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	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000070230</p>	
	<p>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ) 2023-11-16</p>	
	<p>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ) at – à 3:00 P.M. on – le 2023-12-14</p>	<p>Time Zone – Fuseau horaire MST</p>
	<p>F.O.B – F.A.B Not Applicable</p>	
	<p>Address Enquiries to - Adresser toutes questions à Heidi Noble Heidi.Noble@ec.gc.ca</p>	
	<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>
	<p>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ) 2025-03-31</p>	
	<p>Destination - of Services / Destination des services Yukon</p>	
	<p>Security / Sécurité There is no security requirement associated with this requirement.</p>	
<p>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</p>		
<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>	
<p>Name and title of person authorized to sign on behalf of Vendor/Firm: (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</p>		
<p>Signature</p>	<p>Date</p>	



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PART 1 – GENERAL INFORMATION

1.1 Security Requirement

There is no security requirement associated with this requirement.

1.2 Statement of Work

The Work to be performed is detailed under Annex A, Statement of Work of the resulting contract.

1.3 Comprehensive Land Claims Agreement(s)

This procurement is subject to the following Comprehensive Land Claims Agreement(s):

- [Umbrella Final Agreement](#) – Council for Yukon Indians (1993)

1.4 Debriefings

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



PART 2 – BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

The standard instructions 2003 are modified as follows:

Under “Text” at 02:

Delete: “Procurement Business Number”

Insert: “Deleted”

At Section 02 Procurement Business Number

Delete: In its entirety

Insert: “Deleted”

At Section 05 Submission of Bids, Subsection 05 (2d):

Delete: In its entirety

Insert: “send its bid only to Environment Canada (EC) as specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;”

At Section 06 Late Bids:

Delete: “PWGSC”

Insert: “Environment Canada”

At Section 07 Delayed Bids:

Delete: “PWGSC”

Insert: “Environment Canada”

At Section 08 Transmission by Facsimile, Subsection 08 (1):

Delete: In its entirety

Insert: “Bids may be submitted by facsimile if specified in the bid solicitation.”

At Section 12 Rejection of Bid, Subsection 12 (1) a. and b.:

Delete: In their entirety

Insert: “Deleted”

At Section 17 Joint Venture, Subsection 17 (1) b.:

Delete: “the Procurement Business Number of each member of the joint venture,”

Insert: “Deleted”

At Section 20 Further Information, Subsection 20 (2):

Delete: In its entirety

Insert: “Deleted”

At Section 05 Submission of Bids, Subsection 05 (4)



Delete: "sixty (60) days"

Insert: "one hundred and twenty (120) days"

Insert:

"Technical Difficulties of Bid Transmission

Despite anything to the contrary in (05), (06) or (08) of the Standard Instructions, where a Bidder has commenced transmission of its bid through an electronic submission method (such as facsimile or Canada Post Corporation's (CPC) Connect service, or other online service) in advance of the bid solicitation closing date and time, but due to technical difficulties, Canada was unable to receive or decode the entirety of the Bid by the deadline, Canada may nonetheless accept the entirety of the Bid received after the bid solicitation closing date and time, provided that the Bidder can demonstrate the following:

(i) The bidder contacted Canada in advance of the bid solicitation closing date and time to attempt to resolve its technical difficulties; OR

(ii) The electronic properties of the Bid documentation clearly indicate that all components of the Bid were prepared in advance of the bid solicitation closing date and time.

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

1. That certifications and securities required at bid closing are included.
2. That 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. That 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."

2.2 Submission of Bids

Bids must be submitted to Environment Canada (EC) at the address and by the date, time and place indicated on page 1 of the bid solicitation.

2.3 Former Public Servant – Competitive Bid

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, 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 FPS in receipt of a pension, as applicable:

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

By providing this information, 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.

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

2.6 Bid Challenge and Recourse Mechanisms

- a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading [Bid Challenge and Recourse Mechanisms - Buyandsell.gc.ca](#) 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.

2.7 Basis for Canada's Ownership of Intellectual Property

Environment and Climate Change Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts:

2.7.1 the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.



PART 3 – BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (1 electronic copy)

Section II: Financial Bid (1 electronic copy)

Section III: Certifications (1 electronic copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid. Canada requests that bidders follow the format instructions described below in the preparation of their bid:

Note for electronic submission of bids:

In order to be considered, bids must be received by the date and time indicated on the cover page to herein as the “Closing Date.” Bids received after the Closing Date will be considered non-responsive and will not be considered for contract award. Bids submitted by email must be submitted **ONLY** to the following email address:

Email Address: soumissionsbids@ec.gc.ca

Attention: Heidi Noble

Solicitation Number: 5000070230

Bidders should ensure that their name, address, Closing Date of the solicitation and Solicitation Number are clearly indicated in the body of their email. Bids and supporting information may be submitted in either English or French.

The total size of the email, including all attachments, must be less than 15 megabytes (MB). It is each Bidder’s responsibility to ensure that the total size of the email does not exceed this limit.

Bids sent by fax will not be accepted.

It is important to note that emails systems can experience systematic delays and, at times, large attachments may cause systems to hold or delay transmission of emails. It is solely the Bidder’s responsibility to ensure that the Contracting Authority receives a bid on time, in the mailbox that has been identified for bid receipt purposes. Date stamps for this form of transmission are not acceptable.

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

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



Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

1. Bidders must submit their financial bid in accordance in accordance with the Financial Presentation Sheet in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.

2. Price Breakdown

In their financial bid, the bidders are requested to provide a detailed breakdown of the price in accordance with the Financial Presentation Sheet in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.

3. Bidders should include the following information in their financial bid:

- (a) Their legal name; and
- (b) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid; and any contract that may result from their bid.

Section III - Certifications

Bidders must provide the required certifications Part 5.



ATTACHMENT 1 TO PART 3
FINANCIAL BID PRESENTATION SHEET

The Bidder must complete this Financial Bid Presentation Sheet and include it in its financial bid.

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

The Bidder must complete a separate Financial Bid Presentation Sheet for each of the following streams it bids on:

- Stream 1 - Field Surveys for Terrestrial Birds and Vegetation
- Stream 2 - Processing of Bioacoustic Recordings



STREAM 1 - FIELD SURVEYS FOR TERRESTRIAL BIRDS AND VEGETATION:

* With regards to the “Estimated Number of Hours” listed in the tables below, the number of estimated hours is for evaluation purposes only during the solicitation process and is an estimate provided in good faith.

