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Procurement Hub | Centre d'approvisionnement
Fisheries and Oceans Canada | Pêches et
Océans Canada
301 Bishop Drive | 301 promenade Bishop
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**REQUEST FOR SUPPLY ARRANGEMENT
(RFSA)**

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

Proposal to: Fisheries and Oceans Canada

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

Proposition à : Pêches et Océans Canada

Nous offrons par la présente de vendre à Sa Majesté le Roi du chef du Canada 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 RFSA for South Coast Salmon Monitoring and Biological Support		Date May 16, 2023
Solicitation No. / N° de l'invitation 30004087		
Client Reference No. / No. de référence du client(e) 30004087		
Solicitation Closes / L'invitation prend fin At / à : 14 : 00 ADT (Atlantic Daylight Time) / HAA (Heure Avancée de l'Atlantique) On / le : June 12, 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 : Pascal Busungu, Senior Contracting Officer Email / Courriel: DFOtenders-soumissionsMPO@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 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
 - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
 - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
 - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

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

1.2 Summary

- 1.2.1 Fisheries and Ocean Canada (DFO), Pacific Region, intends to establish a Supply Arrangement for a variety of services to be carried out within the South Coast Area of British Columbia, Canada. The south coast area includes Vancouver Island, Mainland Inlets and Sunshine Coast.

The services are being broken down into various Categories as identified below:

- Category 1: South Coast Salmon Population Monitoring and Biological Support;
- Category 2: South Coast Salmon Fishery Monitoring and Biological Support;
- Category 3: South Coast Salmon Habitat Monitoring and Biological Support; and
- Category 4: South Coast Salmon Population, Fishery and Habitat Analysis

Each category is being broken down by zone, so that bidders may bid on 1 or more categories in 1 or more zones. The zones are as follows:

Zone 1 – Cape Lazo to Jordon River South– including the Sunshine Coast. DFO PFMA (Pacific Fishery Management Area) and DFO Statistical Area 14 (excluding 14-13) through Area 19; Area 20-5 and the southern portion of 20-4.

Marshalling Locations: Sooke, Victoria, Duncan, Nanaimo, Powell River, Sechelt, and Qualicum.



Zone 2 – Tatchu Point to Cape Lazo– including the mainland inlets. DFO PFMA and Statistical Areas 26 through 27 Areas, 11 through 13, and Area 14-13.

Marshalling Locations: Campbell River, Port McNeill Port Hardy, and Fair Harbour.

Zone 3 – Tatchu Point to Jordon River North. DFO PFMA and Statistical Area 20 (excluding Area 20-5 and the southern portion of 20-4) through Area 25.

Marshalling Locations: Port Renfrew, Nitinat Hatchery, Port Alberni, Bamfield, Tofino, and Gold River.

1.2.2 The Request for Supply Arrangements (RFSA) is to establish supply arrangements for the delivery of the requirement detailed in the RFSA to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs):

- Maa-nulth First Nations Final Agreement
- Tla'amin Final Agreement

1.2.3 The RFSA covers two (2) procurement umbrellas:

- a. **PSIB Stream** : First Nations, Tribal Councils, or First Nation-owned Businesses and all other Indigenous Businesses;
- b. **General Stream** : Any supplier, including Indigenous suppliers, wishing to submit an arrangement not pursuant to the PSIB. For the purpose of the RFSA, this stream is titled “General” or “General Suppliers”.

1.2.4 **Trade Agreements**

a. **PSIB stream:**

This procurement is set aside under the federal government Procurement Strategy for Indigenous Business. For more information on Indigenous business requirements of the Set-aside Program for Indigenous Business, refer to [Annex 9.4](#) of the Supply Manual.

This procurement is set aside from the international trade agreements under the provision each has for measures with respect to Indigenous peoples or for set-asides for small and minority businesses.

Further to Article 800 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement.

b. **General stream:**

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

1.3 Security Requirements

There is no security requirement applicable to the Supply Arrangement.

1.4 Debriefings

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15



working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.



PART 2 - SUPPLIER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2008](#) (2022-03-29) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Arrangements

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

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

2.2.1 Ceiling Rates

The Supplier is required to submit ceiling rates that will apply for the term of the Supply Arrangement.

2.3 Former Public Servant - Notification

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

2.4 Federal Contractors Program for Employment Equity - Notification

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



2.5 Enquiries - Request for Supply Arrangements

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

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

2.6 Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

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

2.7 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [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)
- (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 - ARRANGEMENT PREPARATION INSTRUCTIONS

3.1 Arrangement Preparation Instructions

Canada requests that suppliers provide their arrangement in separately bound sections as follows:

- Section I: Technical Arrangement (1 soft copy in PDF)
- Section II: Financial Arrangement 1 soft copy in PDF)
- Section III: Certifications (1 soft copy in PDF)

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

Emails with links to arrangements documents will not be accepted.

For arrangements 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 arrangement only. No prices must be indicated in any other section of the arrangement.

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

Section I: Technical Arrangement

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

Section II: Financial Arrangement

Suppliers must submit the financial arrangement in accordance with Annex B, Basis of Payment.

Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

See Annex C for details.

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price-Bid

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection - Mandatory Technical and Financial Evaluation Criteria

SACC *Manual* Clause [S1001T](#) (2008-12-12), Basis of Selection - Mandatory Technical and Financial Evaluation Criteria



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Arrangement

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to the Issuance of a Supply Arrangement and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Additional Certifications Precedent to Issuance of a Supply Arrangement

5.2.2.1 Set-aside for Indigenous Business

1. This procurement is set aside under the federal government Procurement Strategy for Indigenous Business. For more information on Indigenous business requirements of the Set-aside Program for Indigenous Business see [Annex 9.4](#), of the *Supply Manual*.



2. The Supplier:

- i. certifies that it meets, and will continue to meet throughout the duration of the Arrangement, the requirements described in the above-mentioned annex.
- ii. agrees that any subcontractor it engages under the Arrangement must satisfy the requirements described in the above-mentioned annex.
- iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.

3. The Supplier must check one applicable box below:

- The Supplier is an Indigenous business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.
- The Supplier is either a joint venture consisting of two or more Indigenous businesses or a joint venture between an Indigenous business and a non-Indigenous business.

4. The Supplier must, upon request by Canada, provide all information and evidence supporting this certification. The Supplier must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Supplier must provide all reasonably required facilities for any audits.
5. By submitting an arrangement, the Supplier certifies that the information submitted by the Supplier in response to the above requirements is accurate and complete.

5.2.2.2 Status and Availability of Resources

SACC Manual clause [S3005T](#) (2008-12-12) Status and Availability of Resources.

5.2.2.3 Education and Experience

SACC Manual clause [S1010T](#) (2008-12-12) Education and Experience



5.2.2.4 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: _____
 Title: _____
 Address: _____

 Telephone: _____
 Facsimile: _____
 E-mail: _____

5.2.2.5 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 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 majority interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

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

Yes ()

No ()

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

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

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



Work Force Adjustment Directive

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

Yes ()

No ()

If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

Print Name

Signature

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

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

Signature

Print Name of Signatory



PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

6.1 Arrangement

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

6.2 Security Requirements

There is no security requirement applicable to the Supply Arrangement.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.3.2 Supply Arrangement Reporting

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex " D ". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on an annual basis to the Supply Arrangement Authority.

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

6.4 Term of Supply Arrangement

6.4.1 Period of the Supply Arrangement

The period for awarding contracts under the Supply Arrangement is from date of issuance to December 31, 2028.

6.4.2 Comprehensive Land Claims Agreements (CLCAs)

The Supply Arrangement (SA) is for the delivery of the requirement detailed in the SA to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs).



6.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Supply Arrangement.

6.5 Authorities

6.5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Name: Pascal Busungu
 Title: Contracting Specialist
 Department: Fisheries and Oceans Canada
 Directorate: Materiel and Procurement Services
 Address: 301 Bishop Drive, Fredericton, NB E3C 2M6
 Telephone: 506-429-6269
 E-mail address: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca

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

6.5.2 Supplier's Representative

Name: _____
 Title: _____
 Department: _____
 Address: _____
 Telephone: _____
 Fax: _____
 E-mail address: _____

6.6 Identified Users

The Identified User is: Fisheries and Oceans Canada.

