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**Bid Receiving Public Works and Government
Services Canada/Réception des
soumissions\Travaux publics et Services
gouvernementaux Canada**

See herein for bid submission instructions/

**Voir la présente pour les
instructions sur la présentation
d'une soumission**

NA

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address**Raison sociale et adresse du fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Public Works and Government Services / Travaux publics
et services gouvernementaux
Canada Place/Place du Canada
Suite 1000
10th Floor/10e étage
9700 Jasper Ave/9700 ave Jasper
Edmonton
Alberta
T5J 4C3

Title - Sujet Sample Processing Services - NT De traitement d'échantillons - NT	
Solicitation No. - N° de l'invitation F2402-200163/C	Date 2021-12-16
Client Reference No. - N° de référence du client F2402-200163	GETS Ref. No. - N° de réf. de SEAG PW-\$EDM-024-12197
File No. - N° de dossier EDM-0-43189 (024)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Mountain Standard Time MST on - le 2022-01-18 Heure Normale des Rocheuses HNR	
Delivery Required - Livraison exigée See Herein – Voir ci-inclus	
Address Enquiries to: - Adresser toutes questions à: Tiet, Anthony	Buyer Id - Id de l'acheteur edm024
Telephone No. - N° de téléphone (587)926-1376 ()	FAX No. - N° de FAX (418)566-6167
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF FISHERIES AND OCEANS 501 UNIVERSITY CRES. WINNIPEG Manitoba R3T2N6 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

This bid solicitation cancels and supersedes previous bid solicitation number F2402-200163/A dated 2021/07/22 with a closing of 2021/09/14 at 14:00 Mountain Daylight Time (MDT). A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

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CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into six 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 | 6A, Standing Offer, and 6B, Resulting Contract Clauses:

6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

6B, 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, and any other annexes

1.2 Summary

The Department of Fisheries and Oceans Canada (DFO) has a requirement for a Regional Individual Standing Offer (RISO) for laboratory and sample processing services for aging, stomach content analysis, whole fish processing, stable isotopes, and fecundity. Up to four Standing Offers (SO) will be issued against this requirement, one SO for each stream, for a duration of 1 year and up to 4 additional 1 year period(s).

Stream I: otolith(s) and fin clip(s) for aging;
Stream II: stomach content identification; enumeration and weight ratio;
Stream III: laboratory sample preparation including whole fish processing and stable isotopes;
and
Stream IV: fecundity determination including diameter measurements of individual eggs.

This procurement is subject to the following Comprehensive Land Claims Agreement(s):

- Inuvialuit Final Agreement;
- Gwich'in Comprehensive Land Claims Agreement;
- Sahtu Dene and Metis Comprehensive Land Claims Agreement; and
- Tlicho Land Claims Agreement.

This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

1.3 Debriefings

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

1.4 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

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](#) (2020-05-28), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2.2 Submission of Offers

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

roreceptionSoumissions.wrbidreceiving@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Facsimile number: 418-566-6167

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 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 Nunavut.

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.

2.7 Optional Bidders' Conference

An optional bidders' conference will be held virtually on Microsoft Teams on January 6, 2022. The conference will begin at 10:00 (MST). Call in (audio only) number will be available. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative.

Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance. Bidders should provide, in writing, to the Contracting Authority, the name(s) of the person(s) who will be attending and a list of issues they wish to table no later than January 5, 2022, 13:00 (MST).

Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

Section I: Technical Offer
Section II: Indigenous Opportunity Considerations
Section III: Financial Offer
Section IV: Certifications

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 provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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: Indigenous Opportunity Considerations

Offerors may submit their Indigenous Opportunity Considerations in accordance with the Annex "C".

Section III: Financial Offer

Offerors must submit their financial offer in accordance with the Annex "B", Basis of Payment.

3.1.1 Electronic Payment of Invoices – Offer

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

If Annex "E" 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

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

Section IV: 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

Offerors are only required to demonstrate compliance for the stream they wish to place an offer on.

Offerors should include a table cross-referencing a page number in their proposal indicating where in their proposal each Mandatory Technical Criteria and Point Rated Technical Criteria contains the information required to verify that the criteria has been met.

Mandatory Technical Criteria

Offerors must meet all the Mandatory Technical Criteria described below. Offers which fail to meet the Mandatory Technical Criteria will be deemed non-responsive and will not be evaluated further.

Point Rated Technical Criteria

Each technical offer which meets all the Mandatory Technical Criteria will be evaluated and scored in accordance with the Point Rated Technical evaluation criteria.

To achieve points, the Offeror's proposed resource(s) for each stream must:

- Provide a Curriculum Vitae (CV), clearly indicating work experience (related to the stream) and duration with specify month and year; and
- Demonstrate specific experience required (indicated on each stream).

If there are multiple resources submitted, the duration of experience will be averaged for all resources proposed (for each stream).

Stream I: otolith(s) and fin clip(s) for aging;

Stream II: stomach content identification; enumeration and weight ratio;

Stream III: laboratory sample preparation including whole fish processing and stable isotopes;
and

Stream IV: fecundity determination including diameter measurements of individual eggs.

STREAM I – Mandatory Technical Criteria

No.	Mandatory Technical Criteria
M1	The Offeror must provide an organizational profile and demonstrate a minimum of three (3) years of recent experience in providing stream I laboratory services described in the Statement of Work (SOW) by submitting: <ul style="list-style-type: none"> Significant dates (i.e., founding date); Description of services and specializations specific to ageing fish; and Professional collaborations related to fish ageing
M2	The Offeror must provide a written statement indicating they are capable and competent in their facilities, equipment and capacity for proper processing, organizing, short-term storage, custodianship, and shipment of large quantities of fish ageing structures and data. This should include a list of equipment used in ageing and a description of facilities.

STREAM I – Point Rated Technical Criteria

A. Experience 1	WEIGHT	RATING	SCORE
The Offeror's proposed resource(s) must demonstrate experience conducting validated (i.e., expert peer reviewed) ageing of Arctic marine fish species from families such as Gadidae, Cottidae, Zoarcidae, Agonidae, Stichaeidae, Liparidae, and Salmonidae using otoliths and pelvic fins. 0 - 36 months = 0 points 37 - 60 months = 10 points 61 - 108 months = 20 points 109 + months = 30 points	2		
Maximum Points Available			60
Minimum Points Acceptable			20
Points Awarded			
B. Experience 2	WEIGHT	RATING	SCORE
The Offeror's proposed resource(s) must demonstrate experience with sectioning and mounting otoliths to slides for ageing and ageing fish >25 years of age. 0 - 24 months = 0 points 25 - 48 months = 10 points 49 - 96 months = 20 points 97+ months = 30 points	1		
Maximum Points Available			30
Minimum Points Acceptable			10
Points Awarded			
Overall Maximum Points Available			90
Overall Minimum Points Acceptable			30
STREAM I – Overall Points Awarded			

STREAM II – Mandatory Technical Criteria

No.	Mandatory Technical Criteria
M1	<p>The Offeror must provide an organizational profile and demonstrate a minimum of three (3) years of recent experience in providing stream II laboratory services described in the Statement of Work (SOW) by submitting:</p> <ul style="list-style-type: none"> Significant dates (i.e., founding date); Description of services and specializations related to fish stomach content and ratio analysis; Professional collaborations related to fish stomach content and ratio analysis; Material resources (i.e. taxonomic keys, reference collections, etc.) to provide definitive expert taxonomic identification of stomach contents for Canadian Arctic fish species; and Sample dataset from past project on taxonomic identification of fish stomach contents to the species level for fish belonging to Salmonidae and other Arctic marine families of fish.
M2	<p>The Offeror must provide a written statement indicating they are capable and competent in their facilities, equipment and capacity for proper processing, organizing, short-term storage, custodianship, and shipment of fish stomachs and their contents and data. This should include a list of equipment used in stomach content and ratio analyses and a description of facilities.</p>

STREAM II – Point Rated Technical Criteria

A. Experience 1	WEIGHT	RATING	SCORE
<p>The Offeror's proposed resource(s) must demonstrate experience conducting taxonomic identification of stomach contents from Arctic distributed fish species, including species belonging to the Family Salmonidae.</p> <p style="text-align: right;"> 0 - 48 months = 0 points 49 - 96 months = 10 points 97 - 144 months = 20 points 145 - 192 months = 30 points 192+ months = 40 points </p>	1		
Maximum Points Available			40
Minimum Points Acceptable			10
Points Awarded			
Overall Maximum Points Available			40
Overall Minimum Points Acceptable			10
STREAM II – Overall Points Awarded			

STREAM III – Mandatory Technical Criteria

No.	Mandatory Technical Criteria
M1	The Offeror must provide an organizational profile and demonstrate a minimum of three (3) years of recent experience in providing stream III laboratory services described in the Statement of Work (SOW) by submitting: <ul style="list-style-type: none"> Significant dates (i.e., founding date); Description of services and specializations in full processing of fish (as described in SOW); Professional collaborations related to processing fish (as described in SOW); and Material resources (i.e. taxonomic keys, reference collections, etc.) to provide definitive expert taxonomic identification of marine and freshwater Canadian Arctic and sub-Arctic fish species.
M2	The Offeror must provide a written statement to demonstrate experience conducting full processing of fish, as described in the SOW, including taxonomic identifications, morphological and biological measurements and meristics, tissue sampling, sex and maturity identification, organ removal and measurements (weights), preservation, and storage for stable isotopes, DNA, fatty acids, highly branched isoprenoids, and otoliths and other ageing structures.
M3	The Offeror must provide a written statement indicating they are capable and competent in their facilities, equipment and capacity for proper processing, organizing, short-term storage, custodianship, and shipment of preserved specimens of Arctic marine fish and samples and data. This should include a list of equipment used in full fish processing and a description of facilities.

