



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

Bid Receiving/Réception des soumissions

Procurement Hub | Centre
d'approvisionnement
Fisheries and Oceans Canada | Pêches et
Océans Canada
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Fredericton, NB, E3C 2M6

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

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal to: Fisheries and Oceans Canada

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

Proposition à : Pêches et Océans Canada

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

Title / Titre Site Inspection Services		Date August 11, 2023
Solicitation No. / N° de l'invitation 30004408		
Client Reference No. / No. de référence du client(e) 30004408		
Solicitation Closes / L'invitation prend fin At / à : 14 :00 AST (Atlantic Standard Time) On / le : September 5, 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 : Karen Dolan, Acting Senior Contracting Officer Email / Courriel: DFO.Tenders-Soumissions.MPO@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 Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

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

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes

1.2 Summary

Fisheries and Oceans Canada (DFO) – Small Craft Harbours (SCH) Branch is inviting consulting firms with Marine Engineering expertise to submit proposals for Standing Offers. The selected Offerors shall provide Resident Site Inspection services as identified in the Statement of Work section of this document for marine construction projects in the Newfoundland Labrador Region including, but not limited to, the following:

- Small Craft Harbour facilities
- Shore protection and breakwaters
- Dredging
- Timber cribwork
- Steel sheet pilework
- Timber or steel pilework & rock anchors
- Reinforced concrete support structures (e.g. pile caps, beams, fascia and retaining walls, wharf decks)

Offerors should note that there is no guarantee that the full or any amount of the Standing Offers will be called-up; DFO will issue call-ups only when the specific services to be provided under the Standing Offer are needed.



Canada intends to issue several Standing offers (SO). The period of the SO will be from the date of issuance until 31 March 2028. The distribution of work will be by the right of first refusal principle.

The Request for Standing Offers (RFSO) is to establish Standing Offers for the requirement detailed in the RFSO, within the province of Newfoundland and Labrador, excluding locations that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCA areas within Newfoundland and Labrador will be treated as a separate procurement, outside of the resulting standing offers.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada-Korea Free Trade Agreement and the Canadian Free Trade Agreement (CFTA).

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwpsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwpsc.gc.ca/esc-src/introduction-eng.html>) website.

1.4 Debriefings

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

1.5 Trade Agreements

This procurement is subject to the provisions of the World Trade Organization - Agreement on Government Procurement (WTO-AGP), the Canada-Korea Free Trade agreement (CKFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA)

1.6 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.



PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Offers

Bids must be submitted by the date, time and place indicated on page 1 of the bid solicitation.

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

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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required, have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

Definitions

For the purposes of this clause,

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

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



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

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

Former Public Servant in Receipt of a Pension

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

YES () **NO** ()

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

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

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

Work Force Adjustment Directive

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

YES () **NO** ()

If so, the Offeror must provide the following information:

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

2.4 Enquiries - Request for Standing Offers

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

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the



question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Newfoundland and Labrador**.

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

2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors 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) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.



PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Canada requests that the offer be gathered per section and separated as follows:

- Section I: Technical Offer (1 PDF format)
- Section II: Financial Offer (1 PDF format)
- Section III: Certifications (1 PDF format)

Important Note:

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

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

Due to the nature of the RFSO, offers transmitted by facsimile will not be accepted.

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

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Attachment 1 to Part 3.

3.1.1 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "1" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "1" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Annex " D ".

4.1.1.2 Point Rated Technical Criteria

Refer to Annex " D ".

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit and Price - [A0027T](#) (2022-12-01)

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of **70 points** overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **110 points**.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 80 % for the technical merit and 20 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained divided by the maximum number of points available multiplied by the ratio of 80 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 20 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.



The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 80/20 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (80%) and Price (20%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 80 = 68.15$	$89/135 \times 80 = 52.74$	$92/135 \times 80 = 54.52$
	Pricing Score	$45/55 \times 20 = 16.36$	$45/50 \times 20 = 18.00$	$45/45 \times 20 = 20.00$
Combined Rating		84.51	70.74	74.52
Overall Rating		1st	3rd	2nd



ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

The Offeror must complete this pricing schedule and include it in its financial offer.

The Estimated Level of Effort (LOE) included in this pricing schedule are provided for evaluation purposes only. They are not to be considered as a guarantee and their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services.

Under any resulting Standing Offer, Canada will not accept living expenses, relocation administrative or overhead fees.

Definition of a Day

A day is defined as 10 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave.

The inspector will be expected to work a schedule that matches the contract's time onsite. Normal turnaround schedules consists of working days on site and off-days away from site, though these schedules vary and are subject to change at anytime.

- i. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.
- iii. Should construction be halted due to unforeseen circumstances related to the work, such as inclement weather or supply chain issues, and the contractor leaves the worksite before the pre-determined shift ends or before construction is complete, the inspector may be asked to remain onsite to document that the contractor has abandoned site. The Offeror will be paid up to 7.5 hours per day as approved by the Project Authority.

An example table has been provided:

EXAMPLE FINANCIAL OFFER TABLE

Description	Estimated Level of Effort (A)	Fixed Hourly Rates					(A) x [(B) + (C) + (D) + (E) + (F)] = TOTAL
		Contract Issuance to March 31st, 2024 (B)	April 1 st , 2024 to March 31 st , 2025 (C)	April 1 st , 2025 to March 31 st , 2026 (D)	April 1 st , 2026 to December 31 st , 2027 (E)	April 1 st , 2027 to March 31 st , 2028 (F)	
EXAMPLE TASK 1	10 per period	\$ 10	\$ 15	\$ 20	\$ 25	\$ 30	\$ 1000
EXAMPLE TASK 2	20 per period	\$ 15	\$ 20	\$ 25	\$ 30	\$ 35	\$ 2500
EXAMPLE - Total combined price for evaluation purposes (taxes extra)							\$ 3500



Professional Fees

The Offeror will be paid all-inclusive firm rates as follows:

Description	Estimated Level of Effort (A)	Fixed Hourly Rates					$(A) \times [(B) + (C) + (D) + (E) + (F)] / 5$ = TOTAL
		Contract Issuance to March 31st, 2024 (B)	April 1 st , 2024 to March 31 st , 2025 (C)	April 1 st , 2025 to March 31 st , 2026 (D)	April 1 st , 2026 to December 31 st , 2027 (E)	April 1 st , 2027 to March 31 st , 2028 (F)	
Civil / Marine Engineer	7,500 hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Civil Technologist	2,500 hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Resident Site Inspector	40,000 hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Total combined price for evaluation purposes (taxes extra)							\$ _____



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

5.2.2 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up



against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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



PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

6.1.1 Security Clause # 1 – No Security Requirement, escort required at DFO site(s)

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

6.2 Insurance Requirements – 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.



PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

There is no security requirement applicable to the Standing Offer.

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

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

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from date of issuance to March 31, 2028 inclusive.

7.4.2 Delivery Points

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



7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Karen Dolan
Title: Acting Senior Contracting Officer
Department: Fisheries and Oceans Canada
Directorate: Materiel and Procurement Services
Address: 301 Bishop Drive, Fredericton, New Brunswick, E3C 2M6

Telephone: 782-377-7245
E-mail address: DFO.Tenders-Soumissions.MPO@dfo-mpo.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Contract is: [\(to be inserted at issuance of Standing offer\)](#)

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

Telephone: _____
E-mail address: _____

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

7.5.3 Offeror's Representative [\(to be inserted at issuance of Standing offer\)](#)

The Offeror's Representative for the Standing Offer is:

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

Telephone: _____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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



7.7 Identified Users

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

7.8 Call-up Procedures – Right of First Refusal

The call-up procedures require that when a requirement is identified, the identified user will contact the highest-ranked offeror to determine if the requirement can be satisfied by that offeror. If the highest-ranked offeror is able to meet the requirement, a call-up is made against its standing offer. If that offeror is unable to meet the requirement, the identified user will contact the next ranked offeror. Each offeror will be given 72 hours to respond. If that offeror is unable to meet the requirement to the satisfaction of DFO, the offeror will be given an additional 24 hours to revise their proposal to attempt to meet the requirements of DFO. The identified user will continue and proceed as above until one offeror indicates that it can meet the requirement of the call-up. In other words, call-ups are made based on the "right of first refusal" basis. When the highest-ranked offeror is unable to fulfill the need, the identified user is required to document its file appropriately. The resulting call-ups are considered competitive and the competitive call-up authorities can be used. **Should an Offeror refuse a call-up three (3) times, without a valid exception, over the course of the Standing Offer, Canada has the right to cancel the Standing Offer Agreement with the Offeror.**

7.9 Call-up Instrument

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

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

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$350,000.00** (Applicable Taxes included).



7.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2022-12-01), General Conditions - Standing Offers - Goods or Services
- d) the general conditions [2010B](#) (2022-12-01), General Conditions - Professional Services (Medium Complexity)
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated _____ (to be inserted at issuance of Standing Offer)

7.12 Certifications and Additional Information

7.12.1 Compliance

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

7.13.2 SACC Manual Clauses

SACC Manual clause [M3020C](#) (2016-01-28), Status of Availability of Resources - Standing Offer
SACC Manual clause [M3021T](#) (2016-01-28), Education and Experience – Standing Offer

7.14 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Newfoundland and Labrador.

7.15 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

B. RESULTING CONTRACT CLAUSES

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



7.1 Statement of Work

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

7.2 General Conditions

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

7.2.1 Supplemental General Conditions

[4013](#) (2022-06-20) Compliance with on-site measures, standing orders, policies, and rules, apply to and form part of the Contract.

7.3 Term of Contract

7.3.1 Period of the Contract

The period of the Contract will be identified in each individual call-up.

7.3.2 Delivery Date

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

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex "B" for a cost of \$ _____. *(to be inserted at issuance of Standing Offer)*. Customs duties are included and Applicable Taxes are extra.

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

7.5.2 Method of Payment

7.5.2.1 SACC Manual clause [H1000C](#) (2008-05-12), Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

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

OR



7.5.2.2 SACC Manual clause [H1008C](#) (2008-05-12), Monthly Payment

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

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

7.5.3 SACC Manual Clauses

SACC Manual clause [C0705C](#) (2010-01-11), Discretionary Audit

7.5.4 Electronic Payment of Invoices – Call-up

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

- a. Direct Deposit (Domestic and International);

7.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original must be forwarded to the following address for certification and payment.
 - DFO.invoicing-facturation.MPO@dfo-mpo.gc.ca
 - Project Authority, _____(to be inserted at issuance of Standing Offer)
 - AP Coder, _____(to be inserted at issuance of Standing Offer)

7.7 Insurance

SACC Manual clause [G1005C](#) (2016-01-28), Insurance – No Specific Requirement

7.8 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".



7.9 Environmental Considerations

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

a) Paper consumption:

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

b) Travel requirements:

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



ANNEX "A"

STATEMENT OF WORK

INTRODUCTION

Call-Ups may include any or all of the following services:

- (A) Coordination of Site Inspection Services**
- (B) Resident Site Inspection Services during Construction**
- (C) Sub-Consultant/Specialist Coordination**

SCOPE OF SERVICES

(A) Coordination of Site Inspection Services

Scope and Activities for Coordination of Inspection Services:

Coordination and management of the selection and scheduling of the Resident Site Inspection services.

(B) Resident Site Inspection Services During Construction

The intent is to ensure that a project is implemented in compliance with the defined Contract Documents (drawings and specifications) through the Offeror's full-time representative on site to monitor and inspect all aspects of the work during construction.

Scope and Activities of the Resident Site Inspector during Construction:

- Liaise with the construction contractor, Fisheries and Oceans Canada (DFO) and other agencies as appropriate to the work, if required.
- Thorough knowledge of the construction project. More than one (1) person may be required to suit the hours/type of construction.
- The Resident Site Inspector is responsible for providing full time (including overtime) resident inspection for all aspects of the project, maintaining daily records of all construction work placed. All reports are to be submitted within 48 hours of the report date.
- The Resident Site Inspector is to ensure constant communication amongst the DFO Project Manager, Consultant, Contractor, and the Provincial Department of Labour.
- Offeror may be asked to perform resident site inspection of salt water marine construction Works such as slipways, launchways, wharves, and breakwaters, more specifically in the following types of construction:
 - i. Treated Timber Crib Construction Structures
 - ii. Treated Timber Pile Construction Structures
 - iii. Steel Pile Construction Structures (complete with rock anchors)
 - iv. Steel Sheet Pile Construction Structures
 - v. Rubble Round Breakwater Construction Structures
- Small Craft Harbour (SCH) will provide a detailed specific experience requirement during the individual call-up for the specific project that the inspector must meet.
- Offeror to be directly responsible to the Project Authority / Departmental Representative.