6.7 On-going Opportunity for Qualification

A Notice will be posted for the duration of the arrangement on the Government Electronic Tendering Service (GETS) to allow new Suppliers to become qualified. Existing qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

Arrangements may be submitted at any time, however, due to the resources required to evaluate the arrangements, Canada has reserved the right to conduct the evaluation of arrangements in cycles, no less than Bi-annually. The schedule below outlines the closing dates for each Bi-annually evaluation.

Bi-annually Refresh Periods:

- October 31
- April 30

Arrangements must be submitted on or before the Bi-annually refresh dates.



6.8 Priority of Documents

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

- (a) the articles of the Supply Arrangement;
- (b) the general conditions 2020 (2022-12-01), General Conditions - Supply Arrangement - Goods or Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Supplier's arrangement dated _____.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

6.11 Insurance

6.11.1 Insurance – No Specific Requirement

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

OR

6.11.2 Insurance – Specific Requirement

The Contractor must comply with the insurance requirements specified in *the solicitation document specific to the requirement*. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.



The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

6.12 Owner Certification - Set-aside for Indigenous Business

If requested by the Supply Arrangement Authority, the Supplier must provide the following certification for each owner who is Indigenous:

1. I am an owner of _____ (*insert name of business*), and an Indigenous person, as defined in [Annex 9.4](#) of the *Supply Manual*, entitled "Requirements for the Set-aside Program for Indigenous Business".
2. I certify that the above statement is true and consent to its verification upon request by Indigenous Services Canada.

Printed name of owner

Signature of owner

Date



B. BID SOLICITATION

6.1 Bid Solicitation Documents

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

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

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

The bid solicitation will contain as a minimum the following:

- (a) a complete description of the Work to be performed;
- (b) [2003](#), Standard Instructions - Goods or Services - Competitive Requirements; **OR** [2004](#), Standard Instructions - Goods or Services - Non-competitive Requirements;

" Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions [2003](#) or [2004](#) incorporated by reference above is deleted in its entirety and replaced with the following:
 - a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of directors."
- (c) bid preparation instructions;
- (d) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (e) evaluation procedures and basis of selection;
- (f) certifications;
 - **Federal Contractors Program (FCP) for Employment Equity - Notification**
 - SACC Manual [A3005T](#), [A3010T](#) for service requirements when specific individuals will be proposed for the work;
 - **Integrity Provisions - Declaration of Convicted Offences;**
- (g) conditions of the resulting contract.



6.2 Bid Solicitation Process

- 6.2.1** Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA.
- 6.2.2** The bid solicitation will be sent directly to Suppliers.
- 6.2.3** The DFO Contracting Authority will award the contract.
- 6.2.4** Solicitation Procedure Matrix

a. All Streams:

The length of the solicitation period, the minimum number of suppliers that must receive a bid solicitation, and the notification obligations are determined by the value of each specific requirement.

The following matrix outlines the responsibilities of the Identified User and DFO Contracting Authority when conducting the bid solicitation process.

	Requirement Value Threshold (Including applicable taxes)	Solicitation Period	Minimum Number of Suppliers solicited	Solicitation Process
Tier 1	Valued less than \$40,000.00	-	-	Direct Award
Tier 2	Between \$40,001.00 and \$99,999.99	5 Calendar days	*Minimum five (5) Suppliers within the required category(ies) and applicable zone(s)	RFP
Tier 3	Over \$100,000.00	15 Calendar days	All Suppliers within the required category(ies) and applicable zone(s)	RFP

**Tier 2 Only: should there be less than five (5) qualified suppliers, all qualified Suppliers within the required category(ies) and applicable zone(s) must be invited to bid.*

The Project authority (PA) has authority to issue a contract pursuant to the Supply Arrangement for requirements up to a maximum of \$25,000.00, including taxes. All requirements above \$25,000.00 must be submitted to DFO Procurement Services for processing.

b. PSIB Stream:

Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA under the PSIB stream as per [Annex 9.4](#) of the Supply Manual and provided the requirement is within the matrix outlined in 6.2.4.a.



C. RESULTING CONTRACT CLAUSES

6.1 General

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

For any contract to be awarded using the template:

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

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



ANNEX "A" – STATEMENT OF WORK

PART 1 GENERAL INFORMATION

The Annex A – Statement of Work (SOW) is divided into six parts plus appendixes, as follows:

- Part 1 General information provides a general description of the requirement;
- Part 2 SOW – Category 1: provides the requirement for South Coast Salmon Population Monitoring and Biological Support;
- Part 3 SOW – Category 2: provides the requirement for South Coast Salmon Fishery Monitoring and Biological Support;
- Part 4 SOW – Category 3: provides the requirement for: South Coast Salmon Habitat Monitoring and Biological Support;
- Part 5 SOW – Category 4: provides the requirement for South Coast Salmon Population, Fishery and Habitat Analysis; and
- Part 6 SOW – All Categories: provides requirements applicable to all the categories of the work.

1.1 Introduction

The Department of Fisheries and Oceans has requirements for several categories of work and will be broken down by zones as indicated below:

- Category 1: South Coast Salmon Population Monitoring and Biological Support;
- Category 2: South Coast Salmon Fishery Monitoring and Biological Support;
- Category 3: South Coast Salmon Habitat Monitoring and Biological Support;
- Category 4: South Coast Salmon Population, Fishery and Habitat Analysis

1.2 Zones (See Map in Appendix 1 to Annex A)

Zone 1 – Cape Lazo to Jordon River South– including the Sunshine Coast. DFO PFMA (Pacific Fishery Management Area) and DFO Statistical Area 14 (excluding 14-13) through Area 19; Area 20-5 and the southern portion of 20-4.

Marshalling Locations: Sooke, Victoria, Duncan, Nanaimo, Powell River, Sechelt, and Qualicum.

Zone 2 – Tatchu Point to Cape Lazo– including the mainland inlets. DFO PFMA and Statistical Areas 26 through 27 Areas, 11 through 13, and Area 14-13.

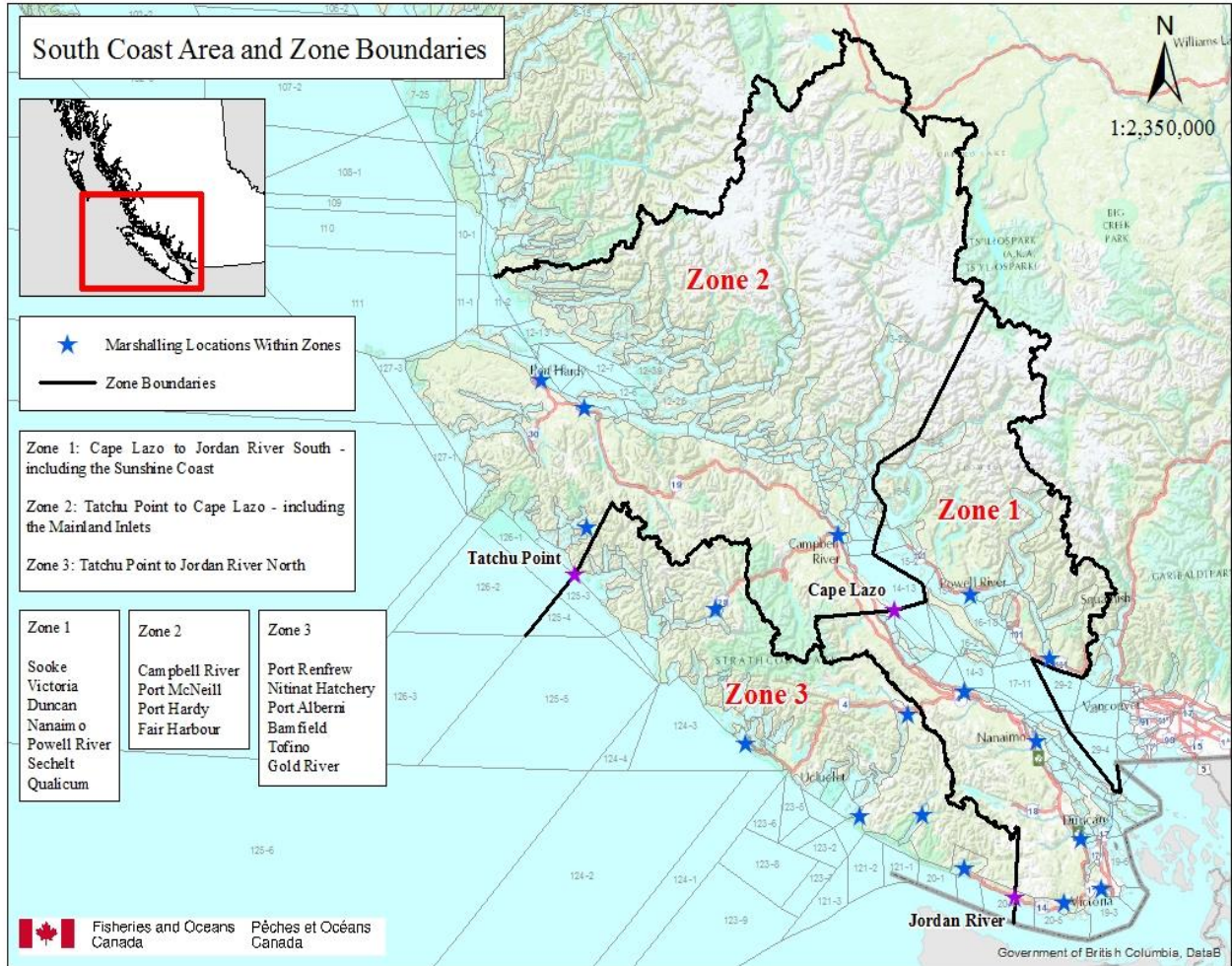
Marshalling Locations: Campbell River, Port McNeill Port Hardy, and Fair Harbour.

