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Bid Receiving/Réception des soumissions

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

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

**REQUEST FOR SUPPLY
ARRANGEMENT (RFSA)**

**DEMANDE D'ARRANGEMENTS EN
MATIERE D'APPROVISIONNEMENT
(DAMA)**

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 aux : 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 – Sujet Request for Supply Arrangement - Vessel Charters		Date January 19, 2024
Solicitation No. – N° de l'invitation 30000316B		
Client Reference No. - No. de référence du client 30000316B		
Solicitation Closes – L'invitation prend fin At /à : 14 :00 Atlantic Time On / le : December 31, 2029 See section 6.7 for bid submission dates		
F.O.B. – F.A.B Destination	GST – TPS See herein — Voir ci- inclus	Duty – Droits See herein — Voir ci- inclus
Destination of Goods and Services – Destinations des biens et services See herein — Voir ci-inclus		
Instructions See herein — Voir ci-inclus		
Address Inquiries to – Adresser toute demande de renseignements à Dina Al-Eryani, Senior Contracting Officer Email – courriel: DFO.Tenders-Soumissions.MPO@dfo-mpo.gc.ca Cc: Dina.Al-Eryani@dfo-mpo.gc.ca		
Delivery Required – Livraison exigée See herein — Voir ci-inclus	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	

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This bid solicitation cancels and supersedes previous bid solicitation number 30000316a dated March 31, 2022 with a closing of December 31, 2029 at 14 :00 Atlantic Time.

PART 1 - GENERAL INFORMATION

What is a Supply Arrangement

A supply arrangement (SA) is a non-binding arrangement between Canada and a pre-qualified supplier that allows a department or agency to award contracts and solicit bids from a pool of pre-qualified suppliers for specific requirements within the scope of the SA. An SA is not a contract for the provision of the goods and services described in it and neither party is legally bound, as a result of signing a supply arrangement alone. The intent of a supply arrangement is to establish a framework to permit expeditious processing of requirements.

A Supply Arrangement is established by prequalifying a vessel using our categorization document found as Annex "B" Vessel Categorization Criteria Declaration Document within this Request for Supply Arrangement (RFSA).

1.1 Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;

Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement 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 arrangement and the basis of selection;

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and

Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:

6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;

6B, includes the instructions for the bid solicitation process within the scope of the SA;

6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Statement of Requirement, the Basis of Payment and any other annexes.

1.2. Summary

The purpose of this Request for Supply Arrangement (RFSA) is to establish a list of pre-qualified vessels and vessel charters capable of performing at-sea projects / missions as they relate to different ocean science operations (e.g. oceanography, marine mammal studies, hydrography, etc.) and fisheries science (e.g., stock assessment, biodiversity, habitat management, etc.). The projects / missions at-sea will vary

in requirements as they relate to different ocean and fishery operations. The requirements for vessel and vessel charters will also vary depending on the location of the projects / mission(s) (e.g., Atlantic, Pacific, Inland and Arctic regions) including both near-shore and offshore missions within Canadian waters as the need arises.

The Request for Supply Arrangements (RFSA) is to establish supply arrangements for the delivery of the requirement detailed in the RFSA to the Identified Users across Canada, excluding areas subject to Comprehensive Land Claim Agreements (CLCAs). Requirements in CLCA areas will be procured separately.

1.3 Debriefings

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

1.4 Trade Agreements

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

PART 2 - SUPPLIER 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 Supply Arrangements (RFSA) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions \(SACC\) 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.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The [2008](#) (2023-06-08), Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of [2008](#) (2018-05-22), Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: 60 days

Insert: 120 days

2.2 Submission of Arrangements

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

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

2.3 Former Public Servant - Notification

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, [Contracting Policy Notice 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

2.4 Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

2.5 Enquiries - Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than 10 calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by Suppliers 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 Suppliers do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Suppliers. Enquiries not submitted in a form that can be distributed to all Suppliers may not be answered by Canada.

2.6 Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force **in the province or territory where the goods and/or services are to be rendered.**

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 Suppliers.

2.7 Bid Challenge and Recourse Mechanisms

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

PART 3 – SUPPLY ARRANGEMENT PREPARATION INSTRUCTIONS

3.1 Arrangement Preparation Instructions

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

- Section I: Technical Offer (1 soft copy in PDF format);
- Section II: Certifications (1 soft copy in PDF format);

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

Emails with links to bid documents will not be accepted.

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

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

It is the bidders responsibility to provide the documents in a readable format (PDF). Any corrupted files or non-accessible files within the submission will not be considered for review.

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

COMPLETENESS OF THE BID

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

Specifically, the submission will be reviewed and deemed complete when:

- 1- Certifications and securities required at bid closing are included.
- 2- Bids are properly signed, that the bidder is properly identified.
- 3- Acceptance of the terms and conditions of the bid solicitation and resulting contract.
- 4- All documents created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.
- 5- All certifications, declarations and proofs created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.

COMPLETENESS OF THE BID CHECKLIST

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

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

Section I: Technical Offer

In the technical arrangement, Suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Certifications

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

3.2 Request for Supply Arrangement (RFSA) Procurement Process

The creation of a supply arrangement with DFO will be completed in **three (3)** steps:

Step 1: Submission of proposal for the Request for Supply Arrangement (RFSA)

Download, review, complete and submit all of the required forms requested in the RFSA. This includes all required administrative forms, Vessel Categorization Criteria document and relevant certifications (also indicated in Annex D).

Step 2: Receipt and evaluation of proposals for a Supply Arrangement (SA)

Once received, the proposal will be evaluated by DFO to confirm that the bidder has submitted their proposal in accordance with the RFSA.

Step 3: Approval / Award of a Supply Arrangement and addition of the vessel to DFO's internal database

A proposal must comply with all requirements of the bid solicitation to be declared responsive. All responsive proposals meeting the mandatory criteria will be awarded a Supply Arrangement by the DFO Contracting Authority and the vessel information will be added to a DFO internal database of vessels.

The resulting database of vessels will be used to identify lists of suitable vessels and suppliers that can be used for any future science missions through a Request for Proposals solicitation process.

General Notes:

DFO understands that vessel(s) may change over time and in this case, the vessel may remain in the internal DFO database as long as:

- a) The Supply Arrangement (SA) remains in effect;
- b) Any changes or modifications to the vessel are updated via submission during the open periods each year (February and July);
- c) Certifications must be maintained by the vessel operator for the duration of the Supply Arrangement (SA). Failure to maintain certifications may result in removal from the database of vessels to be considered for a Request for Proposal (RFP).