Specific Duties and Responsibilities:

- Provide full-time Resident Site Inspection.
- Become thoroughly familiar with the Contract documents, and also be aware of all Provincial and municipal standards for the health and safety of construction workers.
- Maintain daily, weekly records, in digital format. Reports to be submitted within 48 hours of the report date.
- Maintain photo record for project.
- Constant monitoring of project quantities.
- Monitor project Quality Control, Quality assurance.
- Monitor site safety.
- Provide technical advice.
- Ensure constant communication between contractor, inspector, consultant, the Departmental Representative, and Provincial Department of Labour.
- The Departmental Representative may require Sub-Consultant/Specialist Coordination

Inspection and Reporting

- The Resident Site Inspector shall inspect all phases of the work in progress, for the purpose of bringing to the attention of the Contractor, after checking with the Offeror any discrepancies between the work, the contract documents and accepted construction procedures.
- Keep a daily log of such inspections and shall issue a daily and weekly written report to the Offeror, both for distribution, in the format directed.
- Make any other reports or surveys as may be requested by the Project Manager.

Interpretation of the Project Documents

- Interpretation of the Contract Documents shall be the joint responsibility of the Resident Site Inspector and the Departmental Representative.
- The Resident Site Inspector may provide the Departmental Representative with information regarding job conditions and may request him to relay day-to-day instructions to the Contractor, if deemed necessary.

Changes in the Work

- The Resident Site Inspector shall not authorize or order any change in the work whatsoever.

Communication & Liaison

- The Resident Site Inspector shall: communicate with the Contractor on a continual basis regarding the required standards of workmanship to meet the intent of the design, and constantly monitor the Contractor's workmanship. Any Work that is deemed to be deficient



of these standards will be brought to the attention of the Contractor's Superintendent.

- Informal discussions with Sub-trade Superintendents are usually permissible, but only with the agreement of the Contractor.
- The Resident Site Inspector must not deal directly with foreman or tradesmen, or interfere with the progress of the work.
- Communicate formally with the Contractor via memorandum form only. When this form is issued the Resident Site Inspector must immediately file copies with the Departmental Representative and the Offeror. Contact the Departmental Representative immediately when it is apparent that information or action is required of the Offeror, e.g. general instructions, clarifications, shop drawing approvals, requisitions, contemplated change orders, site instructions, details, drawings, etc.
- Accompany the Departmental Representatives on inspections and report to the Offeror requirements, comments or instructions of the Departmental Representative.
- Ensure that the Departmental Representative and the Offeror are notified promptly when key pieces and/or components of materials and equipment are delivered, so that these parties can arrange for the appropriate personnel to have an opportunity to inspect same prior to installation.

Inspection of the Work

- The Inspector shall make on site observations and spot checks of the work to determine whether the work, materials and equipment conform with the contract documents.
- The Resident Site Inspector shall advise the Contractor of any deficiencies or any unapproved deviations via memorandum and report immediately to the Offeror and Departmental Representative any of these on which the Contractor is late or refuses to correct.

Deliverables

- Daily inspection reports.
- Weekly inspection reports.
- Weekly & Monthly forecasted quantities.
- Photograph records.
- Site instructions/memorandum

Note: All deliverables shall be prepared and sent digitally.

(C) Sub-Consultant/Specialist Coordination

The Offeror shall coordinate and manage the services of sub-Consultants/Specialists* required to complete project requirements in support of the requested services under a Call-Up.

* Sub-Consultants and Specialists refers to consultants outside of those included in the Offeror's Team Identification



If required, any additional services will be identified at the time of each individual Call-up, and the Offeror will be responsible for the provision, coordination and management of these additional services.

The Offeror consultant team may be augmented/supported by other specialties or services as required by the work under the individual Call-Ups, and as agreed to by the Departmental Representative.

Examples of specialty services are:

- (a) Bathymetry (sounding) and topographic surveys
- (b) In-water and diving inspections
- (c) Geotechnical sampling and investigations/inspections
- (d) Environmental sampling



ANNEX "B"

BASIS OF PAYMENT

(To be completed at time of Standing Offer Issuance.)

Offeror will be paid all-inclusive firm rates as follows for work performed in accordance with the Contract.

Customs duties are included and Applicable Taxes are extra.

Description	Fixed Hourly Rates				
	Contract Issuance to March 31st, 2024 (B)	April 1 st , 2024 to March 31 st , 2025 (C)	April 1 st , 2025 to March 31 st , 2026 (D)	April 1 st , 2026 to December 31 st , 2027 (E)	April 1 st , 2027 to March 31 st , 2028 (F)
Civil / Marine Engineer	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Civil Technologist	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Resident Site Inspector	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

For work performed that does not amount to 60 minutes, the time charged will be calculated as follows:

- 1-15 minutes will be billed at 0.25 hrs
- 16-30 minutes will be billed at 0.50 hrs
- 31-45 minutes will be billed at 0.75 hrs
- 46-59 minutes will be billed at 1.00 hrs

Travel and Disbursements

1. The following travel and disbursements reasonably incurred by the Offeror, that are related to the Services and approved by the Project Authority, shall be reimbursed to the Offeror as per the following:



- (a) All travel outside of a radius of 100 kilometers of the immediate area of Newfoundland and Labrador must have the prior authorization of the Project Authority.

Travel: Privately owned vehicles driven on authorized government business travel shall be paid based on the kilometeric rates listed in Appendix B – Kilometeric Rates – Modules 1, 2 and 3 of the National Joint Council which may be viewed at <https://www.njc-cnm.gc.ca/directive/d10/v238/s658/en>. No travel time to and from home (or office) and work site will be paid.

Additional travel expenses: Ferries or air fare within the province of Newfoundland and Labrador may be paid with prior authorization from the Project Authority.

Living Expenses: These expenses will not be paid under this Standing Offer.

- (b) Additional services' disbursements as authorized by the Project Authority required in support of the requested services under a call-up and which cannot be covered under the fixed hourly rate established under the Standing Offer such as diving inspections, drilling/coring contractor, barge rental, material and/or in-situ testing services etc. The cost for these services shall be administered as follows;

Unless otherwise authorized by the Project Authority, the above mentioned disbursements shall be obtained by providing a minimum of two (2) quotes. Copies of all quotes shall be submitted with proposal for the call-up; or

2. The following costs shall be included in the fees required to deliver the services and shall **NOT** be reimbursed separately;

- (a) Standard office expenses such as any photocopying, computer costs, Internet, Long distance telephone and fax, including that between the Offeror's main office and branch offices or between the Offeror's offices and other team members offices;
- (b) Plotting;
- (c) Presentation material;
- (d) Administration costs;
- (e) Local project office.

3. Disbursements shall be Project related and shall not include expenses that are related to the normal operation of the Offeror's business.

These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

Customs duties are included, and applicable taxes are extra.



ANNEX "C"

PERFORMANCE EVALUATION

Refer to Attachment Titled: "*Consultant Performance Evaluation Report Form (CPERF) Form
2913_1*"



ANNEX “D”

TECHNICAL EVALUATION

MANDATORY TECHNICAL CRITERIA

The offer must meet the mandatory technical criteria specified below.

The Offeror must include the following table in their proposal, indicating that their proposal meets the mandatory technical criteria, and providing section/proposal page number that contains information to verify that the criteria has been met. Each mandatory technical criterion should be addressed separately.

Offers which fail to meet the mandatory technical criteria will be declared non-compliant and given no further consideration.

No.	Mandatory Technical Criteria	Reference to section/page number
<p>M1</p> <p>Firm's Certification</p>	<p>Offeror's firm must be authorized to provide Civil / Marine engineering services and be licensed within the province of Newfoundland and Labrador.</p> <p>Provide proof of current licensing (Permit to Practice).</p>	
<p>M2</p> <p>Team List</p>	<p>Offeror must provide a team list for each discipline.</p> <p>All proposed resources must have at least 10 years' experience.</p> <p>Resources Required / Discipline:</p> <ul style="list-style-type: none"> • Minimum of 1 Civil / Marine Engineer • Minimum of 1 Civil Technologist • Minimum of 8 Resident Site Inspectors <p>Information required in Resume:</p> <ul style="list-style-type: none"> • Name of Firm, • Name of each Resource; and • detailing sufficient experience within respective discipline. • Brief description detailing the experience of the Resident Site Inspector as it demonstrates the requirements as stated in Annex A – Statement of Work. 	



POINT RATED TECHNICAL CRITERIA

The Point Rated Technical Criteria grid below will be used to evaluate submissions.

It is the Offerors responsibility to ensure that the **section/page number** listed in the Point Rated Technical Criteria grid can be used to evaluate each resource.

