide
- DFO Phase II ESA Report Template.doc (generic or specific to Small Craft Harbours work)
 - Terms of Reference for Environmental Sampling
- These Terms of Reference are intended to be used in conjunction with the following MS Excel files:
 - DFO Phase II Property Attribute Data Template.xls
 - CCME NCSCS Scoring Template.xls
 - FCSAP ASCS Scoring Template.xls (if applicable)
 - DFO Phase II TOR Appendix F Checklist.xls

2.3 Method and Source of Acceptance

Final reports produced under each call up will be deemed complete upon review and acceptance by the Departmental Representative. The Phase II checklist should be submitted by the report author to ensure they will meet the DFO requirements. The above listed templates and specifications must be followed to ensure satisfactory completion of the project.

2.4 Reporting Requirements



One complete, bound hard copy of the final environmental report should be provided. Each copy of the report should be accompanied with a memory stick in the sleeve page of the report containing the unlocked full digital copy of the report and its corresponding report files (i.e., MS Excel, MS Word, PDF documents).

Due to the large portfolio of sites and the need to manage these sites over a long period of time, detailed terms of reference for environmental reports and sampling are required for all reports submitted unless otherwise specified by DFO on a per-site basis. These terms of reference may be changed at any time and will be provided at the time a call-up is issued.

2.5 Project Management Control Procedures

Consultants may invoice on a monthly basis, provided the following terms are met:

- A maximum of 60% of the total project budget may be invoiced before the consultant submits the draft deliverables.
- A maximum of 80% of the total project budget may be invoiced before the consultant submits the final deliverables

Any deliverables that do not meet the terms and specifications as outlined in the conditions of the contract (e.g., Work Plan or Terms of Reference) will not be considered final.

The individual identified in the proposal as the Project Coordinator or Technical Authority shall work with the Departmental Representative to ensure that the figures and tables and the conceptual site model is received within 4 weeks of field work completion.

A draft report should be completed within 6 weeks of review of the Conceptual Site Model (CSM) and figures and tables by the Departmental Representative.

All final reports must be received no later than March 31 of that fiscal year (note: a fiscal year runs from April 1st to March 31st of the next year) unless otherwise specified in the call-up.

A minimum of monthly updates on progress reports should be submitted by the Project manager to the Departmental Representative.

2.6 Change Management Procedures

A request for a change in scope of the call-ups can be initiated by the Departmental Representative based on field conditions, sampling protocols or other situations such as custodian requirements. Both parties must agree on the scope change and have a record of both parties agreement. In the event the scope change requires a budget change, an amending call-up will be put in place by the Departmental Representative.

Changes in scope, financial limitation, period of time, named resources, terms and conditions to the Standing Offer agreement(s) must be authorized in writing by the Contracting Authority

2.7 Ownership of Intellectual Property

The Department of Fisheries and Oceans has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds: where material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

3.0 Other Terms and Conditions of the SOW

3.1 Communications/Meetings



A kick-off meeting will be held upon call-up award in a manner and venue (e.g., face-to-face, teleconference) to be determined by the project authority. Travel costs for meetings, if necessary, will be negotiated as separate scope/cost items and should not be included in this proposal.

Progress meetings will be held upon submission of the problem formulation report and the draft report to discuss the direction of the project and the findings.

The contractor shall remain in regular contact with the project authority either by telephone or e-mail to ensure that the project is progressing according to schedule and that any required information is made available.

3.2 DFO Support

DFO Departmental Representative will:

- Allow and coordinate access to facilities and transportation with CCG (the Canadian Coast Guard) if required
- access to a staff member who will be available to coordinate activities including DFO health and safety requirements
- provide comments on draft reports within two weeks
- provide other assistance or support
- provide access to any publications, reports, studies or historical information related to the work

3.3 Contractor's Obligations

Title to the equipment/furnishings charged against any awarded regional Standing Offer shall vest in Canada upon payment of invoiced amounts and shall remain so vested at all times.

For each item of equipment/furnishings that is purchased, the Contractor is to record the name, manufacturer, model number, serial number, optional equipment, supplier and price and forward this information to the Project Authority.

The Contractor shall label all equipment/furnishings as being the property of Canada.

Notwithstanding the fact that the equipment/furnishings under this Contract become vested in Canada, the equipment/furnishings shall remain within the custody and control of the Contractor until such time as the Project Authority provides instructions for its delivery. During this period of time, the Contractor shall take reasonable and proper care of the equipment/furnishings.

