



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

Bid Receiving/Réception des soumissions

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 STANDING OFFERS
DEMANDE D'OFFRES À
COMMANDES**

Proposal to: Fisheries and Oceans Canada

We hereby offer to sell to Her Majesty the Queen 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 la Reine 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 Standing Offer for Salmonid Milt Preservation		Date AUGUST 22ND, 2023
Solicitation No. / N° de l'invitation 30000317A		
Client Reference No. / No. de référence du client(e) 30000317A		
Solicitation Closes / L'invitation prend fin At /à : 2:00 pm / 14h00 Atlantic Daylight Time On / le : September 7 th , 2023		
F.O.B. / F.A.B. Destination	Taxes See herein — Voir ci-inclus	Duty / Droits See herein — Voir ci-inclus
Destination of Goods and Services / Destinations des biens et services See herein — Voir ci-inclus		
Instructions See herein — Voir ci-inclus		
Address Inquiries to : / Adresser toute demande de renseignements à : Cal LaKing, Contracting Specialist 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)	



REQUEST FOR STANDING OFFER (RFSO)

30000317A

Standing Offer for Salmonid Milt Preservation

FISHERIES AND OCEANS CANADA



TABLE OF CONTENTS

TABLE OF CONTENTS 3

PART 1 - GENERAL INFORMATION 5

1.1 Introduction 5

1.2 Summary 5

1.3 Security Requirement: 6

1.4 Debriefings 6

1.5 Trade Agreements 6

1.6 Reissue of Request for Standing Offers 7

PART 2 - OFFEROR INSTRUCTIONS 8

2.1 Standard Instructions, Clauses and Conditions 8

2.2 Submission of Offers 8

2.3 Enquiries - Request for Standing Offers 8

2.4 Applicable Laws 8

2.5 Bid Challenge and Recourse Mechanisms 9

PART 3 - OFFER PREPARATION INSTRUCTIONS 10

3.1 Offer Preparation Instructions 10

ATTACHMENT 1 TO PART 3, PRICING SCHEDULE 12

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION 14

4.1 Evaluation Procedures 14

4.2 Basis of Selection 14

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION 15

5.1 Certifications Required with the Offer 15

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information 15

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS 20

6.1 Security Requirements 20

6.2 Insurance Requirements – No Specific Requirements 20

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES 21

A. STANDING OFFER 21

7.1 Offer 21

7.2 Security Requirements 21

7.3 Standard Clauses and Conditions 21

7.4 Term of Standing Offer 21

7.5 Authorities 22

7.6 Proactive Disclosure of Contracts with Former Public Servants 22

7.7 Identified Users 22

7.8 Call-up Instrument 22

7.9 Limitation of Call-ups 23

7.10 Travel and Living Expenses 23

7.11 Priority of Documents 23

7.12 Certifications and Additional Information 24

7.13 Applicable Laws 24

7.14 List of Proposed Subcontractors 24

B. RESULTING CONTRACT CLAUSES 25

7.1 Statement of Work 25

7.2 Standard Clauses and Conditions 25

7.3 Term of Contract 25

7.4 Proactive Disclosure of Contracts with Former Public Servants 25

7.5 Payment 25



7.6	Invoicing Instructions	26
7.7	Insurance – No Specific Requirement.....	27
7.8	Dispute Resolution.....	27
7.9	Environmental Considerations	27
ANNEX "A" STATEMENT OF WORK.....		28
ANNEX "B" BASIS OF PAYMENT		34
ANNEX "C" STANDING OFFER REPORT		36
ANNEX "D" EVALUATION CRITERIA.....		37



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

This requirement is for the Department of Fisheries and Oceans Canada.

Introduction:

The Department of Fisheries and Oceans has a requirement to set up a standing offer agreement for Salmonid Milt Preservation services on an "as and when" requested basis. The objective is to award a Standing Offer Agreement (SOA) to one (1) supplier who can provide Salmonid Milt Preservation Services to meet the specific needs of the Statement of Work.



Scope:

The Salmonid Enhancement Program (SEP) plays a key role in Fisheries and Oceans Canada's work to conserve and manage Pacific salmon stocks. SEP's hatcheries contribute to the government's efforts to conserve Pacific salmon populations in crisis and prevent the functional extirpation of local stocks.

