



**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  
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**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).

<b>Title / Titre</b> Coastal imaging, habitat classification, shoreline assessment in Canada.		<b>Date</b> March 8th, 2024
<b>Solicitation No. / N° de l'invitation</b> 30004325		
<b>Client Reference No. / No. de référence du client(e)</b> 30004325		
<b>Solicitation Closes / L'invitation prend fin</b> <b>At / à :</b> 14 :00 AST (Atlantic Standard Time) / HNA (Heure Normal de l'Atlantique) <b>On / le :</b> April 5th, 2024		
<b>F.O.B. / F.A.B.</b> Destination	<b>Taxes</b> See herein — Voir ci-inclus	<b>Duty / Droits</b> See herein — Voir ci-inclus
<b>Destination of Goods and Services / Destinations des biens et services</b> See herein — Voir ci-inclus		
<b>Instructions</b> See herein — Voir ci-inclus		
<b>Address Inquiries to : / Adresser toute demande de renseignements à :</b> Pascal Busungu – Contracting Officer <b>Email / Courriel:</b> <a href="mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca">DFOtenders-soumissionsMPO@dfo-mpo.gc.ca</a> with cc to: <a href="mailto:Pascal.Busungu@dfo-mpo.gc.ca">Pascal.Busungu@dfo-mpo.gc.ca</a>		
<b>Delivery Required / Livraison exigée</b> See herein — Voir en ceci	<b>Delivery Offered / Livraison proposée</b>	
<b>Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur</b>		
<b>Telephone No. / No. de téléphone</b>	<b>Facsimile No. / No. de télécopieur</b>	
<b>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)</b>		
<b>Signature</b>	<b>Date</b>	



**REQUEST FOR A NATIONAL INDIVIDUAL  
STANDING OFFER  
DEPARTMENT OF FISHERIES AND OCEANS**



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## PART 1 – GENERAL INFORMATION

### Offer

By submitting an Offer, the Offeror offers to provide and deliver to Authorized Users the goods or services or combination of goods and services described in the Standing Offer, in accordance with the pricing set out in the Standing Offer if and when the Authorized User requests such goods or services or combination of goods and services, in accordance with the conditions set out in the Standing Offer.

#### 1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, Certifications and any other annexes

#### 1.2 Summary

**1.2.1** The Department of Fisheries and Oceans Canada (DFO) has a requirement to establish a Standing Offer to provide professional services for the design, implementation, review, and maintenance of coastal imaging and habitat classification data and products for all Canadian coasts. The Contractor will use their expertise in coastal imaging, conducting aerial imaging and ground truthing surveys, and processing aerial imagery to produce open-source data products.

The goal is to support DFO in shoreline classification, species, habitat and ecosystem vulnerability, and ocean protection.

Specific goals include completing aerial imaging, stills, video, and ground truthing surveys, characterization and mapping of shoreline attributes, identification and characterization of



biologically significant species and habitats, characterization of shoreline and nearshore species and habitats for wave exposure and oil residency indices, database creation and services, and publication of end products and reports.

DFO will benefit from these services by efficiently collecting, processing, analyzing, and documenting data for the Ocean Protection Plan and spill response planning initiatives.

Canada intend to establish one (1) Standing Offer (SO) to a qualified supplier who can provide the services to meet the general needs outlined in the Statement of Work (Annex A). The period of the Standing Offer will be from date of SO issuance until March 31, 2029.

- 1.2.2** The Request for Standing Offers (RFSO) is to establish a National Individual Standing Offer for the requirement detailed in the RFSO, to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting standing offers.
- 1.2.3** The requirement is subject to World Trade Organization-Agreement on Government Procurement (WTO-AGP), Canada - European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

### **1.3 Debriefings**

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



## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

The [2006](#) (2023-06-08) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days

Insert: 120 days

#### **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.

#### **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 Offers**

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

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

**Please note that DFO prefers receipt of proposals in soft copy (PDF Format only) to the email address identified on page 1 of the solicitation. Emails must not exceed 10 MB (if over the limit Bidders are asked to send additional numbered emails)** the onus is on the bidder to ensure that the bid is delivered on time to the location designated.

**2.3 Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

**2.4 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in **the Province where the call-up work will be rendered.**

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





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

## 2.5 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential 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](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://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.



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## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

Canada requests that the Offeror submit all of its offer **by email** in separately saved attachments as follows:

- Section I:**      **Technical Offer** (One (1) soft copy in PDF format)
- Section II:**     **Financial Offer** (One (1) soft copy in PDF format)
- Section III:**    **Certifications** (One (1) soft copy in PDF format)

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

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

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

#### **Section I:      Technical Offer**

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

#### **Section II:     Financial Offer**

Offerors must submit their financial offer in accordance with the Financial Proposal at Annex E.