If a bidder makes any revision to the “Estimated Number of Hours” set in the tables below, its bid will be deemed non-responsive.

* With regards to the “Estimated Travel” listed in the tables below, the estimate is for evaluation purposes only during the solicitation process and is an estimate provided in good faith.

If a bidder alters the “Estimated Travel” set in the tables below, its bid will be deemed non-responsive.

Only information provided in the tables below will be considered by Canada.

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

All travel must have the prior authorization of the Technical Authority.

All payments are subject to government audit.

Estimated Cost: \$2,500.00

Note: The Contractor will be reimbursed for authorized travel (private vehicle expenses) incurred during travel to and from and between terrestrial bird and vegetation survey locations located within ecoregions within Yukon, Canada as part of monitoring programs within Canadian Wildlife Service Northern Region in Yukon, Canada. The Contractor is not eligible for mileage or travel expenses for travel to and from the Yukon, Canada from other jurisdictions (e.g. provinces or territories) in Canada or outside of Canada because all terrestrial bird and vegetation survey locations are located within Canadian Wildlife Service Northern Region in Yukon, Canada.



Stream 1 - Field Surveys for Terrestrial Birds and Vegetation:

Table A:

Field Surveys for Terrestrial Birds and Vegetation			
Initial Contract Period: Contract award – March 31, 2025			
Requirement	Hourly Rate (A)	Estimated Number of Hours (B)	Price (A)*(B)
Standard Delivery: Field surveys conducted daily (Monday to Friday, Saturday, Sunday) during May to September.	\$ _____	300 Hours	\$ _____ (C)
Estimated Travel			
Estimated Travel:			\$2,500.00 (D)
Price for Initial Contract Period:		\$ _____ applicable taxes extra (C) + (D)	



Table B:

Field Surveys for Terrestrial Birds and Vegetation			
Option Period One: April 1, 2025 – March 31, 2026			
Requirement	Hourly Rate (A)	Estimated Number of Hours (B)	Price (A)*(B)
Standard Delivery: Labour field surveys conducted every 2 – 4 days between April 1 and May 15	\$ _____	300 Hours	\$ _____ (C)
Estimated Travel			
Estimated Travel:			\$2,500.00 (D)
Price for Option Period One:		\$ _____ applicable taxes extra (C) + (D)	



Table C:

Field Surveys for Terrestrial Birds and Vegetation			
Option Period Two: April 1, 2026 – March 31, 2027			
Requirement	Hourly Rate (A)	Estimated Number of Hours (B)	Price (A)*(B)
Standard Delivery: Labour field surveys conducted every 2 – 4 days between April 1 and May 15	\$ _____	300 Hours	\$ _____ (C)
Estimated Travel			
Estimated Travel:			\$2,500.00 (D)
Price for Option Period Two:		\$ _____ applicable taxes extra (C) + (D)	



Table D:

Field Surveys for Terrestrial Birds and Vegetation Option Period Three: April 1, 2027 – March 31, 2028			
Requirement	Hourly Rate (A)	Estimated Number of Hours (B)	Price (A)*(B) (C)
Standard Delivery: Labour field surveys conducted every 2 – 4 days between April 1 and May 15	\$ _____	300 Hours	\$ _____ (C)
Estimated Travel			
Estimated Travel:			\$2,500.00 (D)
Price for Option Period Three:		\$ _____ applicable taxes extra (C) + (D)	



Table E:

Field Surveys for Terrestrial Birds and Vegetation Option Period Four: April 1, 2028 – March 31, 2029			
Requirement	Hourly Rate (A)	Estimated Number of Hours (B)	Price (A)*(B) (C)
Standard Delivery: Labour field surveys conducted every 2 – 4 days between April 1 and May 15	\$ _____	300 Hours	\$ _____ (C)
Estimated Travel			
Estimated Travel:			\$2,500.00 (D)
Price for Option Period Four:		\$ _____ applicable taxes extra (C) + (D)	



Total Price for Stream 1 - Field Surveys for Terrestrial Birds and Vegetation	
Price for Initial Period (Table A)	\$ _____ applicable taxes extra
Price for Option Period One (Table B)	\$ _____ applicable taxes extra
Price for Option Period Two (Table C)	\$ _____ applicable taxes extra
Price for Option Period Three (Table D)	\$ _____ applicable taxes extra
Price for Option Period Four (Table E)	\$ _____ applicable taxes extra
Total Evaluated Price (Table A + Table B + Table C + Table D + Table E)	\$ _____ applicable taxes extra
Applicable Taxes	\$ _____
Total Price Including Applicable Taxes	\$ _____ including applicable taxes



STREAM 2 - PROCESSING OF BIOACOUSTIC RECORDINGS:

* With regards to the “Estimated Number of Hours” listed in the tables below, the number of estimated hours is for evaluation purposes only during the solicitation process and is an estimate provided in good faith.

If a bidder makes any revision to the “Estimated Number of Hours” set in the tables below, its bid will be deemed non-responsive.

Only information provided in the tables below will be considered by Canada.



Stream 2 - Processing of Bioacoustic Recordings:

Table A:

Processing of Bioacoustic Recordings			
Initial Contract Period: Contract award – March 31, 2025			
Requirement	Rate per Hour (A)	Estimated Number of Hours (B)	Price (A)*(B)
Standard Delivery: Bioacoustic processing during September to March.	\$ _____	500 Hours	\$ _____ (C)
Price for Initial Contract Period:		\$ _____ applicable taxes extra (C)	



Table B:

Processing of Bioacoustic Recordings			
Option Period One: April 1, 2025 – March 31, 2026			
Requirement	Rate per Hour (A)	Estimated Number of Hours (B)	Price (A)*(B) (C)
Standard Delivery: Bioacoustic processing during September to March.	\$ _____	500 Hours	\$ _____ (C)
Price for Option Period One:		\$ _____ applicable taxes extra (C)	



Table C:

Processing of Bioacoustic Recordings			
Option Period Two: April 1, 2026 – March 31, 2027			
Requirement	Rate per Hour (A)	Estimated Number of Hours (B)	Price (A)*(B) (C)
Standard Delivery: Bioacoustic processing during September to March.	\$ _____	500 Hours	\$ _____ (C)
Price for Option Period Two:		\$ _____ applicable taxes extra (C)	