Currently, there are multiple stocks of Pacific salmon within British Columbia that are in precipitous decline and require enhancement intervention. Due to limited hatchery capacity, the department triages stocks of extreme conservation concern. Triage is based on multiple factors, including whether a given stock is genetically unique within a conservation unit (CU) or designable unit (DU). When the escapement of a particular stock is less than the number of individuals required for an effective population size, the risk of extirpation increases significantly as heterozygosity and genetic diversity are lost.

Fisheries and Oceans Canada requires the following activities to be conducted:

- 1) prepare freshly extracted salmonid milt for cryopreservation
- 2) cryopreserve, inventory, and safely and securely store salmonid milt for an indeterminate length of time
- 3) safely reanimate milt as and when needed for female gamete fertilization

Species of salmonids that may be targeted for cryopreservation to support enhancement and research purposes include: Chinook (*Oncorhynchus tshawytscha*), Coho (*Oncorhynchus kisutch*), Sockeye (*Oncorhynchus nerka*), Steelhead (*Oncorhynchus mykiss*), Atlantic Salmon (*Salmo salar*).

Location of Work, Work site and Delivery Point:

The work will be conducted in British Columbia for the Big Bar Response and across Canada for SEP.

Work will be performed at the Contractor's premises and on location when technical work is required at the collection site.

1.3 Security Requirement:

There is no security requirements associated with this Standing Offer Agreement. The Company working under this Standing Offer Agreement must not be given access to sensitive information or assets, and must be escorted at all times while on DFO premises.

The Request for Standing Offers (RFSO) is to establish one (1) Standing Offer for the requirement detailed in the RFSO, to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting standing offers.

1.4 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

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



1.6 Reissue of Request for Standing Offers

This request for standing offers (RFSO) cancels and supersedes previous RFSO number 30000317 dated November 18th, 2022 with a closing of December 19th, 2022 at 14:00 EST.



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

Offers 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 Offers, transmission of offers by facsimile to DFO will not be accepted.

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 7 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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



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

2.5 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential 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 Offerors provide their offer in separately bound sections as follows:

Section I: Technical Bid (one soft copy in PDF format)

Section II: Financial Bid (one soft copy in PDF format)

Section III: Certifications (one soft copy in PDF format)

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

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

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

If the Offeror is simultaneously providing copies of its offer using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy, the wording of the electronic copy will have priority over the wording of the other copies.

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.

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

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

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

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

Section I: Technical Offer

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

Section II: Financial Offer



Offerors must submit their financial offer in accordance with Attachment 1 to Part 3 **3.1.1** Exchange Rate
Fluctuation

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

Section III: Certifications Offerors must submit the certifications and additional information required
under Part 5.



ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

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

The volumetric data included in this pricing schedule are provided for offer evaluated price determination purposes only. They are not to be considered as a guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

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

Definition of a Day/Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\text{(Hours worked} \times \text{applicable firm per diem rate)} \div 7.5 \text{ hours}$$

- 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.

An example table has been provided:

EXAMPLE FINANCIAL OFFER TABLE

Description	Estimated Quantity	Firm Rates					$(i) \times [(ii) + (iii) + (iv) + (v) + (vi)] =$ Total
		Issuance to December 31st, 2023	January 1 st , 2024 to December 31 st , 2024	January 1 st , 2025 to December 31 st , 2025	January 1 st , 2026 to December 31 st , 2026	January 1 st , 2027 to December 31 st , 2027	
		(i)	(ii)	(iii)	(iv)	(v)	
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 Quantity	Firm Rates					$(i) \times [(ii) + (iii) + (iv) + (v) + (vi)] =$ Total
		Issuance to December 31st, 2023	January 1 st , 2024 to December 31 st , 2024	January 1 st , 2025 to December 31 st , 2025	January 1 st , 2026 to December 31 st , 2026	January 1 st , 2027 to December 31 st , 2027	
		(i)	(ii)	(iii)	(iv)	(v)	
Prepare, inventory and cryopreserve milt as per SOW 2.2.1 and 2.2.2. This is to include the cost of the straw and the price is based on the amount of straws per sample that need to be processed.	1500 per period	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Prepare, inventory and cryopreserve milt as per SOW 2.2.1 and 2.2.2. This is to include the cost of the straw and the price is based on the amount of straws per sample that need to be processed.	750 per period	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Prepare, inventory and cryopreserve milt as per SOW 2.2.1 and 2.2.2. This is to include the cost of the straw and the price is based on the amount of straws per sample that need to be processed.	1 per period	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Technical Support (as per SOW 2.2.4), per diem rate	20 days per period	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Store Milt as per SOW 2.2.2 for 2300 cryopreservation straws per month per tank (for evaluation purposes, 48 = 12 months for 4 tanks)	48 per period	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Total combined price for evaluation purposes (taxes extra)							\$ _____



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

Attached at Annex D.