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements (RFSA) including the technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

See Annex "D"

4.2 Basis of Selection - Mandatory Technical Criteria

A bid must comply with the requirements of the Request for Supply Arrangements (RFSA) and meet all mandatory technical evaluation criteria to be declared responsive.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Suppliers must provide the required certifications and additional information to be issued a supply arrangement (SA).

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times.

Unless specified otherwise, Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

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

5.1 Certifications Required with the Arrangement

Suppliers must submit the following duly completed certifications as part of their arrangement.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all suppliers must provide with their arrangement, **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 Supply Arrangement and Additional Information

The certifications and additional information listed below should be submitted with the arrangement, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier 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 arrangement 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 Supplier must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Additional Certifications Precedent to Issuance of a Supply Arrangement

5.2.2.1 Former Public Servant

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

Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

Yes () No ()

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

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

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

Work Force Adjustment Directive

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

Yes () No ()

If so, the Bidder must provide the following information:

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

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.

Signature: _____

Date: _____

5.2.2.2 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: _____

Title: _____

Address: _____

Telephone: _____

E-mail: _____

5.2.2.3 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

PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

6.1 Arrangement

The Supply Arrangement covers the Work described in the Statement of Requirement at Annex A.

6.2 Security Requirements

6.2.1 There is no security requirement applicable to the Supply Arrangement, however resulting RFP processes could entail security requirements.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Supply Arrangement 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.

6.3.1 General Conditions

[2020](#) (2022-12-01), General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

6.4 Term of Supply Arrangement

6.4.1 Period of the Supply Arrangement

The Supply Arrangement has no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use it.

The period for awarding contracts under the Supply Arrangement begins upon award of a Supply Arrangement.

DFO reserves the right to not use this supply arrangement for the procurement of vessel charter at any time.

6.5 Authorities

6.5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Name: Dina Al-Eryani
Title: Senior Contracting Officer
Fisheries and Oceans Canada
Directorate: Procurement Services
Address: 200 Kent Street, Ottawa, ON K2P 2J8

Telephone: 506-282-2340
E-mail address: Dina.Al-Eryani@dfo-mpo.gc.ca;
DFO.tenders-soumissions.MPO@dfo-mpo.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

6.5.2 Supplier's Representative

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

Telephone: _____
E-mail: _____

6.6 Identified Users

The Identified User is: Fisheries and Oceans Canada.

6.7 On-going Opportunity for Qualification

A Request for Supply Arrangements will be issued in accordance with the process set out below to allow new Suppliers to become qualified.

A Notice will be posted "twice a year" on the [CanadaBuys](#) website to allow new Suppliers to become qualified.

Existing qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new bid proposal.

Suppliers wishing to add new vessel(s) to their Supply Arrangement or amend their vessel specifications can do so during the posting period by completing and submitting Appendix B - Vessel Categorization Criteria Declaration Document(s).

Supply arrangements may be suspended or cancelled if information submitted is proven to be false or a misrepresentation of the vessel.

Bidders may submit bids ONLY during the following months:

- February 2024
- July 2024

- February 2025
- July 2025

- February 2026
- July 2026

- February 2027
- July 2027

- February 2028
- July 2028

- February 2029
- July 2029

6.8 Priority of Documents

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

- (a) the articles of the Supply Arrangement;
- (b) the general conditions 2020 (2022-12-01), General Conditions - Supply Arrangement - Goods or Services
- (c) Annex A, Statement of Requirement;
- (d) Annex B, Vessel Categorization Criteria Declaration Document;
- (e) Annex C, Marine Liability Insurance
- (f) the Supplier's arrangement dated _____ (*insert date of arrangement*) (*if the arrangement was clarified or amended, insert at the time of issuance of the arrangement: "as clarified on _____" or "as amended _____". (Insert date(s) of clarification(s) or amendment(s), if applicable).*

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force **in the province or territory where the goods and/or services are to be rendered.**

B. BID SOLICITATION - through a Request for Proposal Process (RFP)

6.1 Bid Solicitation Documents

Canada will use the following bid solicitation templates based on the estimated dollar value and complexity of the requirement:

- Simple, for low dollar value requirements;
- Medium Complexity (MC) for medium complexity requirements;
- High Complexity (HC) for more complex requirements.

Note: References to the HC, MC and Simple templates in Fisheries and Oceans Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

The bid solicitation will contain as a minimum the following:

- (a) security requirements (*if applicable*);
- (b) a complete description of the Work to be performed;
- (c) 2003 (2023-06-08), Standard Instructions - Goods or Services - Competitive Requirements;
Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions 2003 (2023-06-08), incorporated by reference above is deleted in its entirety and replaced with the following:
At the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the Ineligibility and Suspension Policy. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of directors.
- (d) bid preparation instructions;
- (e) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (f) evaluation procedures and basis of selection;
- (g) certifications;
 - **Federal Contractors Program (FCP) for Employment Equity - Notification**
 - SACC Manual A3005T, A3010T for service requirements when specific individuals will be proposed for the work;
 - **Integrity Provisions - Declaration of Convicted Offences.**
- (h) conditions of the resulting contract.

6.2 Bid Solicitation Process – (RFP) Request for Proposal

6.2.1 Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA.

- 6.2.2** DFO Contracting Authority will issue Request for Proposals (RFP) as the need arises to all SA Holders who have prequalified vessel(s) and vessel charters capable of performing the at-sea projects / mission(s) in the location of the projects / mission(s) (e.g. Atlantic, Pacific, Inland and Arctic) including both near-shore and offshore missions within Canadian waters.
- 6.2.3** DFO will maintain a database of prequalified vessels and vessel charters which will be used to match the vessel capabilities / configurations from the SAs with the requirements of the at-sea projects / mission(s). Prior to award, vessels may be inspected by DFO Government of Canada employees to verify the accuracy of the information provided.
- 6.2.4** Bidders will be provided with a minimum of ten (10) calendar days to respond to Request for Proposals.
- 6.2.5** The DFO Contracting Authority will award the contract.
- 6.2.6** Supply arrangements may be suspended or cancelled if information submitted is proven to be false or a misrepresentation of the vessel.
- 6.2.7** The bid solicitation will be sent directly to Suppliers.

6.2.8 Requirements

- 6.2.8.1** For requirements **valued less than \$25,000** (GST/HST included)

The **Contracting Authority** will direct a contract to a Supply Arrangement Holder based on the following:

- Criteria
- Area of work
- Vessel availability

- 6.2.8.2** For requirements **valued at \$25,000.01** (GST/HST included) **but less than \$100,000.00** (GST/HST included).