Zone 3 – Tatchu Point to Jordon River North. DFO PFMA and Statistical Area 20 (excluding Area 20-5 and the southern portion of 20-4) through Area 25.

Marshalling Locations: Port Renfrew, Nitinat Hatchery, Port Alberni, Bamfield, Tofino, and Gold River.



APPENDIX 1 to ANNEX A – MAP OF ZONES



Note: The Pacific Rim National Park is excluded from any contract against the SA. Any work required within the Pacific National Park will be treated as a separate procurement.



PART 2 – SOW CATEGORY 1

SOUTH COAST SALMON POPULATION MONITORING AND BIOLOGICAL SUPPORT

Fisheries and Ocean Canada (DFO), Pacific Region, intends to establish a Supply Arrangement for a variety of salmon assessment services to be carried out within the South Coast Area of British Columbia, Canada. The South Coast Area includes Vancouver Island, mainland inlets and Sunshine Coast. The types of services that may be needed are described in detail below but could include snorkel surveys, bio sampling, or mark recapture, for example.

2.1 Location of Work

Services will be conducted within statistical areas of South Coast of BC. The majority of work is expected to be completed in the field, but some reporting deliverables will need to be provided from the Contractor's facility.

2.2 Tasks, Activities, Deliverables and Milestones

DFO requires the Contractor to provide specific services. Each call-up or resulting contract will detail the actual services that may be required, including information such as dates, level of effort, required resources, and service details such as survey design, methodology or reporting information. The contractor may be provided with specialized training in person and/or virtually or assist with outreach programs in communities and with local First Nations. The following is a general list of possible tasks to be undertaken.

2.3 Visual Surveys

a. Snorkel - Index Surveys

Snorkel surveys will be conducted on keystreams to target salmon and generate an area under the curve (AUC) estimate. Snorkel survey counts will be conducted for all salmonid species. Surveys will begin in early September and conducted on a weekly basis sometimes into December depending on weather, resources, and fish behaviour. An initial survey may be required in July or August to mark access trail, do stream reconnaissance and set-up stream markers. It is mandatory that keystreams be surveyed via snorkel survey. Crews covering index systems are expected to be represented at Pre-season and Post-season meetings as well as speaking regularly in-season to the DFO technician overseeing each area. Depending on weather windows, surveys are expected to occur from Sunday through Saturday. The Project Authority will provide forms to record data, data submission formats, survey and sampling protocols and discharge measuring equipment as required.

b. Snorkel - Non-Index Surveys

Surveys will be conducted on salmon streams to generate an abundance estimate. Surveys will be conducted weekly while the run is at its peak, typically between late September and October. The methodology for salmon surveys will depend on the system being surveyed and the conditions. The Project Authority will provide forms to record data, data submission formats, survey and sampling protocols and discharge measuring equipment as required.

c. Non-Snorkel Surveys

Lower Priority-Presence/Absence Surveys: Surveys will be required on lower priority streams to determine the presence or absence of salmonid species. Some of these streams will only require a single survey during the peak spawning season. Survey methods may include bank walks, stream walks, spot-check, drone and estuary surveys. Depending on the survey conditions,



observers will be required to wear polarized sunglasses to reduce glare and increase visibility of fish and the underwater environment. The Project Authority will provide forms to record data, data submission formats, survey and sampling protocols and discharge measuring equipment as required.

d. Stream Markers & Trail Work

Stream markers are required every 500m, with the mouth of the river being the 0 mark. The first survey of the season should be used to determine which (if any) markers need to be installed. All markers should be installed on the same side of the stream affixed to a sturdy structure. GPS location of all identified markers will be provided by the Project Authority to ensure correct placement of all markers. Any new marker locations will need to be updated with new GPS coordinates back to the Project Authority. Some streams are only accessible by trails. Trail maintenance may be required. Trail maintenance may require clearing brush or marking the trail with flagging tape or spray paint. The Project Authority will provide stream markers.

2.4 **Enhanced Population Monitoring**

a. Mark Resight / Recapture

A mark resight or recapture is a method of estimating returning salmon populations. Salmon are captured and a “spaghetti tag” or a Petersen disk tag is attached below the dorsal fin. The salmon are then released and observed or recaptured at a later date. Each tag has a unique number or colour to indicate when or where the fish was tagged. The ratio between the tagged and non-tagged fish observed or recaptured is used to estimate the population size of the returning salmon. The Project Authority will provide forms to record data, data submission formats, survey and sampling protocols, tags and tagging equipment as required.

b. Tag Application

Beach seining is one method used to capture, tag and obtain tissue samples from fish in conjunction with mark recapture studies. Fish may also be captured using hook and line. Duties will include application of various types of tags (internal and external) and recording biodata. Biodata recorded during tagging may include:

1. Sex,
2. Maturity,
3. Adipose clip,
4. Release condition,
5. Tag information,
6. Application of coded wire tags to juvenile salmon.

Safe handling of fish is required at all times to minimize impact on the fish.

The Project Authority will provide forms to record data, data submission formats, sampling protocols, tags and tagging equipment as required.

c. Telemetry work

Radio telemetry is used to collect data on the location and status of fish. Salmon are captured and a radio tag is inserted inside or attached to the salmon. Survey crews walk or drive along the river with a receiver and record the location and signal strength of the tag. If possible, retrieve the tags. The Project Authority will provide forms to record data, data submission formats, survey and sampling protocols and telemetry equipment as required.



d. DIDSON sonar

A DIDSON (Dual frequency IDentification SONAr) is an acoustic camera which gives near video quality images of objects underwater. A DIDSON may be used to count fish either manually by the operator or in some cases by using motion detection software. The Project Authority will provide forms to record data, data submission formats, survey protocols and sonar equipment as required.

e. Juvenile or Adult Trapping

Juvenile trapping and marking work may be required to produce juvenile abundance estimates or to note presence/absence in streams. Types of juvenile assessment may include:

1. Rotary screw traps,
2. Inclined plane trap,
3. Beach seines,
4. Pole seines,
5. Electrofishing,
6. Fence traps.

Juvenile marking methods may include dyeing methods (Bismarck brown), clipping and application of coded wire tags. Transporting juvenile fish from hatcheries to be released in rivers, lakes or fish pens.