4.1.2 Financial Evaluation

4.1.1.2 Financial Evaluation

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

4.2 Basis of Selection

4.2.1 Basis of Selection – Mandatory Technical Criteria Only

SACC *Manual* Clause [M0031T](#) (2007-05-25), Basis of Selection – Mandatory Technical Criteria Only

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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.



5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Offeror's Representative

The Contractor's Representative for the Contract is:

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

5.2.3.2 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:

5.2.3.3 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.



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

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

Signature

Print Name of Signatory



**ATTACHMENT 1 TO PART 5
LIST OF NAMES FOR INTEGRITY VERIFICATION FORM**

Requirements

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

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

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

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



PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

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

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

6.2 Insurance Requirements – No Specific Requirements

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

7.2.1 There is no security requirement applicable to the Standing Offer.

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.3.2 Standing Offers Reporting

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

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

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

The semi-annual reporting periods are defined as follows:

- Report 1: April 1 to September 30;
- Report 2: October 1 to March 31;

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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of award to December 31, 2027.

7.4.2 Comprehensive Land Claims Agreements (CLCAs)

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador



that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the standing offer.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Cal LaKing
Title: Contracting Specialist
Department: Fisheries and Oceans Canada
Address: 301 Bishop Drive Fredericton, NB E3C 2M6
Telephone: 506-478-3581
E-mail address: DFOtenders-soumissionsMPO@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, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority

The Project Authority for the Standing Offer is: *(to be provided at standing offer issuance)*

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

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

7.5.3 Offeror's Representative

(to be provided at standing offer issuance)

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: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Big Bar Landslide Response in British Columbia and SEP (Salmon Enhancement Project) across Canada.

7.8 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 Offer
- PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery

or

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.

7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Applicable Taxes included).

7.10 Travel and Living Expenses

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

All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

Estimated Cost: \$ _____ *(to be provided at standing offer issuance)*.

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 _____ *(insert date of offer)*, *(if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" or "as amended on*



_____” and *insert date(s) of clarification(s) or amendment(s) if applicable*).

7.12 Certifications and Additional Information

7.12.1 Compliance

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

7.12.2 Federal Contractors Program for Employment Equity - Setting aside

The Offeror understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Offeror and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Standing Offer. If the AIEE becomes invalid, the name of the Offeror will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC may result in the setting aside of the Standing Offer.

7.13 Applicable Laws

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

7.14 List of Proposed Subcontractors

If the offer includes the use of subcontractors, the Offeror agrees, upon request from the Standing Offer Authority, to provide a list of all subcontractors including a description of the things to be purchased, a description of the work to be performed and the location of the performance of that work. The list should not include the purchase of off-the-shelf items, software and such standard articles and materials as are ordinarily produced by manufacturers in the normal course of business, or the provision of such incidental services as might ordinarily be subcontracted in performing the Work.



B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

Section 13 Interest on Overdue Accounts, of [2010B](#) (2022-12-01), General Conditions – Professional Services (Medium Complexity) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Period of the Contract

The period of the Contract is 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: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.5 Payment

7.5.1 Basis of Payment

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

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

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

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



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

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

7.5.2 Travel and Living Expenses

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, 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.

Estimated Cost: \$ _____ *(to be provided at contract award)*.

7.5.3 Monthly Payments

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.

7.5.2 SACC Manual Clauses

SACC Manual clause [A9117C](#) (2007-11-30), T1204 – Direct Request by Customer Department
SACC Manual clause [C2000C](#) (2007-11-30), Taxes – Foreign-based Contractor

7.5.3 Electronic Payment of Invoices – Call-up

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

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

7.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Each invoice must be supported by a copy of any documents as specified in the Contract.
3. Invoices must be distributed as follows:
The original copy must be forwarded to DFO.invoicing-facturation.MPO@dfo-mpo.gc.ca c.c. [TBD](#) for certification and payment.



7.7 Insurance – No Specific Requirement

SACC Manual clause [G1005C](#) (2016-01-28), Insurance

7.8 Dispute Resolution

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

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

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

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

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

" Cryogenic Salmonid Milt Preservation Program "

1.0 **Scope**

1.1. **Objective:**

Fisheries and Oceans Canada requires the services of a salmonid milt (sperm) cryopreservation contractor to support critical salmon enhancement and research activities. Unlike ova, sperm can be cryogenically frozen and stored in liquid nitrogen; this banking is critical for genetic preservation of threatened stocks of salmon. Under highly specific conditions, milt can be successfully stored for many years, theoretically indefinitely, with very little impact on sperm viability. Properly preserved and stored, cryopreserved milt can be reanimated and successfully used to fertilize salmonid ova in future enhancement and research programs.

1.2. **Background:**

The Salmonid Enhancement Program (SEP) plays a key role in Fisheries and Oceans Canada's work to conserve and manage Pacific salmon stocks. SEP's hatcheries contribute to the government's efforts to conserve Pacific salmon populations in crisis and prevent the functional extirpation of local stocks.

Currently, there are multiple stocks of Pacific salmon within British Columbia that are in precipitous decline and require enhancement intervention. Due to limited hatchery capacity, the department triages stocks of extreme conservation concern. Triage is based on multiple factors, including whether a given stock is genetically unique within a conservation unit (CU) or designatable unit (DU). When the escapement of a particular stock is less than the number of individuals required for an effective population size, the risk of extirpation increases significantly as heterozygosity and genetic diversity are lost.

The cryopreservation of salmonid milt can mitigate against the loss of diversity by preserving genetic material that can be incorporated into future enhancement and research programs. The benefits of cryopreservation include:

- Genetic material in the form of viable milt being available for enhancement programs if no males arrive at the spawning grounds
- If males do present on spawning grounds, the preserved genetic material can be used to bolster genetic diversity (can be used to make additional family crosses on any given brood year through matrix spawning)
- In the unfortunate event of stocks becoming functionally extirpated, future juvenile transplants will be more adapted to unique environmental conditions if milt from the original stock is used
- Cryopreservation is a low risk activity as stored milt is viewed as an insurance policy (it does not need to be used)
- Less costly and more practicable than captive brood programs, cryopreservation delivers on the same objective; preserving genetic diversity

Inner Bay of Fundy (iBoF) Atlantic Salmon are listed as 'endangered' under the Species at Risk Act, and DFO Science Maritimes Region is responsible for its conservation. The Live Gene Banking (LGB) programs for iBoF aim to preserve genetic diversity and prevent the extirpation of this population. Cryopreservation of milt (male gametes) is a key component of the LGB as it allows a direct preservation of genetic diversity. This diversity can be accessed at later time periods for a variety of uses including the reduction of genetic change due to small population size and time spent in captivity, and reintroduction/recolonization of extirpated populations.



1.3. **Terminology:**

This section provides a glossary of acronyms and definitions of frequently used words contained in the SOW. These definitions must match any definitions defined in the solicitation/contract including the general conditions.

Aliquot - a portion of a larger whole

Captive brood program – salmon progeny from a breeding program maintained in captivity for the entire life-cycle, until sexually mature. These are then selectively mated, with resulting progeny released into the wild to rebuild stocks of conservation concern.

Conservation Unit - The Wild Salmon Policy (WSP) defines as “groups of wild salmon living in an area sufficiently isolated from other groups that, if extirpated, are very unlikely to be recolonized within an acceptable time frame”.

Cryoprotective agent - substance used to protect sperm from the damaging effects of freezing

Cryopreservation - preservation (as of cells) by subjection to extremely low temperatures

Cryopreservation straw - a small storage device used for the cryogenic storage of liquid samples, often in a biobank or other collection of samples. The most common application is for storage of sperm.

Effective population size - defined as the number of individuals in an idealized population that has a value of any given population genetic quantity that is equal to the value of that quantity in the population of interest

Egg-take – a process, during which ripe females have their gametes (eggs) harvested

Gametes - an organism's reproductive cells. They are also referred to as sex cells. Female gametes are called ova or egg cells, and male gametes are called sperm.

Genetic diversity - the total number of genetic characteristics in the genetic makeup of a species

Designatable units - discrete and evolutionarily significant units of the taxonomic species, where “significant” means that the unit is important to the evolutionary legacy of the species as a whole and, if lost, would likely not be replaced through natural dispersion.

Dewar - specialized type of vacuum flask used for storing cryogenics (such as liquid nitrogen or liquid helium), whose boiling points are much lower than room temperature

Escapement - the number of fish allowed to escape fishery/mortality to spawn.

Extirpation - the condition of a species that ceases to exist in a given geographic area where it was historically present, though it still exists elsewhere.

QAQC – quality assurance and quality control

Heterozygosity - the state of being heterozygous

Heterozygous - having the two alleles at corresponding loci on homologous chromosomes different for one or more loci

Matrix spawning – maximization of genetic diversity by splitting each female's eggs into a number of allotments, each to be fertilized by a different male; usually in a factorial grid arrangement, ideally a



minimum of four ways each, to generate a series of genetically different families from each female and male.

Milt - the seminal fluid of fish, mollusks, and certain other water-dwelling animals which reproduce by spraying this fluid, which contains the sperm, onto roe (fish eggs).

Ova - a female gamete or egg

Reanimation (in the context of cryogenics) - process by which cryopreserved sperm is thawed and prepared for the fertilization process.

2.0 Requirements:

2.1 Scope of Work:

Fisheries and Oceans Canada requires the following activities to be conducted:

- prepare freshly extracted salmonid milt for cryopreservation
- cryopreserve, inventory, and safely and securely store salmonid milt for an indeterminate length of time
- safely reanimate milt as and when needed for female gamete fertilization

Species of salmonids that may be targeted for cryopreservation to support enhancement and research purposes include: Chinook (*Oncorhynchus tshawytscha*), Coho (*Oncorhynchus kisutch*), Sockeye (*Oncorhynchus nerka*), Steelhead (*Oncorhynchus mykiss*), Atlantic Salmon (*Salmo salar*).

2.1.1 **Requirement: Prepare freshly extracted viable milt for cryopreservation.**

In general, the majority of milt that will be collected for cryopreservation to support enhancement activities will coincide with natural spawning events, typically occurring in the fall for Coho, Sockeye, Chinook, and Atlantic Salmon, and in the spring for steelhead. These dates will be less predictable for research activities and for captive brood programs where brood frequently mature outside of natural spawning periods. Spawning activities can generally be predicted within a five day window for enhancement and ten days for research; on request, the contractor will be expected to provide services within these windows of opportunity. The contractor must have the capacity to process milt from up to 1200 individual males per year, roughly 900 of which will occur between the months of August and December. On any given day the contractor must be capable of processing milt from up to 100 male salmon.

2.1.2 Requirement: Cryopreserve, inventory, and safely and securely store salmonid milt for an indeterminate length of time. After milt samples are prepared and aliquoted for storage, they must be frozen extremely rapidly to maintain cellular integrity and immediately suspend all biological processes, including biochemical reactions. Inventoried samples need to be stored in liquid nitrogen, which maintains a constant temperature at or below -180°C. Liquid nitrogen storage vessels have an advantage over ultra-low temperature freezers as there is no risk of losing genetic material during power outages. There is a requirement to store milt from up to 1200 individual males (4800+ units of cryopreserved sperm aliquoted to a concentration that will fertilize approximately 3000 eggs per aliquot) per year. As cryopreservation is used for long term storage, it is conceivable that stores of milt will accumulate more quickly than they are used in DFO operations. For this reason the contractor must have an overall capacity to store milt from at least five consecutive years of collection: 6000 males samples or 24 000 aliquots. Within five days of a formal request, the contractor should be able to make milt aliquots available for fertilization events and/or provide accurate inventories of stored genetic material.

2.1.3 **Requirement: Safely reanimate milt, as and when needed, for female gamete fertilization.**



Female gametes are typically harvested during timeframes that coincide with natural spawning events, typically occurring in the fall for Coho, Sockeye, Chinook, and Atlantic Salmon, and in the spring for Steelhead. When harvested and stored appropriately, female gametes can remain viable for approximately 24-48 hours. It is critical that the contractor be able to both deliver and reanimate individual cryopreserved milt aliquots selected from the on-hand inventory within this timeframe. The department will provide five days' notice prior to any scheduled egg-takes.