#### **3.1.1 Exchange Rate Fluctuation**

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

#### **Section III: Certifications**

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



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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

Refer to Annex D – Evaluation Criteria

##### 4.1.1.2 Point Rated Technical Criteria

Refer to Annex D – Evaluation Criteria.

#### 4.1.2 Financial Evaluation

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

### 4.2 Basis of Selection

#### 4.2.1 Basis of Selection - Lowest Price Per Point

1. To be declared responsive, an offer must:
  - a. comply with all the requirements of the Request for Standing Offers;
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum of **55 points** overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **70** points
2. Offers not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive offer that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive offer with the lowest evaluated price per point will be recommended for issuance of a standing offer.



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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Offer

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

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

#### 5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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



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## 5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

### 5.2.3.1 Status and Availability of Resources

SACC Manual clause [M3020T](#) (2016-01-28), Status of Availability of Resources-Offer

### 5.2.3.2 Education and Experience

SACC Manual clause [M3021T](#) (2012-07-16), Education and Experience.

### 5.2.3.3 Supplementary Contractor Information

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

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

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

### 5.2.3.4 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**.



### 5.2.3.5 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

### 5.2.4 Former Public Servant

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

#### Definitions

For the purposes of this clause,

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

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

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

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

#### Former Public Servant in Receipt of a Pension

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



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

**Definitions**

For the purposes of this clause,

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

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

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

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

**Former Public Servant in Receipt of a Pension**

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

**YES ( )                      NO ( )**

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

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

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

**Work Force Adjustment Directive**

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

**YES ( )                      NO ( )**

If so, the Offeror must provide the following information:

- a. name of former public servant;



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

**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





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## 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 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **6.1 Security Requirements**

There is no security requirement applicable to the Standing Offer.



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## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

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

#### 7.2 Security Requirements

Security Clauses #1 – No Security Requirement, **escort required at DFO site(s)**

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

#### 7.3 Standard Clauses and Conditions

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

##### 7.3.1 General Conditions

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

##### 7.3.2 Standing Offers Reporting

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

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

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

The reporting periods are defined as follows:

- First semi-annual period: April 1 to September 30
- second semi-annual period: October 1 to March 31



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

**7.4 Term of Standing Offer**

**7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from the date of Standing Offer issuance to March 31, 2029.

**7.4.3 Comprehensive Land Claims Agreements (CLCAs)**

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the standing offer.

**7.5 Authorities**

**7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Pascal Busungu  
Title: Senior Contracting Officer  
Department: Fisheries and Oceans Canada  
Address: 301 Bishop Drive, Fredericton, New Brunswick, E3C 2M6  
Telephone: 506-426-6269  
E-mail address: [Pascal.Busungu@dfo-mpo.gc.ca](mailto:Pascal.Busungu@dfo-mpo.gc.ca)

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

**7.5.2 Project Authority**

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

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

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

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
E-mail: \_\_\_\_\_



## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of Fisheries and Oceans Canada (DFO).

## 7.8 Call-up Procedures

The call-up procedures require that call-ups be issued on a as and when required basis.

## 7.9 Call-up Instrument

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

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offeror
3. An equivalent form or electronic call-up document which contains at a minimum the following information:
  - standing offer number;
  - statement that incorporates the terms and conditions of the Standing Offer;
  - description and unit price for each line item;
  - total value of the call-up;
  - point of delivery;
  - confirmation that funds are available under section 32 of the Financial Administration Act;
  - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

## 7.10 Limitation of Call-ups

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

For all call-ups against the Standing Offer that exceed **\$200,000.00** (Applicable Taxes included) (**\$200,001 up to \$350,000.00** (Applicable Taxes included)), an internal Procurement Requisition must be submitted via SAP by the Project authority and a contracting Officer will issue a call-up.



## 7.11 Priority of Documents

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

- a. the call up against the Standing Offer, including any annexes;
- b. the articles of the Standing Offer;
- c. the general conditions [2005](#) (2022-12-01), General Conditions - Standing Offers - Goods or Services;
- d. the supplemental general conditions [4007](#) (2022-12-01) Canada to own intellectual property rights in Foreground Information;
- e. the general conditions [2010B](#) (2022-12-01), General Conditions - Professional Services (Medium Complexity);
- f. Annex A, Statement of Work;
- g. Annex B, Basis of Payment;
- h. the Offeror's offer dated \_\_\_\_\_ *(to be inserted at issuance of Standing Offer)*

## 7.12 Certifications and Additional Information

### 7.12.1 Compliance

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

### 7.12.2 SACC Manual Clauses

7.12.2.1 Status and Availability of Resources ([M3020C](#) (2016-01-28))

7.12.2.2 SACC Manual clause [M3021T](#) (2012-07-16) Education and Experience

## 7.13 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Province where the call-up work will be rendered.



## B. RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

### 7.2 Standard Clauses and Conditions

#### 7.2.1 General Conditions

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

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

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

Insert: **Invoice submission**

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



Applicable Taxes do not apply, must be identified as such on all invoices.