Adult trapping may be required for broodstock removal, counting fence by pass and biological sampling. The Project Authority will provide forms to record data, data submission formats, survey and sampling protocols, tags, and equipment to assess juveniles as required.

f. Micro-trolling

Microtrolling is a method used to capture and tag and/or collect tissue samples from juvenile salmon in the estuary and ocean. salmon enter and utilize the inlets and sounds along the west coast of Vancouver Island during their northward migration. Microtrolling can provide crucial information on the population identification, distribution, health, and welfare of juvenile Chinook and Coho salmon. The Project Authority will provide forms to record data, data submission formats, survey and sampling protocols, tags and equipment to assess juveniles.

g. Broodstock Removal and Dead Pitch

Broodstock removal for hatcheries and dead pitch work will be carried out to collect biodata on salmon carcasses and are carried out post-spawn. Biodata recorded may include:

1. Tag information,
2. Opercular punch information (DNA),
3. Fork length & post orbital-hypural length,
4. Adipose clip,
5. Sex,
6. Egg retention,
7. Carcass condition,
8. Heads or snouts for coded wire tag assessment.
- 9.

Scale samples and otoliths must also be taken and recorded. After sampling the caudal fin must be removed to avoid repeat sampling. The Project Authority will provide forms to record data, data submission formats, sampling protocols and sampling equipment as required.



h. Fence Monitoring & Maintenance

Adult and juvenile counting fences, fishways, counter and ladders exist on numerous South Coast Area streams and require maintenance. Salmon fences are put into streams prior to salmon moving upstream and are removed after the salmon passed through or prior to large storm events. Maintenance may include checking and cleaning traps, clearing debris from fence, maintaining erosion control measures, inspecting fence and making necessary repairs. Counting fences are vulnerable to adverse weather conditions and can be damaged or washed out during high water flows. Installation, construction, repair and removals of counting fences may be required. Fence monitoring may involve video monitoring, video review, live or dead biosampling, bypass calibrations, recording water conditions, and providing the data in a format identified by the Project Authority.

The Project Authority will provide forms to record data, data submission formats, survey and sampling protocols and discharge measuring equipment as required.

i. Acoustic Surveys

Acoustic surveys are used to estimate salmon production. Survey data are gathered from acoustic soundings conducted on series of transects across lakes. Biological samples are also collected using trawls in the lake. These data are analyzed to estimate total juvenile abundance, total production (biomass) and monitor annual trends in abundance and size of the juvenile salmon populations. The estimates of smolt abundance are used directly in annual production forecasts and annual variations in size and density are important parameters for understanding changes in lake productivity.

The Project Authority will provide forms to record data, data submission formats, survey protocols and sonar equipment as required.

j. Surveys of Non-salmon Species

Surveys conducted on non-salmonid species (i.e., shellfish and herring, etc.) provide indicators for the health of the ecosystem. These surveys support and provide increasing knowledge on ecosystem linkages between salmonids and other non-salmonid species. Additionally, surveys and biological sampling is conducted on predators (i.e., pinnipeds) of juvenile and adult salmonids, and for monitoring invasive species that may impact salmonids and the ecosystem as well as to determine the methods invasive species were introduced. The Project Authority will provide forms to record data, data submission formats, sampling protocols and bio-sampling equipment as required.

2.5 Analysis of Biological Samples

a. Genetic, Tissue and Organ Analysis

Process samples from salmonids and salmonid predators provided from non-tidal and tidal waters. This work may be comprised of the following tasks:

1. Salmonoid and non-salmonid stomach samples,
2. Sea Lice Analysis to species and life stage,
3. Zooplankton Analysis,
4. Phytoplankton Analysis,
5. General necropsy and sampling for various analyses,
6. Parentage Based Tagging (PBT),
7. Traveling to locations to provide screening/sampling,
8. ATPase testing,
9. Hormone testing by ELISA (Cortisol, Melatonin, Testosterone etc...),



10. Renibacterium salmoninarum (Bacterial Kidney Disease) ELISA and qPCR testing,
11. *Aeromonas salmonicida*, *Yersinia ruckeri*, *Piscirickettsia salmonis*, *Moritella viscosa* qPCR
12. Bacteria isolation by plating and identification by PCR and sequencing,
13. Viruses (*Infectious hematopoietic necrosis virus* (IHNV), *Infectious salmon anaemia virus* (ISAV), *Infectious pancreatic necrosis* (IPNV), *Viral hemorrhagic septicemia virus* (VHSV), *Salmonid alphaviruses* (SAV), *Piscine orthoreovirus* (PRV)) by Virology and RT-qPCR,
14. eDNA by qPCR and sequencing for salmon identification and pathogen.

The Project Authority will provide forms to record data, data submission formats, sampling protocols and bio-sampling equipment as required.

b. Salmon Aging Analysis

Process salmonid scale samples collected from non-tidal and tidal waters and submitted for analysis. The process includes reading scale samples and summarize the results in a digital format. This work may be comprised of the following tasks:

1. Process scale in forms,
2. Press scales,
3. Preparing scale data sheets,
4. Enter sample data and ageing results into a spreadsheet,
5. Analysis and read scales for age using a digital microscope and camera,
6. Assess samples for quality,
7. Store samples appropriate.

The Project Authority will provide forms to record data and the data submission formats.

c. Thermal Mark Analysis

Process salmonid otolith samples collected from non-tidal and tidal waters and submitted for analysis. The process includes reading otolith samples and entering the results into an otolith database. This work may be comprised of the following tasks:

1. Dissect juvenile and adult salmonids and remove their otoliths
2. Otolith Radius Measurements,
3. Otolith Microchemistry,
4. Prepare otoliths for thermal mark analysis by mounting them on glass slides using epoxy,
5. Grind the otoliths to the central plane/ primordia,
6. Turn adult otoliths over and grind down to a thin section using a dissecting microscope to aid in accurate grinding to the correct plane,
7. Label slides and slide boxes,
8. Refurbish sample boxes for reuse,
9. Polish and read otoliths with a compound microscope using reference samples in the DFO sample bank as a guide,
10. Record results on sheets and/or in a custom Access database,
11. Meet the processing goals and data request priorities of thermal marking clients,
12. Organize and provide updates and progress on the status of the otolith samples,
13. Produce a lab procedures and protocol manual,
14. Participate in the photography and review of reference samples,
15. Review reads as requested,
16. Review reference marks as requested.



The Project Authority will provide forms to record data and the data submission formats.

d. Bio sampling in Non-Tidal Waters

In all possible cases biosampling should take place in conjunction with a survey. If encountered, all salmon carcasses must be examined for tag presence (other species if requested). The data to be collected from carcasses includes:

1. Scales and otoliths for ageing and thermal mark assessment, if requested,
2. Heads or snouts for coded wire tag assessment, if requested,
3. Adipose mark status (clipped or no clip), if requested,
4. Length (post – orbital hypural),
5. Sex,
6. DNA punches if requested,
7. Tag number (or absence with secondary mark) if fish in system are a part of a tagging program,
8. Radio tag collected if encountered,
9. All data collected is provided back to DFO in a timely manner in the format identified by the Project Authority.

The Project Authority will provide forms to record data, data submission formats, sampling protocols and bio-sampling equipment as required.



PART 3 – SOW CATEGORY 2

SOUTH COAST SALMON FISHERY MONITORING AND BIOLOGICAL SUPPORT

Fisheries and Ocean Canada (DFO), Pacific Region, intends to establish a Supply Arrangement for a variety of salmon assessment services to be carried out within the South Coast Area of British Columbia, Canada. The South Coast Area includes Vancouver Island, mainland inlets and Sunshine Coast. The types of services that may be needed are described in detail below but could include interviewing to determine fishing activity profiles, quantifying catch per unit of effort (CPUE), mark rate and catch verification, fishery monitoring, effort counts, or bio sampling in First Nation, commercial or recreational fisheries.

3.1 Location of Work

Services will be conducted within statistical areas of South Coast of BC. The majority of work is expected to be completed in the field, but some reporting deliverables will need to be provided from the Contractor's facility.

3.2 Tasks, Activities, Deliverables and Milestones

DFO requires the Contractor to provide specific services. Each call-up or resulting contract will detail the actual services that may be required, including information such as dates, level of effort, required resources, and service details such as survey design, methodology or reporting information. The contractor may be provided with specialized training in person and/or virtually or assist with outreach programs in communities and with local First Nations. The following is a general list of possible tasks to be undertaken.