Although having the contractor present during the fertilization process is beneficial, it is not a critical requirement; if the contractor is able to provide the necessary equipment/technology, consumable products required, and effective instruction in performing the required techniques, the department can undertake the reanimation and fertilization process without the contractor being physically present. The contractor must have the capacity to reanimate up to 1200 individual milt aliquots per year, 900 of which are anticipated to occur between the months of August and December. On any given day the contractor needs the capacity to reanimate a maximum of 100 milt aliquots.

2.2.1 Tasks: prepare freshly extracted viable milt for cryopreservation.

The contractor must evaluate all milt samples received for quality prior to aliquoting for cryopreservation. Milt needs to be of high quality and free of contaminants to ensure that fertilization rates can be maximized when sperm are reanimated. Samples, on receipt, are opened and provided with a flush of pure oxygen and then stored in a 2°C refrigerator to maintain viability. They are then each screened for motility (scale of 0 - 3 where zero is no motility and three is high motility), a density/concentration count is carried out, and any contamination is noted (0 = no contamination, 1= blood contamination in the sample, 2 = urine/faeces/bile contamination).

Once milt quality has been quantified, aliquots, containing an adequate concentration of viable sperm to fertilize up to 3000 to 4000 eggs, will be prepared for preservation. This process requires cell counts and dilution with/suspension in a proprietary cryopreservation agent to a known concentration per mL. The samples can then be transferred into a cryopreservation container. Several secondary smaller volume aliquots are also required for future secondary genetic analysis, such that the primary aliquots are protected and not required for any laboratory QAQC analysis. Unless explicitly directed by DFO otherwise, four milt aliquots will be prepared for storage, per male spawned. For inventory management purposes it will be the contractor's responsibility to electronically track and trace each individual sample; inventory records will be provided to DFO on completion of each stock program, and on request at any time.

2.2.2 Tasks: Cryopreserve, inventory, and safely and securely store salmonid milt for an indeterminate length of time.

Once sperm has been evaluated, cell counts have been completed, and dilution to an adequate concentration to fertilize up to 3000 to 4000 eggs, the contractor must flash freeze the prepared cryopreservation aliquots to ensure minimal loss of cellular integrity, either at the contractor's storage location or at the site where milt was harvested, and then transfer to ultra-cold (-180°C or lower) storage (liquid nitrogen). The temperature of the frozen sperm must be held constant until such a time as it is required for use for a fertilization event.

2.2.3 Tasks: Safely reanimate milt as and when needed for female gamete fertilization.

Contractor to ensure that requested samples are received at location where fertilization is to take place. Samples must be maintained at an ultra-cold temperature (-180°C or lower) during transport (i.e. in a liquid nitrogen transport dewar or industry approved equivalent). Prior to fertilization, cryopreserved aliquots need to be rapidly and safely thawed in a temperature controlled water bath, typically 20°C, bringing the temperature of the sample to above 0°C, immediately prior to use. Fertilization success is expected to be within 5% of expected fresh milt fertilization rates (i.e. 90-95%).



2.2.4: Tasks: Technical Support

In some cases prior to *preparing freshly extracted viable milt for cryopreservation*, there will be a requirement for the contractor to physically be present during the egg takes to assist in milt collection. In some circumstances gonadal extraction of milt can be difficult resulting in low volumes of low quality milt. In these circumstances the department may request technical support requiring a technician to physically report to the egg take location during this time to assist in 'milt collection'.

In some cases there will be a requirement for contractor to report to the physical location that fertilization is taking place to *safely reanimate milt for female gamete fertilization*. Typically this process can be done by DFO staff with proper guidance from the contractor and does not require 'in-person' technical support. However, in some circumstances when staff are new, and or have never reanimated cryopreserved milt, there may be requests for the contractor to provide guidance and or tutorials. This would require a technician to be provided by the contractor to physically report to the egg take location and assist in 'reanimation' and 'fertilization'.

