

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
**11 Laurier St./11, rue Laurier**  
**Place du Portage, Phase III**  
**Core 0A1 / Noyau 0A1**  
**Gatineau**  
**Québec**  
**K1A 0S5**  
**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

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

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

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

**Comments - Commentaires**

<b>Title - Sujet</b> Gwaii Haanas Book Co-Publication	
<b>Solicitation No. - N° de l'invitation</b> 5P438-120760/A	<b>Date</b> 2013-02-13
<b>Client Reference No. - N° de référence du client</b> 5P438-120760	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CW-020-62210	
<b>File No. - N° de dossier</b> cw020.5P438-120760	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-03-07</b>	<b>Time Zone Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Werk(cw), Janet	<b>Buyer Id - Id de l'acheteur</b> cw020
<b>Telephone No. - N° de téléphone</b> (613) 998-3968 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> <div>Specified Herein Précisé dans les présentes</div>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

**Issuing Office - Bureau de distribution**  
Communication Procurement Directorate/Direction de  
l'approvisionnement en communication  
360 Albert St./ 360, rue Albert  
12th Floor / 12ième étage  
Ottawa  
Ontario  
K1A 0S5

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

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## TABLE OF CONTENTS

### PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefings

### PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws
5. Improvement of Requirement During Solicitation Period
6. Basis for Canada's Ownership of Intellectual Property

### PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

### PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

### PART 5 - CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Contract Award
2. Additional Certifications Precedent to Contract Award

### PART 6 - RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Security Requirement
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. SACC Manual Clauses
12. Indemnity against Moral Rights Infringement
13. License and Warranties
14. Royalties
15. Copyright
16. Advertising Materials
17. Availability of copies of the work
18. Reporting

**List of Annexes:**

Annex "A"	Statement of Work
Annex "B"	Basis of Payment
Annex C	Evaluation Grid

**PART 1 - GENERAL INFORMATION****1. Introduction**

The bid solicitation and resulting contract document is divided into six (6) parts plus annexes as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided; and

Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Evaluation Grid and a sample from a section in electronic format.

**2. Summary**

Parks Canada requires a Co Publisher to publish "These Shining Islands: Celebrating 20 years of cooperative management in Gwaii Haanas" (working title) in hardcover paper format only, by entering into a Co Publishing Agreement with the Department of Public Works and Government Services. The Co Publisher's responsibilities will include managing, producing, designing (including lay-out), printing, as well as marketing, distributing and commercializing the work in both official languages.

The Co-Publisher will be given an exclusive license for a period of 5 years. The period of the contract is from date of award to December 31, 2018; delivery by no later than November 1, 2013.

*Pursuant to section 01 of Standard Instructions 2003, Bidders **must submit a complete list of names of all individuals who are currently directors of the Bidder.** Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form and related documentation.*

The requirement is limited to Canadian goods and/or services.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

Solicitation No. - N° de l'invitation

5P438-120760/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cw020

Client Ref. No. - N° de réf. du client

5P438-120760

File No. - N° du dossier

cw0205P438-120760

CCC No./N° CCC - FMS No/ N° VME

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### **3. Debriefings**

After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/achoeng.jsp>) Manual issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

#### 1.1 Definitions

Definition of terms included in this solicitation and resulting contract, unless the context requires otherwise,

- (a) "Author Department" means "Parks Canada (Parks)" represent here by the Project Authority.
- (b) "Co-Publisher" means the Contractor;
- (c) "Copy", "Copies" or "Copies of the Work" mean the single copies of the Work that are to be produced and published by the Co-Publisher hereunder;
- (d) "Date of Publication of the Work" means the date on which the Work is first published by the Co-Publisher and otherwise made ready for distribution or sale;
- (e) "List Price" means the suggested retail price of each Copy of the Work set out in the contract;
- (f) In addition to the definition contained in General Conditions 2035 - Services, "Work" means Canada's literary work, as it is comprised at the date of the contract. The work is acknowledged by the parties hereto as a "literary work" for purposes of the *Copyright Act*, including section 12 thereof;
- (g) "Territory" means countries worldwide;
- (h) "Total production cost" means the total cost of editing, layout, design, printing and delivery.

### 2. Submission of Bids

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

Department of Public Works and Government Services

#### **Bid Receiving Unit**

Place du Portage, Phase III, Core 0A1

11 Laurier Street

Gatineau, Quebec

For couriers: J8X 4A6 For regular mail: K1A 0S5

Telephone : (819) 956-3370

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### 3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority ([janet.werk@pwgsc-tpsgc.gc.ca](mailto:janet.werk@pwgsc-tpsgc.gc.ca)) no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

### 4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, 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 bidders.

### 5. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

### 6. Basis for Canada's Ownership of Intellectual Property

Parks Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (6 hard copies and 3 soft copy on CD, DVD or USB)  
Layout Design Sample: PDF and two (2) paper copies

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to :

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

#### Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. **Simply repeating the statement contained in the bid solicitation is not sufficient.** In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

#### Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B". The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

#### Section III: Certifications

Bidders must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

(a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and the financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 1.1 Technical Evaluation

To meet the requirement described herein, the experience of the bidder must be work for which the Contractor was under contract to clients. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the bidder.

Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes

##### 1.1.1. Mandatory Technical Criteria

Bidders **MUST** meet the mandatory criteria of the RFP. No further consideration will be given to bidders not meeting the mandatory criteria.