Table D:

Processing of Bioacoustic Recordings			
Option Period Three: April 1, 2027 – March 31, 2028			
Requirement	Rate per Hour (A)	Estimated Number of Hours (B)	Price (A)*(B)
Standard Delivery: Bioacoustic processing during September to March.	\$ _____	500 Hours	\$ _____ (C)
Price for Option Period Three:		\$ _____ applicable taxes extra (C)	



Table E:

Processing of Bioacoustic Recordings			
Option Period Four: April 1, 2028 – March 31, 2029			
Requirement	Rate per Hour (A)	Estimated Number of Hours (B)	Price (A)*(B) (C)
Standard Delivery: Bioacoustic processing during September to March.	\$ _____	500 Hours	\$ _____ (C)
Price for Option Period Four:		\$ _____ applicable taxes extra (C)	



Total Price for Stream 2 - Processing of Bioacoustic Recordings	
Price for Initial Period (Table A)	\$ _____ applicable taxes extra
Price for Option Period One (Table B)	\$ _____ applicable taxes extra
Price for Option Period Two (Table C)	\$ _____ applicable taxes extra
Price for Option Period Three (Table D)	\$ _____ applicable taxes extra
Price for Option Period Four (Table E)	\$ _____ applicable taxes extra
Total Evaluated Price (Table A + Table B + Table C + Table D + Table E)	\$ _____ applicable taxes extra
Applicable Taxes	\$ _____
Total Price Including Applicable Taxes	\$ _____ including applicable taxes



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

Stream 1 - Field Surveys for Terrestrial Birds and Vegetation

4.1 Evaluation Procedures - Stream 1

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

4.1.1 Technical Evaluation

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

4.1.1.1. Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive.

Refer to Attachment 1 to Part 4.

4.1.1.2 Point Rated Technical Criteria

A test will be administered for S1-R.3 after bid closing, refer to Attachment 1 to Part 4

A minimum score of 8 points for S1-R1, 24 points for S1-R3 and overall minimum score of 48 points out of 60 points must be obtained for the proposal to be considered responsive.

Refer to Attachment 1 to Part 4.

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price

The evaluated price will be in accordance with Attachment 1 to Part 3, Financial Bid Presentation Sheet.

The price of the bid will include option periods and be evaluated in Canadian dollars, the Applicable Taxes excluded, Canadian customs and excise taxes included.

The proposal with the lowest price receives the maximum 30 points, and all higher priced proposals will be pro-rated relative to the lowest price



Stream 2 - Processing of Bioacoustic Recordings

4.1 Evaluation Procedures - Stream 2

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

4.1.1 Technical Evaluation

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

4.1.1.1. Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive.

Refer to Attachment 2 to Part 4.

4.1.1.2 Point Rated Technical Criteria

A test will be administered for S2-R.3 after bid closing, refer to Attachment 2 to Part 4

A minimum score of **8 points for S2-R1, 24 points for S2-R3 and overall minimum score of 48 points out of 60 points** must be obtained for the proposal to be considered responsive

Refer to Attachment 2 to Part 4.

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price

The evaluated price will be in accordance with Attachment 1 to Part 3, Financial Bid Presentation Sheet.

The price of the bid will include option periods and be evaluated in Canadian dollars, the Applicable Taxes excluded, Canadian customs and excise taxes included.

The proposal with the lowest price receives the maximum 30 points, and all higher priced proposals will be pro-rated relative to the lowest price



Stream 1 - Field Surveys for Terrestrial Birds and Vegetation and Stream 2 - Processing of Bioacoustic Recordings

4.2 Basis of Selection

Environment and Climate Change Canada (ECCC) reserves the right to award up to two (2) separate contracts, one for each stream, as a result of this Solicitation.

ECCC has a requirement for the following streams:

Stream 1 - Field Surveys for Terrestrial Birds and Vegetation

Stream 2 - Processing of Bioacoustic Recordings

Bidders are permitted to bid on one or both streams. If a bidder bids on more than one stream, then it must submit one bid that clearly addresses the requirements of each stream.



Stream 1 - Field Surveys for Terrestrial Birds and Vegetation

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

1. To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation;
 - (b) meet all mandatory technical criteria;

and

 - (c) obtain the required **minimum points of 8 points for S1-R1, 24 points for S1-R3, and 48 points overall** for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The evaluation will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 100 and the lowest evaluated price is \$55,000.00.

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

<u>Bidder</u>	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	90/100	70/100	80/100
Bid Evaluated Price	\$75,000.00	\$55,000.00	\$65,000.00
<u>Calculations</u>			
Technical Merit Score	$90/100 \times 70 = 63$	$70/100 \times 70 = 49$	$80/100 \times 70 = 56$
Pricing Score	$55/75 \times 30 = 22$	$55/55 \times 30 = 30$	$55/65 \times 30 = 25$
Combined Rating	85	79	81
Overall Rating	1 st	3 rd	2 nd



Stream 2 - Processing of Bioacoustic Recordings

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

1. To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation;
 - (b) meet all mandatory technical criteria;

and

 - (c) obtain the required **minimum points of 8 points for S2-R1, 24 points for S2-R3, and 48 points overall** for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The evaluation will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 100 and the lowest evaluated price is \$55,000.00.

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

<u>Bidder</u>	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	90/100	70/100	80/100
Bid Evaluated Price	\$75,000.00	\$55,000.00	\$65,000.00
<u>Calculations</u>			
Technical Merit Score	$90/100 \times 70 = 63$	$70/100 \times 70 = 49$	$80/100 \times 70 = 56$
Pricing Score	$55/75 \times 30 = 22$	$55/55 \times 30 = 30$	$55/65 \times 30 = 25$
Combined Rating	85	79	81
Overall Rating	1 st	3 rd	2 nd



ATTACHMENT 1 TO PART 4

MANDATORY AND POINT RATED TECHNICAL CRITERIA

Stream 1 - Field Surveys for Terrestrial Birds and Vegetation

Mandatory Technical Criteria:

	MANDATORY TECHNICAL CRITERIA	Referenced Section in Bidder's Proposal	MET/ NOT MET
S1-M1	<p>The Bidder must demonstrate that its Proposed Lead Resource has completed three (3) field surveys for terrestrial birds and vegetation *projects within the last fifteen (15) years as of date of bid closing in the **boreal regions of Western Canada</p> <p>*One (1) project is defined as where >50 independent field surveys for terrestrial birds and vegetation were conducted</p> <p>**Boreal regions of Western Canada are defined as Yukon or Northwest Territories or British Columbia or Alberta</p> <p>For each project, the Bidder must provide:</p> <ol style="list-style-type: none"> a) The name and contact information of the client b) The start and end date of each project c) Description of each project (including geographic location) d) Description of the Bidders specific roles and responsibilities on each project including the number of bird and vegetation surveys conducted and the type of bird and vegetation surveys conducted e) Estimate of the time in days or weeks or months the Bidder spent working in specific roles for each project f) Turnaround times for completion of each project; and g) Primary language used for each project 		



Point Rated Technical Criteria:

S1-R.1 Approach and Methodology

The Bidder should describe the organizational approach (process and workflow) and methodology (including relevant references) that will be used in completing ALL ASPECTS of Annex A, Statement of Work. The approach and methodology should demonstrate an understanding of the tasks identified in Annex A, Statement of Work and should clearly outline how the Bidder is organized to complete tasks and produce deliverables as stated in the Statement of Work.

Criteria Maximum 10 points	Criterion Not Met 0%	Criterion Partially Met-Low 50%	Criterion Partially Met-Medium 80%	Criterion Fully Met 100%
Organizational Approach and Methodology	-information provided unsuitable, insufficient, or not present (0 points)	-approach and methodology described is not complete and/or is not clear (5 points)	-approach and methodology complete but lacking detail to demonstrate an understanding of requirements (8 points)	-approach and methodology complete, detailed, and clearly demonstrates an understanding of requirements (10 points)

**Up to a maximum of 10 points
A minimum of 8 points is required.**



S1-R.2 Projects

The Bidder's Proposed Lead Resource has completed field surveys for terrestrial birds and vegetation *projects in the **boreal regions of Western Canada

One (1) project is defined as where >50 independent field surveys for terrestrial birds and vegetation were conducted.

**Boreal regions of Western Canada are defined as Yukon or Northwest Territories or British Columbia or Alberta

For each project, the Bidder should provide:

- a) The name and contact information of the client
- b) The start and end date of each project
- c) Description of each project (including geographic location)
- d) Description of the Bidders specific roles and responsibilities on each project including the number of bird and vegetation surveys conducted and the type of bird and vegetation surveys conducted
- e) Estimate of the time in days or weeks or months the Bidder spent working in specific roles for each project
- f) Turnaround times for completion of each project; and
- g) Primary language used for each project

4 Projects – 5 points

5 projects – 10 points

6 projects – 16 points

7 projects or more – 20 points

Up to a maximum of 20 points



S1-R.3 Quality of Work

Bidders that meet all mandatory technical evaluation criteria will receive an email notification sent to the email address of the bidder. This email will include instructions and information on how to complete tests 1-3.

Test 2 and Test 3: Access to the test files will be provided to the Lead Resource for seven (7) calendar days for 24-hour per day until 3:00 p.m. MST on the final day.

The Bidder's Proposed Lead Resource will be administered a real-time, adjudicated tests by the Technical Authority to demonstrate their ability to:

**Test 1: identify birds and vegetation using visual cues in a 20 slide PowerPoint slideshow (photographs in a Microsoft PowerPoint slide presentation);
0.5 points per slide for up to a maximum of 10 points**

- to receive 0.5 points per slide, the candidate must correctly identify the bird species using the full common name or scientific name **AND** the vegetation species using an accepted full common name or scientific name

**Test 2: identify and document the occurrence of all birds (e.g. total number of species) using only audio cues from 10 audio recordings (3 min total length of each recording) bioacoustic recordings collected at survey locations in Yukon, Canada;
1 point per recording for up to a maximum of 10 points**

- to receive 1 point per recording, the candidate must correctly identify at least 75% of all bird species that occur on the 3 min recording using the full common name or scientific name

**Test 3: identify and document the occurrence (e.g. number of species) and counts (e.g. the number of individuals for each species) of all birds using audio cues and audio-visual cues from 10 audio recordings (3 min total length of each recording) e.g., bioacoustic recordings collected at survey locations in Yukon, Canada; processing within the online platform WildTrax where both audio and spectrograms are used to identify vocalizations of birds;
1 point per recording for up to a maximum of 10 points**

- to receive 1 point per recording, the candidate must correctly identify at least 75% of all bird species that occur on the 3 min recording using the full common name or scientific name **AND** at least 75% of the number of individuals that occur on the 3-minute recording.

**Up to a maximum of 30 points
A minimum of 24 points is required.**

Test 2 and Test 3:

The Bidder's Proposed Lead Resource is required to create an account (login name, password) to access WildTrax and the audio recordings. ECCC will provide the login name as it must match the Bidder's Proposed Lead Resource's first and last name (e.g., JaneSmith) so that they can be easily identified in the WildTrax systems and provided access to a system administrator. Each Lead Resource will access the same audio files. The Bidder's Proposed Lead Resource will identify all of the species and individuals of each species within each of the recordings using standard WildTrax system protocols (www.xxx.ca). Once completed, an output database will generate the test results which will be used for evaluation.



ATTACHMENT 2 TO PART 4

MANDATORY AND POINT RATED TECHNICAL CRITERIA

Stream 2 - Processing of Bioacoustic Recordings

Mandatory Technical Criteria:

	MANDATORY TECHNICAL CRITERIA	Referenced Section in Bidder's Proposal	MET/ NOT MET
S2-M1	<p>The Bidder must demonstrate that that its Proposed Lead Resource has completed three (3) processing bioacoustic recording *projects within the last fifteen (15) years as of date of bid closing. Bioacoustic recordings must be from the **boreal regions of Western Canada</p> <p>*One (1) project is defined as where >1000 minutes from bioacoustic recordings were processed</p> <p>**Boreal regions of Western Canada are defined as Yukon or Northwest Territories or British Columbia or Alberta</p> <p>For each project, the Bidder must provide:</p> <ul style="list-style-type: none"> a) The name and contact information of the client b) The start and end date of each project c) Description of each project (including geographic location) d) Description of the Bidders specific roles and responsibilities on each project including the number of bird and vegetation surveys conducted and the type of bird and vegetation surveys conducted e) Estimate of the time in days or weeks or months the Bidder spent working in specific roles for each project f) Turnaround times for completion of each project; and g) Primary language used for each project 		



Point Rated Technical Criteria:

S2-R.1 Approach and Methodology

The Bidder should describe the organizational approach (process and workflow) and methodology (including relevant references) that will be used in completing ALL ASPECTS of Annex A, Statement of Work. The approach and methodology should demonstrate an understanding of the tasks identified in Annex A, Statement of Work and should clearly outline how the Bidder is organized to complete tasks and produce deliverables as stated in the Statement of Work.

Criteria Maximum 10 points	Criterion Not Met 0%	Criterion Partially Met-Low 50%	Criterion Partially Met-Medium 80%	Criterion Fully Met 100%
Organizational Approach and Methodology	-information provided unsuitable, insufficient, or not present (0 points)	-approach and methodology described is not complete and/or is not clear (5 points)	-approach and methodology complete but lacking detail to demonstrate an understanding of requirements (8 points)	-approach and methodology complete, detailed, and clearly demonstrates an understanding of requirements (10 points)

**Up to a maximum of 10 points
A minimum of 8 points is required**



S2-R.2 Projects

The Bidder's Proposed Lead Resource has completed processing bioacoustic recording *projects within the last fifteen (15) years as of date of bid closing. Bioacoustic recordings are from the **boreal regions of Western Canada

*One (1) project is defined as where >1000 minutes from bioacoustic recordings were processed

**Boreal regions of Western Canada are defined as Yukon or Northwest Territories or British Columbia or Alberta

For each project, the Bidder should provide:

- a) The name and contact information of the client
- b) The start and end date of each project
- c) Description of each project (including geographic location)
- d) Description of the Bidders specific roles and responsibilities on each project including the number of bird and vegetation surveys conducted and the type of bird and vegetation surveys conducted
- e) Estimate of the time in days or weeks or months the Bidder spent working in specific roles for each project
- f) Turnaround times for completion of each project; and
- g) Primary language used for each project

4 Projects – 5 points

5 projects – 10 points

6 projects – 16 points

7 projects or more – 20 points

Up to a maximum of 20 points



S2-R.3 Quality of Work

Bidders that meet all mandatory technical evaluation criteria will receive an email notification sent to the email address of the bidder. This email will include instructions and information on how to complete tests 1-3.

Test 2 and Test 3: Access to the test files will be provided to the Lead Resource for seven (7) calendar days for 24-hour per day until 3:00 p.m. MST on the final day.

The Bidder's Proposed Lead Resource will be administered a real-time, adjudicated tests by the Technical Authority to demonstrate their ability to:

**Test 1: identify birds and vegetation using visual cues in a 20 slide PowerPoint slideshow (photographs in a Microsoft PowerPoint slide presentation);
0.5 points per slide for up to a maximum of 10 points**

- to receive 0.5 points per slide, the candidate must correctly identify the bird species using the full common name or scientific name **AND** the vegetation species using an accepted full common name or scientific name

Test 2: identify and document the occurrence of all birds (e.g. total number of species) using only audio cues from 10 audio recordings (3 min total length of each recording) bioacoustic recordings collected at survey locations in Yukon, Canada;

1 point per recording for up to a maximum of 10 points

- to receive 1 point per recording, the candidate must correctly identify at least 75% of all bird species that occur on the 3 min recording using the full common name or scientific name

Test 3: identify and document the occurrence (e.g. number of species) and counts (e.g. the number of individuals for each species) of all birds using audio cues and audio-visual cues from 10 audio recordings (3 min total length of each recording) e.g., bioacoustic recordings collected at survey locations in Yukon, Canada; processing within the online platform WildTrax where both audio and spectrograms are used to identify vocalizations of birds;

1 point per recording for up to a maximum of 10 points

- to receive 1 point per recording, the candidate must correctly identify at least 75% of all bird species that occur on the 3 min recording using the full common name or scientific name **AND** at least 75% of the number of individuals that occur on the 3-minute recording

Up to a maximum of 30 points

A minimum of 24 points is required

Test 2 and Test 3:

The Bidder's Proposed Lead Resource is required to create an account (login name, password) to access WildTrax and the audio recordings. ECCC will provide the login name as it must match the Bidder's Proposed Lead Resource's first and last name (e.g., JaneSmith) so that they can be easily identified in the WildTrax systems and provided access to a system administrator. Each Lead Resource will access the same audio files. The Bidder's Proposed Lead Resource will identify all of the species and individuals of each species within each of the recordings using standard WildTrax system protocols (www.xxx.ca). Once completed, an output database will generate the test results which will be used for evaluation.



PART 5 - CERTIFICATIONS

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1. Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](#) website, to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions - Associated Information

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](#) website, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.3 Additional Certifications Required Precedent to Contract Award

5.3.1 Status and Availability of Resources



The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.3.2 Education and Experience

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



PART 6 - RESULTING CONTRACT

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

Title: Canadian Wildlife Service Northern Region-Yukon, Canada: Landbird Program Field Support and Bioacoustic Processing Support

6.1 Security Requirement

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

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

6.3 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

6.3.1 Task Authorization Process:

6.3.1.1 The Technical Authority will provide the Contractor with a description of the task using the Task Authorization Form specified in Annex "C".

6.3.1.2 The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.

6.3.1.3 The Contractor must provide the Technical Authority within three (3) working days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

6.3.1.4 The Contractor must not commence work until a TA authorized by the Technical Authority and Contracting Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.3.2 Task Authorization Limit

The Contracting Authority may authorize individual task authorizations up to the maximum value of the Contract. Applicable Taxes included, inclusive of any revisions.



6.3.3 Minimum Work Guarantee - All the Work - Task Authorizations

6.3.3.1 In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract (excluding Applicable Taxes); and

"Minimum Contract Value" means \$1,000.00.

6.3.3.2 Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 6.3.3.3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

6.3.3.3 In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

6.3.3.4 Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

6.4 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the PSPC/PWGCSC [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

6.4.1 General Conditions

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

General conditions 2010B is modified as follows:

At Section 12 Transportation Costs

Delete: In its entirety

Insert: "Deleted"

At Section 13 Transportation Carriers' Liability

Delete: In its entirety.

Insert: "Deleted"

At Section 18, Confidentiality:

Delete: In its entirety

Insert: "Deleted"



Insert Subsection: “36 Liability”

“The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.”

At Section 06 Subcontracts

Delete: paragraphs 1, 2, and 3 in their entirety.

Insert: “The Contractor may subcontract the supply of goods or services that are customarily subcontracted by the Contractor. Subcontracting does not relieve the Contractor from any of its obligations under the Contract or impose any liability upon Canada to a subcontractor. In any subcontract, the Contractor agrees to bind the subcontractor by the same conditions by which the Contractor is bound under the Contract, unless the Contracting Authority agrees otherwise, with the exception of requirements under the Federal Contractors Program for employment equity which only apply to the Contractor.”

At Section 19 Copyright

Delete: In its entirety

Insert:

- “1. In this section:
"Material" means anything that is created or developed by the Contractor as part of the Work under the Contract, and in which copyright subsists.
"Background Information" means all Intellectual Property that is not Foreground Information that is incorporated into the Work or necessary for the performance of the Work and that is proprietary to or the confidential information of the Contractor, its subcontractors or any other third party;
"Foreground Information" means all Intellectual Property first conceived, developed, produced or reduced to practice as part of the Work under the Contract;
2. Material that is created or developed by the Contractor as part of the Work under the Contract belongs to Canada. The Contractor must incorporate the copyright symbol and either of the following notices, as appropriate: © His Majesty the King in right of Canada (year) or © Sa Majesté le Roi du chef du Canada (année).
3. At the request of the Contracting Authority, the Contractor must provide to Canada, at the completion of the Work or at such other time as the Contracting Authority may require, a written permanent waiver of moral rights as defined in the [Copyright Act](#), R.S., 1985, c. C-42, in a form acceptable to the Contracting Authority, from every author that contributed to the Work. If the Contractor is an author, the Contractor permanently waives the Contractor's moral rights.
4. All Intellectual Property Rights in the Material belongs to Canada as soon as they come into existence. The Contractor has no right in or to any such Intellectual Property except any right that may be granted in writing by Canada.
5. The Contractor also grants to Canada a non-exclusive, perpetual, irrevocable, worldwide, fully-paid and royalty-free license to use the Background Information to the extent that this information is required by Canada to exercise its rights to use the Material. This license cannot be restricted in any way by the Contractor providing any form of notice to the contrary, including the wording on any shrink-wrapped license attached to any deliverable.
6. No restrictions other than those set out in this section must apply to Canada's use of the Material or of translated versions of the Material”

6.4.2 Supplemental General Conditions

The following supplemental general conditions apply to and form part of the Contract:



4007 (2022-12-01), Canada to own Intellectual Property Rights in Foreground

6.4.3 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: *(insert name(s) of person(s))*.

6.5. Term of Contract

6.5.1 Period of the Contract

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

6.5.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least fifteen (15) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.6 Comprehensive Land Claims Agreement(s)

The Contract is subject to the following Comprehensive Land Claims Agreement(s):

- [Umbrella Final Agreement](#) – Council for Yukon Indians (1993)

6.7. Authorities

6.7.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: _____

Title: _____

Environment and Climate Change Canada
Procurement and Contracting

Address: _____

Telephone: ____ - ____ - _____

Email address: _____

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

6.7.2 Technical Authority

The Technical Authority for the Contract is:



Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-_____
Email address: _____

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

6.7.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-_____
Email address: _____

6.8 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

6.9 Payment

6.9.1 Basis of Payment: Individual Task Authorizations:

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex "B".

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.9.2 Authorized Travel and Living Expenses



Canada will not pay any travel or living expenses associated with performing the Work.

6.9.3 Limitation of Expenditure – Cumulative Total of all Task Authorizations

6.9.3.1 Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$_____. Customs duties are included and Applicable Taxes are extra.

6.9.3.2 No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

6.9.3.3 The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,
whichever comes first.

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

6.10 Method of Payment – Monthly Payment

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

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

6.11 Time Verification



Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

6.12 Invoicing Instructions

6.12.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed.

6.12.2 Invoices must be distributed as follows:

- a. One (1) electronic copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.13 Certifications

6.13.1 Compliance

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6.14 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - a. the name, qualifications and experience of the proposed replacement; and
 - b. proof that the proposed replacement has the required security clearance granted by Canada, if applicable.



3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

6.15 Applicable Laws

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

6.16 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions - 4007 (2022-12-01), Canada to own Intellectual Property Rights in Foreground
- (c) Modified 2010B General Conditions - Professional Services (Medium Complexity) (2022-12-01)
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, the signed Task Authorizations (including all of its annexes, if any); and
- (g) the Contractor's bid dated _____, *(insert date of bid) (If the bid was clarified or amended, insert at the time of contract award: "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s).*

6.17 Insurance – No Specific Requirement

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

6.18 Dispute Resolution

The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.

If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.

Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".



ANNEX A

STATEMENT OF WORK

The Contractor hereby agrees to:

Stream 1 - Field Surveys for Terrestrial Birds and Vegetation:

1.0 Background:

The mandate of the Wildlife Habitat Assessment Unit within the Canadian Wildlife Service (CWS) is to implement cost-effective monitoring programs for migratory and resident birds to support status assessment, priority-setting, management, regulation, and evaluation of conservation actions. A national and regional program to monitor terrestrial boreal birds (landbirds, shorebirds, secretive waterbirds) in the boreal regions of Canada is being implemented across multiple jurisdictions in Canada including Yukon. The Boreal Bird Monitoring Program (BBMP) uses the Boreal Optimal Sampling Strategy (BOSS; Van Wilgenburg et al. 2020) design and is a long-term monitoring program currently being implemented across the ecoregions of the Yukon, Canada. A regional program to monitor terrestrial birds across elevational gradients, the High Elevation Monitoring Program (HEMP), uses a modified, access-restricted BOSS design and is a long-term monitoring program currently being implemented at 10 mountain sites across 4 ecoregions in southern Yukon, Canada. Both human and Autonomous Recording Unit (ARU) survey methods are used to quantify the occurrence and abundance (counts) of all terrestrial birds in the Boreal Monitoring Program and High Elevation Monitoring Program. Vegetation surveys to support tracking of climate-mediated vegetation change are also conducted. These monitoring programs require annual support to conduct field surveys for terrestrial birds and vegetation.

1.1 Objective:

Environment and Climate Change Canada (ECCC) requires the following services on an as requested basis:

1.1.1 Stream 1 - field season support for monitoring programs and science studies (terrestrial bird surveys, vegetation surveys)

1.2 Terminology:

Boreal Bird Monitoring Program: BBMP; monitoring program designed for all boreal ecoregions in Yukon.

Ecoregion: A major ecosystem defined by characteristic geography, physiography, climate, plant communities, and animal communities.

High Elevation Monitoring Program: HEMP; monitoring program design for montane ecosystems in ecoregions in southern Yukon.

Manual Listening: A process which uses trained observers to manually listen to recordings to use audio cues (sound of bird vocalizations) and visual cues (spectrogram) to identify vocalizing species by the unique sounds they make.

Manual Scanning: A process which uses trained observers to manually scan spectrograms to visually identify spectral signatures of all vocalizations of one or more target bird species.



2.0 Tasks and Deliverables:

2.1 On an as required basis provide technical field support of study designs and protocols for long-term monitoring programs implemented by the Technical Authority including Boreal Bird Monitoring Program and High Elevation Monitoring Program within the Yukon, Canada.

2.2 The Contractor must review and conduct standard bird survey protocols (e.g. point count surveys, line transect surveys) and vegetation survey protocols developed by the Technical Authority.

2.3 The Contractor must travel to and reside in Yukon, Canada during the period when field support is required (May-September); Yukon, Canada is the work location for all monitoring programs implemented by the Technical Authority (no mileage or travel expenses for travel to and from the Yukon from other jurisdictions are eligible for reimbursement by the Contractor).

2.4 The Contractor must travel to remote field survey locations on primary highways, secondary paved or gravel roads, and trails (unpaved/gravel) using a suitable vehicle to conduct standard bird survey protocols and vegetation survey protocols throughout all ecoregions within the Yukon, Canada,

2.5 The Contractor must supply necessary field equipment required to conduct remote field surveys throughout all ecoregions within the Yukon, Canada including GPS unit (e.g. Garmin GPSMap 64, 65, 66 Series), satellite communicator (e.g. Garmin inReach device), binoculars, rangefinder, thermometer (Kestrel Weather Meter 3000 Series), personal safety equipment (First Aid), and personal field equipment (boots, rain jacket and pants, hiking poles).

2.6 The Contractor must provide proof of Optional Coverage offered through the Yukon Worker's Compensation Health and Safety Board (YWCHSB) before the first date of field surveys and maintain that coverage for the duration of the Contract.

2.7 All correspondence will be in electronic format.

2.8 All data from terrestrial bird and vegetation surveys will be on hard copy data forms provided by the Technical Authority. These data forms will be printed on Ecologo certified recycled paper or on paper with equivalent post-consumer recycled content.

3.0 Government Supplied Materiel:

3.1 Technical Authority will provide the following reference documents:

- Boreal Bird Monitoring Program/High Elevation Monitoring Program avian survey protocols
- Boreal Bird Monitoring Program/High Elevation Monitoring Program avian bird species lists
- Boreal Bird Monitoring Program/High Elevation Monitoring Program vegetation survey protocols
- Boreal Bird Monitoring Program/High Elevation Monitoring Program data sheets (birds, vegetation) all data sheets will be printed on Ecologo certified recycled paper or on paper with equivalent post-consumer recycled content
- Boreal Bird Monitoring Program/High Elevation Monitoring Program code sheets (birds, vegetation)
- Boreal Bird Monitoring Program BOSS sampling design (Van Wilgenburg et al. 2020)
- Boreal Bird Monitoring Program/High Elevation Monitoring Program ranked/prioritized PSU assigned to the Contractor
- Boreal Bird Monitoring Program/High Elevation Monitoring Program digital files and hard copy maps of PSU and SSU assigned to the Contractor

3.2 Technical Authority will not provide facilities, field or office equipment, or personnel to the Contractor.



4.0 Official Languages:

4.1 All Work (written communication, data collection) must be conducted in English.

5.0 Work Location:

5.1 The Work must be performed at remote survey locations identified by the Technical Authority.

6.0 Sustainable Procurement Considerations:

6.1 The Contractor should make an effort to ensure that their operations and performance of the Work align with the Treasury Board [Policy on Green Procurement](#) and [Greening Government Strategy](#).



The Contractor hereby agrees to:

Stream 2 - Processing of Bioacoustic Recordings:

1.0 Background:

The mandate of the Wildlife Habitat Assessment Unit within the Canadian Wildlife Service (CWS) is to implement cost-effective monitoring programs for migratory and resident birds to support status assessment, priority-setting, management, regulation, and evaluation of conservation actions. A national and regional program to monitor terrestrial boreal birds (landbirds, shorebirds, secretive waterbirds) in the boreal regions of Canada is being implemented across multiple jurisdictions in Canada including Yukon. The Boreal Bird Monitoring Program (BBMP) uses the Boreal Optimal Sampling Strategy (BOSS; Van Wilgenburg et al. 2020) design and is a long-term monitoring program currently being implemented across the ecoregions of the Yukon, Canada. A regional program to monitor terrestrial birds across elevational gradients, the High Elevation Monitoring Program (HEMP), uses a modified, access-restricted BOSS design and is a long-term monitoring program currently being implemented at 10 mountain sites across 4 ecoregions in southern Yukon, Canada. Both human and Autonomous Recording Unit (ARU) survey methods are used to quantify the occurrence and abundance (counts) of all terrestrial birds in the Boreal Monitoring Program and High Elevation Monitoring Program. Vegetation surveys to support tracking of climate-mediated vegetation change are also conducted. These monitoring programs require annual support to conduct processing (e.g. documenting individual bird species occurrence and counts) of bioacoustic recordings.

1.1 Objective:

Environment and Climate Change Canada (ECCC) requires the following services on an as requested basis:

1.1.1 Stream 2 - processing (transcription) of bioacoustic recordings of terrestrial bird species associated with monitoring programs and science studies conducted within the Yukon, Canada to the Canadian Wildlife Service Northern Region- Landbird Program.

1.2 Terminology:

Autonomous Recording Units: ARU; Recording units that can be used for real-time recording or pre-programmed and subsequently deployed in field settings to function as passive acoustic monitoring devices

Bioacoustic Processing: Using manual listening (audio component) and manual scanning (spectrogram component) of bioacoustic recordings to identify the occurrence (presence) and count (total number or abundance) of individual bird species in a recording of specified length e.g. 1 min or 3 mins.

Boreal Bird Monitoring Program: BBMP; monitoring program designed for all boreal ecoregions in Yukon.

Ecoregion: A major ecosystem defined by characteristic geography, physiography, climate, plant communities, and animal communities.

High Elevation Monitoring Program: HEMP; monitoring program design for montane ecosystems in ecoregions in southern Yukon.

Manual Listening: A process which uses trained observers to manually listen to recordings to use audio cues (sound of bird vocalizations) and visual cues (spectrogram) to identify vocalizing species by the unique sounds they make.



Manual Scanning: A process which uses trained observers to manually scan spectrograms to visually identify spectral signatures of all vocalizations of one or more target bird species.

Spectrogram: A detailed view of audio able to represent time, frequency, and amplitude in one graph/figure. A spectrogram can allow visual identification of specific repeatable audio patterns like bird vocalization (songs and calls).

WildTrax: An online platform for managing, storing, processing, sharing, and discovering biological and environmental sensor data. Canadian Wildlife Service uses WildTrax as a data storage and processing platform for all ARU data collected as part of on-going monitoring programs.

2.0 Tasks and Deliverables:

2.1 On an as required basis provide transcription/processing within the online platform WildTrax of bioacoustic recordings of bird vocalizations collected by the Technical Authority.

2.2 The Contractor must have the ability to transcribe audio recordings using standard Bioacoustic Processing methods for birds (audio cues and visual cues using spectrogram) to identify bird occurrence and counts from recordings taken from ARU and uploaded by the Technical Authority to the online platform WildTrax.

2.3 The Contractor must utilize the following information to conduct processing of recording data: WildTrax Guide V 2022-09; CWS ARU-TLT Guidance Document: How to Conduct ARU Listening and Transcription.

2.4 The Contractor must utilize the following equipment or tools to conduct processing of recording data: computer; good quality headphones (i.e. cover the entire ear, stereo, no bass boost; e.g. Sony Stereo Headphones MDR-7506); access to WildTrax online platform.

2.5 The Contractor must confirm user access to online platform WildTrax.

2.6 The Contractor must conduct processing of 3-minute recordings following current Technical Authority and WildTrax Guidance (<https://www.wildtrax.ca/home/resources/guide.html>) on the online platform WildTrax. The Technical Authority will: (1) upload all recordings to be processed to online platform WildTrax prior to the start of the contract period; (2) assign all recordings to the Contractor in online platform WildTrax; and (3) label all recordings in online platform WildTrax with the correct project name e.g. Boreal Bird Monitoring Program, High Elevation Monitoring Program.

2.7 The Contractor must review independent sources of spectrogram libraries (Macaulay Library at Cornell Lab of Ornithology; Birds of the World; Xeno-Canto) and consult other experts (CWS-ECCC staff; other federal departments; other provincial/territorial agencies; academic staff; Environmental Non-governmental Organization staff; local bird club experts) to aid in species-specific audio and spectrogram identification.

2.8 All unprocessed and processed recordings remain as stored data on the online platform WildTrax which is the dedicated storage location for recordings taken from Autonomous Recording Units and uploaded by the Technical Authority. Specific timelines for Bioacoustic Processing will be identified by the Technical Authority.

2.9 All deliverables are subject to the review and acceptance of the Technical Authority.

3.0 Government Supplied Materiel:

3.1 Technical Authority will provide the following reference documents:



- WildTrax Guide V 2022-09 (see WildTrax/Resources/Guide at: <https://www.wildtrax.ca/home/resources/guide.html>)
- CWS ARU-TLT Guidance Document: How to Conduct ARU Listening and Transcription

3.2 Technical Authority will not provide facilities, field or office equipment, or personnel to the Contractor.

4.0 Official Languages:

4.1 All work (written communication, bioacoustics processing) must be conducted in English.

5.0 Work Location:

5.1 The Work can be performed from any work location within Canada.

6.0 Travel:

6.1 Travel is not required to perform the Work.



ANNEX B

BASIS OF PAYMENT

To be added at contract award



ANNEX C

TASK AUTHORIZATION (TA) FORM

Task Authorization Form for Stream 1 - Field Surveys for Terrestrial Birds and Vegetation

TASK AUTHORIZATION FORM			
Contractor:			
Contract Number:			
Date:			
Task Authorization Number:			
Task Authorization Request			
Description of Work to be Performed and List of Deliverables:			
Period of Services	From:		To:
Estimated Cost			
Requirement	Hourly Rate (A)	Estimated Number of Hours (B)	Price (A)*(B)
	\$ _____	_____ Hours	\$ _____
Estimated Travel			\$ _____
Applicable Taxes			\$ _____
Total Price Including Applicable Taxes			\$ _____
Signing Authorities			
	Name, Title of Person Authorized to Sign	Signature	Date
Contractor			
Client Signing Authority			



Contract Authority			
Basis of Payment and Invoicing			
<p>In Accordance with the annex entitled "Basis of Payment" in the Contract.</p> <p>Payment to be made based on receipt of detailed monthly invoices for services rendered, subject to full acceptance by the Technical Authority. Total of payments not to exceed the grand total.</p> <p>Invoices must be sent to the Technical Authority.</p>			



Task Authorization Form for Stream 2 - Processing of Bioacoustic Recordings

TASK AUTHORIZATION FORM			
Contractor:			
Contract Number:			
Date:			
Task Authorization Number:			
Task Authorization Request			
Description of Work to be Performed and List of Deliverables:			
Period of Services	From:		To:
Estimated Cost			
Requirement	Rate per Hour (A)	Estimated Number of Hours (B)	Price (A)*(B)
	\$ _____	_____ Hours	\$ _____
Applicable Taxes			\$ _____
Total Price Including Applicable Taxes			\$ _____
Signing Authorities			
	Name, Title of Person Authorized to Sign	Signature	Date
Contractor			
Client Signing Authority			
Contract Authority			
Basis of Payment and Invoicing			
<p>In Accordance with the annex entitled "Basis of Payment" in the Contract.</p> <p>Payment to be made based on receipt of detailed monthly invoices for services rendered, subject to full acceptance by the Technical Authority. Total of payments not to exceed the grand total.</p> <p>Invoices must be sent to the Technical Authority.</p>			