List of Excluded Equipment Rental and Subcontractor Markup Costs

In the process of conducting work on behalf of DFO several items cannot be billed as separate line items in invoice, but must be included in the hourly rate of professional staff. Other items not listed below are to be determined on a project-specific basis and will be negotiated when an individual call-up against the standing offer is issued.

Costs to be included in hourly rate of professional staff:

- Cell Phone
- Digital Camera
- Gloves
- Personal Protective Equipment (unless specific requirements for DFO – e.g., flight suits-whereby DFO will provide or pay for)
- First Aid Kit and Supplies
- Computer software or hardware (e.g., removable hard drives)
- Training (unless agreed to on a specific basis)

When it is necessary for the consultant to subcontract for a service, the markup charged by the consultant cannot exceed 2.5%. DFO will pay invoices net 30 days from when we receive the correctly formatted invoice covering the subcontractors.



A maximum of 60% of the total project budget may be invoiced before the consultant submits the draft deliverables. A maximum of 80% of the total project budget may be invoiced before the consultant submits the final deliverables

Any deliverables that do not meet the terms and specifications as outlined in the conditions of the Standing Offer (e.g., Work Plan or Terms of Reference) will not be considered final.

3.4 Location of Work, Work Site and Delivery Point

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

DFO will provide at least four weeks' notice to the consultants of any field visits or other fixed commitments for personnel listed in this standing offer. If DFO cannot provide four weeks' advance notice of the requirement for personnel specified on the consultants proposal, then DFO and the consultant may agree on a mutually suitable date. As a last resort, DFO may consider alternate personnel proposed by the company for that specific project; however, this must be approved prior to the issuing of a call-up against the standing offer. If the company proposes replacement resources for a project, the replacement resources need to be evaluated and their score must meet or exceed the named resources in order to be considered.

3.5 Language of Work

The language of work will be in English.

4.0 Project Schedule

4.1 Expected Start and Completion Dates

The period for placing call-ups against any resulting Standing Offer agreement will be a maximum of three (3) years from the date a Standing Offer is authorized by DFO.

4.2 Schedule and Estimated Level of Effort (Work Breakdown Structure)

Listed below are the minimum milestones to be included in the proposal for each individual call-up.

- [insert date] – project kickoff meeting.
- [insert date] – all relevant reports and data to be forwarded to contractor.
- [insert date] – draft problem formulation report to be submitted to ROEC for review.
- [insert date] – draft sampling plan report to be submitted to ROEC for review.
- [insert date] – draft report to be submitted to ROEC for review.
- [insert date] – comments on the draft report to be forwarded to the contractor.
- [insert date] – final report to be submitted to ROEC.

5.0 Required Resources or Types of Roles to Be Performed

The personnel submitted on this proposal must be available for work for the entire period of the Standing Offer. In the event any of the key personnel listed in the proposal are no longer employed at the company that was awarded the Standing Offer, the company must submit potential replacement personnel in writing to the contracting authority within 3 months of the key personnel leaving. The replacement personnel will be evaluated using the same technical criteria as the personnel that they are replacing. In the event a suitable replacement is not identified a new call-up may not be issued for that company for that particular service until appropriate replacement personnel are approved.