2.3 Deliverables and Acceptance Criteria:

2.3.1 Deliverables and Acceptance Criteria: prepare freshly extracted viable milt for cryopreservation and cryopreserve, inventory, and safely and securely store salmonid milt for an indeterminate length of time.

The deliverables and acceptance criteria for activities 1 and 2 have been combined.

Within 48 hours of performing tasks 2.2.1 and 2.2.2 on any stock, the contractor should provide a report detailing the following:

Date	Stock ID	Male ID	Milt Motility Score	Contamination Score	Aliquot 1 ID	Aliquot 2 ID	Aliquot 3 ID	Aliquot 4 ID	Secondary vessel IDs
Dd/mm/yy	E.g. Nechako Chinook	E.g. 1111	E.g. 1	E.g. 1	E.g. 1111	E.g. 1112	E.g. 1113	E.g. 1114	E.g. 1115 & 1116

The contractor should also provide inventory records within 72 hours of any request pertaining to a specific stock.

2.3.2 Deliverables and Acceptance Criteria: Safely reanimate milt, as and when needed, for female gamete fertilization.

Fisheries and Oceans Canada will provide to the contractor in writing, a list of the unique milt aliquots IDs required for use, and spawning location(s) they are to be used, at least five days in advance of the requirement. The contractor will ensure that the required aliquots, reanimation technology, technical advice, including technician support when appropriate, are present at the spawning locations during the spawning event.



Within 72 hours of the completion of these activities, the contractor should provide DFO with an updated inventory of aliquots on hand and a list of the aliquots used.

2.4 Constraints:

Constraints that could impact the contractors ability to deliver the service include:

- Logistics associated with servicing remote areas (lodging, travel time, travel disruptions)
- Inability to accurately predict quality of milt collected from males until laboratory evaluation may reduce the quantity of samples placed into storage for future use

2.5 Support Provided by Canada:

DFO will provide salmonid milt for cryopreservation to the contractor, which will include the following information:

- stock identification
- collection date and time
- method used to collect. i.e. expression vs. gonadal extraction
- detailed instructions for requests that deviate from standard protocol. i.e. requests for more or less than the prescribed number of four aliquots per male. The storage of milt that will obviously not meet the QAQC for milt preservation, etc.

When the contractor cannot be present at the spawning site, DFO will ensure that milt collected for cryopreservation will be collected in appropriate vessels with supplementary oxygen and shipped in coolers with temperatures at approximately 4°C. ($\pm 1.5^\circ\text{C}$), or according to the directions of the contractor. In circumstances where the contractor is required to report to one of DFO's sites during milt collection or reanimation, a clean, dry working area will be provided.

2.6 Timeframe and Delivery Dates:

For Pacific Salmon milt collection, up to 45 collection days between August 1st and December 31st are required per spawning season with one to two days required for steelhead milt collection between March 15th and June 15th where collection will occur at one of SEP's Major Operations or partner facilities. SEPs collection and reanimation requirements will change from year to year but on any given day the contractor should be able to process up to 100 samples for either storage or reanimation. The timing of each collection day is to be determined in advance of each spawning period annually.

For Atlantic Salmon milt collection, up to two collection days are required per spawning season per Biodiversity Facility (the hatchery where the stocks to be preserved are housed). For example, at the Coldbrook Biodiversity Facility (Nova Scotia), spawning typically begins Nov 1st and continues until the end of the month, while at the Mactaquac Biodiversity Facility (New Brunswick) spawning typically begins mid November and continues to the end of December. A collection day during the first and second halves of the spawning periods at each facility is required to ensure collection of high quality milt. The timing of each collection day is to be determined in advance of each spawning period annually.

2.7 Level of Effort

The level of effort will directly link to the number of milt samples requiring aliquot preparation or reanimation. The contractor utilizing the services of two technicians should be able to process up to 100 males worth of milt per day and an equivalent number of aliquots for reanimation.



ANNEX "B" BASIS OF PAYMENT

(to be completed at time of Standing Offer issuance)

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

Definition of a Day/Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\text{(Hours worked} \times \text{applicable firm per diem rate)} \div 7.5 \text{ hours}$$

- 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.