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

Subsection 15 Interest on Overdue Accounts, of [2010B](#) (2018-06-21), General Conditions - Professional Services (Medium Complexity) will not apply to payments made by credit cards.

## 7.2.2 Supplemental General Conditions

[4007](#) (2022-12-01) Canada to own intellectual property rights in Foreground Information, apply to and form part of the Contract.

## 7.3 Term of Contract

### 7.3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

## 7.4 Proactive Disclosure of Contracts with Former Public Servants

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

## 7.5 Payment

### 7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) as specified in the call-up, calculated in accordance with the Basis of Payment detailed in Annex "B". Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### 7.5.2 Other Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

Estimated Cost: \$\_\_\_\_\_ (*to be specified in individual call-up*)

### 7.5.3 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ (*to be specified in individual call-up, and not to exceed the limitation of call-up*). Customs duties are Included and Applicable Taxes are extra.





2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

#### 7.5.4 Method of Payment

##### **Option 1: SACC Manual clause H1000C (2008-05-12), Single Payment**

Canada will pay the Contractor upon completion and delivery of the Work 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 delivered has been accepted by Canada.

**OR**

##### **Option 2: SACC Manual clause H1008C (2008-05-12), 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.

#### 7.5.5 Electronic Payment of Invoices – Call-up

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

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



## 7.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with section 7.2.1 entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Each invoice must be supported by a copy of any documents as specified in the Call-up.
3. Invoices must be submitted in the name of the contractor to DFO according to the information provided at the time of the award of the call-up, and containing the information required in article 7.2.1.

## 7.7 Insurance – No Specific Requirements (Clause 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.

## 7.8 SACC Manual Clauses

SACC Manual clause [A9068C](#) (2010-01-11), Government Site Regulations

## 7.9 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](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://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](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).



## 7.10 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.



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## ANNEX A – STATEMENT OF WORK

1. **TITLE:** Coastal imaging, habitat classification, shoreline assessment in Canada.

2. **BACKGROUND:**

DFO's role and mandate: Canada has an abundance of freshwater and marine and coastal areas that are ecologically diverse and economically significant. Fisheries and Oceans Canada and the Canadian Coast Guard manage Canada's fisheries and safeguard its waters by:

- a. sustainably managing fisheries and aquaculture;
- b. working with fishers, coastal and Indigenous communities to enable their continued prosperity from fish and seafood;
- c. ensuring that Canada's oceans and other aquatic ecosystems are protected from negative impacts;
- d. ensuring commercial vessels and recreational boaters can safely navigate Canada's waters; and
- e. being there to save lives and protect the environment when emergencies arise.

DFO protects oceans, freshwater and aquatic ecosystems and species from the negative impact of humans and invasive species using sound science and in collaboration with Indigenous communities. DFO procures, collects and utilizes ecological, biological, geomorphological and data types that identifies sensitive and high-risk shorelines and coastlines in Canada for various work including planning, (e.g. spill response), to strengthen federal scientific capacity to ensure the protection of coastal communities, marine species, and ecosystems, to support critical conservation measures for the protection of species and habitat and for the development of data products, tools and plans.

The reasons or needs that led to this Standing Offer include the need have up to date data, imagery, mapping and characterization of shorelines and sensitive habitats. DFO has supported the collection of publicly available shoreline imagery, shoreline mapping and characterization in Canada through various mechanisms and collaborations for the purposes of planning, conservation, and for operational decision making. In BC there is 30 years of compiled shoreline data collected that is publicly available.

DFO across the nation will be continuing to develop data products including nearshore models, representations of shoreline habitat, shoreline classification for spills, and data important for classification and protection of vulnerable species and habitats to support a variety of federal initiatives including the Ocean Protection Plan, Marine Conservation Targets, Marine Protected Areas Strategy, Marine Spatial Planning and Integrated Marine Response Planning. A core objective of these efforts is to advance the department's understanding of shoreline habitat mapping and classification of vulnerable species and ecosystems on Canadian coastlines by collecting data for comparison over time.

Challenges facing the development of habitat mapping and classification in this context include implementation of a standardized coastal imaging and shoreline habitat classification system which is applicable to multiple, regional, national and international end-users, is able to be published in open data forums and able to adapt and evolve with emerging technologies. Important considerations include the spatial and temporal variability of coastal ecosystems, the need to appropriately scale and classify shoreline geomorphological and biological attributes, the ability to enable data sharing through open access via web based forums and the necessity of accurate and detailed documentation of methods, results, and assumptions.