No.	Point Rate Technical Criteria	Points	Reference to the Proposal section/page number
<p>R1 Team Approach / Management of Services</p> <p><i>What we are looking for:</i></p> <p>How the team will be organized in its approach and methodology in the delivery of the required services found in Annex A Statement of Work.</p>			
<p>R1</p>	<p><i>What the Offeror should provide:</i></p> <p>A description of:</p> <p>a) Roles and responsibilities of each member of the identified team including years of experience completing work as found in Annex A Statement of Work;</p> <p>b) Assignment of the resources availability;</p> <p>c) Management and organization (reporting structure);</p> <p>d) Internal quality control techniques;</p>	<p>Maximum 10 Points</p> <p>4 points – Offeror provided some of the requested information and demonstrated a full understanding of the delivery of the required services found in Annex A Statement of Work</p> <p>8 points – Offeror provided most of the requested information and demonstrated a full understanding of the delivery of the required services found in Annex A Statement of Work</p> <p>10 points - Offeror provided all requested information and demonstrated a full understanding of the delivery of the required services found in Annex A Statement of Work.</p> <p>___/10 points</p>	
<p>R2 Past Experience</p> <p><i>What we are looking for:</i></p> <p>Demonstration that over at least the past five (5) years, the Offeror has participated in a range of projects requiring a scope of services substantially similar to with Annex A Statement of Work.</p>			
<p>R2</p>	<p><i>What the Offeror should provide:</i></p> <p>a) A brief description of a maximum of five (5) projects completed / undertaken over the last five (5) years by the firm, or its personnel;</p>	<p>Maximum 25 Points (5 points per project)</p> <p>5 points per project that the Offeror has demonstrated that the project has the same scope of services substantially similar</p>	



	<p>b) For the above projects, include the names of personnel who were involved as part of the project team and their respective responsibilities;</p> <p>c) Indicate the dates the services were provided for the listed projects (Month and Year);</p> <p>d) Scope of services, constraints and deliverables;</p> <p>e) Client references - name, address, phone and email of client contact at working level.</p> <p>Reference checks may be completed if deemed necessary.</p>	<p>to with Annex A Statement of Work.</p> <p>___/25 points</p>	
<p>R3 Construction on Coastal Labrador Past Experience</p> <p><i>What we are looking for:</i></p> <p>Demonstrate that over at least five (5) years, the Offeror has successfully completed marine / civil projects on coastal Labrador as per scope of services in accordance with Annex A Statement of Work.</p>			
<p>R3</p>	<p><i>What the Offeror should provide:</i></p> <p>a) A brief description of a maximum of four (4) significant projects completed/undertaken over the last five (5) years by the firm, or its senior personnel;</p> <p>b) For the above projects, include the names of personnel who were involved as part of the project team and their respective responsibilities;</p> <p>c) Indicate the dates the services were provided for the listed projects (Month and Year);</p> <p>d) Scope of services, constraints and deliverables;</p> <p>e) Client references - name, address, phone and email of client contact at working level.</p> <p>Reference checks may be completed if deemed necessary.</p>	<p>Maximum 20 Points (5 points per project)</p> <p>5 points per project that the Offeror has demonstrated that the project has the same scope of services substantially similar to with Annex A Statement of Work.</p> <p>___/20 points</p>	



R4 Project Team Profile			
<i>What we are looking for:</i>			
Demonstration that the Offeror has project team with the capability, capacity and experience over the past five (5) years to provide the required services as per scope of services in accordance with Annex A Statement of Work.			
R4	<p><i>What the Offeror should provide:</i></p> <p>Resumes for <u>each</u> of the following team members document how they meet the scope of services in Annex A – Statement of Work:</p> <p>a) Maximum of one (1) Civil / Marine Engineer</p> <p>b) Maximum of one (1) Civil Technologist;</p> <p>c) Eight (8) Resident Site Inspectors.</p>	<p>Maximum 50 Points</p> <p>5 points will be awarded per resume that meets the criteria for the position as described in Annex A – Statement of work.</p> <p>Total ___/50 points</p>	
R5 Indigenous Registration			
<i>What we are looking for:</i>			
A demonstration that the Offeror is a registered Indigenous firm.			
R5	<p><i>What the Offeror should provide:</i></p> <p>(a) Submit confirmation that the Offeror is a registered Indigenous firm registered in the Indigenous Business Directory (sac.isc.gc.ca).</p>	<p>Maximum 5 Points</p> <p>5___ points - Registered in the Indigenous Business Directory (IBD)</p> <p>___/5 points</p>	
	TOTAL SCORE		
	(required minimum of 70 points overall)	___/110 points	



ANNEX "1" to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

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

() Direct Deposit (Domestic and International);