3.3 Fishery Monitoring

a. Fishery Interviews

Fishing interviews are conducted during First Nation, commercial and recreational fisheries to monitor, collect, verify and report catch data. Interview data may provide fishing activity profiles and catch per unit of effort (CPUE) information that combined with effort data can produce catch and release estimates. Catch data interviews may be conducted on boats, docks, ramps, over the radio as hails, by telephone, digitally, over the internet or through surveys conducted monthly or yearly through internet surveys. Depending on the survey design and fishery, contractors may need to provide abundance and / or stock composition data. Contractors must communicate with survey participants by email and telephone during the survey, including emailing reminders to complete online surveys and responding to their queries. Contractors must establish and maintain any database which will capture and store participant responses to surveys. Crews may need to be transported by vessel from marshalling site to work location. Reports summarizing the data collected may be required.

The Project Authority will provide forms to record data, data submission formats, survey and sampling protocols.

b. Effort Counts

Effort is a measurement of the time spent fishing, generally recorded as boat days but can also include rod or person hours. Depending on the type of survey or fishery assessment, contractors will be required to count the number of boat fishing or anglers fishing in rivers on foot, by vehicle, on a vessel or in an aircraft. Crews may need to be transported by vessel from marshalling site to work location. Reports summarizing the data collected may be required. The Project Authority will provide forms to record data, data submission formats, survey and sampling protocols.



c. Bio-sampling in Tidal Waters

Bio-sampling fish from tidal waters may take place in fish plants, on vessels, on docks, at boat ramps or the tidal portions of a river. The data to be collected from salmon carcasses may include:

1. Scales and otoliths for ageing and thermal mark assessment, if requested,
2. Heads or snouts for coded wire tag assessment, if requested,
3. Adipose fin-clip status (clipped or no clip), if requested,
4. Length (post – orbital hypural),
5. Sex,
6. DNA punches if requested,
7. Tag number (or absence with secondary mark) if fish in system are a part of a tagging program,
8. Radio tag collected if encountered,
9. All data collected is provided back to DFO in a timely manner in the format identified by the Project Authority.

Crews may need to be transported by vessel from marshalling site to work location. The Project Authority will provide forms to record data, data submission formats, sampling protocols and bio-sampling equipment as required.



PART 4 – SOW CATEGORY 3

SOUTH COAST SALMON HABITAT MONITORING AND BIOLOGICAL SUPPORT

Fisheries and Ocean Canada (DFO), Pacific Region, intends to establish a Supply Arrangement for a variety of salmon assessment services to be carried out within the South Coast Area of British Columbia, Canada. The South Coast Area includes Vancouver Island, mainland inlets and Sunshine Coast. The types of services that may be needed are described in detail below but could include river profiling, water quality testing, habitat mapping, impact assessment or hydromet installation and maintenance.

4.1 Location of Work

Services will be conducted within statistical areas of South Coast of BC. The majority of work is expected to be completed in the field, but some reporting deliverables will need to be provided from the Contractor's facility.

4.2 Tasks, Activities, Deliverables and Milestones

DFO requires the Contractor to provide specific services. Each call-up or resulting contract will detail the actual services that may be required, including information such as dates, level of effort, required resources, and service details such as survey design, methodology or reporting information. The contractor may be provided with specialized training in person and/or virtually or assist with outreach programs in communities and with local First Nations. The following is a general list of possible tasks to be undertaken.

4.3 Habitat Impact Monitoring

a. River Profiling

River surveys are conducted to monitor changes in the stream bed movement, water flows, water quality and the impacts on spawning salmonid habitats. Stream discharge information is used to validate the observer efficiency during salmonoid surveys and to identify when river conditions are to hazardous to survey.

Examples of river profiling include:

1. Rod & Level Surveys - The purpose of this survey is to describe the river by calculating vertical and horizontal distances,
2. Calculating Stream Discharge - To calculate the stream discharge a location of a stream or river is selected. The river is divided into sections, the area of each section is determined by measuring the width and depth then a flow meter is used to record the velocity of the water. The area and velocity of each section is multiplied all sections are added together to calculate the discharge. A Swiffer or SonTek -River Surveyor may be used to calculate the stream discharge,
3. Water Quality Testing - Water quality testing includes but is not limited to measuring the temperature, visibility and amount of particulates.

Crews may need to be transported by vessel or by aircraft from marshalling site to work location. The Project Authority will provide forms to record data, data submission formats, survey and sampling protocols and discharge measuring equipment as required.

b. Habitat Impact, Mapping & Monitoring

To assess impacts to salmon habitat, surveys are conducted to document and identify critical habitat, spawning grounds, nutrient availability, climate impact and stream vegetation in rivers and estuaries. Riverbed movement and stream strata are characterised or mapped and



documented through visual surveys, LIDAR, Orthoimagery and / or drone imagery. Work may include but is not limited to:

1. Spatial and aspatial GIS data analysis,
2. Fish habitat suitability mapping,
3. Drone data collection (e.g., RGB, orthoimagery, LiDAR, multispectral and thermal) to support various projects including analysis for aquatic monitoring and infrastructure inspection,
4. Drone photography and videography,
5. Ecological change detection analysis - Stream course change detection,
6. Weather station integration (i.e.) Davis Instruments, with Web Mapping for enhanced ecological monitoring.

Crews may need to be transported by vessel or by aircraft from marshalling site to work location. Reports summarizing the data collected may be required.

The Project Authority will provide forms to record data, data submission formats, survey and sampling protocols.

c. Hydromet Installation / Maintenance

Currently there are more than 20 Hydromet stations monitoring spawning rivers within the South Coast Area. Hydromet stations collect information on river level, rainfall, air and water temperature. Contractors may be required to perform site selection, Hydromet installation, troubleshooting installation or operational problem and/or maintenance of Hydromet stations. Crews may need to be transported by vessel or by aircraft from marshalling site to work location.



PART 5 – SOW CATEGORY 4 SOUTH COAST SALMON POPULATION, FISHERY AND HABITAT ANALYSIS

Fisheries and Ocean Canada (DFO), Pacific Region, intends to establish a Supply Arrangement for the analysis of population, biological, catch monitoring and habitat assessment data on salmonid species within and passing through the South Coast Area of British Columbia, Canada. The south coast area includes Vancouver Island, mainland inlets and Sunshine Coast. The types of analysis or services that may be needed are described in detail below and may include one or all types of assessment or method sources.

5.1 Location of Work

Services will be conducted within statistical areas of South Coast of BC. Some of the work may be completed in the field but the majority of analysis and reporting deliverables will need to be provided from the Contractor's facility.

5.2 Tasks, Activities, Deliverables and Milestones

DFO requires the Contractor to provide specific services. Each call-up or resulting contract will detail the actual services that may be required, including information such as dates, level of effort, required resources, and service details such as survey design, methodology or reporting information. The contractor may be provided with specialized training in person and/or virtually or assist with outreach programs in communities and with local First Nations. The following is a general list of possible tasks to be undertaken.

5.3 Program Design, Development, Delivery, Data and Analysis

a. Program Design and Development

Program design and development includes developing population, fishery and habitat monitoring work plans and activities by designing, exploring or performing complex tests in support of studies, experiments or research projects. Design and development may include:

1. Performing strategic planning and development of salmon related studies, experiments or research projects,
2. Providing program functional improvements,
3. Provide the design and support for meeting, committees, brainstorming, round tables or town halls,
4. Consult on modifications to address identified concerns with the reporting program operations and interfaces with survey.

b. Program Delivery and Co-ordination

The coordination and delivery of South Coast Area programs requires performing basic to complex research specific to Pacific Salmon, including leading or assisting in the delivery of field studies associated with population, fishery and habitat monitoring or coordinating activities and tracking the performance of specific salmon related studies, experiments and research projects. Program delivery and co-ordination may include:

1. Coordinating field studies relating to Pacific Salmon,
2. Coordinating the performance of specific salmon related studies, experiments and research projects required as part of a broader project; test and implement any agreed upon modifications,
3. Coordinating the activities being conducted in various studies, experiments or



research projects that impact Pacific Salmon. Studies may include but are not limited to impacts from climate change, environmental stressors, invasive species, marine traffic impact. Marine Risk Assessments, Chinook Recovery Potential Assessment (RPA), Limiting Factors and habitat assessments. Coordinate the deployment and operation of acoustic receiver arrays.

c. Data Format, Collection and Analysis

South Coast Area programs accumulate data on a variety of salmon related studies, experiments or research projects that may impact salmon assessment, survival rates or fisheries. Data format, collection and analysis may include:

1. Collecting and compiling data from data sheets, spreadsheets, databases, meeting notes, electronic media, reports or research papers,
2. Reviewing types of database management and design, including data consolidation, quality assurance/quality control (QA/QC), messaging and standardization, the creation of data dictionaries, supporting documentation and programs that support the automate workflows and create efficiencies. Facilitation of meetings, round tables, town halls or committees which include arranging, chairing, note taking and report writing,
3. Other data formats and collection methods include data visualization, cartography, scripting of tools for automation of mapping products and artificial Intelligence modelling for feature (species) recognition for field inventory and analysis (i.e., Fish counting),
4. Collection of data using Javascript, R and R-Shiny to implement changes for this interactive data visualization tool, designing or building a way to collect, store or transfer data digitally across different platforms and devices and expanding user help guides as new areas, data, and information are added,
5. Statistical analysis and reporting from a variety of salmon related studies, experiment or research project. Types of analysis may include quantitative modelling, economic impacts, assessment and project optimization studies, salmon habitat accessibility assessments, species distribution modeling, impact of climate change, habitat restoration assessment, fishery assessments and salmon life cycle models. Additional work may include the refinement of user interface, validation of salmon forecasting models, and development of user-defined automatic reports.

d. Project Review and Report Production

Project review and report production are required for peer review processes such as:

1. Canadian Science Advisory Secretariat (CSAS),
2. Advising senior officials on the potential impact of salmon related studies, experiments or research projects on current and proposed programs and policies,
3. Providing advice on consultation processes, facilitation, speaking workshops, strategic planning, post-meeting analysis, round tables and town halls.



PART 6 – SOW - APPLICABLE TO ALL CATEGORIES OF WORK

6.1 Communication Requirements

The communication requirements of the Contractor are as follows:

1. Submission of original completed data forms, as required,
2. Notification by the Contractor to the Project manager as soon as possible when alterations to survey schedule are required,
3. Submission of samples and data, as required,
4. Agreeing to check-in times with Project Authority or DFO Fishery Technicians which will be set at time of call-up,
5. Participating in weekly check-in phone calls with Project Authority or DFO Fishery Technicians may be required.

6.2 Ownership of Intellectual Property (IP)

When IP is created during these services, Canada's intention will be to own the IP. IP-related clauses will be included in those solicitations.

6.3 Safety

The personal safety of the Contractor, individuals being trained in assessment, catch monitoring or habitat work, and any persons employed thereby is the responsibility of the Contractor. At no time is the Contractor expected to endanger themselves, trainees, or their employees during surveys or related activities, including travel, stream access, and biosampling events.

The following safety provisions are the responsibility of the Contractor and must be in place for any work that takes place in or **within 10m of moving water**:

1. Minimum crew size of **two**, with at least one being an experienced crew chief.
2. All crew must be trained in Swiftwater Rescue Technician Level 1 (current and valid, or no break in swim surveys greater than one year from time of course attendance) and First Aid (minimum OFA Level 1).

6.4 DFO Support

Depending on each individual requirement, DFO may provide, but is not limited to the following:

1. Provide data forms (paper or electronic) and data submission formats,
2. Provide survey and sampling protocols, if required,
3. Provide stream markers,
4. Provide biosampling equipment,
5. Provide specialized Government Furnished Equipment (i.e., vessels, sonar, communications),
6. Provide special transportation requirements when necessary. Services being required within any areas may require transportation by vessel or aircraft, if required.
7. Obtain the necessary licenses to fish for scientific purposes and identify persons authorized to carry out sampling activity under the authority of the license.



6.5 Contractor's Obligations

1. In the event that differences, or conflicts arise between legislation, regulations or safety standards that apply to the contract or work being done, the more stringent provisions will be applied and enforced.
2. The Contractor must maintain consistent and clear communication with the DFO Project Authority by email, text messaging, cell phone and/or satellite voice or text messaging. Methods of communication in remote communities can be limited.
3. The Contractor will work cooperatively with other contractors.
4. The Contractor will be required to ensure adequate and safe transportation to job sites that require remote transportation.
5. Crew members will be required to arrive to the work site with the necessary equipment. If the crew member arrives without the necessary equipment they will not be allowed to participate in the survey. The Contractor will be expected to have appropriate replacement resources or risk forfeiting a resulting contract.
6. Crew members will be required to keep their training and certifications current.
 - i. Swiftwater Rescue Technician Level 1 (current and valid, or no break in swim surveys greater than one year from time of course attendance)
 - ii. First Aid (minimum OFA Level 1).
7. Required Equipment may include but is not limited to:
 - i. Waders, wading boots, rain gear, Personal Floatation Devices (PFDs), dry suit(s), appropriate clothing and foot ware for travelling in the bush.

6.6 Contractor Staffing Obligations

1. Ensuring there is one person on site at all times who is competent, qualified, experienced and trained in all aspects of this contract and who is responsible for the proper performance of employees and has the authority to receive, on behalf of the Contractor, any order, direction or other communication that may be given under this contract.
2. Notifying DFO of all employee names and call signs, if required
3. Ensuring that all persons employed under this contract conduct themselves at all times in accordance with the service standards provided by DFO.
4. Ensuring the removal of any persons employed under this contract who, have been identified at the discretion of DFO or the Contractor, as being incompetent or as having been conducting themselves improperly and unprofessionally. This includes but is not limited to any crew member who is late or arrives unprepared without the required equipment to safely conduct the survey.
5. Adhering to all DFO protocols and policies.

6.7 First Nations Capacity Building

DFO is developing a capacity building program in which contractors may be required, as part of their contract, to bring additional First Nations crew members and provide training in population monitoring, fishery monitoring and habitat monitoring. Before going out into the field, First Nations crew members will be required to complete where applicable: escapement training, Swiftwater rescue training, and first aid. Training may be provided by DFO at mutually agreed upon locations and dates.

These additional crew members are paid by their Nation.



6.8 Resource Duties and Qualifications

6.8.1 Fisheries Technicians

A fisheries technician supports the efforts of biologists, scientists, engineers and other professionals by conducting biological, microbiological and biochemical tests, laboratory analyses, performing field research, maintaining field equipment, conducting experimental procedures and preparing reports to detail findings.

6.8.2 Junior Fisheries Technician

1. Performing basic biological sampling, (e.g., sex, age, DNA, Otolith),
2. Performing laboratory analyses,
3. Interviewing recreational, First Nations and Commercial fishermen for catch statistics at sea and dockside,
4. Stream Marking, trail work,
5. Maintaining field equipment,
6. Adult salmon population monitoring such as beach seining, tagging applications, dead pitch,
7. Juvenile salmon population monitoring such as trapping, marking, fish fence maintenance, video review,
8. Performing data entry and data entry and editing activities,
9. Outreach in communities.
10. Minimum of six (6) months of relevant experience is required.

6.8.3 Intermediate Fisheries Technician

1. Performing basic biological sampling, (e.g., sex, age, DNA, Otolith),
2. Performing laboratory analyses,
3. Assisting with implementation catch monitoring programs for recreational, first nations and commercial fishers,
4. Assisting with implementation adult and juvenile salmon escapement programs,
5. Assisting with implementation of salmon spawning habitat monitoring, (e.g., stream mapping, geospatial analysis, flow and discharge measurements),
6. Stream mapping,
7. Maintaining field equipment,
8. Data entry, basic analysis in Microsoft Excel,
9. Providing specialized training in person and/or virtually,
10. Outreach in communities.
11. Minimum of thirty-six (36) months, in the last 5 years, of relevant experience is required.

6.8.4 Senior Fisheries Technician

1. Performing basic biological sampling, (e.g., sex, age, DNA, Otolith),
2. Performing laboratory analyses,
3. Maintaining field equipment,
4. Conducting environmental monitoring and compliance activities for the protection of natural resources,
5. Coordinating operational programs (e.g., adult salmon escapement, creel surveys, commercial test fisheries),
6. Coordinating the activities of more junior technicians,
7. Training, quality control and auditing monitoring programs,
8. Providing specialized training in person and/or virtually,
9. Outreach in communities.



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10. Minimum of sixty (60) months, in the last 10 years, of relevant experience is required.

6.8.5 Biologist / Consultant – Duties and Qualifications

A fisheries biologist examines the structure, function, growth, origin, evolution, and distribution of salmon populations. Consultants' educational backgrounds may include but are not limited to environmental science, climate change, resource management, quantitative modelling and/or economics.