3. **OBJECTIVE:**

The purpose of this Standing Offer is to provide professional services related to the design, implementation, review, and maintenance of coastal imaging and habitat classification data and products for all coasts of Canada. Using the Contractor's comprehensive knowledge and demonstrated expertise in coastal imaging and habitat classification for Canadian waters, conducting aerial imaging and ground truthing surveys, operating key tools including drones, remote operated vehicles and other visual assessment equipment, and processing aerial imagery to result in concrete, open source data products,



the Contractor will support a variety of end goals within Fisheries and Oceans Canada (DFO) related to shoreline classification, species, habitat and ecosystem vulnerability, and ocean protection. Specific goals will include (but are not limited to):

- a. completion of aerial imaging, stills and video and ground truthing shore station surveys with intertidal and subtidal surveys,
- b. spatial characterization and mapping of shoreline, physical geomorphological and biological attributes,
- c. identification and characterization and polygon mapping of biologically significant and vulnerable species and habitats,
- d. characterization of shoreline and nearshore species and habitats for wave exposure, and oil residency indices,
- e. database creation and services to permit data sharing and presentation of information to various groups, and
- f. publication of end products and reports and completing backups of all data.

DFO will benefit from these services by having the data and analyses required for the Ocean Protection Plan and spill response planning initiatives and will support modeling of species and habitats for other programs including Marine Conservation Targets, Marine Spatial Planning, Coastal Environmental Baseline and other appropriately and efficiently collected, processed, analyzed documented

#### **4. SCOPE OF WORK:**

Fisheries and Oceans Canada is seeking a Contractor to support the design, implementation, review and maintenance of standardized coastal imaging and habitat classification for the coastlines of Canada.

The Contractor will support a variety of end goals within Fisheries and Oceans Canada (DFO) related to standardized coastal imaging and habitat classification, oil spill indices, habitat vulnerability, characterization of biological regions for vulnerable species and ecosystems in nearshore areas that extend from the high watermark to subtidal areas, and ocean protection. Identification, characterization and mapping of biologically significant areas (biobands) in nearshore areas where possible for vulnerable species and habitats. Specific goals will include, but may not be limited to, completion of aerial imaging and shore station surveys, shoreline spatial characterization, mapping, database creation of shoreline geomorphological, physical and biological attributes, regular database backup and archiving and documentation of data sources and data products according to Federal Geospatial Data Committee and Open Data metadata standards. All data to be publicly available on a public facing platform optimized for accessing, visualizing and downloading all data types. Management and storage of data to be outside the DFO data storage environment.

#### **5. REQUIREMENTS:**

##### **5.1 Field Elements of Shoreline Imagery and Characterization**

The ShoreZone methodology must be followed for collection of all data collection and interpretation. The protocol consists of two mapping components that characterize the physical and biological characteristics of the shore zone. The data collection is as per the ShoreZone Methodology (Cook et al., 2017) and described below:

- 1) Video and Imagery field components are to be conducted during daylight hours on the lowest tide windows of the year (e.g. below 1 m).
- 2) Helicopters are the preferred aircraft for an imaging survey as it gives the maximum maneuverability, especially when imaging complex shorelines. helicopter at a consistent distance from the waterline



(100 m), at a consistent elevation (100 m) (see Figure 6 in Cook et al., 2017) and at a consistent speed (60 knots).

- 3) The field team is to consist of but not limited to 3-4 people
  - a) geomorphological commentator takes continuous high resolution (HD) video of the shoreline and provides a verbal description of the physical characteristics of the shoreline.
  - b) biological commentator takes high resolution still images, with one photo being taken every three to five seconds depending on the speed of the helicopter and complexity of the shoreline. Photo resolution standard is 13.5 megapixels with photos saved as digital files on flash cards. The biological commentator also provides commentary regarding the biological communities present on the shoreline.
  - c) navigator to give direction to the pilot, run the GPS system and take a positional fix every second. The time on the GPS is synced to the video and still camera each morning immediately before lift-off to ensure accuracy in the spatial positioning of the imagery. If there is not room for a navigator, the GPS recording is run by the geomorphological commentator.
- 4) All field imagery to be made publicly available on a pre-approved digital spatial data platform within the timeframe specified in the in the Call-up.

## 5.2 Biological intertidal/subtidal data collection (e.g. for shore stations)

This work may involve conducting intertidal, infaunal surveys, drone, ROV or other survey methods using various equipment. This may include but is not limited to shoreline clean-up and assessment techniques, debris surveys, intertidal and subtidal surveys.

- 1) Collect biological data by a team of professional, experienced biologists, technicians, in the field of science, natural resources, environmental science or related fields, using ShoreZone methodology and/or pre-authorized data collection methods specified by the Project authority.

## 5.3 Presentations and training

### Presentations:

This work involves giving presentations on results of executed surveys and other work such as but not limited to layer creation, polygon creation, imagery and reports. Equipment to do presentation must be provided by contractor.

### Training:

The contractor must be available as required to execute training courses or seminars on all data collected. This should include but not be limited to how to access data, download, interpret and analyse data.