Three (3) or more Supply Arrangement Holders will be sent a request for proposal and solicited to compete for the work. Should three (3) Supply Arrangement Holders not be capable of meeting the selection criteria, **two (2)** Supply Arrangement Holders may be solicited or the Request for Proposal may be posted on CanadaBuys. If there is only **one (1)** Supply Arrangement Holder, the Request for Proposal will be posted on CanadaBuys.

The Suppliers will be selected based on the following:

- Criteria
- Area of work
- Vessel availability

- 6.2.8.3** For requirements **valued at \$100,000.00 but less than \$7,500 000.00** (GST/HST included).

If there are **three (3) or more** Supply Arrangement Holders meeting the selection criteria, all qualified Supply Arrangement Holders will be sent a Request for Proposal. to compete for the work.

Should a minimum of **three (3)** Supply Arrangement Holders not be available, the Request for Proposal will be posted on CanadaBuys, and qualified suppliers will be notified via email. The Suppliers will be selected based on the following:

- Criteria

- Area of work
- Vessel availability

C. RESULTING CONTRACT CLAUSES

6.1 General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using the template:

- (a) **Simple** (for low dollar value requirements), general conditions [2029](#) will apply to the resulting contract;
- (b) **MC** (for medium complexity requirements), general conditions [2010C](#) will apply to the resulting contract;
- (c) **HC** (for high complexity requirements), general conditions [2035](#) will apply to the resulting contract.

Note: References to the HC, MC and Simple templates in Fisheries and Oceans Canada Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

ANNEX "A" - STATEMENT OF REQUIREMENT

Objective

Fisheries and Oceans Canada (DFO) is developing a database of Supply Arrangement (SA) Holders with vessels and vessel charters pre-qualified to be considered for future at-sea projects / missions as they relate to different ocean science operations (e.g. oceanography, marine mammal studies, hydrography, etc.) and fisheries science (e.g., stock assessment, biodiversity, habitat management, etc.). The projects / missions at-sea will vary in requirements as they relate to different ocean and fishery operations. The requirements for vessel and vessel charters will also vary depending on the location of the projects / mission(s) (e.g., Atlantic, Pacific, Inland and Arctic) including both near-shore and offshore missions within Canadian waters as the need arises.

A Supply Arrangement is established by prequalifying a vessel using our categorization document (Annex B) and valid mandatory documentation requested (Annex D) on the Request for Supply Arrangement (RFSA).

Voyage Types

As per the *Canada Shipping Act, 2001*, [Vessel Safety Certificates Regulations \(justice.gc.ca\)](http://justice.gc.ca)

1. Unlimited Voyage

Unlimited voyage means a voyage that is not a sheltered waters voyage, a near coastal voyage, Class 2 or a near coastal voyage, Class 1.

2. Near coastal voyage, Class 1 means a voyage

- (a) that is not a sheltered waters voyage or a near coastal voyage, Class 2;
- (b) that is between places in Canada, the United States (except Hawaii), Saint Pierre and Miquelon, the West Indies, Mexico, Central America or the northeast coast of South America, and
- (c) during which the vessel engaged on the voyage is always
 - (i) north of latitude 6°N, and
 - (ii) within 200 nautical miles from shore or above the continental shelf.

3. Near coastal voyage, Class 2 means a voyage

- (a) that is not a sheltered waters voyage; and
- (b) during which the vessel engaged on the voyage is always:
 - (i) within 25 nautical miles from shore in waters contiguous to Canada, the United States (except Hawaii) or Saint Pierre and Miquelon, and
 - (ii) within 100 nautical miles from a place of refuge.

4. Sheltered waters voyage:

- a) A voyage that is in Canada on a lake or a river above tidal waters – where a vessel can never be further than one nautical mile from the closest shore
- b) A voyage that is on the waters listed in column 1 of an item of Schedule 1 (see 'Vessel Certificates Regulations' document) during the period specified in column 2 of that item

5. Inland voyage, means a voyage that is not a sheltered waters voyage and is:

- (a) on the inland waters of Canada; or
- (b) on the inland waters of Canada together with any part of a lake or river forming part of the inland waters of Canada that lies within the United States, or on Lake Michigan.

Inland waters of Canada means all the rivers, lakes and other navigable fresh waters within Canada, and includes the St. Lawrence River as far seaward as a straight line drawn

- (a) from Cap-des-Rosiers to Pointe Ouest, Anticosti Island; and
- (b) from Anticosti Island to the north shore of the St. Lawrence River along longitude 63°W. (eaux internes du Canada)

List of Acronyms

ADCP	Acoustic Doppler Current Profiler
EPIRB	Emergency Position-Indicating Radio Beacon
LARS	Launch and Recovery System

List of Terms

A	Amps or Amperage
GT	Gross Tonnage
kg	Kilograms
m	Meters
V	Volts or Voltage

ANNEX "B" - VESSEL CATEGORIZATION CRITERIA DECLARATION DOCUMENT

Please complete all applicable fields as the information you provide will be used to establish a supplier list database to solicit Requests for Proposals for at-sea projects/missions as the need arises.

Important: If you are proposing more than one (1) Vessel, a Vessel Categorization Criteria Declaration Document must be completed for each Vessel.

Credentials

Vessel Name:	
Vessel Official Number:	
Vessel Owner Name:	
Vessel Owner Phone:	
Vessel Owner Email:	
Most Common Vessel Port(s):	
Vessel Port of Registry:	
Voyage Type(s) the vessel is certified for (see Voyage Types section): 1, 2, 3, 4, 5	

Supply Arrangement (SA) Documentation Credentials (who we contact for RFP solicitations)

Contact Name; title :	
Phone :	
Email :	
Relation to the Vessel Listed :	

Capable Operational Areas of the Vessel – Please Indicate locations for which you wish to be considered for future opportunities:

Canadian Waters Only								
	Great Lakes	Gulf of St. Lawrence	Southern Atlantic	Northern Atlantic	Arctic*	Northern Pacific	Southern Pacific	Other*
Yes								
No								
*If other or Arctic, please list specifics here: (e.g., specific canals, bays, rivers, large lakes etc.)								

1.0 Vessel Certifications and Policies

This information is required to ensure the safety and well-being of the Department of Fisheries and Oceans Canada (DFO) personnel.

Note: Proof of the below criteria will be required upon request.

