Request for Applications

2017- 2019 Snow Crab Survey Vessel

Issue Date: June 23, 2017

Closing Location: Happy Valley – Goose Bay

Attention: Victoria Neville

Applications must be received by:

July 15th, 2017
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1 Overview

The Torngat Joint Fisheries Board (TJFB) is currently surveying Snow crab within the Labrador Inuit Settlement Area (LISA). The objective of the annual post-season trap survey is to provide information to the stock assessment process, and to collect information on egg production, recruitment, age structure and oceanographic conditions. Collection of survey data will allow the TJFB to make recommendations on the sustainable management of the snow crab resource in NAFO divisions 2HJN.

The request for applications seeks a consultant to provide services from 2017, that shall be renewable for up to three years.

1.1 Payment

Payment will be a fixed payment upon completion of trap survey as identified in Appendix 5. Contract is renewable for three years.

If all work is not completed in accordance with the requirements of the TJFB and the agreement, payment will be pro-rated on completed work.

Fuel and bait (640lbs) will be provided by the TJFB to conduct the survey. This will include the use of fuel to ferry to Makkovik from a location no further than Labrador if required.

2 Requirements

The successful proponent will be required to provide the following:

2.1 Captain and Crew

To provide a Captain and Crew that must have:

- At least two years’ experience fishing snow crab;
- Required safety training;
- Necessary Master/Mate certification.

Preference will be given to a proponent who is a Nunatsiavut beneficiary or who has at least one crew member on board that is a Nunatsiavut beneficiary.

2.2 Vessel Requirements

To supply a vessel for the years 2017-2019, that meets Transport Canada Regulations with the following requirements:

- Applicable insurance for vessel and all persons on board;
- Capacity to carry the amount of commercial sized snow crab pots detailed in the Gear
& Survey Requirements (See Section 2.3);
- Sufficient deck space on deck to measure and record catch data;
- Minimum accommodations for a captain, crew and two fisheries researchers;
- Minimum water and fuel capacity for the vessel to remain at sea for a period of nine days;
- Reliable GPS, radar, and other necessary navigational and communication equipment;
- Valid C.S.I certificate and an appropriate life raft & CSA Approved Floatation Devices with a valid inspection certificate;
- Suitable insulated containers to hold frozen bait for up to nine days at sea;
- Reliable stabilizers.

2.3 Gear & Survey Requirements

The gear and survey requirements are outlined below. The coordinates and survey maps can be found in the Appendix.

- Each station will contain a string of 6 baited commercial traps and 5 small mesh traps. There is a total of 11 baited pots per string.
- A small mesh pot is placed numbers 1-5 on the string (See Diagram below);
- There is a total of 20 stations;
- Small mesh traps will be provided by the Secretariat;
- Conical commercial traps with a diameter no greater than 133cm (52.362 inches) are to be used;
- All commercial traps will have a mesh size of 5 ½ inches;
- Traps will be spaced at 25 fathom intervals along each fleet;
- Bait: 3 pounds of squid on a single skiver. No bait protection devices will be used;
- A total of 5 UNBAITED pots will be affixed to both down ropes on each end of the string as weights.
- Gear must be set on the exact coordinates. Gear that is set off location may result in reduced or non-payment;
- Gear must be soaked a minimum of 12 hours and a maximum of 24 hours;
- The two fisheries researchers do not have to be present during the deployment of the gear, but must be onboard the vessel when the crab traps are hauled;
- Snow crab caught during this survey will not be retained, except for scientific purposes determined by the fisheries researchers;
- All data collected must be verified by the Secretariat and DFO prior to payment.

A total of 11 pots are baited including the small mesh pots that are numbers 1-5 in the string.
2.4 Timeframe

The vessel, captain and crew must be in Makkovik ready to begin the survey on within 5 days of the end of the snow crab fishing season. Start and end date may be subject to weather.

3 Application Process

3.1 Independence

The consultant must provide the Torngat Secretariat with a statement confirming the Consultants’ independence from the Torngat Joint Fisheries Board, Torngat Wildlife and Plants Co-Management Board and the Torngat Wildlife, Plants and Fisheries Secretariat. This statement must be completed within the 2017-2019 Snow Crab Survey Vessel Application Form.

3.2 Enquiries

All enquiries related to this RFP are to be directed, in writing to Victoria Neville, Fisheries Research Program Manager, victoria.neville@torngatsecretariat.ca and/or Rosamond Andersen, Finance and Administration Officer at roz.andersen@torngatsecretariat.ca. Information obtained from any other source is not official and should not be relied on.