6.8.6 Junior Biologist

1. Developing salmon assessment work plans and activities,
2. Assisting in the delivery of field studies associated with catch monitoring, abundance determination and habitat assessments,
3. Assisting in the delivery of field studies of other species (shellfish, herring, etc.) as an indicator for the health of the ecosystem,
4. Performing basic salmon research,
5. Compiling data resulting from salmon related studies, experiments or research projects,
6. Performing basic statistical analysis and reporting.
7. Minimum of six (6) months of relevant experience is required.

6.8.7 Intermediate Biologist

1. Performing more complex tests in support of studies, experiments or research projects associated with Pacific Salmon,
2. Performing more complex research,
3. Conducting of field studies,
4. Assisting in the design, planning and conducting of studies, experiments or research projects associated with Pacific Salmon,
5. Assisting in the delivery of field studies of other species (shellfish, herring, etc.) as an indicator for the health of the ecosystem,
6. Assisting in the analysis of data resulting from salmon related studies, experiments or research projects, including the preparation of reports,
7. Minimum of thirty-six (36) months, in the last 5 years, of relevant experience is required.

6.8.8 Senior Biologist

1. Performing complex tests required by studies, experiments or research projects specific to Pacific Salmon,
2. Performing complex research specific to Pacific Salmon,
3. Conducting field studies specific to Pacific Salmon,
4. Designing, planning and conducting a specific study, experiment or research projects specific to Pacific Salmon,
5. Designing, planning and conducting a specific study, experiment or research projects of other species (shellfish, herring, etc.) as an indicator for the health of the ecosystem,
6. Statistical Analysis and Reporting from a specific salmon related study, experiment or research project,
7. Providing advice on consultation processes and facilitation, speaking workshops, strategic planning, post-meeting analysis,
8. Producing reports or research papers that study salmon species in the pacific region that may impact south coast salmon assessment, survival rates or



fisheries,

9. Producing reports for peer reviewed processes such as CSAS,
10. Providing economic impact and / or quantitative modelling.
11. Minimum of sixty (60) months, in the last 10 years, of relevant experience is required

6.8.9 Advanced Biologist / Consultants

1. Designing, planning and conducting a specific study, experiment or salmon research projects,
2. Coordinating the performance of specific salmon related studies, experiments and research projects required as part of a broader project,
3. Coordinating field studies relating to Pacific Salmon,
4. Coordinating the activities being conducted in various studies, experiments or research projects focused on Pacific Salmon,
5. Performing strategic planning and development of salmon related studies, experiments or research projects,
6. Statistical Analysis and Reporting from a variety of salmon related studies, experiment or research project,
7. Providing advice on consultation processes and facilitation, speaking workshops, strategic planning, post-meeting analysis,
8. Organizing and facilitating round tables/ town halls,
9. Designing and/or building a way to collect, store or transfer data digitally across different platforms and devices,
10. Reviewing, editing and analysis of reports,
11. Producing reports or research papers that study salmon species in the pacific region that may impact south coast salmon assessment, survival rates or fisheries,
12. Producing reports for peer reviewed processes such as CSAS,
13. Providing economic impact and / or quantitative modelling,
14. Advising senior officials on the potential impact of salmon related studies, experiments or research projects on current and proposed programs and policies,
15. Minimum of one hundred-twenty (120) months of relevant experience is required.



ANNEX "B" – BASIS OF PAYMENT

The Supplier is required to submit ceiling rates that will apply for the term of the Supply Arrangement. The ceiling rates are subject to downward adjustment so as not to exceed the actual rates submitted as per the resulting solicitations within the scope of the Supply Arrangement. Ceiling rates will remain fixed for the duration of the SA. No increases in the ceiling rates will be allowed.

Hourly rates are inclusive of Professional fees, including any costs associated with administrative business costs such as overhead, training and/or profit.

Other Direct Expenses

The Contractor will be reimbursed for the direct expenses not covered in the hourly rate, in certain cases and at the sole discretion of Canada, where services outside of normal overhead expenses (e.g., equipment, rentals, material, translation, hospitality, etc..) that are required to complete the Work. These expenses will be reimbursed net of any discounts with no mark-up provided the costs are approved in advance by the Project Authority and they are reasonably and properly incurred in carrying out the services under this contract.

Travel and Living Expenses

Travel costs may only be charged from marshalling locations and must be in accordance with the National Joint Council Travel Directive as indicated below. Applicable marshalling location will be determined based on where the work will take place.

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

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

All payments are subject to government audit.

Zone and Marshalling Location Descriptions:

Zone 1 – Cape Lazo to Jordon River South– including the Sunshine Coast. DFO PFMA (Pacific Fishery Management Area) and DFO Statistical Area 14 (excluding 14-13) through Area 19; Area 20-5 and the southern portion of 20-4.

Marshalling Locations: Sooke, Victoria, Duncan, Nanaimo, Powell River, Sechelt, and Qualicum.

Zone 2 – Tatchu Point to Cape Lazo– including the Mainland Inlets. DFO PFMA and Statistical Areas 26 through 27 Areas, 11 through 13, and Area 14-13.

Marshalling Locations: Campbell River, Port McNeill Port Hardy, and Fair Harbour

Zone 3 – Tatchu Point to Jordon River North. DFO PFMA and Statistical Area 20 (excluding Area 20-5 and the southern portion of 20-4) through Area 25.

Marshalling Locations: Port Renfrew, Nitinat Hatchery, Port Alberni, Bamfield, Tofino, and Gold River



Bidders are required to submit ceiling rates for each type of resource they wish to be considered for. Ceiling rates must be in Canadian dollars.

Category 1 – South Coast Salmon Population Monitoring and Biological Support

Title	Zone 1	Zone 2	Zone 3
Junior Technician (Crew)	\$ _____/hr	\$ _____/hr	\$ _____/hr
Intermediate Technician (Crew)	\$ _____/hr	\$ _____/hr	\$ _____/hr
Senior Technician (Crew Chief)	\$ _____/hr	\$ _____/hr	\$ _____/hr

Junior Biologist	\$ _____/hr	\$ _____/hr	\$ _____/hr
Intermediate Biologist	\$ _____/hr	\$ _____/hr	\$ _____/hr
Senior Biologist	\$ _____/hr	\$ _____/hr	\$ _____/hr
Advanced Biologist	\$ _____/hr	\$ _____/hr	\$ _____/hr

Category 2 – South Coast Salmon Fishery Monitoring and Biological Support

Title	Zone 1	Zone 2	Zone 3
Junior Technician (Crew)	\$ _____/hr	\$ _____/hr	\$ _____/hr
Intermediate Technician (Crew)	\$ _____/hr	\$ _____/hr	\$ _____/hr
Senior Technician (Crew Chief)	\$ _____/hr	\$ _____/hr	\$ _____/hr

Junior Biologist	\$ _____/hr	\$ _____/hr	\$ _____/hr
Intermediate Biologist	\$ _____/hr	\$ _____/hr	\$ _____/hr
Senior Biologist	\$ _____/hr	\$ _____/hr	\$ _____/hr
Advanced Biologist	\$ _____/hr	\$ _____/hr	\$ _____/hr

Category 3 – South Coast Salmon Habitat Monitoring and Biological Support

Title	Zone 1	Zone 2	Zone 3
Junior Technician (Crew)	\$ _____/hr	\$ _____/hr	\$ _____/hr
Intermediate Technician (Crew)	\$ _____/hr	\$ _____/hr	\$ _____/hr
Senior Technician (Crew Chief)	\$ _____/hr	\$ _____/hr	\$ _____/hr

Junior Biologist	\$ _____/hr	\$ _____/hr	\$ _____/hr
Intermediate Biologist	\$ _____/hr	\$ _____/hr	\$ _____/hr
Senior Biologist	\$ _____/hr	\$ _____/hr	\$ _____/hr
Advanced Biologist	\$ _____/hr	\$ _____/hr	\$ _____/hr

Category 4: South Coast Salmon Population, Fishery and Habitat Analysis

Title	Zone 1	Zone 2	Zone 3
Junior Biologist	\$ _____/hr	\$ _____/hr	\$ _____/hr
Intermediate Biologist	\$ _____/hr	\$ _____/hr	\$ _____/hr
Senior Biologist	\$ _____/hr	\$ _____/hr	\$ _____/hr
Advanced Biologist	\$ _____/hr	\$ _____/hr	\$ _____/hr



ANNEX “C” – MANDATORY TECHNICAL EVALUATION

All Suppliers:

- a. Suppliers do not have to bid on all Categories or zones.
- b. Suppliers do not have to bid on each task in a category. For example, if they are bidding on Category 1, then they have to provide proof of experience for M1a and/or M1b and/or M1c.
- c. Suppliers do not need to ve experience in each of the associated activities for each task. For example, if a supplier is submitting their experience for Visual Surveys under M1a, they do not have to provide experience for all 5 associated activities.
- d. Suppliers must provide proof of a minimum of 24 months’ experience in whichever Activity they are providing experience for.
- e. Suppliers must demonstrate their compliance by providing substantial information describing completely and in detail, how the requirement is met or addressed. Please provide your experience (in point form) conducting those tasks including references that can confirm the activities and timeline.