Criteria/Specifications	Yes	No
1.1 Is the vessel currently able to operate legally in Canadian waters?		
1.2 Does the vessel have a valid copy of the vessels Transport Canada (or international equivalent in English or French from the certifying agency) Minimum Safe Manning Document-Convention with Trading Area of the specified voyage(s) in the Credentials section?		
1.3 Does the vessel possess Transport Canada Safety Certificates or international Equivalents? They will need to be provided in English or French from the certifying agency for review upon request. Note: <i>Vessels under 15 GT are not expected to have these certificates.</i>		
1.4 Does the drinking water onboard meet or exceed the Guidelines for Canadian Drinking Water Quality? (Certificates may be requested). https://www.canada.ca/en/health-canada/services/environmental-workplace-health/reports-publications/water-quality/guidelines-canadian-drinking-water-quality-summary-table.html		

2.0 Vessel Particulars

Criteria/Specifications	Specification
2.1 Vessel Overall Length (m)	
2.2 Vessel Breadth (m)	
2.3 Vessel Draft (m)	
2.4 Vessel Gross Tonnage (GT)	
2.5 Vessel Endurance (days)	
2.6 Vessel Cruising Speed (Knots)	
2.7 Vessel Max speed (Knots)	

Criteria/Specifications	Classification/Comments
2.8 What is the vessel's type/class? (i.e., workboat, passenger vessel, fishing, etc.)	

Criteria/Specifications	12hr	24hr	Other
2.9 Indicate Capable Hours of Operation (with adjusted crewing/manning if necessary):			

Crewing Profile	Yes	No
2.10a Is the vessel supplied with a crew that allows full operation of the vessel at sea?		
2.10b Does the vessel require science staff to act as essential vessel operation crew while onboard?		

3.0 Vessel Safety

This information is required to ensure the safety and well-being of the Department of Fisheries and Oceans Canada (DFO) personnel.

Note: Safety requirements will be inspected upon request.

Criteria/Specifications	Yes	No
3.1 Does the vessel carry an EPIRB? (Emergency Position Indicating Radio Beacon)		
3.2 Does the vessel have an enclosed life raft / lifeboat?		

4.0 Vessel Tenders and Accessory Craft

Criteria/Specifications	Yes	No
4.1 Does the vessel carry a tender (e.g., Zodiac, skiff etc.) that qualified Government of Canada personnel may use utilize and operate for science operations?		
4.2 Does the vessel carry a tender (e.g., Zodiac, skiff etc.) that requires qualified vessel crew to operate but Government of Canada personnel may use utilize for science operations?		
4.3 Is the vessel capable of non-emergency helicopter support? (e.g., landing, staff transport, etc.)?		

Criteria/Specifications	Yes	No
4.4 Not Applicable	N/A	N/A
4.5 Is the vessel capable of carrying unmanned accessory craft onboard? (e.g., EFO supplied Drone, unmanned tender etc.)		
4.6 Is the vessel capable of carrying (deck space, launch and retrieval) up to a 9.1m client supplied work boat either by crane or davits?		
4.7 Is the vessel capable of carrying (deck space, launch and retrieval) up to a 7.3m, client supplied work boat either by crane or davits?		

5.0 Accommodations

Criteria/Specifications	Quantity Available	Total Number of Beds/Bunks for the Cabin Type (Grand total)
5.1 Total single occupancy cabins available to science personnel?		
5.2 Total of shared occupancy cabins available to science personnel?		

6.0 Vessel Facilities

Criteria/Specifications	Yes	No	Comments (Informational only)
6.1 Will the vessel provide meals to science personnel while at sea?			
6.2 Is the vessel equipped with an internet connection for personal use?			

7.0 Washroom and Shower Facilities

Criteria/Specifications	Quantity
7.1 Total number of water closets onboard (toilet and sink)	
7.2 Total number of full washrooms onboard (toilet, sink and shower)	

8.0 Laboratory Spaces

Criteria/Specifications	Quantity
8.1 Total number of dry laboratory spaces (no running water, sinks or floor drains, etc.)	
8.2 Total number of wet laboratory spaces (access to running water, sinks, sea water, etc.)	

9.0 Laboratory Facilities

With the diversity of at-sea sample processing science personnel may require specific amenities within designated laboratory spaces.

Criteria/Specifications	Yes	No	Comments (Informational only)
9.1 Is there a minimum of one (1) operational and certified fume hood that can fully enclose chemicals for science use?			
9.2 Is there space and infrastructure in the laboratory space(s) for the installation of a portable fume hood?			
9.3 Do any lab spaces have a conveyor system installed?			
9.4 Does the vessel have at least one (1) sink for science personnel use to dispose excess sea water and cleaning of sample vials? The sink must have hot and cold fresh water supplies.			
9.5 Does the vessel have a fresh supply of clean sea water available in at least one lab for science personnel use?			
9.6 Does the vessel have a room or cabinet approved for the storage of hazardous chemicals?			
9.7 Are there electronics racks in the lab spaces for installation of science equipment?			
9.8 Does the vessel have provisions for the safe storage of gas cylinders onboard?			
9.9 Does the vessel have freezers/refrigerators to hold scientific samples?			
9.10 Does the vessel have space to setup freezers/refrigerators for samples?			
9.11 Are work bench spaces available to science staff in the laboratories/laboratory space?			
9.12 Does the vessel have the ability to carry containerized labs?			

10.0 General Deck Machinery

Science programs utilize a variety of research equipment that may be deployed below the ocean surface. The use of cranes, winches and/or launch and recovery systems may be required.

Criteria/Specifications	Yes	No
10.1 Is the vessel equipped with a fan tail mounted A-Frame?		
10.1a Does the vessel have a midship mounted A-Frame (any type) on the port side?		
10.1b Does the vessel have a midship mounted A-Frame (any type) on the starboard side?		
10.1c Does the vessel have a stern mounted A-Frame (any type)?		
10.1d Does the vessel have an A-Frame (any type) mounted anywhere other than the locations in 10.1a, 10.1b and 10.1c?		
10.2 Is the vessel equipped with a marine crane?		
10.2a Is the vessel equipped with a marine crane capable of lifting up to 1000 kg?		
10.2b Is the vessel equipped with a marine crane capable of lifting over 1000 kg?		
10.2c Is the vessel equipped with a marine crane capable of lifting over 7000 kg?		
10.2d Is the vessel equipped with a marine crane capable of lifting up to 20,000 kg?		
10.3 Is the vessel equipped with a dedicated Launch and Recovery System (LARS)? For example, a CTD Rosette LARS, AUV LARS, etc.		

Criteria/Specifications (10.4 Winch Specifics)	Yes	No
10.4a Is the vessel fitted with oceanographic winches?		
10.4b Is the vessel fitted with winches for trawling?		
10.4c Is the vessel fitted with sweep line winch(es)?		
10.4d Is the vessel fitted with Gilson winch(es)?		
10.4e Is the vessel fitted with other winch types?		
10.4f Can winches be added to the vessel?		
10.5 Is the vessel equipped with davits which can launch and retrieve up to a 9.1m client supplied work boat.		
10.6 Is the vessel equipped with davits which can launch and retrieve up to a 7.3m, client supplied work boat.		