STREAM III – Point Rated Technical Criteria

A. Experience 1		WEIGHT	RATING	SCORE
The Offeror's proposed resource(s) must have experience in taxonomic identifications and morphological data collection of western Arctic and sub-Arctic fishes including, but not limited to, the following families: Agonidae, Ammodytidae, Clupeidae, Coregoninae, Cottidae, Cyclopteridae, Gadidae, Gasterosteidae, Liparidae, Myctophidae, Osmeridae, Petromyzontidae, Pleuronectidae, Psychrolutidae, Rajidae, Salmonidae, Stichaeidae, and Zoarcidae.		1		
0 - 12 months = 0 points 13 - 30 months = 10 points 31 - 48 months = 20 points 49 + months = 30 points				
Maximum Points Available				30
Minimum Points Acceptable				10
Points Awarded				
B. Experience 2		WEIGHT	RATING	SCORE
The Offeror's proposed resource(s) must have experience with removing and preparing tissues for stable isotopes using methods described in the SOW.		1		
0 - 12 months = 0 points 13 - 30 months = 10 points 31 - 48 months = 20 points 49 + months = 30 points				
Maximum Points Available				30
Minimum Points Acceptable				10
Points Awarded				

C. Experience 3	WEIGHT	RATING	SCORE
<p>The Offeror's proposed resource(s) must have experience with removing and preparing tissues for fatty acids using the methods described in the SOW.</p> <p>0 - 12 months = 0 points 13 - 30 months = 10 points 31 - 48 months = 20 points 49 + months = 30 points</p>	1		
Maximum Points Available			30
Minimum Points Acceptable			10
Points Awarded			
D. Experience 4	WEIGHT	RATING	SCORE
<p>The Offeror's proposed resource(s) must have experience with removing and preparing tissues for genetics using the methods described in the SOW.</p> <p>0 - 12 months = 0 points 13 - 30 months = 10 points 31 - 48 months = 20 points 49 + months = 30 points</p>	1		
Maximum Points Available			30
Minimum Points Acceptable			10
Points Awarded			
E. Experience 5	WEIGHT	RATING	SCORE
<p>The Offeror's proposed resource(s) must demonstrate experience determining the sex of Arctic and sub-Arctic fishes by visual inspection of the gonads, and assessing relative state of maturity.</p> <p>0 - 12 months = 0 points 13 - 30 months = 10 points 31 - 48 months = 20 points 49 + months = 30 points</p>	1		
Maximum Points Available			150
Minimum Points Acceptable			50
Points Awarded			

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Overall Maximum Points Available	90
Overall Minimum Points Acceptable	30
STREAM III – Overall Points Awarded	

STREAM IV – Mandatory Technical Criteria

No.	Mandatory Technical Criteria
M1	The Offeror must provide an organizational profile and demonstrate a minimum of three (3) years of recent experience in providing stream I laboratory services described in the Statement of Work (SOW) by submitting: <ul style="list-style-type: none"> Significant dates (ie. founding date); Description of services and specializations related to fecundity and egg measurement for fish; and Professional collaborations related to fish fecundity and egg measurement.
M2	The Offeror must provide a written statement indicating they are capable and competent in their facilities, equipment and capacity for proper processing, preservation, organizing, short-term storage, custodianship, and shipment of fish eggs and data. This should include a list of equipment used and a description of facilities.

STREAM IV – Point Rated Technical Criteria

A. Experience 1		WEIGHT	RATING	SCORE
The Offeror's proposed resource(s) must demonstrate experience with preserving and preparing fish eggs for conducting measurements and fecundity estimates. 0 - 12 months = 0 points 13 - 36 months = 10 points 37 - 72 months = 20 points 73 + months = 30 points		1		
Maximum Points Available				30
Minimum Points Acceptable				10
Points Awarded				
B. Experience 2		WEIGHT	RATING	SCORE
The Offeror's proposed resource(s) must demonstrate experience with proper and safe handling of fish eggs and preservatives. 0 - 12 months = 0 points 13 - 36 months = 10 points 37 - 72 months = 20 points 73 + months = 30 points		1		
Maximum Points Available				30
Minimum Points Acceptable				10
Points Awarded				
Overall Maximum Points Available				60
Overall Minimum Points Acceptable				20
STREAM IV – Overall Points Awarded				

4.1.2 Indigenous Opportunity Considerations (IOC) Criteria

The Indigenous Opportunity Considerations (IOC) evaluation criteria are included in Annex "C".

4.1.3 Financial Evaluation

The total evaluated offer price will be calculated as follows:

- a. Each item's Extended Price will be calculated by multiplying the Estimated Annual Usage by the Offeror's corresponding Firm Unit Price.
- b. The Total evaluated offer price is the aggregate of all the Extended Prices from year 1, option period 1, option period 2, option period 3, and option period 4.

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

4.2 Basis of Selection – Highest Combined Rating of Indigenous Opportunity Considerations (IOC) Merit, Technical Merit, and Price

1. To be declared responsive for each stream, an offer must:
 - a. comply with all the requirements of the offer solicitation;
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum points for each stream for the technical evaluation criteria which are subject to point rating.
2. Offers not meeting (a) or (b) and (c) will be declared non-responsive for the stream not meeting.
3. The selection will be based on the highest responsive combined rating of IBP commitment, technical merit, and price for each stream. The ratio will be **15%** for the IOC, **25%** for the technical merit, and **60%** for the price.
4. Each Offeror which fails to meet the following mandatory criteria will render your submission non-responsive and will receive no further consideration (for each stream).
5. To establish the IOC merit score, the overall IOC score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the weighting of **15%**.
6. To establish the technical merit score for each stream, the overall technical score for each responsive offer will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of **25%**.
7. To establish the pricing score for each stream, each responsive bid will be prorated against the lowest evaluated price and the ratio of **60%**.
8. For each responsive offer for each stream, the IBP commitment score, the technical merit score and the pricing score will be added to determine its combined rating.
9. Neither the responsive offer obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive offer with the highest combined rating of IBP commitment, technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three offers are responsive and the selection of the contractor is determined by a 15/25/60 ratio of IOC merit, technical merit, and price, respectively.

Basis of Selection - Highest Combined Rating of IOC Merit (15%), Technical Merit (25%), and Price (60%)

Solicitation No. - N° de l'invitation
F2402-200163/B
Client Ref. No. - N° de réf. du client
F2402-200163

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-0-43189

Buyer ID - Id de l'acheteur
EDM024
CCC No./N° CCC - FMS No./N° VME

		Offeror 1	Offeror 2	Offeror 3
Overall Technical Score		95/100	70/100	75/100
Overall Pricing Score		65/100	85/100	100/100
Overall IOC Score		50/100	60/100	80/100
Calculations: Technical & Price	Technical Merit Score	95/100 x 25 = 23.75	70/100 x 25 = 17.5	75/100 x 25 = 18.75
	Pricing Score	65/100 x 40 = 26	85/100 x 40 = 34	100/100 x 40 = 40
	IOC Merit Score	50/100 x 15 = 7.5	60/100 x 15 = 9	80/100 x 15 = 12
Combined Rating		57.25	60.5	70.75
Overall Rating		3rd	2nd	1st

Proponent receiving the highest Total Combined Rating Score for each stream is the first entity that the Evaluation Board will recommend for the provision of the required services for each stream. In the case of a tie, the proponent submitting the lower price for the services will be selected.

Up to four (4) Standing Offers as a result of this request may be issued: one (1) Standing Offer for each Stream as per Annex "A", Statement of Work to satisfy this requirement. Should one (1) Offeror provide the highest Total Combined Rating Score for multiple streams, PSPC will issue that Offeror a Standing Offer indicating all applicable streams.

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/canada-labour's) 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.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

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

6.2 Security Requirements

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

6.3 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.

6.3.1 General Conditions

[2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

6.3.2 Standing Offers Reporting

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

The Offeror must provide this data in accordance with the reporting requirements detailed in annex entitled "D ". If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report. The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 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.

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from _____ to _____. (inserted at Standing Offer issuance)

6.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional 4 additional 1 year period(s) under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6.4.3 Comprehensive Land Claims Agreement(s)

This Contract is subject to the following Comprehensive Land Claims Agreement(s):

- Inuvialuit Final Agreement;
- Gwich'in Comprehensive Land Claims Agreement;
- Sahtu Dene and Metis Comprehensive Land Claims Agreement; and
- Tlicho Land Claims Agreement.

6.4.3.1 Indigenous Opportunity Considerations Report

The Contractor must compile and maintain records on its Indigenous Opportunity Considerations progress under contracts resulting from the Standing Offer. The Contractor must provide this data in accordance with the reporting requirements detailed in Annex "C".

6.4.4 Delivery Points

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

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Anthony Tiet
Title: Procurement Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Western Region
Address: Suite 1000, 9700 Jasper Ave, Edmonton, AB T5J 4C3

Telephone: 587-926-1376
Facsimile: 780-497-3510
E-mail address: anthony.tiet@pwgsc-tpsgc.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.

6.5.2 Project Authority

The Project Authority for the Standing Offer is: (inserted at Standing Offer issuance)

Solicitation No. - N° de l'invitation
F2402-200163/B
Client Ref. No. - N° de réf. du client
F2402-200163

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-0-43189

Buyer ID - Id de l'acheteur
EDM024
CCC No./N° CCC - FMS No./N° VME

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

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

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

6.5.3 Offeror's Representative

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

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: _____. (inserted at Standing Offer issuance)

6.8 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
 - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

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.

6.8.1 Indigenous Opportunity Considerations

At the time of a call-up, the Contractor must commit to providing reasonable Indigenous benefits consistent with their Indigenous Opportunity Considerations Standing Offer submission. The commitment should be at least 80% of the initial committed percentage in the Standing Offer submission.

For example, in Part B, Labour, if your Standing Offer commitment percentage (d) for Year 1 is 20%, you should commit a minimum of 16% towards Employment of Indigenous Labour for each Call-up in Year 1.