Demonstrate how you meet the criteria for the tasks you are submitting a bid for. In point form, provide examples and references (i.e., list the project, type of tasks performed, duration and employer). You may use additional paper if necessary.

Resulting Supply Arrangements will only include Tasks and Activities where bidders have been deemed to be compliant.

Category 1 - South Coast Salmon Population Monitoring and Biological Support

Suppliers must provide proof of a minimum of 24 months’ experience for each of the Activities they are providing experience for in order to be deemed compliant.

			Submitted?		Compliant	
	Tasks	Activities	Yes	No	Yes/No	Page No.
M1a	Visual Surveys (As per PART 2 – SOW CATEGORY 1, para 2.3)	Snorkel - Index Surveys				
		Snorkel - Non-Index Surveys				
		Non-Snorkel Surveys				
		Stream Markers & Trail Work				
M1b	Enhanced Population Monitoring (As per PART 2 – SOW CATEGORY 1, para 2.4)	Mark Resight / Recapture				
		Tag Application				
		Telemetry work				
		DIDSON sonar				
		Juvenile or Adult Trapping				
		Micro-trolling				
		Broodstock Removal and Dead Pitch				
		Fence Monitoring & Maintenance				
		Acoustic Surveys				
Surveys of Non-salmon Species						



M1c	Biological Sampling and Analysis (As per PART 2 – SOW CATEGORY 1, para 2.5)	Genetic, Tissue and Organ Analysis				
		Salmon Aging Analysis				
		Thermal Mark Analysis				
		Bio sampling in Non-Tidal Waters				

Category 2 - South Coast Salmon Fishery Monitoring and Biological Support

Suppliers must provide proof of a minimum of 24 months' experience for each of the Activities they are providing experience for in order to be deemed compliant.

			Submitted?		Compliant	
	Tasks	Activities	Yes	No	Yes/No	Page No.
M2a	Fishery Monitoring (As per PART 3 – SOW CATEGORY 2, para 3.3)	Fishery Interviews				
		Effort Counts				
		Bio-sampling in Tidal Waters				

Category 3 - South Coast Salmon Habitat Monitoring and Biological Support

Suppliers must provide proof of a minimum of 24 months' experience for each of the Activities they are providing experience for in order to be deemed compliant.

			Submitted?		Compliant	
	Tasks	Activities	Yes	No	Yes/No	Page No.
M3a	Habitat Impact Assessment (As per PART 4 – SOW CATEGORY 3, para 4.3)	River Profiling				
		Habitat Impact, Mapping & Monitoring				
		Hydromet Installation / Maintenance				

Category 4: South Coast Salmon Population, Fishery and Habitat Analysis

Suppliers must provide proof of a minimum of 24 months' experience for each of the Activities they are providing experience for in order to be deemed compliant.

			Submitted?		Compliant	
	Tasks	Activities	Yes	No	Yes/No	Page No.
M4a	Program Design, Development, Delivery, Data and Analysis (As per PART 5 – SOW CATEGORY 4, para 5.3)	Program Design and Development				
		Program Delivery and Co-ordination				
		Data Format, Collection and Analysis				
		Project Review and Report Production				

Submissions not meeting the mandatory technical criteria will not be evaluated further



APPENDIX 1 to ANNEX C – TECHNICAL BID SUBMISSION TEMPLATE

Demonstrate how you meet the criteria for the tasks you are submitting a bid for. In point form, provide examples and references (i.e. list the project, type of tasks performed, duration and employer). See Appendix 2 to Annex C for examples.

Activity:	
Project Name:	
Duration: Months/years	
Contact Information:	
Type of Task Performed:	



APPENDIX 2 to ANNEX C – SAMPLE TECHNICAL SUBMISSION

This is the type of information that we are looking for in order to conduct the technical evaluations. **These are provided as examples only. Examples have not been provided for each type of activity.**

M1a – Visual Surveys

Activity:	Snorkel – Index & Non-Index Surveys
Project Name:	WCVI Chinook Snorkel Surveys
Duration: Months/years	Feb 2012-Jan 2017
Contact Information:	John Doe, 999-999-9999, email@example.com
Type of Task Performed:	Conducted weekly snorkel survey of several salmon spawning streams on the west coast of Vancouver island. Streams were surveyed for all species of salmonids, recording numbers of species (live and dead) every 500 metres at predetermined stream markers. Other information recorded included: % population spawning, environmental conditions, discharge measurements, horizontal and vertical visibility. All data was recorded on Stream Inspection Logs and submitted to DFO after each swim. I was also responsible for being present at pre-season and postseason meetings.

Activity:	Stream Markers & Trail Work
Project Name:	WCVI Chinook Snorkel Surveys
Duration: Months/years	Oct 2012- Sept 2017
Contact Information:	John Doe, 999-999-9999, email@example.com
Type of Task Performed:	In the summer, before snorkel surveys commenced, I visited each of the streams I would be surveying to ensure that there was trail access to the stream and that stream markers were in place every 500m along the surveyed sections of the river. Trail maintenance included clearing brush using a machete, and marking the trail with flagging tape. Stream markers were hung on sturdy permanent (or semi-permanent) structures with hammer and nails, at predetermined locations (using handheld GPS)

M1b – Enhanced Population Monitoring

Activity:	Mark Resight / Recapture
Project Name:	Henderson Sockeye Mark/Resight Project
Duration: Months/years	Apr 2013- Mar 2014
Contact Information:	John Doe, 999-999-9999, email@example.com



<p>Type of Task Performed:</p>	<p>Sockeye salmon were netted at the mouth of Clemens Creek, a tributary of Henderson Lake. Coloured spaghetti tags were attached to the backs of captured and salmon, and the fish was released and allowed to migrate upstream. Additional samples were also taken (scales, sex, length, DNA). The ration of tagged and non-tagged fish on subsequent swims was used to estimate population size and observer efficiency.</p>
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ANNEX "D" – SUPPLY ARRANGEMENT REPORTING

Reporting Period dates _____ to _____, _____

Month Month Year

Solicitation Number	Successful Award? Yes/No	\$ Value of successful Contract

Total number of solicitations responded to for reporting period	
Total number of successful contracts for reporting period	
Total value of successful contracts for reporting period	



ANNEX “E” – ARRANGEMENT SUBMISSION CHECKLIST

- Checklist Document
Read checklist to make sure all documents are included in the submission arrangement

- Cover Page – Fill out
 1. Vendor/Firm name and address
 2. Telephone, Facsimile and Email address
 3. Name of Person authorized to sign on behalf on the Vendor/Firm
 4. Sign and Date

- Supplier Information – Part 5 – Certification and Additional information
Fill out or check boxes as required
 - Indigenous Company?
 - Names of Owners/Board of Directors – For companies that are NOT Bands, First Nations or Tribal Councils.
 - Procurement Business Number (PBN)?
 - Former Public Servant

- Financial Evaluation – Annex B - Basis of Payment

- Technical Evaluation
 1. Suppliers must provide proof of a minimum of 2 years’ experience in whichever Activity they are providing experience for.
 2. Bidders must demonstrate their compliance by providing substantial information describing completely and in detail, how the requirement is met or addressed. Please provide your experience (in point form) conducting those tasks including references that can confirm the activities and timeline.

- Method for submitting arrangement:
 - Email: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca