



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

Bid Receiving/Réception des soumissions

Procurement Hub | Centre
d'approvisionnement
Fisheries and Oceans Canada | Pêches et
Océans Canada
200 Kent Street | 200 rue Kent
Ottawa, ON, K1A 0E6

Email / Courriel :

DFO.Tenders-Soumissions.MPO@dfo-mpo.gc.ca

and

cal.laking@dfo-mpo.gc.ca

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal to: Fisheries and Oceans Canada

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

Proposition à : Pêches et Océans Canada

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

Title / Titre Salmonid Adipose Fin Clipping at Conuma Hatchery		Date November 23rd, 2023
Solicitation No. / N° de l'invitation 30004714		
Client Reference No. / No. de référence du client(e) 30004714		
Solicitation Closes / L'invitation prend fin At / à : 2 :00 PM EST (Eastern Standard Time / HNE (Heure Normale de l'Est)) On / le : December 11th, 2023		
F.O.B. / F.A.B. Destination	Taxes See herein — Voir ci-inclus	Duty / Droits See herein — Voir ci-inclus
Destination of Goods and Services / Destinations des biens et services See herein — Voir ci-inclus		
Instructions See herein — Voir ci-inclus		
Address Inquiries to : / Adresser toute demande de renseignements à : Cal LaKing – Senior Contracting Officer Email / Courriel: DFO.tenders-soumissions.MPO@dfo-mpo.gc.ca and cal.laking@dfo-mpo.gc.ca		
Delivery Required / Livraison exigée See herein — Voir en ceci	Delivery Offered / Livraison proposée	
Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur		
Telephone No. / No. de téléphone	Facsimile No. / No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	



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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

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

1.2 Statement of Work

The Work to be performed is detailed under Article 6.1 of the resulting contract clauses.

1.3 Procurement Strategy for Indigenous Business

1.3.1 *Conditional Set-Aside under the Federal Government Procurement Strategy for Indigenous Business (PSIB)*

This is an open tender. However, it will be conditionally set-aside under the Government of Canada's Procurement Strategy for Indigenous Business (PSIB) if two or more bids have been received by Indigenous businesses who are certified under the Procurement Strategy for Indigenous Business (PSIB) criteria and who may be listed in the Government of Canada's Indigenous Business Directory ([Detailed company search - Indigenous Business Directory \(sac-isc.gc.ca\)](https://www.sac-isc.gc.ca)).

If your Indigenous business is not yet registered in the Indigenous Business Directory, please do so at the link provided above. If bids from two or more Indigenous businesses are compliant with the terms of the Request for Proposal, the contracting authority will limit the competition to those Indigenous businesses and will not consider bids from any non-Indigenous businesses that may have been submitted.

If the bids from the Indigenous businesses are found to be non-compliant or non-responsive or are withdrawn, such that fewer than two compliant bids from Indigenous businesses remain, bids from all of the non-Indigenous businesses that had submitted bids will then be considered by the contracting authority.

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 from receipt of the results of the bid solicitation process. The debriefing may be in writing or by telephone.

1.5 Trade Agreements

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



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

The [2003](#) (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 90 days

2.1.1 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.

2.1.2 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.



2.1.3 Completeness of the Bid Checklist

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

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

2.2 Submission of Bids

Bids must be submitted by the date, time and place indicated on page 1 of the bid solicitation. Due to the nature of the bid solicitation, bids transmitted by facsimile to DFO will not be accepted.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 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.

2.4 Applicable Laws

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

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



2.5 Bid Challenge and Recourse Mechanisms

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

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

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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submit **all** its **email** bid in separately saved sections as follows and **prior to the bid closing date, time and location**:

- Section I: **Technical Bid**** (one soft copy in PDF format)
Section II: **Financial Bid** (one soft copy in PDF format)
Section III: **Certifications** (one soft copy in PDF format)

Important Note:

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

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: **Technical Bid**

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

Section II: **Financial Bid**

Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation



Section III: Certifications

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



Attachement 1 to part 3 – Pricing schedule

The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted all-inclusive fixed rate for each of the tasks identified.

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule 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.

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.

Example Financial Bid Table

Description	Estimated Quantity	Fixed Unit Rates			All-inclusive Evaluated Price E = A x (B+C+D)
		Award to December 31 st , 2024	January 1 st , 2025 to December 31 st , 2025	January 1 st , 2026 to December 31 st , 2026	
		A	B	C	
EXAMPLE	Up to 3,800,000 clips	\$ 0.03	\$ 0.04	\$ 0.05	\$ 456,000.00

The following table is to be completed by the bidder

Description	Estimated Quantity	Fixed Unit Rates			All-inclusive Evaluated Price E = A x (B+C+D)
		Award to December 31 st , 2024	January 1 st , 2025 to December 31 st , 2025	January 1 st , 2026 to December 31 st , 2026	
		A	B	C	
Fin clipping	Up to 3,800,000 clips	\$ _____	\$ _____	\$ _____	\$ _____



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to annex "C"

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical Criteria

SACC *Manual* Clause [A0031T](#) (2010-08-16), Basis of Selection - Mandatory Technical Criteria



PART 5 - CERTIFICATIONS

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions – Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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



5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

SACC Manual clause A3005T (2010-08-16), Status and Availability of Resources

5.2.3.2 Education and Experience

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

5.2.3.3 List of Names for Integrity Verification Form

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

5.2.3.4 Contractor's Representative

The Contractor's Representative for the Contract is:

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

5.2.3.5 Supplementary Contractor Information

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

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

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

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

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

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



5.2.3.6 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).



Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** () **No** ()

If so, the Bidder must provide the following information:

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

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

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

Signature

Print Name of Signatory



ATTACHMENT 1 TO PART 5

LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Requirements

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

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

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

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



PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

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

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

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

6.3.1 General Conditions

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

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

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

Insert: **Invoice submission**

1. Invoices must be submitted in the Contractor's name to DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca with a cc to: **(to be inserted at contract award)** The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
2. Invoices must show:
 - a. Contractor's Name and remittance physical address;
 - b. Contractor's CRA Business Number or Procurement Business Number (PBN);
 - c. Invoice Date;



-
- d. Invoice Number;
 - e. Invoice Amount (broken down into item and tax amounts);
 - f. Invoice Currency (if not in Canadian dollars);
 - g. DFO Reference Number (PO Number or other valid reference number);
 - h. DFO Contact Name (DFO employee who initiated the order or to whom the goods were sent. **Note:** Invoice will be return to the Contractor if that information is not provided);
 - i. Description of the goods or services supplied (provide details of expenditures (such as item, quantity, unit of issue, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
 - j. Deduction for holdback, if applicable;
 - k. The extension of the totals, if applicable; and
 - l. If applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
3. Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.
 4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to December 31st, 2024 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) 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 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.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Cal LaKing
Title: Senior Contracting Officer
Department: Fisheries and Oceans Canada
Address: 301 Bishop Drive Fredericton, NB E3C 2M6
Telephone: 506-478-3581
E-mail address: cal.laking@dfo-mpo.gc.ca



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

6.5.2 Technical Authority (to be inserted at contract award)

The Technical Authority for the Contract is:

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

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

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

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

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

The Contractor will be paid a fixed unit rates as per Annex B Basis of Payment, for work performed in accordance with the Statement of Work in Annex A.

Canada's total liability to the Contractor under the Contract must not exceed \$ _____. **(to be inserted at contract award)**. Customs duties are included and applicable taxes are extra.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting



Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75% committed; or
- b. four months before the Contract expiry date; or
- c. as soon as the Contractor considers that the Contract funds provided are inadequate for the completion of the Work, whichever comes first.

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

6.7.2 Methods of Payment

6.7.2.1 Monthly Payment

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

6.7.3 Electronic Payment of Invoices – Contract

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

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

6.8 Invoicing Instructions

6.8.1 The Contractor must submit invoices in accordance with subsection 6.3.1.2 entitled "Invoice Submission" above. Invoices cannot be submitted until all work identified in the invoice is completed.

6.8.2 Payments will be made provided that the invoice(s) are emailed to DFO Accounts Payable at:

- DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca
- Project Authority (to be inserted at contract award)
- Administrative assistant (to be inserted at contract award)

and provides the required information as stated in subsection 6.8.1 above.

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor



The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

6.9.3 SACC Manual Clauses

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

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (to be inserted at contract award).

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2010B](#) (2022-12-01), General Conditions - Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____ (to be inserted at contract award).

6.12 Foreign Nationals (Canadian Contractor)

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

6.13 Insurance - G1005C (2016-01-28)

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.

6.14 SACC Manual Clauses

SACC Manual clause [A7017C](#) (2008-05-12), Replacement of Specific Individuals
SACC Manual Clause [A3015C](#) (2014-06-26), Certifications – Contract

6.15 Dispute Resolution

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



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

6.16 Environmental Considerations

As part of Canada's policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired, Contractors should:

a) Paper consumption:

- Provide and transmit draft reports, final reports in electronic format. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Project Authority.
- Printed material is requested on minimum recycled content of 30% and/or certified as originating from a sustainably managed forest.
- Recycle unneeded printed documents (in accordance with Security requirements).

b) Travel requirements:

- The Contractor is encouraged to use video and/or teleconferencing where possible to cut down unnecessary travel.
- Use of Properties with Environmental Ratings: Contractors to the Government of Canada may access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, Contractors can go to the following link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for Contractors.

Use public transportation or another method of green transportation as much as possible.



ANNEX “A” STATEMENT OF WORK

Title: Salmonid Adipose Fin Clipping at Conuma Hatchery

1.0 Introduction

The Department of Fisheries and Oceans Canada (DFO) requires the adipose fin clipping of an estimated 3.8 million juvenile chinook salmon at Conuma Hatchery located on the West Coast of Vancouver Island between the communities of Gold River and Tahsis.

2.0 Objective

The objective of this contract is the completion of adipose fin clipping of juvenile chinook salmon at Conuma Hatchery within the anticipated period of late February to late May of each year of the contract.

3.0 Background

Fin clipping of juvenile salmonids (otherwise referred to as “marking”) is conducted to meet specific objectives including, but not limited to, identification of fish for harvest in fisheries, estimation of total catch and distribution for inclusion in international management models, and to allow for the assessment of rebuilding efforts in stocks of concern. By marking a known number of fish, and accurately reporting the resulting data, this information can be used by various agencies in the management of fish and fisheries. To meet these objectives, a fin clipping program is required at Conuma Hatchery.

4.0 Scope

The Contractor must provide adipose fin removal (clips) of juvenile chinook salmon in accordance with established procedures at Conuma Hatchery. Contract services must adhere to the tasks/technical specifications and deliverables within this statement of work.

4.1 Task/Requirements

No.	Task / Requirement	The Contractor must fulfill the following tasks
4.1.1	Mobilization Planning	Communicate with Technical Authority to determine required start date and equipment inventory for fin clipping.
4.1.2	Site Mobilization	Have staff and equipment* set-up at facilities on dates specified through communication with Technical Authority. *See “Equipment and Supplies” under Technical Specifications section.
4.1.3	Fin clipping	High quality* adipose fin clipping of up to 3.8 million juvenile chinook salmon. *See “Quality Control” under Technical Specifications.
4.1.4	Quality and Status Reports (outlined in deliverables)	Provision of required quality check and status reports as outlined in the “Deliverables”.

The Technical Authority listed in the contract is the hatchery manager at Conuma Hatchery.



4.2 Deliverables

Deliverable/Task	Details	Completion Date
Identification Details	For each of the deliverables below, the Contractor must provide to the Technical Authority; hatchery, river of origin (stock), species, brood year and task dates.	Provided with each deliverable listed below.
Clipping Rate (data form provided)	In order to meet fish size and time of release requirements, a minimum average of 55,000 clips/day will be required. Conuma Hatchery has in place clipping facilities to accommodate up to 12 clippers. One extra person will be required to facilitate fish anaesthesia and fish delivery in the marking trailer.	At end of each day, total cumulative fish clipped will be determined and daily average will be calculated in order to verify if clipping rate is on track.
Fin Clip Quality Reports (data form provided)	Number of fish checked for fin clip quality per specified fin clipper, number of poor quality fin clips, number of good quality fin clips. Minimum of 4 checks per day with a minimum of 25 fish per check.	At end of each day on which fin clip quality check occurred.
Marking Summaries (data form provided)	Hatchery staff sign-off on, number of fish marked, average weight, average ambient water temperature, anaesthetic used, general comments (e.g. operations, fish condition, problems).	At completion of each stock's tagging activities.
Drug usage records	Daily drug usage records will be recorded and kept by Conuma Hatchery staff under the delegation of the Technical Authority	

5.0 Technical Specifications

5.1 Equipment & Supplies

DFO will not cover costs incurred by the Contractor of any equipment which can be provided by DFO. Generator rentals, gas and oil for the Contractor's equipment are the responsibility of the Contractor and should be reflected in their pricing template.

All DFO equipment must be cleaned before being returned to DFO in good working order upon project completion. Equipment supplied by DFO can include, but are not limited to, water pumps, fin clipping scissors, additional pumps, marking tables, anaesthetic basins, water hoses, gloves, dip-nets, tally whackers (counters), magnifying lights, and chairs. Requirements should be discussed with the Technical Authority during project mobilization as listed in the "Task/Requirements".

The Contractor is liable for damage and repair resulting from neglect, carelessness or misuse of DFO equipment.

5.2 Quality Control

The Contractor must have their own project manager on site at all times while contract operations are being conducted.

Control measures must be employed by the Contractor to ensure that fin clipping is conducted to a high standard as detailed in Nichols & Hillaby (1990):

[318113.pdf \(dfo-mpo.gc.ca\)](#)



In addition, all fish handling, use of anaesthetics, marking and fish recovery operations must be carried out so as to minimize stress levels on fish. If conditions are such that the stress of marking would be high, any rescheduling or cancellations must be discussed with the Hatchery Manager. Total mortality must be assessed and must be less than 0.2% of the marked population.

Fin clip quality must be checked on random samples from each clipper at least four times per day on a minimum of 25 fish per check, with all sample data fully documented and presented to the Technical Authority at the end of each day on which fin clipping occurred. Fin clip quality check frequency may only be reduced if approved by the Technical Authority. Independent verification checks will be conducted by the Technical Authority/staff on an as and when needed basis/random basis.

5.3 Anaesthetics

The Technical Authority will make application for veterinarian approval and will be responsible to purchase and supply of anaesthetic for the contract. Tricaine Methanesulfonate (TMS) is the preferred anaesthetic, which is to be applied using approved methods and in approved quantities as outlined in Appendix II of this document. The Technical Authority must approve use of any other form of anaesthesia.

Further information on the safety and use of the TMS as an anaesthetic can be obtained from the supplier. Medical safety data sheets (MSDS) must be available to any crew operating with or near TMS. MSDS for TMS are available at this link (or from the hatchery manager):
<http://www.sciencelab.com/msds.php?msdsId=9925304>

5.4 Record Keeping

Marking numbers and other information will be reviewed with the Technical Authority or their delegate before the Contractor leaves the site each day. Clipping numbers will be kept track of daily by each individual clipper using a tally-whacker supplied by DFO. At the same time, an electronic counting machine will be utilized to count the total clips each day. Where there is disagreement between the hand count and the machine count, the machine count shall be used for invoicing purposes. The Contractor must provide the final marking data to the Scientific Technical Authority at the time of invoicing in English, unless otherwise specified by the Scientific Authority or hatchery manager.

6.0 Availability

When conducting operations under this contract, the Contractor must contact the facility to determine the most appropriate dates and time of day to mark. Release times and size criteria must be met for each project; therefore, the Contractor must take into consideration that conditions such as water temperature, fish size, disease and other logistical challenges (such as equipment and staff availability) may impact timing and the Contractor must plan accordingly. The Contractor must have the ability to remain flexible to the requirements of travel and uncertainty in the face of marking requirements. This may include, but not be limited to, operating with short mobilization times and employing various strategies to meet deadlines.

7.0 Travel

DFO will not reimburse the Contractor for any travel and/or living expenses as part of this Contract.

8.0 New and Emerging Technologies & Training

If the Contractor proposes to provide any clippers that are new they may be trained at the project under the supervision of experienced staff (at the expense of the Contractor), but will not replace an experienced worker until approved of by the Technical Authority (see "Resource Replacement").

9.0 Language of Work



Services and documents must be provided in English.

10.0 Resource Replacement

The Contractor must have approval from the Technical Authority before any contract work activities can occur. Normally the Bidder will have 5 working days to propose a replacement, but due to the time sensitive nature of contract work, the deadline to propose a replacement may be reduced to 24hrs. If a replacement cannot be provided by the deadline, the current contract may be cancelled or not started.

DFO may order the removal from the Work of any such replacement person and the Contractor shall immediately remove the person from the Work and shall secure a further replacement.



Appendix 1 to Annex A

Procedures for use of TMS (MS-222, Tricaine Methanesulfonate)

TMS requires a veterinary prescription and is the only prescription anaesthetic approved for use on finfish.

For salmonids: TMS dose ranges from 25 ppm for light sedation to 40 - 100 ppm for sedation and anaesthesia. **TMS dose is lethal at 200 to 300 ppm** and can be used for euthanasia.

TMS may lower the pH of the water therefore buffering of the anaesthetic water may be necessary. Sodium bicarbonate can be used as the buffer by adding an equal amount of the sodium bicarbonate as the TMS.

Always measure the pH of the water prior to adding TMS. Measure the pH of the water after mixing in TMS and measure the pH of the water as buffer is being added. The goal is to buffer the water back to the ambient (baseline) level.

Keep a record of the amounts of TMS and sodium bicarbonate being used to make the anaesthetic solution.

To make up the anaesthetic solution, either add TMS powder directly to the anaesthetic basin(s) or make a stock solution of TMS and add the (liquid) stock solution to the water.

TMS must be stored in a cool, dark area. Stock solutions of TMS should be stored in dark colored containers (e.g. brown plastic bottles) to retain efficacy.

Fish should take between 1 to 2 minutes to become sedate and once returned to the fresh water recovery area, should take between 1 and 4 minutes to fully recover. If anaesthesia occurs faster than 1 minute - dilute the anaesthetic solution with fresh water until fish are taking 1 to 2 minutes to become anaesthetized.

ALWAYS test a small group of fish FIRST. This allows for making adjustments to the anaesthetic bath without causing mortality due to excessive concentration.

Prior to Anaesthesia:

Health risks associated with handling the fish are reviewed by fish health staff and the Veterinarian prior to procedure. All staff handling anaesthetics must be aware of WHMIS information.

Fish should be taken off feed for 24 to 48 hrs prior to being anaesthetized.

Anaesthetic baths should be prepared according to manufacturer's directions. Use the same source water the fish are being held in to make anaesthetic baths, and this will minimize stress.



During Anaesthesia:

Staff should wear personal protective equipment to minimize exposure to anaesthetic agents. Recommended gear includes safety/splash glasses, dust mask, latex or nitrile gloves and rubber boots.

Handle fish gently using nets with smooth surfaces. Larger fish should be supported ventrally and smaller fish will be handled with a dip net. Any dropped fish or jumpers will be handled by net instead of hands.

Mucus protectants (e.g. Vidalife™) may be employed to minimize damage to the fish mucus-skin barrier.

Water quality parameters affect the anaesthetic, especially temperature and dissolved oxygen. Water temperature and dissolved oxygen should be monitored during the procedure. The temperature of the rearing unit and the anaesthetic and recovery baths should not differ by more than three degrees.

Monitor fish behavior and watch for signs of distress or cessation of opercular activity as this may be life threatening. Never leave fish unattended in the anaesthetic bath.

Place airstones in the anaesthetic solution, with the airflow regulated for small bubbles to optimize oxygen exchange.

When water quality degrades (D.O. < 5 mg/L and/or temperature changes > 2 degrees) or it is taking longer than 2 minutes for fish to become anaesthetized, renew the anaesthetic bath.

Following Anaesthesia:

Dispose of anaesthetic baths in accordance with manufacturer recommendations and waste management regulations.

Monitor the fish closely after all handling events. Mortality and morbidity should be assessed twice daily for two weeks post handling and all mortalities should be classified.

Some anaesthetic agents are subject to a withdrawal time. This is indicated on the prescription for the product. Fish **must not be** released or slaughtered for human consumption until after the withdrawal period has expired.

TMS Solution Guide

Dosage (PPM)	Volume of Water (L)		
	1	5	10
	TMS (grams)		
30	0.03	0.15	0.30
35	0.04	0.18	0.35
40	0.04	0.20	0.40
45	0.05	0.23	0.45
50	0.05	0.25	0.50
55	0.06	0.28	0.55
60	0.06	0.30	0.60
65	0.07	0.33	0.65
70	0.07	0.35	0.70
75	0.08	0.38	0.75
80	0.08	0.40	0.80
85	0.09	0.43	0.85
90	0.09	0.45	0.90
95	0.1	0.48	0.95
100	0.1	0.50	1.00



ANNEX “B” BASIS of PAYMENT

(to be completed at time of Contract award)

The Contractor will be paid fixed unit rates as follows, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

The estimated value of this contract shall be based upon the number of fish estimated to be clipped prior to project mobilization and based on quantity. The charge-out rate invoiced shall be for the actual number of fish marked during the project mobilization. The number of clips applied may be less than originally specified if insufficient fish are available at time of clipping.

If changes to the number of fish to be clipped are anticipated, the Technical Authority/Hatchery Manager shall notify the Contractor and the Contracting Authority as soon as possible.

The number of clips applied shall not exceed the numbers indicated in the Contract for the applicable year unless supported by a fully authorized contract amendment issued by the DFO Contracting Authority.

The fixed unit rates shall include all direct and indirect costs including labour, materials, tools, transportation of goods, travel and living expenses, supervision, startup and regular meetings as may be required, and set up, mobilization, de-mobilization, and maintenance of equipment required to perform the Work.

Description	Fixed Unit Rates		
	Award to December 31 st , 2024	January 1 st , 2025 to December 31 st , 2025	January 1 st , 2026 to December 31 st , 2026
Fin Clipping *Unit rate = per fin*	\$ _____	\$ _____	\$ _____



ANNEX "C" EVALUATION CRITERIA

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders' proposals must clearly demonstrate that they meet all Mandatory Technical Criteria for the proposal to be considered for further evaluation. Proposals not meeting the Mandatory Technical Criteria will be excluded from further consideration.

The Bidder should include the following table in their proposal, indicating the proposal page number or section that contains information to verify that the criteria has been met.

For the purpose of personnel qualifications, experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment, as opposed to an educational setting.

Each Criterion must be addressed separately.

Bidder: The company providing a bid.

Project manager, alternate project manager and clippers are defined below.

Item	Mandatory Technical Criteria (MTC)	Cross Reference to Specific pages in your Proposal [COMPLETED BY BIDDER]
M1	<p>The Bidder must provide proof of a minimum of three (3) projects within the last five (5) years managing staff conducting adipose fin clipping of juvenile salmonids.</p> <p>The Bidder must provide</p> <ul style="list-style-type: none"> - time period(s) (mm/yyyy to mm/yyyy); - Client company and location(s); - description of the project(s) (less than 500 words). 	
<p>PERSONNEL EXPERIENCE – PROJECT MANAGER AND ALTERNATE PROJECT MANAGER</p> <p>Bidders must provide a Project Manager and Alternate Project Manager for the Work specified in Annex "A" Statement of Work. The Project Manager and/or Alternate Project Manager may also assume the duties of a crew member (i.e. fin clipping). Bidders must identify this in their bids.</p>		
M2	<p>The Bidder must demonstrate that their proposed Project Manager has completed a minimum of three (3) projects within the last five (5) years managing staff conducting adipose fin clipping of juvenile salmonids.</p> <p>The Bidder must provide:</p> <ul style="list-style-type: none"> - time period(s) (mm/yyyy to mm/yyyy); - name(s) and location(s) of Client(s); - brief description of the project(s). (less than 500 words). 	



Item	Mandatory Technical Criteria (MTC)	Cross Reference to Specific pages in your Proposal [COMPLETED BY BIDDER]
M3	<p>The Bidder must demonstrate that their proposed Alternate Project Manager has completed a minimum of three (3) projects within the last five (5) years managing staff conducting adipose fin clipping of juvenile salmonids.</p> <p>The Bidder must provide:</p> <ul style="list-style-type: none"> - time period(s) (mm/yyyy to mm/yyyy); - name(s) and location(s) of Client(s); - brief description of the project(s). (500 words or less) 	
<p>PERSONNEL EXPERIENCE – FIN CLIPPING CREW</p> <p>The Bidder must provide 12 clippers. Eight (8) of those clippers must have experience as per below.</p>		
M4	<p>The Bidder must propose a minimum of eight (8) experienced adipose fin clippers. Each of these clippers must have completed a minimum of one (1) project within the last three (3) years conducting adipose fin clipping of juvenile salmonids.</p> <p>For each of the eight (8) clippers the Bidder must provide:</p> <ul style="list-style-type: none"> - time period(s) (mm/yyyy to mm/yyyy); - name(s) and location(s) of Client(s); - brief description of the project(s). (500 words or less) 	