3.3 Application Preparation

Proponents must fill out the Snow Crab Survey Vessel Application Form.

The Torngat Joint Fisheries Board is not obligated to seek out additional information or clarification on any questions that were not properly answered by the proponent.

3.4 Modification of Terms

Torngat Secretariat reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel the RFP at any time.
3.5 Ownership of Applications

All documents, including applications, submitted to the Torngat Secretariat become the property of the Torngat Secretariat. They will be received and held in confidence, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

3.6 Confidentiality of Information

This document, or any portion thereof, may not be used for any purpose other than the submission of applications. Information pertaining to Torngat Wildlife, Plants and Fisheries Secretariat, obtained by a proponent as a result of participation in this process is confidential and must not be disclosed except as required to fulfill the obligations of the respondent under the RFP.

3.7 Closing Date

Proposal must be received on July 15th, 2017 via one of the following means:

Mail/Courier: P.O. Box 2050, Station B, 217 Hamilton River Road
Happy Valley - Goose Bay NL, A0P 1E0
Email: Victoria.Neville@torngatsecretariat.ca
Fax: 709-896-6786

Proposals and their envelopes should be clearly marked with the name and address of the proponent, and the words “Application for Snow Crab Survey Vessel.”

4 Evaluation

The following are mandatory requirements. Applications not clearly demonstrating that they meet the requirements will receive no further consideration during the evaluation process.

The proposal must be received at the closing location by the specified closing date and time.
- The application must be signed by a person authorized to sign on behalf of the proponent.
- The application must be in English.
- The proponent must provide written confirmation of the proponents’ independence and that the proponent has no conflict of interest related to Torngat Wildlife & Plants Co-Management Board, Torngat Joint Fisheries Board and Torngat Wildlife, Plants and Fisheries Secretariat.
• The proponent has completed the **Snow Crab Survey Vessel Application Form** in its entirety and has included supplemental documents where necessary (Pictures, outline of methodology/approach from the appendix, etc.).

### 4.1 Criteria for Assessment

Applications meeting the mandatory requirements will be assessed against the criteria noted below.

<table>
<thead>
<tr>
<th>Capability of Proponent</th>
<th>50%</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Snow crab fishing experience</td>
<td>15</td>
</tr>
<tr>
<td>b) Suitability of vessel and equipment. Please note that preference may be a larger vessel.</td>
<td>35</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Price:</th>
<th>50%</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) The <strong>maximum</strong> cost for which the requested work will be performed, including HST. These amounts should include: Breakdown of costs (including all expenses) for the deliverable</td>
<td>50%</td>
</tr>
</tbody>
</table>

| Total | 100% |
5 Appendix

5.1 Survey Map

The Torngat Joint Fisheries Board reserves the right to make changes to the map. The map below displays the survey stations.
### 5.2 Survey Coordinates

The Torngat Joint Fisheries Board reserves the right to make changes to the coordinates. The station coordinates are below:

<table>
<thead>
<tr>
<th>Station</th>
<th>Latitude</th>
<th>Longitude</th>
</tr>
</thead>
<tbody>
<tr>
<td>301</td>
<td>55° 39' 49&quot;</td>
<td>-58° 30' 46&quot;</td>
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<tr>
<td>302</td>
<td>55° 39' 49&quot;</td>
<td>-58° 30' 46&quot;</td>
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<td>303</td>
<td>55° 39' 47&quot;</td>
<td>-58° 08' 39&quot;</td>
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<td>304</td>
<td>55° 24' 56&quot;</td>
<td>-58° 36' 14&quot;</td>
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<td>305</td>
<td>55° 24' 96&quot;</td>
<td>-58° 18' 23&quot;</td>
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<td>306</td>
<td>52° 25' 16&quot;</td>
<td>-58° 01' 14&quot;</td>
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<tr>
<td>307</td>
<td>55° 09' 37&quot;</td>
<td>-57° 47' 20&quot;</td>
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<td>308</td>
<td>55° 09' 97&quot;</td>
<td>-57° 29' 38&quot;</td>
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<td>309</td>
<td>55° 10' 77&quot;</td>
<td>-57° 11' 52&quot;</td>
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<td>310</td>
<td>54° 54' 81&quot;</td>
<td>-57° 09' 21&quot;</td>
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<td>54° 54' 58&quot;</td>
<td>-56° 52' 09&quot;</td>
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<td>54° 54' 37&quot;</td>
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<td>-56° 34' 37&quot;</td>
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<tr>
<td>320</td>
<td>54° 40' 37&quot;</td>
<td>-56° 02' 01&quot;</td>
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