Item #	Description	Firm Rates				
		Issuance to December 31st, 2023	January 1st, 2024 to December 31st, 2024	January 1st, 2025 to December 31st, 2025	January 1st, 2026 to December 31st, 2026	January 1st, 2027 to December 31st, 2027
1	Prepare, inventory and cryopreserve milt as per SOW 2.2.1 and 2.2.2. This is to include the cost of the straw and the price is based on the amount of straws per sample that need to be processed. (1 to 1200 straws)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2	Prepare, inventory and cryopreserve milt as per SOW 2.2.1 and 2.2.2. This is to include the cost of the straw and the price is based on the amount of straws per sample that need to be processed. (1201 to 2500 straws)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____



Item #	Description	Firm Rates				
		Issuance to December 31st, 2023	January 1st, 2024 to December 31st, 2024	January 1st, 2025 to December 31st, 2025	January 1st, 2026 to December 31st, 2026	January 1st, 2027 to December 31st, 2027
3	Prepare, inventory and cryopreserve milt as per SOW 2.2.1 and 2.2.2. This is to include the cost of the straw and the price is based on the amount of straws per sample that need to be processed. (over 2500 straws)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4	Technical Support (as per SOW 2.2.4), per diem rate, per diem rate	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5	Store Milt as per SOW 2.2.2 for 2300 cryopreservation straws per month per tank (for evaluation purposes, 48 = 12 months for 4 tanks)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____



ANNEX "C" STANDING OFFER REPORT

Date of call-up	Project Authority	Items acquired/services provided	Work completion date	Quantity	Price	Total



ANNEX “D” EVALUATION CRITERIA

Mandatory Technical Criteria

Offers will be evaluated in accordance with the Mandatory Criteria as detailed herein. Offerors must clearly demonstrate that they meet all Mandatory Criteria. Offers not meeting the Mandatory Criteria will be excluded from further consideration.

The Offeror should include the following table in their offer, indicating how their offer meets the mandatory criteria, providing the proposal page number or section that contains information to verify that the criteria has been met.

Criterion number	MANDATORY TECHNICAL CRITERIA	Page of offer <i>(to be provided by the offeror)</i>
M1	<p>The Offeror must demonstrate, using project descriptions, that they have a minimum of 60 months experience providing milt *cryopreservation services for the following species; Chinook (<i>Oncorhynchus tshawytscha</i>), Coho (<i>Oncorhynchus kisutch</i>), Sockeye (<i>Oncorhynchus nerka</i>), Steelhead (<i>Oncorhynchus mykiss</i>) and Atlantic Salmon (<i>Salmo salar</i>)</p> <p>Project descriptions must include:</p> <ul style="list-style-type: none"> • Title of the Project; • Client Organization; • Dates and Duration of the Project (For example, January 2011 to October 2011, 9 months); • A brief description of the project or task (500 words or less. • Species preserved <p>*Cryopreservation - preservation (as of cells) by subjection to extremely low temperatures.</p>	
M2	<p>The Offeror must provide documented fertilization success rates using cryopreserved sperm that demonstrate fertilization success rates within 5% of that of fresh milt, and with an average overall fertilization expectation that exceeds 85% within 24 hours post fertilization and/or at the eyed egg stage of development.</p> <p>To demonstrate this experience the Offeror must provide one (1) *report for each of the following species:</p> <ul style="list-style-type: none"> • Chinook (<i>Oncorhynchus tshawytscha</i>), • Coho (<i>Oncorhynchus kisutch</i>), • Sockeye (<i>Oncorhynchus nerka</i>), • Steelhead (<i>Oncorhynchus mykiss</i>), • Atlantic Salmon (<i>Salmo salar</i>) <p>A report may include more than one species but the species must be clearly identified.</p>	
M3	<p>The offeror must demonstrate the capability to use Liquid Nitrogen Dewar(s) with temperatures ≤ - 180°C for up to 6000 milt samples (24,000 aliquots) required for both temporary and long-term storage.</p> <ul style="list-style-type: none"> • An attestation that liquid nitrogen is used will be sufficient to meet this criteria. 	



Criterion number	MANDATORY TECHNICAL CRITERIA	Page of offer <i>(to be provided by the offeror)</i>
M4	The offeror must provide their standard operating procedures for the following processes: <ul style="list-style-type: none">• 4 aliquots per male for future fertilization and an additional secondary aliquot for laboratory QAQC• Aliquots earmarked for fertilization should have the capacity to fertilize 3000 eggs.	