## 5.4 Tasks:

The Contractor may be asked to provide any of the following services, but not limited to:

1. Complete low tide, aerial surveys and processing to inventory oblique, low altitude aerial imagery to classify and map physical, geomorphological and biological attributes of the shoreline using standardized ShoreZone methodology consistent with the 2017 ShoreZone protocol document (Cook et al. 2017).
2. Complete ground station surveys to collect detailed site specific observations of substrate, geomorphology and biota that improves the image classification and habitat mapping process as well as provide descriptions of species, habitats and ecosystems associated with the biological features and polygons mapped from aerial imagery consistent with “ the 2017 ShoreZone protocol document (Cook et al. 2017).”



3. Compile geomorphological and biological shoreline attributes, biobands, photos, video, reports and other collected data into a geodatabase with attributes linked to specific segments of mapped shoreline.
4. Compile intertidal, infaunal, subtidal and shore station data (beach profile, physical, biological, species associated with each bioband, and other attributes such as oil, debris) in a georeferenced Access or similar database.
5. Generate associated data products including (but not limited to) geodatabases, shapefiles, aerial imagery, video, summary reports, Access (or similar) databases, coding scripts and associated metadata.
6. Contribute to the organization of data products for ease of access by DFO staff, and distribution and to the maintenance of data quality and data currency.
7. Posting physical and biological attribute shapefiles to an open data, online forum to make them accessible to the public. All attribute shapefiles and the geodatabase could be made accessible on a third party and/or government website at a later date as desired by Canada. The full geodatabase could also be requested from the Contractor directly until such time as it is made available for download online.
8. Organize and/or participate in workshops and/or training seminars on coastal imaging, habitat mapping and other training related to emergency response (including protocols and methods) with experts, government, and other groups.
9. Area specific comparative research projects using historic and present day ShoreZone products Give presentations on results of executed surveys and other work such as but not limited to layer creation, polygon creation, imagery and reports.
10. Execute training courses or seminars on all data collected. This should include but not be limited to how to access data, download, interpret and analyze data.

### **5.5 Deliverables and Acceptance Criteria:**

Due to existing workload and deadlines, all personnel assigned to any resulting call-up must be ready to work in close and frequent contact with the Departmental Representative and other departmental personnel.

- a. Preparation of presentations and tutorials and materials for any training courses developed.
- b. Execution of training courses workshops and/or training seminars on coastal imaging, habitat mapping and other training related to spill response (including protocols and methods) with experts, government, and other groups as required.
- c. Submission of Memos and reports upon completion of works describing type and location of work, the type of work conducted, description of physical and biological attributes, analysis of attributes, oil residency, wave exposure indices and other components assessed as part of Aerial, shoreline field reviews and desk top analysis.
- d. No project results will be accepted without an approved, co-developed scoping document, standardized metadata, digital and hard copies of all raw and processed data files and/or geodatabases and any source code (e.g., Python, R) used to process or analyse the independent or the dependent data.
- e. **For each completed shoreline aerial imaging project:**
  - i. Must use ShoreZone methodology as per Cook et al, 2017 for all aspects of data collection, data analysis, reporting and posting on publicly accessible web portals.





- ii. A flight report detailing everything accomplished during the imaging survey including any challenges or issues.
  - iii. All High Resolution photos and video must be georeferenced by the Contractor and posted to an accessible GIS enabled website initially such that it is a publicly accessible website;
  - iv. Photos and video will be hosted separately and linked to the helicopter flightline shapefile on the GIS site.
  - v. All photos and video will be downloadable through the links.
  - vi. Two hard drives with a copy of the photos, video, memos and reports, and the flightline shapefile will also be provided to the client by mail or in person. A summary about this data and outputs is to be included.
- f. For each completed shoreline characterization, mapping project:**
- i. Must use ShoreZone methodology as per Cook et al, 2017 for all aspects of data collection, data analysis, reporting and posting on publicly accessible web portals.
  - ii. A geodatabase with all physical and biological attributes linked to specific segments of the shoreline (units) per each individual project will be provided by the Contractor with the end goal to incorporate all new projects into the full dataset and make it available to the public.
  - iii. Providing and posting of a subset of physical and biological attribute shapefiles to an open data GIS enabled website initially to make them accessible to the public.
  - iv. A summary report that provides analysis and statistics for a subset of the physical and biological attributes per each individual project involving more than 200 km of mapping.
- g. For each completed intertidal, subtidal survey and ShoreZone shore station survey project:**
- i. Must use ShoreZone methodology as per Cook et al, 2017 for all aspects of data collection, data analysis, reporting and posting on publicly accessible web portals.
  - ii. For other surveys must follow contract authority survey protocols agreed to in advance of work.
  - iii. All shore station data (beach profile, physical and biological attributes and species associated with each bioband) will be delivered via a georeferenced database on a hard drive by mail.
  - iv. Other attributes such as debris, oil or other biological or physical characteristics observed on the shoreline may also be assessed, characterized, analyzed as per specified by DFO and included in reports by the contractor.
  - v. ShoreZone data will be added by the contractor as a shapefile layer to an accessible GIS enabled website with the imagery and habitat mapping.
  - vi. The ground survey geodatabase could also be requested from the Contractor directly until such time as it is made available for download online.
  - vii. A summary report providing analysis and statistics for the ground survey physical and biological attributes will be created by the contractor.
- h. Completion of data requests as needed to obtain portions or all publicly available raw data files from past projects completed using the ShoreZone Protocol (this includes costing of the Contractors time associated with working with and completing data requests as needed by DFO).**

## **5.6 Constraints:**

The need for regular and frequent communication with a variety of key DFO Science staff will constrain the Contractor to be available to travel to locations to conduct works, training or other tasks related to the collection, analysis, reporting or other contract requirements related to the work as needed.





## 6. **RESPONSIBILITIES:**

### 6.1 **Departmental Support:**

The Department will:

- a. Provide all relevant documentation and data in agreed upon format
- b. Arrange meetings with Departmental staff as needed
- c. Provide access to a staff member who will be available to coordinate activities
- d. Provide comments and other assistance or support as needed

The Department will not provide:

- a. Direct access to data servers
- b. Work space, computers, or software
- c. Field supplies
- d. Accommodations and travel costs

This work will be conducted off-site from DFO.

### 6.2 **Contractor's Obligations**

Any call-ups resulting from this Standing Offer will have clear requirements outlining the expectations of the Scientific Authority, including deliverables and all timelines for deliverable will be established in the call up. Any work undertaken as part of this standing offer will be provided to DFO on a regular basis for review and consultation. The timeline for consultation and review will be determined in the call up.

## 7. **REFERENCE DOCUMENTS:**

- Cook, S., Daley, S., Morrow, K. and Ward, S. 2017. ShoreZone Coastal Imaging and Habitat Mapping Protocol. Prepared for NOAA National Marine Fisheries Service, Habitat Conservation Division, Juneau, AK. Prepared by Coastal and Ocean Resources, Victoria, BC. 78p. [ShoreZone-Protocol-2017.pdf](#)
- Howes, D.E., J.R. Harper and E.H. Owens 1994. Physical shore-zone mapping system for British Columbia. Technical Report for the Coastal Task Force of the Resource Inventory Committee (RIC), RIC Secretariat. Victoria, BC, 71p. [Resources Inventory Committee Publishing Template \(gov.bc.ca\)](#)

## 8. **LOCATION OF WORK:**

All non-field work will be performed at the Contractor's location, where staff will have access to suitable workspace with appropriate computer and software resources including but not limited to MS Word, ArcGIS or compatible geospatial data processing software, and access to coding software such as Python, or R. Field work will be performed on location using resources supplied by the Contractor and outlined in each the call up.

Field work will be performed in locations as identified in each Call-up and generally include coastal shorelines and areas. Field locations are in Canada.

## 9. **LANGUAGE OF WORK:**

The proposed resource **must** be able to communicate in fluent English. Fluent is defined as Written, Verbal, and Comprehension at an intermediate or advance level.



<b>LANGUAGE PROFICIENCY GRID</b>			
	<b>Oral</b>	<b>Comprehension</b>	<b>Written</b>
<b>Basic</b>	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> <li>ask and answer simple questions;</li> <li>give simple instructions; and</li> <li>give uncomplicated directions relating to routine work situations.</li> </ul>	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> <li>fully understand very simple texts;</li> <li>grasp the main idea of texts about familiar topics; and</li> <li>read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks.</li> </ul>	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> <li>write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.</li> </ul>
<b>Intermediate</b>	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> <li>sustain a conversation on concrete topics; report on actions taken;</li> <li>give straightforward instructions to employees; and</li> <li>provide factual descriptions and explanations.</li> </ul>	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> <li>grasp the main idea of most work-related texts;</li> <li>identify specific details; and</li> <li>distinguish main from subsidiary ideas.</li> </ul>	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> <li>deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.</li> </ul>
<b>Advanced</b>	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> <li>support opinions; and</li> <li>understand and express hypothetical and conditional ideas</li> </ul>	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> <li>understand most complex details, inferences and fine points of meaning; and</li> <li>have a good comprehension of specialized or less familiar material.</li> </ul>	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> <li>Write texts where ideas are developed and presented in a coherent manner.</li> </ul>



**ANNEX B – BASIS OF PAYMENT**  
(To be completed at Standing Offer issuance)

The Rates below include the total estimated cost of all travel and living expenses that may incurred for completing the tasks specified in each call-up.

To satisfy the terms of the resulting Standing offer. These expenses cannot be charged directly and separately from the professional fees to any Call-up that may result from the Standing Offer.