11.0 Deck Requirements

During science missions there is sometimes a need to carry equipment that is large and that needs to be stored on the deck of the vessel.

Criteria/Specifications	Yes	No
11.1 Does the vessel have work space on deck for science personnel operations?		
11.2 Does vessel have space on deck for the storage of scientific equipment?		
11.3 Does the vessel have mechanisms to secure equipment on its' deck?		
11.4 Does the vessel have at least one (1) clean salt and fresh water supply on deck?		
11.5 Does the vessel have an enclosed space for deployment, recovery and sampling f/with science equipment?		
11.6 Does the vessel have a dedicated area for sampling with minimum dimensions of 2.4m X 2.4m [8ft X 8ft]. with a minimum overhead height of 2.4m [8ft]?		

12.0 Deck Power Specifications

12.1 Does the vessel have the following power specification available on the work deck:			
Criteria/Specifications	Yes	No	Comments (Informational only)
12.1a 440VAC 60A			
12.1b 440VAC 30A			
12.1c 600VAC 100A			
12.1d 600VAC 60A			
12.1e 230VAC 60A			
12.1f 230VAC 30A			
12.1g 120VAC 60A			
12.1h 120VAC 30A			
12.1i Other power specification(s) (please specify)			

13.0 Internal Storage Options

During some science missions there are large quantities of equipment and sample boxes taken along. Science personnel may require a place to store these boxes and crates but still have them accessible at sea. Some of these boxes will have extra sample vials, spare equipment, etc.

Criteria/Specifications	Yes	No
13.1 Does the vessel have dry storage space for science equipment?		
13.2 Does the vessel have dry storage space for science equipment that can be accessed while the vessel is at sea?		

14.0 Vessel Mounted Transducers and Systems

Science operations may have equipment lowered to, or near to, the ocean floor. When this equipment is deployed on or near the ocean floor there is a requirement for reliable bottom tracking capabilities.

Criteria/Specifications – Does the vessel have:	Yes	No
14.1 A hull mounted Acoustic Doppler Current Profiler (ADCP) and data acquisition system?		
14.2 Multibeam sonar		
14.3 Single beam sonar		
14.4 Wide band sonar		
14.5 Sound velocity profiling capabilities		
14.6 A 12 kHz transducer		
14.7 A 3.5 kHz transducer		
14.8 An acoustic release transducer		
14.9 An EK60 transducer suite		
14.10 An EK80 transducer suite		
14.11 Does the vessel have a trawl monitoring system?		
14.12 An inertial navigation/positioning system (INS)? E.g., POS MV Oceanmaster		

15.0 Science Onboard

During some science missions, scientific observer(s) may be required onboard. To ensure that correct sampling protocols are followed, these observers may conduct their surveys from the bridge or at other locations onboard.

Criteria/Specifications	Yes	No
15.1 Does the vessel allow science personnel access to the bridge for work purposes?		
15.2 Is there a work station on the bridge for science personnel to use for mission planning?		
15.3 Is there a source of power on the bridge for science personnel to use?		
15.4 Is there a network feed and navigation feed for science personnel on the bridge?		
15.5 Is there a safe location indoors other than the bridge that a science observer could be stationed?		
15.6 Is there a safe location on deck that is sheltered where science observers could be stationed?		
15.7 Is there a safe location on deck that is not sheltered where science observers could be stationed?		

16.0 Onboard Communications

Some science operations involve lifting and lowering of specialized and or/heavy equipment. In addition to general ship announcements, there may be a requirement for constant communications between the deck and the bridge.

Criteria/Specifications	VHF/UHF	Intercom	Other
16.1 Please indicate if a reliable communication system is in place for communication between the labs, deck and bridge. Note: Reception must be available in all critical areas onboard			

17.0 Outfitted Ship Tackle (Rigging, Lines, Rope, Cabling etc.)

Criteria/Specifications	Yes	No	Comments (Informational only)
17.1 Does the vessel have blocks available for science personnel to use?			

18.0 Fishing and Fishing Equipment

Criteria/Specifications	Yes	No	Comments (Informational only)
18.1 Is the vessel equipped with tanks/holds for caught fish?			
18.2 Is the vessel equipped with a stern trawl ramp?			
18.3 Is the vessel equipped with warp winches			
18.4 Is the vessel equipped with a stern gantry?			
18.5 Is the vessel equipped with an outhaul boom for towing the trawl off the deck?			
18.6 Is the vessel equipped with trawl doors or otter boards. If so, please specify type (i.e. bottom or mid water), make, model and weight.			
18.7 Is the vessel equipped with a net drum winch?			
18.8 Is the vessel equipped with sweep line winches?			
18.9 Is the vessel equipped with trawling gallows or ice davit(s) with trawling sheave(s)? (please specify)			
18.10 Is the vessel equipped with sheaves fitted to trawl warp wires?			
18.11 Is the vessel capable of conducting the following fishing activities:			
Criteria/Specifications	Yes	No	Comments (Informational only)
18.11a Bottom trawl			
I. Western IIA trawl			
II. Campelen trawl			
III. Nephrops trawl			
18.11b Mid Water Trawl			
I. NESS, Tucker/Multi-net trawl			
18.11c Trolling			
18.11d Trapping			
18.11e Seine			
18.11f Long line			
18.11g Scallop Dredging			

Criteria/Specifications	Yes	No	Comments (Informational only)
18.12 Is the vessel equipped with a dump table on deck?			

19.0 Additional Equipment

Some scientific missions require specific equipment onboard to collect appropriate data. Specific equipment installation may be requested as part of the RFP process. Please specify if the vessel owner is willing to complete the following options if required.

Installation of Permanent Equipment	Yes	No
19.1 Installation of new equipment on deck (cranes, winches etc.)		
19.2 Installation of new equipment on the bridge (electronics, work stations etc.)		
19.3 Installation of new equipment in designated laboratory space (conveyers etc.)		
19.4 Installation of new equipment in storage areas below deck (pumps, racks etc.)		
19.5 Installation of new equipment to the hull (flow meters, booms etc.)		

Installation of Removable Equipment (non-permanent)	Yes	No
19.6 Installation of equipment on deck (tables, containers etc.)		
19.7 Installation of equipment on the bridge (electronics, work stations etc.)		
19.8 Installation of equipment in designated laboratory space (electronics, tables etc.)		
19.9 Installation of equipment in storage areas below deck (fridge, lab equipment etc.)		
19.10 Installation of equipment to the hull (sensors, measurement devices etc.)		

ANNEX "C" - MARINE LIABILITY INSURANCE

1. The Contractor must obtain protection and indemnity insurance that must include excess collision liability and pollution liability. The insurance must be placed with a member of the International Group of Protection and Indemnity Associations or with a fixed market in an amount of not less than the limits determined by the [Marine Liability Act](#), S.C. 2001, c. 6. Coverage must include crew liability, if it is not covered by Worker's Compensation as detailed in paragraph (2.) below.
2. The Contractor must obtain worker's compensation insurance covering all employees engaged in the Work in accordance with the statutory requirements of the territory or province or state of nationality, domicile, employment, having jurisdiction over such employees. If the Contractor is subject to an additional contravention, as a result of an accident causing injury or death to an employee of the Contractor or subcontractor, or due to unsafe working conditions, then such levy or assessment must be paid by the Contractor at its sole cost.
3. The protection and indemnity insurance policy must include the following:
 - a. Additional insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - b. Waiver of subrogation rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Fisheries and Oceans Canada and Public Works and Government Services Canada for any and all loss of or damage to the watercraft however caused.
 - c. Notice of cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - d. Cross liability and separation of insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - e. Litigation rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), R.S.C. 1985, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result

in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

ANNEX “D” - MANDATORY TECHNICAL CRITERIA

MANDATORY REQUIREMENTS:

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein.

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

The proponent may include the following table in their proposal, indicating that their proposal meets the mandatory criteria, and providing the proposal page number or section that contains information to verify that the criteria has been met.

No.	Mandatory Criteria	Meets Criteria (✓)	Proposal Page No.
M1	<p>Bidder must provide proof of Marine Liability Insurance (annex C).</p> <p>Acceptable Documents for M1:</p> <ul style="list-style-type: none"> - A valid at time of bid period close insurance policy that specifies the vessel and/or vessel owner is insured under the policy. - A letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a Supply Arrangement as a result of the bid solicitation, can be insured in accordance with all conditions including Insurance Requirements. 		
M2	<p>Bidder must provide proof that commercial vessel has a transport Canada certificate or equivalent from country of origin/registration for the voyage(s) the vessel is certified for :</p> <ul style="list-style-type: none"> • unlimited voyage, • Near costal voyage, class 1, • Near costal voyage, class 2 or • sheltered waters voyage • Inland voyage <p>Acceptable Documents for M2:</p> <ul style="list-style-type: none"> - A valid at time of bid period close Transport Canada <u>Inspection Certificate</u> or <u>Safety Inspection Certificate</u> - A valid at time of bid period close Transport Canada <u>Minimum Safe Manning</u> document (Generally supplementing the Transport Canada Inspection Certificate) - A complete and valid at time of bid period close Letter of Confirmation in the Small Vessel Compliance Program (SVCP) document(s) indicating voyage type 		

No.	Mandatory Criteria	Meets Criteria (✓)	Proposal Page No.
	<p>https://tc.canada.ca/en/programs/small-vessel-compliance-program)</p> <ul style="list-style-type: none"> - Valid at time of bid period close international documentation from the country of vessel registry specifying voyage type for the vessel 		
M3	<p>Bidder to provide official documentation certifying legal operation of the vessel in Canadian waters with bid submission. (Annex B)</p>	N/A	N/A
M4	<p>Bidder to provide a valid copy of the vessels Transport Canada (or international equivalent in English or French from the certifying agency) Minimum Safe Manning Document-Convention with Trading Area of the specified voyage(s) in the Credentials section. (Annex B)</p> <p>Acceptable Documents for M4:</p> <ul style="list-style-type: none"> - A valid at time of bid period close Transport Canada <u>Minimum Safe Manning</u> document (Generally supplementing the Transport Canada Inspection Certificate specified in M2) - A complete and valid at time of bid period close Letter of Confirmation in the Small Vessel Compliance Program (SVCP) document(s) indicating crewing specifics for vessels under 15 GT (https://tc.canada.ca/en/programs/small-vessel-compliance-program) - Valid at time of bid period close international vessel documentation specifying safe manning requirements of the vessel 		
M5	<p>Vessel over 15 GT</p> <p>Bidder must provide a valid :</p> <ul style="list-style-type: none"> • Transport Canada <u>Record of Safety Equipment</u>, or • Transport Canada <u>Safety Inspection Certificate</u>, or • International Equivalent <p>Acceptable Documents for M5:</p> <ul style="list-style-type: none"> - A valid at time of bid period close Transport Canada <u>Record of Safety Equipment</u> document (Supplementing the Transport Canada Inspection Certificate or Safety Inspection Certificate specified in M2) - A valid at time of bid period close Transport Canada <u>Safety Inspection Certificate</u> (e.g., certain non-passenger vessels exceeding 150 GT) - Valid at time of bid period close safety equipment and inspection documentation for international vessels provided by Transport Canada Authorized 		

No.	Mandatory Criteria	Meets Criteria (✓)	Proposal Page No.
	Service Providers: (https://tc.canada.ca/en/marine-transportation/vessel-inspection-certification/list-recognized-organizations-authorized-service-providers-service-technicians-life-saving-appliances)		

ANNEX "E" - ADDITIONAL INFORMATION

Refer to Attachment titled: *"30000316B - Map Class 1 - Carte Classe 1.pdf"*

Refer to Attachment titled: *"30000316B - Map Class 2 - Carte Classe 2.pdf"*

Refer to Attachment titled: *"30000316B - Vessel Certificates Regulations_ Règlement sur les certificats de bâtiment.pdf"*

ANNEX "F" - QUESTIONS AND ANSWERS

See below all previously asked and answered questions pertaining to this Supply Arrangement process. Note that some information has been updated for Solicitation No. 30000316B

Question #1:

This Request for Supply arrangement 30000316 Dated Jan 24 2022 pertains to larger vessels that can stay at sea for extended periods with large crew compliment. Is there a one or two page document I can complete for smaller vessels. Their work is usually less than one week and daytime only.

Answer #1:

There is no specific vessel criteria document for small vessels, however DFO has attempted to include a broad range of vessel criteria to allow for smaller vessels to apply. It is understood that several criteria items in the vessel criteria declaration document may not be relevant to small vessels. Applicants are asked to complete all appropriate vessel criteria for their vessel identified in the application. See ANNEX "B" VESSEL CATEGORIZATION CRITERIA DECLARATION DOCUMENT

Question #2:

Could an Association submit an overall bid with a list of fishers who meet the criteria? And could same Association resubmit in July with an updated list of vessel charters and continue this over the course of the 7 year term? Tender processes are daunting for many, and take a lot of time to figure out the criteria laid out by the Department as the criteria that is not consistent amongst projects and bids, particularly on transport Canada requirements.