6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$_____ (Applicable Taxes included).
(inserted at Standing Offer issuance)

6.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (*Applicable Taxes excluded*) (inserted at Standing Offer issuance) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

6.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010C (2020-05-28), General Conditions - Services (Medium Complexity);
- e) Annex "A", Statement of Work;
- f) Annex "B", Basis of Payment;
- g) Annex "C", Indigenous Opportunity Considerations;
- h) Annex "D", Standing Offer Reporting; and

- i) 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*).

6.12 Certifications and Additional Information

6.12.1 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.

6.12.2 SACC Manual Clauses

M3020C (2016-01-28), Status of Availability of Resources - Standing Offer

6.13 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 _____ (*insert the name of the province or territory as specified by the Offeror in its offer, if applicable*).

6.14 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.

6.1 Statement of Work

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

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

[2010C](#) (2020-05-28), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of [2010C](#) (2020-05-28), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

6.3 Term of Contract

6.3.1 Period of the Contract

The period of the Contract is from _____ to _____ inclusive. (in accordance with the call-up against the Standing Offer).

6.3.2 Delivery Date

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

6.4 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.

6.5 Payment

6.5.1 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(s) as specified in Annex "B" for a cost of \$ (in accordance with the call-up against the 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.

6.5.2 Limitation of Price

SACC Manual clause [C6000C](#) (2017-08-17), Limitation of Price

6.5.3 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department
H1000C (2008-05-12), Single Payment

6.5.4 Indigenous Opportunity Considerations Deduction Condition

Under the provisions of the proposed Contract, where the contractor meets the commitments specified and certified in his bid, the contractor will be paid the agreed contract price.

If the contractor does not meet the certified percentage of on-site Indigenous employee hours worked on the Contract and fails to fulfill their on-site Indigenous employment commitment, an amount of up to 0.5% of the final contract value may be deducted for non-performance.

If the contractor does not meet the certified percentage of Indigenous subcontractors/Suppliers, and fails to fulfill their Indigenous subcontractors/suppliers commitment, an amount of up to 0.5% of the final contract value may be deducted for non-performance.

If the contractor fails to fulfill their Indigenous training commitment, an amount of up to 0.5% of the final contract value may be deducted for non-performance.

Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any deductions owing and unpaid under this section.

Canada reserves the right, at their sole discretion, to reduce or eliminate deductions if it can be clearly demonstrated that significant efforts were made to meet the IOC commitment and the minimum requirements could not be met due to circumstances out of the Contractor's control.

Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.

NOTE: "FINAL CONTRACT VALUE" for the purposes of the deduction calculation the final contract value includes all amendments to the original award amount unless identified as being excluded from the IOC calculation at the time of change order or amendment negotiation.

6.5.5 Electronic Payment of Invoices – Call-up

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

6.6 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.
 - Contractors must complete and submit the Indigenous Benefits Plan Report prior to invoice submission.

2. Invoices must be distributed as follows:

- The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.7 Insurance

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

6.8 SACC Manual Clauses

[B7500C](#) (2006-06-16), Excess Goods

[M3800C](#) (2006-08-15), Estimates

6.9 Dispute Resolution

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

ANNEX "A"

STATEMENT OF WORK

1.0 Requirement

The Department of Fisheries and Oceans Canada (DFO) has a requirement for a Regional Individual Standing Offer (RISO) for laboratory and sample processing services for aging, stomach content analysis, whole fish processing, stable isotopes, and fecundity. Up to four Standing Offers (SO) will be issued against this requirement, one SO for each stream, for a duration of 1 year and up to 4 additional 1 year period(s).

2.0 Background

DFO and co-management partners within the Northwest Territories (NWT) have identified commercial and subsistence fisheries as priorities for stock assessment and research. The Government of the NWT has launched a Fisheries Revitalization plan that is currently implementing. One of the overarching goals for DFO and NWT stakeholders is to ensure the long-term sustainability of commercial and subsistence stocks while supporting economic opportunities in the North. This can only be achieved by improving our collective understanding of the biology, ecology and stock discrimination of focal species to inform management decisions. This is especially relevant given the Department's shift towards ecosystem-based considerations for management.

As part of DFO Science's annual stock assessment work, samples from multiple fish stocks across the territory are collected including otoliths, stomachs and others. In addition, new and ongoing research studies across the NWT generate large volumes of samples annually from both freshwater and marine environments. These samples need to be prepared and processed to access the data for analysis by DFO Science. When there are insufficient personnel within DFO to perform the function of preparing and processing samples this work needs to be contracted out. Specifically the contractor will prepare and process samples in accordance with specific protocols for specimens from each species.

Known samples collected annually that require preparation and processing include:

- Stream I:* otolith(s) and fin clip(s) for aging;
- Stream II:* stomach content identification; enumeration and weight ratio;
- Stream III:* laboratory sample preparation including whole fish processing and stable isotopes;
- and
- Stream IV:* fecundity determination including diameter measurements of individual eggs.

3.0 Objectives

The contractor must accept and properly store samples from DFO then prepare and process samples using specimen and species specific protocols. The contractor must record all data onto data sheets and then digitally enter the data onto a spreadsheet (e.g. Microsoft Excel or other program identified by DFO). All data sheets, spreadsheets, and samples (processed and unprocessed) are to be returned to the DFO.

4.0 Scope of Work

The contractor will receive the samples from DFO along with a data sheet indicating basic sample information (e.g., species, location, date, sample number, etc.). The contractor must store, prepare, and process samples using the appropriate protocols provided (see below).

Work must be performed at the contractor's own place of business.

4.1 Stream I:

Fin Fish - otolith aging, embedding, sectioning, and polishing procedures:

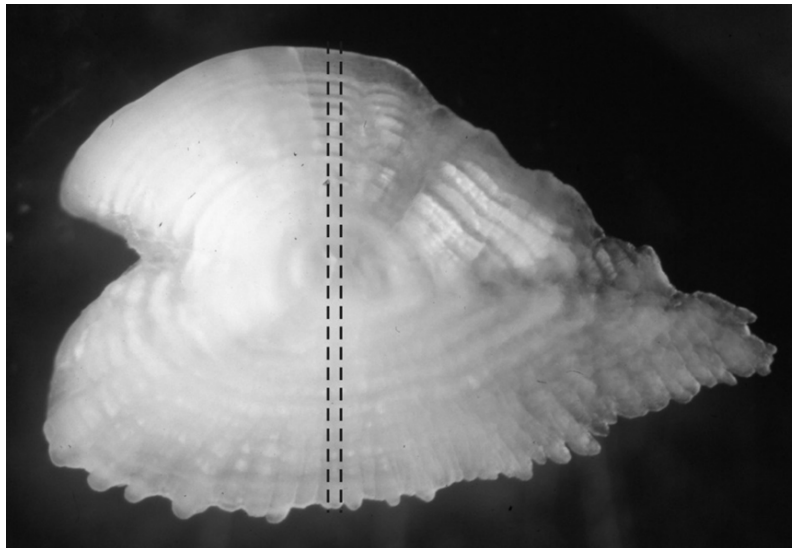
- Remove otolith(s) from the storage envelope and inspect for quality, choosing the best suited otolith for the ageing procure (can be either left or right otolith)
 1. Crystalline/vaterite otoliths are not used for ageing
- Clean the otolith as required and remove extraneous tissue. Soaking in water can help loosen materials.
- Assess otolith age with microscope, and

If otolith is under 15 years of age with a confidence score of good or fair-good:

1. Age otolith using microscope without fixing otolith to a slide
2. Record all data on data sheets and digital spreadsheets, including age of fish, length, weight, sample number (from the storage envelope), and confidence level of reading.
3. Return section, unused otolith and remaining parts of the epoxy block to Project Authority in original storage envelope.

If otolith is 15 years of age or greater or has a confidence score of fair or poorer:

4. Dry otolith thoroughly
5. Embed otolith in an individual block of epoxy resin – recommend Cold Cure epoxy, 2 parts resin/1 part hardener
6. Cure epoxy block to manufacturers specifications (e.g., Cold Cure needs 72 hr at 25°C)
7. Using a low speed saw (e.g. Buehler Isomet Low Speed saw), one (1) dorsal-ventral section (0.5 mm thick) through the core of the otolith is taken (as illustrated below).



8. Remove saw marks from the section by hand grinding on a lapping film sheet (recommended: 30 microns aluminum oxide).
9. Polish both sides of the section on a lapping film sheet (recommended: 9 microns aluminum oxide)
10. Age otolith using microscope without fixing otolith to a slide
11. Record all data on data sheets and digital spreadsheets, including age of fish, length, weight, sample number (from the storage envelope), and confidence level of reading.
12. Return section, unused otolith and remaining parts of the epoxy block to Project Authority in original storage envelope.

4.2 Stream II:

Fin Fish - Stomach content and ratio analysis:

The contractor must accept frozen samples of whole fin fish stomachs and follow the below procedure:

1. Thaw the sample
2. Record the species, sample ID and, if available, location and date of capture
3. Record degree of fullness (F = Full (distended); PF = partially full (obvious contents, not completely distended); NE = near empty (few contents); or E = empty) and State of Digestion (I = Intact; PD = partially digested; D = digested (individual stomachs may include some intact and some digested prey items))
4. Record total stomach weight, stomach lining weight,
5. Identify diet items to lowest practical taxonomic level (preferably to species)
6. Enumerate (count) and determine wet weight of all individual diet items per stomach
7. Photograph all stomach contents for each sample
8. Record data on data sheet and electronic spreadsheet
9. Preserve stomach contents as per instructions from Project Authority (frozen or ethanol) and ensure proper labelling for cross-referencing
10. If gonads are present in the sample; record the sex, maturity and gonad weight ($\pm 0.01g$).
11. Record weights of any other potential organs (if available) as per instructions from the project authority.
12. Return all preserved stomach contents (and any other organs processed) to the Project Authority

Return all data sheets and spreadsheets to the Project Authority.

4.3 Stream III:

Fish Processing Protocol:

1. Take a digital photo of whole fish on measuring board with Fish ID # visible.
2. Determine species. Note capture date and location.
3. Record fork, total and standard length of each fish (± 1 mm)
4. Record weight of fish (± 0.1 gram)
5. Remove and weigh gonads ($\pm 0.01g$); determine sex and maturity using provided key. Take a picture of eggs or testes with Fish ID # visible. Place eggs in Ziploc.
6. Make note of external colour of fish, any external markings or scars.
7. Make note of any internal markings or irregularities.
8. Remove stomach and determine fullness (empty, $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, full). There are two methods for storage:
 - a. If contents are present, place contents in vacuum seal bag and vacuum seal. Remove pyloric caeca (section of intestine/stomach with pyloric caeca attached) and place in Whirl-Pak and freeze.
 - b. Preserve entire gastrointestinal tract in a plastic Nalgene jar with 10% formalin and label with fish tag ID number.
9. Using instruments that have been sterilized between fish either:
 - a. Take 0.5 cm x 0.5 cm of white muscle tissue and place in vial containing 95% ethanol for DNA Analysis, or
 - b. Take a 0.5 cm x 0.5 cm piece of pectoral fin (approximately the size of a pencil eraser) and placed in a labelled (tag ID number) 1.8 ml, sealed screw top, plastic vial containing 95% ethanol. The volume of the tissue should be not more than 1/5 of the volume of ethanol used.
10. For contaminants, take 2 cm³ sample of white muscle from immediately below dorsal fin. Must be taken from the same spot on all fish. Freeze.
11. Stable isotope samples: Remove all of the muscle tissue from half of the fish (excluding skin, bone, scales, etc.). Using a blunt tipped lab instrument etch the fish tag ID number in to the bottom of an aluminum drying tray. Place sample(s) in a drying oven set at 48 °C and allow the

specimen to desiccate for a minimum of 48 hours. After drying, store samples in 30 ml scintillation vials with foil lined caps. Label caps and exterior of vial as per protocol. Labels must be kept out of vials at all times to avoid contamination.

12. Fatty acids (FA) samples: To ensure fish are kept cold throughout processing, an ice bath must surround the dissecting tray and homogenizing apparatus. FA Samples should be handled as little as possible, as heat from handling may degrade FA and thus compromise analysis. Cut the selected fish sample in half laterally, including the spine and internal organs (include ½ liver and ½ gonads); excluding the stomach. Ensure each half has representative amounts of caudal, dorsal, and anal fins. Homogenize the selected fish half using a laboratory-grade homogenizer. Place the sample in an appropriately sized homogenizer beaker (100 ml or smaller). Homogenize with the appropriate probe (100 ml) for sample size and type. Make sure the sample is surrounded by an ice bath during homogenization. Transfer sample into a vacuum sealed bag, freeze and label and store in freezer at -20 °C.
13. Highly Branched Isoprenoids (HBI) samples: To ensure fish are kept cold throughout processing, an ice bath must surround the dissecting tray. Remove a minimum of 1.5 g up to 10 g liver (excluding skin, bone, scales, etc.). Weigh the liver and record the weight. Place each sample into a glass scintillation vial. All HBI tissues should be frozen at -20 °C. Label the sample vials. Reminder, some liver is to be added to the FA sample. Below is how much of the liver should be kept for HBI samples:
 - a. If the liver is > 3 g, ensure half of the liver is included in the half fish homogenized for fatty acid analysis and sample up to 10 g of the remaining liver tissue for HBI.
 - b. If the liver is between 3 and 1.5 g, remove half for the HBI sample and include the remaining liver in the half fish homogenized for fatty acid analysis
 - c. If the liver is < 1.5 g, remove 2/3 of the liver for HBI and include the remaining 1/3 liver in the half fish homogenized for fatty acid analysis
14. Remove sagittal otoliths. Clean blood/tissue from otoliths and place in a paper envelope labelled with:
 - a. Tag ID Number;
 - b. Species;
 - c. Total length;
 - d. Processing Date, NOT Collection Date;
 - e. Project; and
 - f. Year.
15. Removal of scales. Remove 5 scales from region just above the lateral line on left side of fish and place on scale card. Remove 5 scales from preferred area on right side and place on scale card. One fish per row on the scale cards. Place scales with the same side facing upwards as if they were on the fish and ensure that the scale is completely formed (not regenerating). Include scale card ID on the sampling data sheet.
16. Disease Sampling. Using sterilized instruments: cut into anterior kidney and remove subsample (size of pencil tip eraser). Place in cryovial for disease analysis. Freeze immediately. Place larger kidney sample (approx. twice the size) in whirlpac. Cut off subsample of spleen (size of pencil tip eraser) and place in whirlpac with kidney. Cut off small section (1/2 cm) of gill arc with gill filaments attached and place in whirlpac with kidney. Freeze immediately. Transfer to -80 freezer when finished daily sampling.
17. Record any internal and/or external parasites. Identify to lowest taxon where possible.
18. Freeze remainder of fish in fish bag labelled with fish ID #. Ensure to include the ½ gonads not used for the FA homogenate. Frozen fish must be returned to Project Authority.

In addition, contractors may be asked to provide morphometric and meristic measurements for all fish to be processed if Project Authority so desires.

4.4 Stream IV:

Fecundity and egg counting and measuring protocols

Methods for preserving gonads

1. Wear protective gloves & goggles.
2. Put frozen gonads into jar or container carefully.
3. In the fume hood, rinse the sample bag with formalin and clean out as many eggs as possible. Add to container.
4. Fill container with 10% formalin until gonad is covered.
5. Mix gonad a few times throughout the day to distribute eggs and preserve inner tissue.
6. Let stand at least 2 days and check that all tissue is preserving (turning hard & usually white).
7. Top-up with formalin if needed.
8. If tissue does not appear to be preserving well empty the used formalin carefully into waste container and re-fill gonad container with fresh 10% formalin.
9. Neutralize waste container with Formalex as per instructions on product.
10. Dispose of neutralized waste as per instructions on Formalex container.

To make 10% Formalin

1. Wear protective gloves & goggles.
2. Under fume hood, measure and pour 200 ml of 37% formaldehyde into a labeled container.
3. Measure 1800 ml distilled water (white tap) from sink and add to labeled container in fume hood.
4. Gently mix.
5. Close all lids immediately after use.

To prepare eggs

1. Read MSDS provided for formalin. Follow safety instructions.
2. Work in a fume hood whenever possible.
3. In the sink, place a mesh screen over a labeled container which has a secure lid available.
4. Carefully pour eggs onto the screen catching the 10% formalin in the container.
5. Replace the 10% formalin waste container with a new one and securely close the 10% formalin waste container.
6. Spray the eggs generously with Formalex neutralizer.
7. Rinse eggs thoroughly with tap water, catching the dilute waste runoff in the container. Separate eggs from connective tissue. Deposit waste tissue in a small container with a secure lid.
8. Air-dry the eggs in the fume hood until the egg weight does not fluctuate (+/- 10 g). Stir eggs periodically to promote air flow. Stack egg trays with blocks in between to allow maximum air flow between trays.

To measure egg diameter

- While the eggs are still moist, measure egg diameter by aligning two randomly selected eggs along a millimeter ruler or measuring trough. Record measurement.
- Repeat 5 times with different eggs.
- Calculate egg diameter as the measurement divided by 2 eggs.

To calculate fecundity

- Count all eggs in sample and enter into spread sheet.
 - Alternatively, if agreed between by Project Authority and contractor eggs can be subsampled to achieve fecundity estimate:
- Fecundity = (average weight of subsample (g) / weight of all eggs) x size of subsample

4.5 For all Streams:

Sampling Protocol – Cleaning while sampling

All sampling supplies and equipment (scissors, knife, tweezers, etc.) must be properly cleaned while sampling. A cleaning strategy should follow similar results as this example; rinse supplies with clean

water then soak in bleach to disinfect. Remove from bleach, rinse with clean water to remove residual bleach and then dry. Wipe measuring board between fish.

Place all samples in freezer once finished sampling each fish.

Clean instruments thoroughly between EACH fish: dip in container of water to wash off large chunks, dip and swirl in container of 10% bleach, dip and swirl in container of water to wash off bleach, dry with paper towel. Bleach cutting board, wipe table with bleach.

Lab Processing

Contractors must provide lab space, all consumables, equipment, and all other related materials required to perform the work as specified in the Statement of Work.

Quality Assurance/Quality Control

If applicable, the Contractor(s) must work with DFO to establish quality assurance and quality control measures pertaining to the specific objectives in the SOW related to the relevant stream(s).

5.0 Departmental Support

Advice will be provided by DFO if the derived ages from the contractor vary widely from the validated ages from DFO. Advice will also be provided by DFO if there are any concerns/issues that arise upon accessing the preserved samples.

5.1 Departmental Responsibilities

DFO is responsible for providing samples to the contractor in an appropriate format (e.g. in scale envelopes in a labelled box, frozen in sample bags in a box).

6.0 Contractor Responsibilities

The contractor must report any problems immediately to the Project Authority so the appropriate action can be taken to ensure the contract can be completed within the contract period.

7.0 Deliverables

7.1 Stream I:

The contractor must provide DFO with a spread sheet (e.g., excel or other identified by Project Authority) containing the sample ID number of aging structures and type of aging structure, length and weight as indicated on the envelope and the ages and confidence levels of the readings. The mounted aging structures and ageing structures not used will be returned to DFO.

7.2 Stream II:

For the stomach content analysis the contractor must:

- Determine gut contents of all fish stomachs;
- Enter all data in a spreadsheet (e.g. excel or other identified by Project Authority);
- Photograph all stomach contents identified;
- Preserve stomach contents as instructed from Project Authority;
- Return all data sheets, spreadsheets and stomach contents/other samples back to DFO upon completion of work.

7.3 Stream III:

For the fish processing protocol the contractor must provide DFO with:

- Microsoft Excel spreadsheet containing summary of basic biological data (including reduced sampling and age data) and corresponding identification information for each fish processed. A spreadsheet template will be provided prior to commencing work.
- Digital images of representative specimens for each species, including defining characteristics and physical anomalies and/or parasites
- Fish tissue samples labelled as per section 5.0.
- Aging structures provided in labelled envelopes (date, species, ID number, as per section 5.0)
- Relevant shipping documents and copies of electronic correspondences with project collaborators regarding the analysis described within this contract.
- Copies of all relevant lab notes and rough data recorded during the analysis described within this contract.

7.4 Stream IV:

For fecundity and egg counting and measuring protocols, the contractor must provide DFO with:

- Spreadsheets that contain summary of fecundity data, including sample ID, egg diameter and fecundity, and other as instructed by the Project Authority;
- Preserved eggs, labelled appropriately, as instructed from Project Authority; and
- All data sheets, spreadsheets and eggs back to DFO upon completion of work.

8.0 Delivery

All data sheets, spreadsheets and samples (processed and unprocessed) are to be returned to the address below, as directed by DFO. Samples must be packaged and shipped in a manner that maintains their integrity until delivery.

501 University Crescent, Winnipeg, Manitoba, R3T 2N6.

ANNEX "B"

BASIS OF PAYMENT

- Firm Unit Prices must include all relative costs associated with providing the work in accordance with Annex "A", Statement of Work contained herein and remain firm for the period of the Standing Offer.
- Firm Unit Prices must be in Canadian Dollars.
- Firm Unit Prices must not include GST/HST. GST/HST will be added as a separate line item to any invoice issued as a result of a Contract (if applicable).
- Offeror must be able to quote the Firm Unit Price for all items per stream and as per format below. Item(s) left blank will be treated as though the Offeror cannot provide a quote and will be deemed non-compliant.
- Delivery: Delivered Duty Paid (DDP), 501 University Crescent, Winnipeg, Manitoba, R3T 2N6, Incoterms 2020.
- A percentage is to be entered for Item 4 and Threshold Discount. If a percentage is not provided, it will be taken as zero (0%).
- Threshold Discount will not form part of the evaluation and must be a separate line item on the invoice.
- Estimated Annual Usages provided is for the sole purpose of establishing an evaluation tool, based only on a best estimate and in no way reflects the actual usage expected or any commitment on the part of Canada.

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STREAM ONE

YEAR ONE (Dates: Contract Award Date to 03-31-2023)

Item	Description	Estimated Annual Usage (a)	Firm Unit Price (b)	Extended Price (a x b)
1	Stream I: laboratory services as per Annex "A"	2000 samples	\$_____ / sample	\$_____
2	Delivery as per Annex "A" to 501 University Crescent, Winnipeg, Manitoba, R3T 2N6	2000 samples	\$_____ / sample	\$_____
3	Other Stream I related laboratory services not covered will be provided at the Offeror's published price list less a discount of _____%	\$10,000	_____%	\$_____
[A-1] Total (CAD):				\$_____
Threshold Discount: For call-ups with 200 or more Stream I samples, a discount of _____% will be applied to all the Stream I samples.				_____%

OPTION PERIOD ONE (Dates: 04-01-2023 to 03-31-2024)

Item	Description	Estimated Annual Usage (a)	Firm Unit Price (b)	Extended Price (a x b)
1	Stream I: laboratory services as per Annex "A"	2000 samples	\$_____ / sample	\$_____
2	Delivery as per Annex "A" to 501 University Crescent, Winnipeg, Manitoba, R3T 2N6	2000 samples	\$_____ / sample	\$_____
3	Other Stream I related laboratory services not covered will be provided at the Offeror's published price list less a discount of _____%	\$10,000	_____%	\$_____
[A-2] Total (CAD):				\$_____
Threshold Discount: For call-ups with 200 or more Stream I samples, a discount of _____% will be applied to all the Stream I samples.				_____%

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OPTION PERIOD TWO (Dates: 04-01-2024 to 03-31-2025)

Item	Description	Estimated Annual Usage (a)	Firm Unit Price (b)	Extended Price (a x b)
1	Stream I: laboratory services as per Annex "A"	2000 samples	\$_____ / sample	\$_____
2	Delivery as per Annex "A" to 501 University Crescent, Winnipeg, Manitoba, R3T 2N6	2000 samples	\$_____ / sample	\$_____
3	Other Stream I related laboratory services not covered will be provided at the Offeror's published price list less a discount of _____%	\$10,000	_____%	\$_____
[A-3] Total (CAD):				\$_____
Threshold Discount: For call-ups with 200 or more Stream I samples, a discount of _____% will be applied to all the Stream I samples.				_____%

OPTION PERIOD THREE (Dates: 04-01-2025 to 03-31-2026)

Item	Description	Estimated Annual Usage (a)	Firm Unit Price (b)	Extended Price (a x b)
1	Stream I: laboratory services as per Annex "A"	2000 samples	\$_____ / sample	\$_____
2	Delivery as per Annex "A" to 501 University Crescent, Winnipeg, Manitoba, R3T 2N6	2000 samples	\$_____ / sample	\$_____
3	Other Stream I related laboratory services not covered will be provided at the Offeror's published price list less a discount of _____%	\$10,000	_____%	\$_____
[A-4] Total (CAD):				\$_____
Threshold Discount: For call-ups with 200 or more Stream I samples, a discount of _____% will be applied to all the Stream I samples.				_____%

OPTION PERIOD FOUR (Dates: 04-01-2026 to 03-31-2027)

Item	Description	Estimated Annual Usage (a)	Firm Unit Price (b)	Extended Price (a x b)
1	Stream I: laboratory services as per Annex "A"	2000 samples	\$_____ / sample	\$_____
2	Delivery as per Annex "A" to 501 University Crescent, Winnipeg, Manitoba, R3T 2N6	2000 samples	\$_____ / sample	\$_____
3	Other Stream I related laboratory services not covered will be provided at the Offeror's published price list less a discount of _____%	\$10,000	_____%	\$_____
[A-5] Total (CAD):				\$_____
Threshold Discount: For call-ups with 200 or more Stream I samples, a discount of _____% will be applied to all the Stream I samples.				_____%
STREAM ONE TOTAL [A-1+ A-2 + A-3 + A-4 + A-5] (CAD):				\$_____

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STREAM TWO

YEAR ONE (Dates: Contract Award Date to 03-31-2023)

Item	Description	Estimated Annual Usage (a)	Firm Unit Price (b)	Extended Price (a x b)
1	Stream II: laboratory services as per Annex "A"	2000 samples	\$_____ / sample	\$_____
2	Delivery as per Annex "A" to 501 University Crescent, Winnipeg, Manitoba, R3T 2N6	2000 samples	\$_____ / sample	\$_____
3	Other Stream II related laboratory services not covered will be provided at the Offeror's published price list less a discount of _____%	\$15,000	_____%	\$_____
[B-1] Total (CAD):				\$_____
Threshold Discount: For call-ups with 200 or more Stream II samples, a discount of _____% will be applied to all the Stream II samples.				_____%

OPTION PERIOD ONE (Dates: 04-01-2023 to 03-31-2024)

Item	Description	Estimated Annual Usage (a)	Firm Unit Price (b)	Extended Price (a x b)
1	Stream II: laboratory services as per Annex "A"	2000 samples	\$_____ / sample	\$_____
2	Delivery as per Annex "A" to 501 University Crescent, Winnipeg, Manitoba, R3T 2N6	2000 samples	\$_____ / sample	\$_____
3	Other Stream II related laboratory services not covered will be provided at the Offeror's published price list less a discount of _____%	\$15,000	_____%	\$_____
[B-2] Total (CAD):				\$_____
Threshold Discount: For call-ups with 200 or more Stream II samples, a discount of _____% will be applied to all the Stream II samples.				_____%

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OPTION PERIOD TWO (Dates: 04-01-2024 to 03-31-2025)

Item	Description	Estimated Annual Usage (a)	Firm Unit Price (b)	Extended Price (a x b)
1	Stream II: laboratory services as per Annex "A"	2000 samples	\$_____ / sample	\$_____
2	Delivery as per Annex "A" to 501 University Crescent, Winnipeg, Manitoba, R3T 2N6	2000 samples	\$_____ / sample	\$_____
3	Other Stream II related laboratory services not covered will be provided at the Offeror's published price list less a discount of _____ %	\$15,000	_____ %	\$_____
[B-3] Total (CAD):				\$_____
Threshold Discount: For call-ups with 200 or more Stream II samples, a discount of _____ % will be applied to all the Stream II samples.				_____ %

OPTION PERIOD THREE (Dates: 04-01-2025 to 03-31-2026)

Item	Description	Estimated Annual Usage (a)	Firm Unit Price (b)	Extended Price (a x b)
1	Stream II: laboratory services as per Annex "A"	2000 samples	\$_____ / sample	\$_____
2	Delivery as per Annex "A" to 501 University Crescent, Winnipeg, Manitoba, R3T 2N6	2000 samples	\$_____ / sample	\$_____
3	Other Stream II related laboratory services not covered will be provided at the Offeror's published price list less a discount of _____ %	\$15,000	_____ %	\$_____
[B-4] Total (CAD):				\$_____
Threshold Discount: For call-ups with 200 or more Stream II samples, a discount of _____ % will be applied to all the Stream II samples.				_____ %

OPTION PERIOD FOUR (Dates: 04-01-2026 to 03-31-2027)

Item	Description	Estimated Annual Usage (a)	Firm Unit Price (b)	Extended Price (a x b)
1	Stream II: laboratory services as per Annex "A"	2000 samples	\$_____ / sample	\$_____
2	Delivery as per Annex "A" to 501 University Crescent, Winnipeg, Manitoba, R3T 2N6	2000 samples	\$_____ / sample	\$_____
6	Other Stream II related laboratory services not covered will be provided at the Offeror's published price list less a discount of _____ %	\$15,000	_____ %	\$_____
[B-5] Total (CAD):				\$_____
Threshold Discount: For call-ups with 200 or more Stream II samples, a discount of _____ % will be applied to all the Stream II samples.				_____ %
STREAM TWO TOTAL [B-1+ B-2 + B-3 + B-4 + B-5] (CAD):				\$_____

STREAM THREE

YEAR ONE (Dates: Contract Award Date to 03-31-2023)

Item	Description	Estimated Annual Usage (a)	Firm Unit Price (b)	Extended Price (a x b)
1	Basic biological processing i.e., taxonomy, length, weight, sex, maturity, otoliths/scales, photos, notes.	8000 samples	\$_____ / sample	\$_____
2	Reduced biological processing i.e., taxonomy, length, weight, notes.	500 samples	\$_____ / sample	\$_____
3	Stomach preservation - frozen	225 samples	\$_____ / sample	\$_____
4	Stomach preservation - ETOH	225 samples	\$_____ / sample	\$_____
5	DNA tissue - muscle	1500 samples	\$_____ / sample	\$_____
6	DNA tissue - fin	1500 samples	\$_____ / sample	\$_____
7	Contaminants - muscle	225 samples	\$_____ / sample	\$_____
8	Stable isotopes	225 samples	\$_____ / sample	\$_____
9	Fatty acids	225 samples	\$_____ / sample	\$_____
10	Highly branched isoprenoids	225 samples	\$_____ / sample	\$_____
11	Disease sampling	500 samples	\$_____ / sample	\$_____
12	Parasite sampling	500 samples	\$_____ / sample	\$_____
13	Delivery as per Annex "A" to 501 University Crescent, Winnipeg, Manitoba, R3T 2N6	8000 samples	\$_____ / sample	\$_____
14	Other Stream III related laboratory services not covered will be provided at the Offeror's published price list less a discount of _____ %	\$20,000	_____ %	\$_____
[C-1] Total (CAD):				\$_____
Threshold Discount: For call-ups with 400 or more Stream III samples, a discount of _____ % will be applied to all the Stream III samples.				_____ %

OPTION PERIOD ONE (Dates: 04-01-2023 to 03-31-2024)

Item	Description	Estimated Annual Usage (a)	Firm Unit Price (b)	Extended Price (a x b)
1	Basic biological processing i.e., taxonomy, length, weight, sex, maturity, otoliths/scales, photos, notes.	8000 samples	\$_____ / sample	\$_____
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3	Stomach preservation - frozen	225 samples	\$ _____ / sample	\$ _____
4	Stomach preservation - ETOH	225 samples	\$ _____ / sample	\$ _____
5	DNA tissue - muscle	1500 samples	\$ _____ / sample	\$ _____
6	DNA tissue - fin	1500 samples	\$ _____ / sample	\$ _____
7	Contaminants - muscle	225 samples	\$ _____ / sample	\$ _____
8	Stable isotopes	225 samples	\$ _____ / sample	\$ _____
9	Fatty acids	225 samples	\$ _____ / sample	\$ _____
10	Highly branched isoprenoids	225 samples	\$ _____ / sample	\$ _____
11	Disease sampling	500 samples	\$ _____ / sample	\$ _____
12	Parasite sampling	500 samples	\$ _____ / sample	\$ _____
13	Delivery as per Annex "A" to 501 University Crescent, Winnipeg, Manitoba, R3T 2N6	8000 samples	\$ _____ / sample	\$ _____
14	Other Stream III related laboratory services not covered will be provided at the Offeror's published price list less a discount of _____ %	\$20,000	_____ %	\$ _____
[C-2] Total (CAD):				\$ _____
Threshold Discount: For call-ups with 400 or more Stream III samples, a discount of _____ % will be applied to all the Stream III samples.				_____ %

OPTION PERIOD TWO (Dates: 04-01-2024 to 03-31-2025)

Item	Description	Estimated Annual Usage (a)	Firm Unit Price (b)	Extended Price (a x b)
1	Basic biological processing i.e., taxonomy, length, weight, sex, maturity, otoliths/scales, photos, notes.	8000 samples	\$ _____ / sample	\$ _____
2	Reduced biological processing i.e., taxonomy, length, weight, notes.	500 samples	\$ _____ / sample	\$ _____
3	Stomach preservation - frozen	225 samples	\$ _____ / sample	\$ _____
4	Stomach preservation - ETOH	225 samples	\$ _____ / sample	\$ _____
5	DNA tissue - muscle	1500 samples	\$ _____ / sample	\$ _____
6	DNA tissue - fin	1500 samples	\$ _____ / sample	\$ _____
7	Contaminants - muscle	225 samples	\$ _____ / sample	\$ _____
8	Stable isotopes	225 samples	\$ _____ / sample	\$ _____

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9	Fatty acids	225 samples	\$ _____ / sample	\$ _____
10	Highly branched isoprenoids	225 samples	\$ _____ / sample	\$ _____
11	Disease sampling	500 samples	\$ _____ / sample	\$ _____
12	Parasite sampling	500 samples	\$ _____ / sample	\$ _____
13	Delivery as per Annex "A" to 501 University Crescent, Winnipeg, Manitoba, R3T 2N6	8000 samples	\$ _____ / sample	\$ _____
14	Other Stream III related laboratory services not covered will be provided at the Offeror's published price list less a discount of _____ %	\$20,000	_____ %	\$ _____
[C-3] Total (CAD):				\$ _____
Threshold Discount: For call-ups with 400 or more Stream III samples, a discount of _____ % will be applied to all the Stream III samples.				_____ %

OPTION PERIOD THREE (Dates: 04-01-2025 to 03-31-2026)

Item	Description	Estimated Annual Usage (a)	Firm Unit Price (b)	Extended Price (a x b)
1	Basic biological processing i.e., taxonomy, length, weight, sex, maturity, otoliths/scales, photos, notes.	8000 samples	\$ _____ / sample	\$ _____
2	Reduced biological processing i.e., taxonomy, length, weight, notes.	500 samples	\$ _____ / sample	\$ _____
3	Stomach preservation - frozen	225 samples	\$ _____ / sample	\$ _____
4	Stomach preservation - ETOH	225 samples	\$ _____ / sample	\$ _____
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7	Contaminants - muscle	225 samples	\$ _____ / sample	\$ _____
8	Stable isotopes	225 samples	\$ _____ / sample	\$ _____
9	Fatty acids	225 samples	\$ _____ / sample	\$ _____
10	Highly branched isoprenoids	225 samples	\$ _____ / sample	\$ _____
11	Disease sampling	500 samples	\$ _____ / sample	\$ _____
12	Parasite sampling	500 samples	\$ _____ / sample	\$ _____
13	Delivery as per Annex "A" to 501 University Crescent, Winnipeg, Manitoba, R3T 2N6	8000 samples	\$ _____ / sample	\$ _____

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14	Other Stream III related laboratory services not covered will be provided at the Offeror's published price list less a discount of ____ %	\$20,000	____ %	\$ _____
[C-4] Total (CAD):				\$ _____
Threshold Discount: For call-ups with 400 or more Stream III samples, a discount of ____ % will be applied to all the Stream III samples.				____ %

OPTION PERIOD FOUR (Dates: 04-01-2026 to 03-31-2027)

Item	Description	Estimated Annual Usage (a)	Firm Unit Price (b)	Extended Price (a x b)
1	Basic biological processing i.e., taxonomy, length, weight, sex, maturity, otoliths/scales, photos, notes.	8000 samples	\$ _____ / sample	\$ _____
2	Reduced biological processing i.e., taxonomy, length, weight, notes.	500 samples	\$ _____ / sample	\$ _____
3	Stomach preservation - frozen	225 samples	\$ _____ / sample	\$ _____
4	Stomach preservation - ETOH	225 samples	\$ _____ / sample	\$ _____
5	DNA tissue - muscle	1500 samples	\$ _____ / sample	\$ _____
6	DNA tissue - fin	1500 samples	\$ _____ / sample	\$ _____
7	Contaminants - muscle	225 samples	\$ _____ / sample	\$ _____
8	Stable isotopes	225 samples	\$ _____ / sample	\$ _____
9	Fatty acids	225 samples	\$ _____ / sample	\$ _____
10	Highly branched isoprenoids	225 samples	\$ _____ / sample	\$ _____
11	Disease sampling	500 samples	\$ _____ / sample	\$ _____
12	Parasite sampling	500 samples	\$ _____ / sample	\$ _____
13	Delivery as per Annex "A" to 501 University Crescent, Winnipeg, Manitoba, R3T 2N6	8000 samples	\$ _____ / sample	\$ _____
14	Other Stream III related laboratory services not covered will be provided at the Offeror's published price list less a discount of ____ %	\$20,000	____ %	\$ _____
[C-5] Total (CAD):				\$ _____
Threshold Discount: For call-ups with 400 or more Stream III samples, a discount of ____ % will be applied to all the Stream III samples.				____ %
STREAM THREE TOTAL [C-1+ C-2 + C-3 + C-4 + C-5] (CAD):				

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STREAM FOUR

YEAR ONE (Dates: Contract Award Date to 03-31-2023)

Item	Description	Estimated Annual Usage (a)	Firm Unit Price (b)	Extended Price (a x b)
1	Stream IV: laboratory services as per Annex "A"	1000 samples	\$_____ / sample	\$_____
2	Delivery as per Annex "A" to 501 University Crescent, Winnipeg, Manitoba, R3T 2N6	1000 samples	\$_____ / sample	\$_____
3	Other Stream IV related laboratory services not covered will be provided at the Offeror's published price list less a discount of _____ %	\$10,000	_____ %	\$_____
[D-1] Total (CAD):				\$_____
Threshold Discount: For call-ups with 200 or more Stream IV samples, a discount of _____ % will be applied to all the Stream IV samples.				_____ %

OPTION PERIOD ONE (Dates: 04-01-2023 to 03-31-2024)