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

Lead resource Name: \_\_\_\_\_

No.	Task Description	Year #1 Date of SO issuance to March 31, 2025	Year #2 April 01, 2025 to March 31, 2026	Year #3 April 01, 2026 to March 31, 2027	Year #4 April 01, 2027 to March 31, 2028	Year #5 April 01, 2028 to March 31, 2029
1	<b>Coastal imaging, mapping, and habitat classification, polygon Specialist – Lead Resource</b>	<b>All-inclusive Rate per km</b>				
	Coastal Imaging	\$___	\$___	\$___	\$___	\$___
	Habitat mapping	\$___	\$___	\$___	\$___	\$___
2	<b>Compile shore station data-GIS/geomorphology/biologist specialist</b>	<b>All-inclusive Hourly Rate</b>				
	GIS Specialist	\$___	\$___	\$___	\$___	\$___
	Geomorphologist	\$___	\$___	\$___	\$___	\$___
	Senior Biologist	\$___	\$___	\$___	\$___	\$___
		<b>All-inclusive Daily Rate</b>				
3	<b>Rate per Ground Station, intertidal or subtidal survey or validation</b>	\$___	\$___	\$___	\$___	\$___
4	<b>Rate per Training and presentations session</b>	\$___	\$___	\$___	\$___	\$___





## ANNEX D – EVALUATION CRITERIA

### Mandatory Technical Criteria

Offers will be evaluated in accordance with BOTH the Mandatory and Rated Evaluation Criteria as detailed herein. Offerors' offers must clearly demonstrate that they meet all Mandatory Requirements. Offers not meeting the Mandatory Criteria will be excluded from further consideration. If multiple Offers are received that meet all Mandatory Requirements, the Rated Evaluation will be used to rank the offers.

Offers submitted for this requirement **must clearly demonstrate** that the Bidder meets all of the Mandatory Criteria. Failure to demonstrate this will result in the offer being deemed NON-COMPLIANT and given no further consideration.

The experience of the Offeror must be clearly identified by providing:

- Title of the Project;
- Client Organization;
- Dates and Duration of the Project (For example, January 2011 to October 2011, 9 months);
- A brief description of the project or task (500 words or less), including the scope and elements of the framework, and the results/outcomes of the work undertaken by the proposed resource;
- CV's to include a list of peer-reviewed articles where the resource was the lead author.

A description of the activities performed by the proposed resource. **The offeror must include the following table in their offer**, indicating how their proposal meets the mandatory criteria, providing the offer page number or section that contains information to verify that the criteria has been met.

No.	Mandatory Criteria	Proposal Page No. (Bidder please fill out)	Met/No Met
<b>M1</b>	<p>The Offeror must provide the following resources :</p> <ul style="list-style-type: none"> <li>- GIS Specialist</li> <li>- Geomorphologist</li> <li>- Senior Biologist</li> </ul> <p>Detailed CV must be provided for each of the proposed resources indicating their experience and ability to provide services under the Standing Offer Agreement</p> <p><b>Of those resources, the Offeror must identify one person as the Lead Resource who will be responsible for coordinating efforts and act as a Project Manager for all call-ups.</b></p>		
<b>M2</b>	<p>The Offeror's Proposed Resource(s) must have a minimum <b>10 years</b> of combined experience in the design, implementation, review, and maintenance of coastal imaging and habitat classification data and products including methods, protocols, geodatabases, shapefiles, aerial imagery, video, summary reports, Access databases, Coding scripts and associated metadata.</p>		



No.	Mandatory Criteria	Proposal Page No. (Bidder please fill out)	Met/No Met
M3	At least one member of the Offeror's Proposed Resource Team must have a minimum of <b>five (5) years</b> of experience in the completion of aerial surveys and processing to inventory oblique, low altitude aerial imagery to classify and map geomorphological and biological attributes of the shoreline using standardized ShoreZone methodology consistent with the 2017 ShoreZone protocol document (Cook et al. 2017).		
M4	At least one member of the Offeror's Proposed Resource Team must have a minimum of <b>five (5) years</b> of experience in the completion of coastal imaging and habitat classification ground station surveys to collect detailed site specific observations of substrate, geomorphology and biota that improves the image classification and habitat mapping process as well as provide descriptions of species associated with the biological features mapped in aerial imagery.		
M5	At least one member of the Offeror's Proposed Resource Team must have a minimum of <b>five (5) years</b> of experience in the compilation of (a) coastal imaging and habitat classification geomorphological and biological shoreline attributes into a geodatabase with attributes linked to specific segments of mapped shoreline and (b) coastal imaging and habitat classification shore station data (beach profile, physical and biological attributes and species associated with each bioband) in a georeferenced Access database.		
M6	At least one member of the Offeror's Proposed Resource Team must have a minimum of <b>five (5) years</b> of experience in uploading, editing, quality control and maintaining coastal imaging and habitat classification physical and biological attribute shapefiles in an open data, online forum to make them accessible to the public.		
M7	The Offeror's Proposed Resource Team must have experience in the organization and/or participation in workshops and/or training seminars on coastal imaging and habitat mapping (including protocols and methods) with experts, government, and other groups. Experience for this criteria must be a minimum of 1 workshop and/or training seminar <b>in the last 5 years</b> .		



**Point Rated Technical Criteria**

Offerors must attain a minimum score of at least 55 points of a possible 70 points for the Rated Requirement to be considered compliant. Offers which fail to attain at least 49 points will be considered technically non-responsive and no further evaluation will be conducted.

No.	Criteria	Scoring	Proposal Cross-reference Pages (Bidder please fill out)
R1	<p>The Lead Resource should demonstrate that they have been the lead author for publications related to coastal imaging and habitat classification.</p> <p>Points will be allocated as follows:</p> <p>Five (5) points will be awarded for each published article to a maximum of 20 points. (Provide documents or accessible links).</p>	<p>___/20 Min: 15 Pts</p>	
R2	<p>The Lead Resource should demonstrate that they have organized, participated or contributed to Federal or Provincial Government projects involving coastal imaging and habitat classification.</p> <p>Points will be allocated as follows:</p> <p>Four (4) points will be awarded for each completed Federal Government project involving coastal imaging and habitat classification to a maximum of 20 points.</p>	<p>___/20 Min: 16 Pts</p>	
R3	<p>The Lead Resource should demonstrate that they have experience preparing coastal imaging and habitat classification spatial data sets prepared for Pacific Canadian waters.</p> <p>Points will be allocated as follows:</p> <p>Two (2) points will be awarded for each completed project related preparing coastal imaging and habitat classification spatial data sets prepared for Canadian waters to a maximum of 10 points.</p>	<p>___/10 Min: 8 Pts</p>	
R4	<p>The Lead Resource should demonstrate that they have experience in the completion of aerial surveys and processing to inventory oblique, low altitude aerial imagery to classify and map geomorphological and biological attributes of the shoreline using standardized ShoreZone methodology consistent with the 2017 ShoreZone protocol document (Cook et al. 2017).</p> <p>Points will be allocated as follows:</p> <p>Two (2) points will be awarded for each completed project which involved the completion of aerial surveys and processing to inventory oblique, low altitude aerial imagery to classify and map geomorphological and biological attributes of the shoreline using standardized ShoreZone methodology consistent with the 2017 ShoreZone protocol document (Cook et al. 2017) to a maximum of 10 points.</p>	<p>___/10 Min: 8 Pts</p>	



<b>R5</b>	<p>The Lead Resource should demonstrate that it has experience in the completion of coastal imaging and habitat classification ground station surveys to collect detailed site specific observations of substrate, geomorphology and biota.</p> <p>Points will be allocated as follows:</p> <p>Two (2) points will be awarded for each completed project which involved the completion of coastal imaging and habitat classification ground station surveys to collect detailed site specific observations of substrate, geomorphology and biota to a maximum of 10 points.</p>	___/10 Min: 8 Pts	
<b>Total Score(minimum 55 points required)</b>		___/70	





## ANNEX E – FINANCIAL PROPOSAL

### 1. GENERAL INSTRUCTIONS

The Offeror should complete this pricing schedule and include it in its financial offer. As a minimum, the Offeror must respond to this pricing schedule by inserting in its financial offer for each of the periods specified below its quoted all-inclusive rate (in Can \$) for each of the tasks/resources identified.

The rates specified below, when quoted by the Offeror, include the total estimated cost of all travel and living expenses that may need to be incurred for:

1. Work described in Part 7-B, Resulting Contract Clauses;
2. travel between the successful Offeror's place of business and the workplace; and
3. the relocation of resources.

To satisfy the terms of any resulting Standing offer. These expenses cannot be charged directly and separately from the professional fees to any Call-up that may result from the Standing Offer.

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

The inclusion of volumetric data in this document is presented for **evaluation purposes only** during the tender process and does not represent a commitment by Canada that Canada's future usage of the services described will be consistent with this data.



No.	Task Description/Resources	Year #1 (A)	Year #2 (B)	Year #3 (C)	Year #4 (D)	Year #5 (E)	Average Rate (F) = $\frac{(A+B+C+D+E)}{5}$	Level of Effort* (G)	Weighted average rate (CAD\$) (H) = F x G
1	<b>Coastal imaging, mapping, and habitat classification, polygon Specialist – Lead Resource</b>	<b>All-inclusive Rate per km</b>							
	Coastal Imaging	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	200km	\$ _____
	Habitat mapping	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	200km	\$ _____
2	<b>Compile shore station data-GIS/geomorphology/biologist specialist</b>	<b>All-inclusive Hourly Rate</b>							
	GIS Specialist	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	0.35	\$ _____
	Geomorphologist	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	0.35	\$ _____
	Senior Biologist	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	0.30	\$ _____
		<b>All-Inclusive Daily Rate</b>							
3	<b>Rate per Ground Station, intertidal or subtidal survey or validation</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	1	\$ _____
4	<b>Rate per Training and presentations session</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	1	\$ _____
<b>For Evaluation Purposes - SUM WEIGHTED AVERAGE RATE (excluding taxes)</b>									\$ _____