



Fisheries and Oceans
Canada

Pêches et Océans
Canada

Procurement Hub – Fredericton
301 Bishop Drive
Fredericton, NB E3C 2M6

17 October 2023

30004792

TITLE: Intervention program for dead and in-distress marine animals in the province of Quebec.

1. Advance Contract Award Notice (ACAN)

An ACAN is a public notice indicating to the supplier community that a department or agency intends to award a contract for goods, services or construction to a pre-identified supplier, thereby allowing other suppliers to signal their interest in bidding, by submitting a statement of capabilities. If no supplier submits a statement of capabilities that meets the requirements set out in the ACAN, on or before the closing date stated in the ACAN, the contracting officer may then proceed with the award to the pre-identified supplier.

2. Definition of the requirement

The Department of Fisheries and Oceans Canada requires the service to organize, coordinate and implement measures aimed at reducing accidental mortalities of marine mammals, rescuing marine mammals in difficulty and promoting the acquisition of knowledge from dead, stranded or endangered animals drifts in the waters of the St-Lawrence bordering Quebec. The supplier must support the operation of the Emergency Center for Marine Mammals (CUMM) which ensures the reception and processing of calls, ensures the follow-up of a file from the receipt of a report until the closure of the file. The supplier must have a mobile response team that is responsible for responding to incidents involving live animals (stowing, tracking, monitoring, relocation, release, euthanasia and entanglements) and dead animals (documentation, sampling, recovery and transport of carcasses). This service aims to ensure that all incidents involving dead or distressed marine animals in the province of Quebec are reported, particularly those involving species currently listed under the Species at Risk Act (SARA) This service also aims to improve communication and awareness among the general public regarding the conservation of marine animals and to securely collect scientific data to improve our understanding of these species. The objective of the work carried out under this contract is firstly to support (90%) the operation of the CUMM to report incidents involving marine animals to a toll-free telephone number; and secondly (10%) to coordinate and, where possible and safe, respond to the needs of marine animals in difficulty.

3. Tasks and Activities

Response capabilities include the following:

- 1) Inform and advise people who report incidents involving marine mammals on the appropriate approach for reporting the incident and on the safety measures to be followed and other related considerations via UMM. Respond, process and follow up on cases from receipt of a report to closure of a file via UMM.
- 2) As soon as possible, notify by email or telephone the DFO office closest to where the incident was reported, as well as the DFO Marine Mammal Response Program Regional Coordinator, and provide details on the location and type of incident reported.

3) Maintain ongoing communication with DFO until the incident is effectively resolved or the marine mammal is no longer in distress.

4) Provide an appropriate and safe response to incidents involving living or dead marine animals, including sampling and necropsies of small marine animals, where possible or necessary. Any attempt to respond involves risk, and each situation is unique and sometimes unpredictable. DFO's objective is to ensure that the response measures taken are carried out as safely as possible for all those involved, in order to mitigate risks to human safety.

5) Provide information to the Canadian Coast Guard on dead or floating marine animals for inclusion in Notices to Mariners or other Canadian Coast Guard communication mechanisms.

6) Upon request, provide to DFO or other organizations expert advice on the safe handling of stranded, injured or in-distress live marine animals and dead marine animals.

7) Collect samples of dead marine animals in a safe manner, as required and when requested by DFO's Science Sector. The recipient contractor should be authorized under the related processes of the *Fishery (General) Regulations*, the *Marine Mammal Regulations* and the *Species at Risk Act*.

8) Liaise with and provide scientific information to DFO scientists in the region and elsewhere who have an interest in or who work with marine animals.

9) Maintain in good working order emergency response equipment, such as a properly inspected vehicle and any other equipment necessary for a safe response to an incident involving marine animals, or other marine equipment.

10) Communication:

10.1 Inform the public and stakeholders about the program through the media and public awareness activities.

10.2 Acknowledge DFO's contribution in any public communication regarding the program and by providing at least 24 hours' notice of any public communication about the response. If, due to extenuating circumstances, the recipient is unable to notify DFO 24 hours in advance, it will notify DFO as soon as possible.

10.3 Ensure that announcements, brochures, advertisements, web content or other materials promoting the program display DFO's signature or the Canada wordmark or otherwise refer to DFO.

10.4. Inform DFO at least 24 hours in advance of press releases concerning significant incidents (for example, any incident involving a great whale, especially reports on the cause of death or the origin of gear) related to marine mammal responses. If, due to extenuating circumstances, the recipient is unable to notify DFO 24 hours in advance, it will do so as soon as possible. Questions from the media concerning the Marine Mammal Rescue Program should be directed to DFO Media Relations (DFO Media Relations, 613-990-7537 Media.xncr@dfo-mpo.gc.ca). DFO will be consulted on announcements, brochures, advertisements, web content or other materials that bear DFO's signature, the Canada wordmark or otherwise refer to DFO.

10.5 Agree to DFO's dissemination of program information as part of public communications initiatives, including but not limited to feature articles, press releases, speeches, web content, promotional material and special DFO publications.

10.6 At its sole discretion, DFO may remove the requirements for the recipient contractor to acknowledge DFO's contribution in all public communications regarding the program.

The recipient contractor must submit, by email to the DFO Marine Mammal Response Program Regional Coordinator on a monthly basis, or more frequently as required, written progress reports (supported by monthly invoices), including, but not limited to:

- information on the number and species of marine animals assisted or rescued;
- the location of rescues, strandings or dead animals;
- the number of reported incidents received;
- the details on the scientific data collected, including the number and types of samples taken from authorized living or dead marine animal species;
- questions or concerns regarding the situations encountered; and
- the number of fishers, recreational boaters and other recreational users of the ocean environment contacted through a public education or awareness scenario, or any other relevant information.

Wherever possible, these reports should be accompanied by photographs or videos of the response operations. The submission of photographs or videos should also include the full names and relevant contact details of all persons present in the photographs or videos.

The recipient contractor will be required to:

1. deliver the Fisheries and Oceans (DFO) Canada Response program for dead or in-distress marine animals in the province of Quebec, in accordance with the statement of work;
2. prepare and submit, by email, accurate monthly (or more frequent, as required) progress reports, in writing, in accordance with the report template provided by DFO. This will include appropriate photos and videos to document rescue efforts, depending on the circumstances of each incident, and only if such photos and videos can be safely obtained; and
3. prepare and submit an accurate final annual report summarizing all of the activities and outcomes of the project, in accordance with the report template provided by DFO.

4. Responsibility of DFO

DFO will provide the recipient contractor with the required monthly report template (in Word and Excel), which may be updated from time to time.

DFO will provide the recipient contractor with the required "*DFO Liaison Protocol*," which may be updated from time to time as required.

DFO will make the above-mentioned project manager available to the recipient contractor as the primary contact for all activities.

DFO will provide comments within three business days following the submission of any communication concerning the media relations aspects of the contract.

5. Responsibilities of the recipient contractor

The recipient contractor will indicate on all equipment loaned or provided by DFO that it is the property of Canada. The recipient contractor will take reasonable measures and care to maintain all equipment loaned or provided by DFO in good condition. The recipient contractor will also ensure that the equipment is returned to DFO in good condition at the end of the contract. It is the recipient contractor's responsibility to ensure appropriate insurance coverage for all equipment.

6. Location of work

Contract activities will take place in DFO's Quebec Region, specifically, in the waters of the province of Quebec. Given the nature of the work, it is not possible to predict where all response activities will take place.

From time to time, as required, the recipient contractor may be called upon to travel elsewhere in Atlantic Canada to undertake similar activities. This will only be done at the written request of Fisheries and Oceans Canada. All costs incurred for work carried out outside the above-mentioned regions will exceed the scope of the current contract value and will be paid separately.

7. Travel and living expenses – No allowance for profit overhead

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, in accordance with Contract Cost Principles 1031-2, with no allowance for profit and/or administrative overhead. All payments are subject to government audit.

8. Language of work

The language of work will be French.

9. Required insurance

The recipient contractor must have appropriate insurance and coverage in accordance with the *Regulation respecting occupational health and safety*, including current liability insurance or appropriate workers' compensation coverage in place in the province of Quebec throughout the duration of the contract. Copies of these documents must be provided to the DFO project manager prior to the start of the contract.

10. Criteria for assessment of the Statement of Capabilities (Minimum Essential Requirements)

Any interested supplier must demonstrate by way of a statement of capabilities that it meets the following requirements:

- The proposed resource must have a minimum of 10 years' experience coordinating marine mammal response incidents;
- The proposed resource must have a minimum of 10 years' experience managing a marine mammal incident reporting hotline;
- The proposed resource must have a minimum of 10 years' experience managing a reporting database;
- The proposed resource must have appropriate insurance and liability coverage, as well as the appropriate DFO permits to conduct marine mammal response.

11. Applicability of the trade agreement to the procurement

This procurement is subject to the following trade agreement :

- *Canadian Free Trade Agreement (CFTA)*

12. Justification for the Pre-Identified Supplier

No other reasonable alternative source exists that meets the Department requirements for marine mammal response in the Quebec region, specifically operation of a toll-free reporting call centre that provides expert advice for marine mammal responses by highly trained call centre representatives; a coordination function to facilitate responses by the appropriate and experienced team; responding to marine mammal incidents and providing response guidance to other authorized partners.

13. Government Contracts Regulations Exception

The following exception(s) to the *Government Contracts Regulations* is (are) invoked for this procurement under subsection 6(d) - "only one person or firm is capable of performing the contract".

14. Period of the proposed contract or delivery date

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

Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

15. Cost estimate of the proposed contract

The estimated value of the contract, including option(s), is \$500,000.00 (GST/HST extra).

16. Name and address of the pre-identified supplier

Groupe de Recherche et d'Éducation sure les Mammifères Marins
108 de la Cale-Sèche
Tadoussac, QC
G0T 2A0

17. Suppliers' right to submit a statement of capabilities

Suppliers who consider themselves fully qualified and available to provide the goods, services or construction services described in the ACAN may submit a statement of capabilities in writing to the contact person identified in this notice on or before the closing date of this notice. The statement of capabilities must clearly demonstrate how the supplier meets the advertised requirements.

18. Closing date for a submission of a statement of capabilities

The closing date and time for accepting statements of capabilities is November 1, 2023 at 14:00 Eastern Daylight Time (EDT).

19. Inquiries and submission of statements of capabilities

Karine Plante
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Email : DFO.Tenders-Soumissions.MPO@dfo-mpo.gc.ca
Copy to: Karine.Plante@dfo-mpo.gc.ca