Item	Description	Estimated Annual Usage (a)	Firm Unit Price (b)	Extended Price (a x b)
1	Stream IV: laboratory services as per Annex "A"	1000 samples	\$_____ / sample	\$_____
2	Delivery as per Annex "A" to 501 University Crescent, Winnipeg, Manitoba, R3T 2N6	1000 samples	\$_____ / sample	\$_____
3	Other Stream IV related laboratory services not covered will be provided at the Offeror's published price list less a discount of _____ %	\$10,000	_____ %	\$_____
[D-2] Total (CAD):				\$_____
Threshold Discount: For call-ups with 200 or more Stream IV samples, a discount of _____ % will be applied to all the Stream IV samples.				_____ %

OPTION PERIOD TWO (Dates: 04-01-2024 to 03-31-2025)

Item	Description	Estimated Annual Usage (a)	Firm Unit Price (b)	Extended Price (a x b)
1	Stream IV: laboratory services as per Annex "A"	1000 samples	\$_____ / sample	\$_____
2	Delivery as per Annex "A" to 501 University Crescent, Winnipeg, Manitoba, R3T 2N6	1000 samples	\$_____ / sample	\$_____
3	Other Stream IV related laboratory services not covered will be provided at the Offeror's published price list less a discount of _____ %	\$10,000	_____ %	\$_____
[D-3] Total (CAD):				\$_____
Threshold Discount: For call-ups with 200 or more Stream IV samples, a discount of _____ % will be applied to all the Stream IV samples.				_____ %

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OPTION PERIOD THREE (Dates: 04-01-2025 to 03-31-2026)

Item	Description	Estimated Annual Usage (a)	Firm Unit Price (b)	Extended Price (a x b)
1	Stream IV: laboratory services as per Annex "A"	1000 samples	\$_____ / sample	\$_____
2	Delivery as per Annex "A" to 501 University Crescent, Winnipeg, Manitoba, R3T 2N6	1000 samples	\$_____ / sample	\$_____
3	Other Stream IV related laboratory services not covered will be provided at the Offeror's published price list less a discount of _____%	\$10,000	_____%	\$_____
[D-4] Total (CAD):				\$_____
Threshold Discount: For call-ups with 200 or more Stream IV samples, a discount of _____% will be applied to all the Stream IV samples.				_____%

OPTION PERIOD FOUR (Dates: 04-01-2026 to 03-31-2027)

Item	Description	Estimated Annual Usage (a)	Firm Unit Price (b)	Extended Price (a x b)
1	Stream IV: laboratory services as per Annex "A"	1000 samples	\$_____ / sample	\$_____
2	Delivery as per Annex "A" to 501 University Crescent, Winnipeg, Manitoba, R3T 2N6	1000 samples	\$_____ / sample	\$_____
3	Other Stream IV related laboratory services not covered will be provided at the Offeror's published price list less a discount of _____%	\$10,000	_____%	\$_____
[D-5] Total (CAD):				\$_____
Threshold Discount: For call-ups with 200 or more Stream IV samples, a discount of _____% will be applied to all the Stream IV samples.				_____%
STREAM FOUR TOTAL [D-1+ D-2 + D-3 + D-4 + D-5] (CAD):				

ANNEX "C"

COMPREHENSIVE LAND CLAIMS AGREEMENT

Offerors are requested to maximize Indigenous employment, subcontracting and on-the-job training opportunities, and involve Indigenous citizens and businesses, in carrying out the work under this project.

The CLCA contains a provision requiring the inclusion of socio-economic bid criteria in the solicitation document, when practicable and consistent with sound procurement management principles. These socio-economic bid criteria are often referred to as Indigenous Opportunity Considerations (IOC), and bidders propose Indigenous opportunities in their bid submission.

This procurement is subject to the Inuvialuit Final Agreement (IFA), and the requirements of the IFA will apply to this procurement including Section 16 - Economic Measures.

<https://www.irc.inuvialuit.com/sites/default/files/Inuvialuit%20Final%20Agreement%202005.pdf>

The proposed requirement is subject to the Gwich'in Comprehensive Land Claim Agreement. The requirements of the Gwich'in Comprehensive Land Claim Agreement will apply to this procurement. The provisions that apply are contained in: Section 10 - Economic Measures, of the Gwich'in Comprehensive Land Claim Agreement. http://www.tbs-sct.gc.ca/pubs_pol/dcgpubs/contpolnotices/97-803-eng.asp

For purposes of interpretation:

- "Gwich'in" means, except in chapters 3 and 4, participants and Gwich'in organizations designated pursuant to chapter 7, as the context requires;
- "Gwich'in community" means the community of Inuvik, Aklavik, Arctic Red River or Fort McPherson;
- "Gwich'in lands" means Gwich'in municipal lands and settlement lands;
- "Gwich'in" means a person of Gwich'in (also referred to as Loucheux) ancestry who resided in, or used and occupied the settlement area on or before December 31, 1921, or is a descendant of such person.

The proposed requirement is subject to the Sahtu Dene and Metis Comprehensive Land Claim Agreement. The requirements of this CLCA will apply to this procurement. The provisions that apply are contained in: Chapter 12 – Economic Measures, of the Sahtu Dene and Metis Comprehensive Land Claim Agreement, <https://www.rcaanc-cirnac.gc.ca/eng/1100100031147/1543258621708#chp12>

For purposes of interpretation:

- "Participant" is as defined in Chapter 2 (Definitions) of the Sahtu Dene and Metis Comprehensive Land Claim Agreement.
- "Sahtu settlement area" comprises the area within the Northwest Territories as described in Appendix A of the Sahtu Dene and Metis Comprehensive Land Claim Agreement.
- "Sahtu Dene and Metis firms" means an entity which complies with the legal requirements to carry on a business in the area and which is a limited company with at least 51% of the company's voting shares beneficially owned by participants, or is a cooperative controlled by participants, or is a participants' sole proprietorship or partnership.

The proposed requirement is subject to the Tłı̨ch̨ Land Claims and Self-Government Agreement. The requirements of the Tłı̨ch̨ Land Claim and Self Government Agreement will apply to this procurement. The provisions that apply are contained in: Chapter 26 – Economic Measures, of the Tłı̨ch̨ Land Claims and Self-Government Agreement, clauses 26.3, 26.3.1 (a).

<https://www.rcaanc-cirnac.gc.ca/eng/1292948193972/1543262085000#chp26>

For purposes of interpretation:

-
- “Tłıchq entity” means an entity which complies with the legal requirements to carry on business in the Northwest Territories and which is
 - a) a corporation with more than 50 percent of the corporation’s voting shares beneficially owned by Tłıchq Citizens or the Tłıchq Government;
 - b) a co-operative controlled by Tłıchq Citizens or the Tłıchq Government;
 - c) a sole proprietorship operated by a Tłıchq Citizen; or
 - d) a partnership in which at least 50 percent of the partners are Tłıchq Citizens or the Tłıchq Government
 - “Tłıchq person” means a person
 - a) of Aboriginal ancestry who resided in and used and occupied any part of Mōwhì Gogha Dè Nîîtâèè on or before August 22, 1921 and who received Treaty 11 benefits, or a descendant of such person;
 - b) who is a band member, or a descendant of such person; or
 - c) who was adopted as a child, under the laws of any jurisdiction or under any Tłıchq custom, by a Tłıchq person within the meaning of (a) or (b) or by a Tłıchq Citizen, or is a descendant of any such adoptee.

PART A – INDIGENOUS OPPORTUNITY CONSIDERATIONS

Evaluation and Assessment of IOC Commitment

Bidders should provide a written plan of engagements, measures and proposed procedures to be taken to deliver on the Indigenous training, labour, subcontracting/supplier and office presence commitments made below.

Bidders may use the attached Commitment Tables to supplement their IOC submission.

Bidders that do not provide sufficient documentation to demonstrate how they will meet their commitment may be given 2 calendar days to provide additional supporting information. Bidders that fail to provide the additional information within the allotted time period will receive a score of 0 regardless of the commitment made under the respective criterion and will not be eligible for an incentive. Conversely, one cannot change their commitments by providing additional information.

Canada reserves the right to verify any information provided in the IOC and that untrue statements may result in the tender being declared non-responsive.

Below are examples of what a bidder may provide to demonstrate their commitments. Note, this is not an exhaustive list, bidders are responsible for providing sufficient detail to support the plan outlined and the commitments made. Points will not be assigned for unsupported commitments.

SUPPORTING DOCUMENTATION

Labour

- list of specific positions, categories, overall percentage of labour, labour hours and the total project hours that may or will be staffed by on-site Indigenous people;
- names of individuals or companies contacted and the nature of the undertakings;
- details on the work to be carried out for each position proposed to be filled by Indigenous people;
- strategies for recruitment of Indigenous people;
- strategies for retention of Indigenous people for long-term, multi-year projects;
- strategies for succession planning; and
- strategies for staff management.

Training

- details on the type of training being offered and how it is relevant to the procurement;
- Identify the skills the training will develop;
- Anticipated duration of training;
- the number of Indigenous people to be trained;
- the type and level of accreditation being targeted? Certification, diploma, apprenticeship, designation, etc.;
- identify what the “on-the-job-training” will consist of, the category of work and estimated number of hours;
- Identify any anticipated progression of training (ex. Start/end apprenticeship level); and
- additional details if any new capabilities will be developed.

Head Office / Office Presence

- Bidders to demonstrate the existence of head offices, staffed administrative offices or other staffed facilities in the CLCA.
- Describe the nature of the firm’s presence in the CLCA and how it demonstrates progress towards, and maintenance of, commitments made in the bidder’s IOC proposal.
- Include the number of years in existence, number of full-time and part-time employees and the nature of the work performed at that location.

Subcontracting/suppliers

- names of companies contacted and the natures of the undertakings;
- list of specific Indigenous businesses that will be subcontractors/suppliers;
- the type of work to be carried out by Indigenous businesses; and
- how Indigenous Firms will be managed from developing sources of supply to administration

URL links to websites will not be considered.

NOTE: Percentages should be supported by a list of specific subcontractor/suppliers that can be confirmed as Indigenous subcontractors/suppliers. Verification of Indigenous businesses will be made through:

- Indigenous Business Directory: http://www.ic.gc.ca/eic/site/ccc_bt-rec_ec.nsf/eng/h_00011.html; and/or
- Supplier Registration Information: <https://srisupplier.contractsCanada.gc.ca/>; and/or
- In accordance with the Supply Manual Chapter 9.35.60 Business Directories / Lists.

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PART B – CONTRACTOR COMMITMENT

The Offeror must provide their IOC Commitments based on the estimated annual usages of the entire Standing Offer including option periods identified in Annex “B”, Basis of Payment.

The Offeror must provide a separate IOC and Annual IOC Commitment Schedule for each stream they wish to place an offer on.

STREAM: _____

LABOUR

1.1	<p>The employment of Indigenous people in carrying out the work of the Standing Offer and Call-up.</p> <p>Offerors will be evaluated on their firm commitment to Indigenous people from the CLCAs in carrying out the work. The percentages identified below relate specifically to labour hours regardless of whether they are prime contractor staff and/or subcontractor staff.</p> <p>Percentages should be supported by a list of specific positions, categories, overall percentage of labour, labour hours and the total project hours that may or will be staffed by Indigenous people. Indigenous employment will be confirmed during activities based on supporting documentation provided by the Contractor and Departmental Representative, if applicable.</p> <p>Indigenous people from within the CLCA must meet the following criteria:</p> <ol style="list-style-type: none">1. An Indigenous individual who is performing services related to the project for a contractor, subcontractor or supplier.2. The individual must live within the CLCA. Proof of residency may be requested (Driver's Licence, Territorial Health Card). <p>Total Indigenous Employee labour hours (prime contractor and subcontractor): _____ (A) + Total non-Indigenous Employee labour hours (prime contractor and subcontractor): _____ (B) = Total Indigenous Employee and non-Indigenous Employee labour hours (prime contractor and subcontractor): _____ (C)</p> <p>_____ (A) X 100 = _____ Indigenous Labour Hour Commitment % (D) _____ (C)</p>	/100
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TRAINING

2.1	<p>Offerors will be evaluated on their undertaking of a commitment with respect to delivery of on-the-job training, apprenticeship programs, and other applicable training programs for Indigenous people from the CLCA at no additional cost under this Standing Offer.</p> <ul style="list-style-type: none"> • Offerors are to identify what on-the-job or in-house training will consist of, the category of work, estimated number of hours and number of persons to be trained. • Apprenticeship and/or applicable training and skill development programs are considered delivered when the receiving individuals have acquired certifiable work skills. This is typically achieved through an independent third party certification process. • Indigenous participation in training and skill development programs that are included in the scope of the Standing Offer are not eligible for consideration. <p style="text-align: right;">Total Indigenous Training hours: _____ (E) + Total non- Indigenous Training hours: _____ (F) = Total Indigenous and non- Indigenous labour Training hours: _____ (G)</p> <p>_____ (E) (G) X 100 = _____ Indigenous Training Hour Commitment % (H)</p>	/100
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SUBCONTRACTORS/ SUPPLIERS

3.1	<p>Offerors will be evaluated on their firm commitment to use Indigenous subcontractors for services or the procurement of supplies and equipment from Indigenous owned businesses from the CLCA applicable to the Contract.</p> <p>Indigenous Subcontractors / Suppliers from the area of the contract are defined as:</p> <ol style="list-style-type: none"> 1. An enterprise that is a sole proprietorship, limited company, co-operative, or not-for-profit organization in which Indigenous persons have majority ownership and control (according to the percentage defined in the CLCA obligations); or a joint venture or consortium in which an Indigenous business or businesses as defined above have at least 51 percent ownership and control. 2. The Supplier must have a staffed office or facility within the CLCA, or the head office of the Indigenous group that holds the majority ownership must be located within the CLCA / area of the contract. <p style="text-align: right;">Value of Indigenous contracting (prime contractor/subcontractor/supplier): _____ (I) Value of non- Indigenous contracting (prime contractor/subcontractor/supplier): _____ (J) + Estimated value of Indigenous and non-Indigenous (prime contractor/subcontractor/supplier): _____ (K) =</p> <p>_____ (I) (K) X 100 = _____ Indigenous Subcontractor/Supplier Commitment % (L)</p>	/100
-----	---	------

LOCATION		
4.1	<p>Location Offerors will be evaluated on their new or existing location of business in the CLCA in performing work under the government Standing Offer and Call-up. Contractor/subcontractor/supplier may have head offices, administrative offices, or other staffed facilities.</p> <p>A maximum of 100 points will be assigned for this criterion. If the contractor is not utilizing any subcontractors and/or suppliers, the contractor points are worth double. Points will be assigned as follows:</p> <p>Contractor (100 points [if contractor only] / 50 points [contractor and subcontractors/suppliers]):</p> <ol style="list-style-type: none">1. Head Offices (20/40 points)2. Administrative Offices (20/40 points)3. Other Staffed Facilities (10/20 points) <p>Subcontractors and/or Suppliers:</p> <ol style="list-style-type: none">1. Head Offices (20 points)2. Administrative Offices (20 points)3. Other Staffed Facilities (10 points)	/100

Annual IOC Commitment Schedule

Offerors must provide an annual breakdown of the total hours and dollar values based on the estimated annual usages identified in Annex "B", Basis of Payment by populating the tables below. The totals for each criteria must equal the total commitment hours and dollar values in the commitment tables above.

The Offeror must provide a separate IOC and Annual IOC Commitment Schedule for each stream they wish to place an offer on.

STREAM: _____

Criteria / Years	Year 1	Option Period 1	Option Period 2	Option Period 3	Option Period 4	<u>Total</u>
Indigenous labour hours %	_____ %	_____ %	_____ %	_____ %	_____ %	_____ % (D)
Indigenous Training hours %	_____ %	_____ %	_____ %	_____ %	_____ %	_____ % (H)
Value of Indigenous Subcontractor/Supplier Commitment %	_____ %	_____ %	_____ %	_____ %	_____ %	_____ % (L)

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PART C – INDIGENOUS BENEFIT PLAN REPORT

At time of offer submission - The Commitment and Achievement tables below may be used to submit your proposal.

Each report is to be comprised of data from completed call-ups. Contractors must fill in each table which includes the benefits commitment and achievement. If there any deviations between the benefits commitments and achievements, a detailed explanation is required.

The Contractor also may be asked to submit supporting information (such as invoices, work logs, payroll receipts, etc.) with each report.

If no benefits commitments are made, Contractors will not be required to provide the report. Contractors may be asked periodically by the Contracting Authority to provide an update related, the potential for, or challenges related to, Indigenous benefits.

Return Reports to:

Contracting Authority Name: Anthony Tiet

Title: Procurement Specialist

Email: anthony.tiet@tpsgc-pwgsc.gc.ca

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TABLE 1 – Labour Achievement Report

Total No. of Indigenous Employee Hours for This Contract _____ = _____ %
Total Employee Hours (Indigenous and non-Indigenous) for This Contract

Name & Position Title (Provide name(s) where possible) NOTE: It is not necessary to identify non-Indigenous employees by name and position.	Indigenous Employee Hours	Non-Indigenous Employee Hours
Total Indigenous and non-Indigenous Employee Hours:		

Deviation Explanation

--

TABLE 2 – Training Achievement Report

Total No. of Indigenous Training Hours for This Contract _____ = _____ %
Total Training Hours (Indigenous and non-Indigenous) for This Contract

Type of Training / Certification	Indigenous Training Hours	Non-Indigenous Training Hours
Total Indigenous and non-Indigenous Training Hours:		

Deviation Explanation

--

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TABLE 3 – Subcontracting/Suppliers Achievement Report

Total Value for Indigenous Subcontracting/Suppliers for This Contract = _____ %
Total Value for Indigenous and non-Indigenous Subcontracting/Suppliers for This Contract
(including amendments TBD)

Company Name	Description of Work	Value of Subcontract or Supplies / Services	Indigenous Company	Non-Indigenous Company
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes

Deviation Explanation

--

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TABLE 4 – Location of Business Achievement Report

Company Name (contractor)	Address in the CLCA	Nature of Presence and Office Type in the CLCA
Company Name (subcontractor/supplier)	Address in the CLCA	Nature of Presence and Office Type in the CLCA

Deviation Explanation

--

Contractor Certification

Contractor Name: _____

INDIGENOUS BENEFIT PLAN REPORTING CERTIFICATION:

PRINT NAME

SIGNATURE

DATE

The Contractor certifies the information contained in the report is accurate and complete.

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ANNEX "D"

STANDING OFFER REPORTING

Each Usage Report is to be comprised of data from completed Call Ups.

Return to:

Facsimile: (780) 497-3510

Email: TPSGC.ROPAequipedesoutien-WRAPSupportTeam.PWGSC@tpsgc-pwgsc.gc.ca

Quarterly Usage Report Schedule:

- ☐ 1st quarter: April 1 to June 30;
- ☐ 2nd quarter: July 1 to September 30;
- ☐ 3rd quarter: October 1 to December 31;
- ☐ 4th quarter: January 1 to March 31.

The usage reports must be submitted no later than fifteen (15) calendar days after the end of the reporting period.

SUPPLIER:

STANDING OFFER NO:

DEPARTMENT OR AGENCY:

Department	Call up Number	Dollar Value (GST Included)

(A) Total Dollar Value Call-ups for this reporting period:	
(B) Accumulated Call-up Totals to Date:	
(A+B) Total Accumulated Call-ups:	

☐ **NIL REPORT:** We have not done any business with the Federal Government this period.

PREPARED BY:

NAME: _____

PHONE: _____

SIGNATURE: _____

DATE: _____

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ANNEX “E”

ELECTRONIC PAYMENT INSTRUMENTS

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

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);
- ☐ () Wire Transfer (International Only);
- ☐ () Large Value Transfer System (LVTS) (Over \$25M)