6.0 Glossary



6.1 Relevant Terms, Acronyms and Glossaries

ACM	Asbestos Containing Materials
AEC	Areas of Environmental Concern
AIA	Archaeological Impact Assessment
AOA	Archaeological Overview Assessment
APEC	Area of Potential Environmental Concern
ASCS	Aquatic Sites Classification System
ASTM	American Society for Testing and Materials
AVS & SEM	Acid Volatile Sulphides and Simultaneously Extracted Metals
BC	British Columbia
BC MOE	BC Ministry of the Environment
BC CDC	BC Conservation Data Centre
BETX	Benzene, Ethylbenzene, Toluene & Xylenes
CCA	Chromated copper arsenate
CCG	Canadian Coast Guard
CCME	Canadian Council of Ministers of the Environment
COD	Chemical Oxygen Demand
CSA	Canadian Standards Association
CSM	Conceptual Site Model
CSR	Contaminated Sites Regulation
DFRP	Directory of Federal Real Property
DNAPL Dense	Non-Aqueous Phase Liquids
dpi	Dots per inch
EHP	Environmental Health Perspectives
EMP	Environmental Management Plan
EPH	Extractable Petroleum Hydrocarbons
ERIS	Eco Log Environmental Risk Information System
ESA	Environmental Site Assessment
FCSAP Federal	Contaminated Sites Action Plan
FCSI	Federal Contaminated Sites Inventory
DFO	Fisheries and Oceans Canada
DGPS	Differential Global Positioning System
GPS	Global Positioning System
HBM	Hazardous Building Materials
HWR	Hazardous Waste Regulation
ISQG	Interim Sediment Quality Guideline
JHA	Job Hazard Analyses
LNAPL Light	Non-Aqueous Phase Liquids
LTSA	Land Title and Survey Authority of British Columbia
MCFR	Management of Contaminated Fisheries Regulations
NAPL	Non-Aqueous Phase Liquids
NCSCS	National Classification System for Contaminated Sites
PAHs	Polycyclic Aromatic Hydrocarbons
PCBs	Polychlorinated Biphenyls
PCOC	Potential Contaminant of Concern
PHCs	Petroleum Hydrocarbons
PID	Parcel Identifier
PIN	Parcel Identifier Number
PPE	Personal Protective Equipment
PSI	Preliminary Site Investigation
RBS	Risk-based Strategy
ROEC	Regional Office of Environmental Coordination
ROW	Right-of-Way
RPD	Relative Percent Differences
RPSS	Real Property Safety and Security
SAP	Sampling and Analysis Plans



SARA	Species at Risk Act
TDGR	Transportation of Dangerous Goods Regulation
TOC	Total Organic Carbon
TOR	Terms of Reference
UFFI	Urea Formaldehyde Foam Insulation
VOCs	Volatile Organic Compounds
XRF	X-ray Fluorescence



ANNEX "A-1"

Regional Office of Environmental Coordination – Pacific Region – ROEC

Terms of Reference for Environmental Sampling

Document Control Number 2011-11-21 v1.2

The project manager and field technician(s) must be clear on the requirements and the inherent rules of each part of the naming convention. The following naming convention must be used for all environmental assessments and remediation work being completed on behalf of Fisheries & Oceans Canada. A property ID is required for all naming conventions. If the property ID is not provided, please contact (*to be provided on SO award*).

1.0 Sample Naming Convention

1.1 Sample ID

The **Sample Name** is a unique identifier that uses Site ID, Date, Media Type and Number information to label all samples collected. The format of the Sample Name is:

AAAAAAA-zzz-YYMM-XXnnn

AAAAAAA – The 7 character Real Property Safety and Security Site ID.

zzz – The 3 digit sample station ID. These sample station identifiers are created for a sample location sampled at either several different depths or at several different times. If a sample location represents a single unique sampling event, then the sample station identifier is 000.

YY – This 2 digit number represents the last two digits of the year the sample location was created.

MM – This 2 digit number denotes the month the sample was taken.

In the event a site visit falls at the end of a month and the field program continues to the next month, the initial month designator shall be used for all samples/locations.

XX – 2 letter code describing **medium type** (refer to Table 1.0)

nnn – 3 digits uniquely identifying samples taken during the same site visit

All **Stations/Locations** developed on the same Site and during the same visit will have "AAAAAAA-zzz-YYMM-XXnnn" where Site ID and Date portions are the same for all locations. For locations at which no sample was recovered (e.g., sediment sampling), designate NR001 and subsequent numerical values and ensure field notes identify the medium type.

1.2 Duplicate Samples

The last 3 digits of the sample duplicate ID (**nnn**) should be named using the 900-series, with the last two digits of **nnn** corresponding to the sample from which the duplicate was taken for.

1.3 Travel, Field and Equipment Blanks

The medium type 'SW' ID used for all blank sample types. Further, the last 3 digits of the sample ID (**nnn**) should be named using the 800-series and field notes must identify what type of blank sample was collected.

1.4 Sample Background Information



Within two weeks of completion of the field work, background information on the samples collected should be provided to the DFO Canada project manager and directly to analytical@dfo-mpo.gc.ca in the format described in Annex A-2. DFO will enter this information into its EQuIS database in preparation for receiving the analytical data from the lab. DFO will provide an Excel version of this background-data table to the consultant before field work starts.

1.5 Sample Summary Table

The report must include a table that clearly states the information from the sampling program.

Example:

Station ID	Sample ID	Date	Time	Medium	C.O.C. #	Lab Group #	Lab Name	Sample Type

Note: **Sample Type** can be listed as the following: REGULAR, FIELD BLANK, TRAVEL BLANK, and DUPLICATE, etc.

Table 1.0 Sample Media Codes

Media IDs	Sample Type
DW	Drinking Water
SW	Surface Water
GW	Ground Water
LW	Leachate Water
IW	Interstitial (Pore) Water
WW	Waste Water (can include Storm/Sanitary Sewer Water)
PT	Plant Tissue
AN	Animal Tissue
FE	Fecal Matter
SL	Soil
SE	Bottom Sediment
BM	Building Material (Treated Wood, Light Ballasts, Asbestos Containing Material)
PS	Paint Sample
AV	Air Vapour
AP	Air Particulates (Suspended Particulates)
SV	Soil Vapour
SD	Settled Particulates/Dust
IF	Influent
NR	No Recovery



Table 2.0 Example of Naming Convention

Three soil samples were taken from a borehole (Location #2) on June 30, 2019 at site “PK00471”. During the same trip (2 days later (July 2nd)), two groundwater samples were taken from the same borehole location (completed as a monitoring well). An additional duplicate sample is taken. At one location a sediment sample was attempted but there was no recovery. One tissue sample of berries was collected on the same date in June. One equipment blank was collected.

In addition, on August 15, 2020 (the following year), two more groundwater samples were collected from location #2 and Location #3 (both MWs).

Station ID	Sample ID	Description
PK00471-0206-002	PK00471-002-1906-SL001	Soil Sample 1
PK00471-0206-002	PK00471-002-1906-SL002	Soil Sample 2
PK00471-0206-002	PK00471-002-1906-SL902	Soil Sample 2 - DUPLICATE
	PK00471-000-1906-AN001	Tissue Sample
PK00471-0206-002	PK00471-002-1906-GW001	Ground Water Sample 1
PK00471-0206-002	PK00471-002-1906-SW801	Equipment Blank collected prior to collecting groundwater samples.
PK00471-0206-002	PK00471-002-1906-GW002	Ground Water Sample 2
PK00471-0206-002	PK00471-002-1906-GW902	Ground Water Sample 2 - DUPLICATE
	PK00471-000-1906-NR001	No Sediment Recovery
PK00471-0206--002	PK00471-002-2008-GW001	Ground Water Sample 3
PK00471-0206-003	PK00471-002-2008-GW002	Ground Water Sample 4



2.0 Lab Services

All analytical services should be billed directly to **Fisheries & Oceans Canada, ROEC- Pacific** with the Standing Offer Number quoted on the invoice. Only labs identified below should be selected for environmental analytical services unless previously approved by ROEC-Pacific. Prior to the sampling program, a cost estimate based on the DFO Standing Offer rates should be provided so DFO can issue a call-up against the Standing Offer. The lab rates are posted on the FTP site under DFO lab price schedule. Bulk sample pricing applies to more than 15 samples.

2.1 Review Lab Invoices

Consultants are required to indicate on the Lab Chain of Custody Forms:

1. The Standing offer number
2. The PO Number for the lab includes the standing offer number (issued by DFO).
3. Indicate clearly that DFO will be paying the invoice and is the owner of the data
4. List the DFO project manager as a report recipient

Consultants are to request a copy of the invoice, review to ensure the invoice is correct with respect to analysis completed and DFO rates, forward the approved invoice to DFO.

Consultants/contractors are to instruct the labs to send copies of all lab outputs, including analytical reports (PDF), excel files, electronic data transfer files (in .edd format), and invoices (PDF) to the following email address: *(to be provided at SO award)*.



ANNEX “A-2”

Background Information on Field Samples

DFO ROEC Sample Information Sheet (2021-2022)

Please return to DFO project manager promptly after sample collection is complete

ID	Location		Sample information	
Sample ID	X	Y	Matrix	Sample type
<i>Sample ID in DFO naming format</i>	<i>Coordinate in Lat/Long format</i>		<i>Matrix from DFO ToR</i>	<i>N for regular sample, FD for Field Duplicate, please write out any other</i>
<i>PK90099-001-2104-GW901</i>	<i>53.01362</i>	<i>-131.7798</i>	<i>GW</i>	<i>FD</i>

^ Example row, please delete

Parent sample ID (duplicates only)	Sample date	Start depth	End depth	Depth unit	Sampler
<i>Sample ID of parent sample in DFO naming format</i>	<i>mm/dd/yyyy</i>	<i>Numeric</i>	<i>Numeric</i>	<i>Unit</i>	<i>Initials of individual collecting sample</i>
<i>PK90099-001-2104-GW001</i>	<i>4/28/2021</i>	<i>0.5</i>	<i>1</i>	<i>m</i>	<i>HS</i>

Sampling company	Task code	Description
<i>Name of company collecting samples</i>	<i>Brief description of deliverable, include year</i>	<i>Information about sample (soil description, location, tissue details etc.)</i>
<i>PGL</i>	<i>2021 Phase 2 ESA</i>	<i>Sheen observed on water</i>



ANNEX "B"

BASIS OF PAYMENT

The hourly rates identified will be for the duration of the Standing Offer.

Travel and Living Expenses: Firms are advised that any travel time and travel-related expenses associated with the delivery of services will be paid (with prior approval of the Project Authority) in accordance with current National Joint Council Travel Directive.

Year 1: Date of Standing Offer Award to 31 July, 2024

Category of Personnel	Name of Consultant	Year 1 Fixed Hourly Rates
Project Manager		\$
Senior Engineer or Scientist 1		\$
Senior Engineer or Scientist 2		\$
Hydrogeologist		\$
Intermediate Engineer/Scientist		\$
Phase 1 Specialist		\$
Field Staff 1		\$
Field Staff 2		\$
Intermediate Biologist or Scientist (CEAA Specialist)		\$
Draftsperson		\$
GIS Analyst		\$

Year 2: 1 August, 2024 to 31 July, 2025

Category of Personnel	Name of Consultant	Year 2 Fixed Hourly Rates
Project Manager		\$
Senior Engineer or Scientist 1		\$
Senior Engineer or Scientist 2		\$
Hydrogeologist		\$



Intermediate Engineer/Scientist		\$
Phase 1 Specialist		\$
Field Staff 1		\$
Field Staff 2		\$
Intermediate Biologist or Scientist (CEAA Specialist)		\$
Draftsperson		\$
GIS Analyst		\$

Year 3: 1 August, 2025 to 31 July, 2026

Category of Personnel	Name of Consultant	Year 3 Fixed Hourly Rates
Project Manager		\$
Senior Engineer or Scientist 1		\$
Senior Engineer or Scientist 2		\$
Hydrogeologist		\$
Intermediate Engineer/Scientist		\$
Phase 1 Specialist		\$
Field Staff 1		\$
Field Staff 2		\$
Intermediate Biologist or Scientist (CEAA Specialist)		\$
Draftsperson		\$
GIS Analyst		\$

Year 4: 1 August, 2026 to 31 July, 2027

Category of Personnel	Name of Consultant	Year 4 Fixed Hourly Rates
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Project Manager		\$
Senior Engineer or Scientist 1		\$
Senior Engineer or Scientist 2		\$
Hydrogeologist		\$
Intermediate Engineer/Scientist		\$
Phase 1 Specialist		\$
Field Staff 1		\$
Field Staff 2		\$
Intermediate Biologist or Scientist (CEAA Specialist)		\$
Draftsperson		\$
GIS Analyst		\$

Year 5: 1 August, 2027 to 31 July, 2028

Category of Personnel	Name of Consultant	Year 5 Fixed Hourly Rates
Project Manager		\$
Senior Engineer or Scientist 1		\$
Senior Engineer or Scientist 2		\$
Hydrogeologist		\$
Intermediate Engineer/Scientist		\$
Phase 1 Specialist		\$
Field Staff 1		\$
Field Staff 2		\$
Intermediate Biologist or Scientist (CEAA Specialist)		\$
Draftsperson		\$
GIS Analyst		\$



ANNEX "C"
STANDING OFFER REPORT

Date of the call-up	Project Authority	Items acquired/services provided	Work completion date	Quantity	Price	Total



ANNEX "1" "to PART 5 OF THE REQUEST FOR STANDING OFFERS

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Offeror, by submitting the present information to the Standing Offer Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare an offer non-responsive, or may set-aside a Standing Offer, or will declare a contractor in default, if a certification is found to be untrue, whether during the offer evaluation period, during the Standing Offer period, or during the contract period. Canada will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with any request or requirement imposed by Canada may render the Offer non-responsive, may result in the Standing Offer set-aside or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____(YYYY/MM/DD) (If left blank, the date will be deemed to be the RFSO closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Offeror certifies having no work force in Canada.
- A2. The Offeror certifies being a public sector employer.
- A3. The Offeror certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Offeror certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Offeror has a combined workforce in Canada of 100 or more employees; and

- A5.1 The Offeror certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Offeror certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to issuance of a standing offer, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Offeror is not a Joint Venture.

OR

- B2. The Offeror is a Joint venture and each member of the Joint Venture must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)