Answer #2:

An Association cannot submit a bid package on behalf of fishers. Vessel owner/operators wishing to be on the SA must submit and meet the requirements of the RFSA. Associations can assist fishers in preparing their bid package but all information and signatures must be complete by the owner/operators as the resulting SA's will be with the owner/operator not the association.

SA holder(s) do not need to re-apply every July or February.

See section 6.7 On-going Opportunity for Qualification

The RFSA tender notice will be posted on CanadaBuys.gc.ca and will indicate set periods that are open for bidding "twice a year" to allow new Suppliers to become qualified. Existing qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new bid proposal.

Suppliers wishing to add new vessel(s) to their Supply Arrangement or amend their vessel specifications can do so during the posting period by completing and submitting Appendix B the Vessel Categorization Criteria Declaration Document(s).

To qualify for this Supply Arrangement bidders need to submit the all the required documents as required in the "Mandatory Technical Criteria" and have completed "Part 5" and the "Vessel Categorization Criteria Declaration Document". Further information may be requested during a Request for Proposal solicitation process to supply arrangement holders. See section 6B. Bid Solicitation – through a Request for Proposal Process (RFP).

Question #3:

Can you explain the process involved after the bid closes? In particular:

Question #3a:

Would each of the Captains that an Association submits be evaluated for approval/denial? Or would the Association bid as a whole be denied if one of the captains submitted did not meet the evaluation standards?

Answer #3a:

We are not evaluating Captains at this time as this process is to build a list of pre-qualified vessels for future RFP processes as and when required. Captains will be evaluated during future RFP processes if required. Regarding associations, see Response #2.

Multiple vessels can be submitted under one application by the owner/operator. In this case the suitability of each vessel will be assessed individually by an evaluation team composed of representatives of Canada based on the requirement of the RFSA.

Question #3b:

Will specific research opportunities for example chartering to tag and release tuna come forward to the successful (approved) Association? And would that lead to a bid process? Or do DFO scientists get to 'pick' from the approved list without announcing the project?

Response #3b

See section 6.2 Bid Solicitation Process – (RFP) Request for Proposal and previously posted Addendum #1

Question #3c:

How long is the evaluation process? So if we submit in February, when would the Captain/Association be notified that there are officially on the list? When could they anticipate to be contacted for a project?

Answer #3c:

The application evaluation, awarding and notification of award of a supply arrangement is estimated to take as long as 2-3 months after the closing of the application period, although this is subject to the quantity of applications received. Once all supply arrangements have been awarded for the given round of applications the vessel database will then be open to internal DFO science personnel to begin solicitation for an RFP if desired.

Question #3d:

We're wondering who would contact the Association or Fisher if an opportunity came up for a specific project needing a vessel charter? Would it be Procurement who reaches out directly to the approved Association/Fisher, or would it be posted somewhere online publicly, would it be posted online for only the approved list of charters to see, or would it be the Scientist that reaches out directly about the project?

Answer #3d:

Supply Arrangement holders will be contacted via email by a DFO Contracting Officer if they meet the criteria of an upcoming RFP process.

See Section 6.2 Bid Solicitation Process – (RFP) Request for Proposal

Question #4:

Is this process for Maritimes region only, or is the Gulf Region science involved as well?

Answer #4:

See section 1.2 Summary

Question #5:

Is this only for science projects, or will this involve small craft harbour opportunities for example?

Answer #5:

This Request for Supply Arrangement is specific to Fisheries and Oceans Canada (DFO) only. This includes sectors within DFO such as, but not limited to, Small Craft Harbours and Canadian Coast Guard.

Question #6:

Is it possible to request an extension to the February 2022 deadline for submissions? Considering this is a new process and we would like to broadly communicate this opportunity effectively with all our 1275 members, particularly during this pandemic/restrictions.

Answer #6:

See previously posted Addendum #1

Question #7:

Is it possible to have a presentation as well as a question and answer period (open process) of this tender bid considering the broad range that it covers in terms of the variations of its use and the variety of organizations and fishers who would be interested in submitting for the first time?

Answer #7:

Information sessions will not be offered at this time. This RFSA tender process is the next phase following the Request for Information (RFI) phase done 2019 through to March 2021 in combination with Industry day's briefing.

This resulting RFSA tender and documents herein were created based on feedback received through the RFI process.

(Science Vessel Charter(s): Information Session on Fisheries and Oceans Canada (DFO) Requirements (F5211-180900-ABC) process.

Please submit any questions in writing as per section 2.5 Enquiries - Request for Supply Arrangements Associations are not able to bid on this RFSA see Question 2 of this Addendum

Question #8:

If a specific DFO research projects seeks out vessel charters, will the only means of qualifying for the project be through this approved RFSA list, or will procurement announce the opportunity for all Organizations or Individuals (outside the pre-approved stakeholder list) to submit/bid on the tender? Our concern is that our members may miss out on opportunities with particular projects given this new and very broad process. In the past, the PEIFA have been identified as important stakeholders with specific research projects and have been given notice that a tender bid is posted. A hybrid process of both utilization of the pre-approved RFSA list as well as open tender bids for new fishers/organizations to submit bids on specific projects is something we are hopeful DFO and Procurement will consider.

Answer #8:

See section 6.2 Bid Solicitation Process – (RFP) Request for Proposal and section 6.7 On-going Opportunity for Qualification.

No a 'Hybrid' approach involving solicitation of bids through the RFSA vessel database and a simultaneous open RFP tender is not permitted.

It is strongly encouraged that all vessel owner/operators who wish to be considered for vessel contract work apply for a supply arrangement through the RFSA as well as submit bids to any open RFP process posted on buyandsell.gc.ca that they deem appropriate for their vessel.

Question #9:

When the list of approved vessel charters are completed for February, 2022, does the Department/Procurement list the approved Captains and/or Associations publicly (I see there is an internal list noted in the tender but wondering if that list becomes public)? Is there a way to review who has been accepted in the past and who makes the list going forward?

Answer #9:

A list of SA holders will be provided upon written request to the Contracting Officer.

Question #10:

Do you anticipate the mandatory criteria to change in the bidding timeframes that follow or can we anticipate the tender bid package and criteria be the same in February 2022 as they will in July 2022 and so on?

Answer #10:

The vessel criteria declaration form will likely receive updates through addendums to the RFSA solicitation. It is expected that criteria identified as missing and important to suppliers who wish to apply and hold a supply arrangement would be added throughout the life of the RFSA solicitation. Suppliers who hold a supply arrangement with DFO through this RFSA tender may submit amended Vessel Categorization Criteria Declaration Documents each time the application period opens (February and July of each year) if they choose.

Question #11:

Where I have already been awarded the contract with DFO, will I have to apply to the RSFA or am I already considered as registered supplier?

While I was completing my initial bid I listed my company in the registry for the List of interested Suppliers....is this the same?

All my certificates were sent with the my last bid. Will I have to resubmit these?

If I have to apply to the RSFA, what is required in the technical Offer?

It just says in the application to explain how I would meet the requirements or how I would carry out the work proposed.

This may be difficult to explain as I have no idea of the scope of possible work that may be required.

Answer #11:

This RFSA bidding process is a separate process than your current contract. If you wish to qualify for this SA you will need to bid by submitting and meeting the requirements of this RFSA as a standalone process. Bid submission or contracts previously awarded from another process do not carry over to this process, therefore you are not a registered supplier on this RFSA. Please read through the RFSA for the documents required and the intent of the SA.

Question #12:

Do I have to only fill out the form that was provided on the site? Are there additional forms to fill out?

Answer #12:

Complete all the requirements of the posted RFSA. Fill in all the blanks as applicable. Submit all required documents as described in the "Annex D - Mandatory Technical Criteria" and completed "Part 5 Certifications and Additional Documents" as well as the "Annex B - Vessel Categorization Criteria Declaration Document". Changes to the original RFSA could have happened through addendums. Please review and ensure completion of those as applicable.

Question #13:

Does the 'technical offer' referenced in section 3.1 only include the form provided on the site?

Answer #13:

Technical offer refers to the RFSA document that you are required to fill in and complete.

Question #14:

Does the 'Certifications' referenced in section 3.1 only include the certificates requested in Annex D?

Answer #14:

Certifications refers to documents that you are required produce and submit as requested in Annex D.

Question #15:

In the document/form in section 5.2.2.2 it references the Contractor Representative and in section 6.5.2 it references the Supplier's Representative, are these both the same person/company? For example, I am filling out the form for my company so am I both the contractor representative and the supplier's representative because I am fulfilling the contract and supplying the vessel?

Answer #15:

Yes, contractor and supplier's representative are the same person.

Question #16:

Do I have to submit something under section 6.1 and 6.2 at this time or is this only referencing when an actual bid is made for a specific survey?

Answer #16:

Nothing to submit at this time. This is to explain how the RFP/contracting process is intended.

Question #17:

I wanted to have my vessel listed for possible tender opportunities. I have filled in most of the application on the website link but the appendices seem more for specific tender applications once I am asked to bid on a tender opportunity. Will you please clarify what is required from me at this time to ensure that I am on the list?

Answer #17:

See response #12

Question #18:

PART 6 – Supply Arrangement and Resulting Contract Clauses

A. Supply Arrangement

Question #18a:

Section 6.5.2 Supplier's Representative

- Is the supplier's representative an individual within the Canadian Government (ie. FOC?) or an representative from the Contractor?

- I looked through previous RFSA's and did not find reference to a supplier's representative. As this document is a request for supply arrangement, I am unsure whether to indicate a representative within our organization for section 6.5.2, or whether to leave blank.

Answer #18a:

The Supplier's Representative is you the contractor.

Question #18b:

Section 4.0 Vessel Tenders and Accessory Craft

Section 4.5 Is the vessel capable of carrying unmanned accessory craft onboard? (e.g. DFO supplied Drone, unmanned tender etc.)

- How large (generally) is an DFO supplied Drone / unmanned tender?

Answer #18b:

Specifics on drone size are not required for the RFSA application. Is the vessel capable of carrying unmanned accessory craft onboard (of any size) – yes or no.

Question #18c:

Section 9.0 Laboratory Facilities

Section 9.6 Does the vessel have a room or cabinet approved for the storage of hazardous chemicals?

- What constitutes a room or cabinet approved for the storage of hazardous chemicals?
- Does it simply have to be an enclosed space bereft of wiring (ignition source) with adequate venting, such as a locker on deck, or are there specific requirements?

Answer #18c:

This criteria refers to a cabinet or room with ventilation (mechanical or natural) that is not near an ignition source and can be deemed safe by all parties for the storage of chemicals in containers of various sizes. Storage areas must be well ventilated and away from sources of heat and direct sunlight. Further details and specifications may be requested as part of an RFP solicitation process when the need arises.

Question #18d:

Section 11.0 Deck Requirements

Section 11.6 Does the vessel have a dedicated area for sampling with minimum dimensions of 2.4m X 2.4m [8ft X 8ft]. with a minimum overhead height of 2.4m [8ft]?

- Can the dedicated sampling area be on an outside deck?

Answer #18d:

Yes, this could be an outside deck location for this criteria item.

Question #18e:

Section 15.0 Science Onboard

Section 15.4 Is there a network feed and navigation feed for science personnel on the bridge?

- Does the network feed and navigation feed for science personnel need to be raw data, or can the information be repeated (mirrored) from the navigation computer?

- If the vessel has a dedicated secondary screen for science personnel displaying the information on the navigation computer (as a mirrored screen) does this satisfy 15.4, or do the raw feeds need to plug into a science personnel computer to provide input data for research purposes?

Answer #18e:

For this question, any type of network feed and navigation feed would qualify. Specifics about this item may be asked during an RFP solicitation process.

Question #18f:

Section 18.0 Fishing and Fishing Equipment

Section 18.4 Is the vessel equipped with a stern gantry?

- What specifications are there for a gantry? Does it need to overhang the aft deck? Can a railing on the aft end of the upper deck count as a gantry?
- Does a stern mounted A-Frame count as a gantry?
- Would a manual davit on the aft corner of the top deck count as a gantry?

Answer #18f:

For this question, the supplier should indicate yes or no to any type of gantry structure mounted on the stern that could be safely used for fishing and fishing related activities. Further details may be requested as part of a Request for Proposal (RFP) for a science mission when the need arises.

Question #19:

I am interested but have a few questions:

1. The vessel I have is a Lobster boat (dimensions 48'x28') built 3 years ago in Nova Scotia. Is this
2. the type of boat you are looking for?
3. How is payment for service calculated? Hourly or Daily?
4. How many crew are required?
5. Work time - duration of each trip out?
6. Inflation, etc. (eg. Fuel)?

Answer #19 :

Any supplier whose vessel meets the requirements listed in the application document may apply for a supply arrangement. The applicant should complete the vessel categorization criteria document for all items applicable to the vessel identified for the submission. Costs, mission details and any other specifics not listed in the RFSA application document would be requested/provided as part of a Request for Proposal (RFP) when the need arises.