#### The mandatory requirements are :

**M1.** Bidders **must** demonstrate that since January 2008, they have conducted and realized with success, a project of publication on paper for an illustrated monograph of "library quality" (high quality publication including high resolution colour images, printed, smyth sewn and case bound) in the English and/or French languages. To demonstrate this experience, bidders **must** provide the following with their bid:

- One copy of the catalogue of published items; along with information of which publications meet the above mandatory requirement.
- The bidder's experience will be evaluated in R.3

**M2.** Bidders **must** provide a Production and Delivery schedule (Project management approach) demonstrating their capacity to meet a delivery deadline that is before November 1, 2013.

The Bidders must take into account the remoteness of Haida Gwaii when determining their production schedule. Assume that all mail and courier service arrives by ground transportation (which includes ferry service at three days a week) unless air cargo arrangements are made.

**M3.** Bidders **must** include a marketing and distribution plan for this initiative (this criteria is subject to rated criteria in R.2).

**M4.** Retail list price is not more than \$44.95 (this criteria is subject to rated criteria in Annexe B).

**M5.** Bidders **must** submit a design layout sample of the book in PDF format demonstrating how they will treat the combination of text and images.(this criteria is subject to rated criteria in R.4).

**PROPOSALS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS WILL BE CONSIDERED NON RESPONSIVE AND GIVEN NO FURTHER CONSIDERATION.**



**1.1.2 Point Rated Technical Criteria :**

**See Annex C for the evaluation criteria and grid.**

**1.2 Financial Evaluation**

The prices of all the line items in Annex B will be added together to form the Evaluated Price (EP).

**1.2.1 SACC Manual Clause**

A0220T (2007-05-25), Evaluation of Price

**2. Basis of Selection**

**2.1** To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation; and
- (b) meet all mandatory technical evaluation criteria; and
- (c) obtain the required minimum of 70 percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 70 points.

**2.2** Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the **lowest evaluated price per point** will be recommended for award of a contract. (EP/total number of rated points = Price per point)

## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### 1. Code of Conduct Certifications - Certifications Required Precedent to Contract Award

- 1.1** Bidders should provide, with their bid or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Bidders must submit the list of directors before contract award, failure to provide such a list within the required time frame will render the bid non-responsive.

The Contracting Authority may, at any time, request that a Bidder provide properly completed and Signed Consent Forms ([Consent to a Criminal Record Verification form](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html) - PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

### 2. Additional Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

#### 2.1 Federal Contractors Program - Certification valued at over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the [Government Contracts Regulations](#). Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- ( ) is not subject to the FCP, being a regulated employer under the *Employment Equity Act*, S.C. 1995, c. 44;
- ( ) *is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;*
- ( ) *has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_ .*

Further information on the FCP is available on the HRSDC Web site.

## 2.2 Canadian Content Certification

**2.2.1.** SACC Manual clause A3050T (2010-01-11) Canadian Content Definition.

**2.2.2.** This procurement is limited to Canadian services.

The Bidder certifies that:

- ( ) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

## PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### Definitions

Definition of terms in the contract, unless the context requires otherwise,

- (a) "Author Department" means "Parks Canada (Parks)" represent here by the Project Authority.
- (b) "Co-Publisher" means the Contractor;
- (c) "Copy", "Copies" or "Copies of the Work" mean the single copies of the Work that are to be produced and published by the Co-Publisher hereunder;
- (d) "Date of Publication of the Work" means the date on which the Work is first published by the Co-Publisher and otherwise made ready for distribution or sale;
- (e) "List Price" means the suggested retail price of each Copy of the Work set out in the contract;
- (f) In addition to the definition contained in General Conditions 2035 - Services, "Work" means Canada's literary work, as it is comprised at the date of the contract. The work is acknowledged by the parties hereto as a "literary work" for purposes of the *Copyright Act*, including section 12 thereof;
- (g) "Territory" means countries worldwide;
- (h) "Total production cost" means the total cost of editing, layout, design, printing and delivery.

### 1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

### 2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract 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>) issued by Public Works and Government Services Canada.

#### 2.1 General Conditions

2035 (2012-11-19), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

### 3. Security Requirement

There is no security associated with this requirement.

### 4. Term of Contract

#### 4.1 Period of the Contract

The period of the Contract is from date of Contract to----- inclusive.

#### 4.2 Delivery Date

All the deliverables are to be received on or before \_\_\_\_\_.

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Janet Werk  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Communication Procurement Directorate  
12th Floor, 360 Albert Street  
Ottawa, ON K1A 0S5  
Telephone: 613-993-3968 Facsimile: 613-993-2581  
E-mail: janet.werk@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 5.2 Project Authority

The Project Authority for the Contract is:

#### To be included in the Contract.

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

### 5.2 Contractor's Representative (Contractor to Fill in)

Name and telephone number of the person responsible for:

#### General Enquiries (Project Manager)

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-mail \_\_\_\_\_

#### Replacement for Project Manager

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-mail \_\_\_\_\_

## 6. Payment

### 6.1 Basis of Payment Firm Total Price for production and copies of the books

As per Annex B.

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit prices, as specified in Annex B for a cost of \$ \_\_\_ (insert the amount at contract award). Customs duties are "included" if applicable and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

### 6.2 Multiple Payment

SACC Manual clause H1001C (2008-05-12) Multiple Payment

## 7. Invoicing Instructions

7.1. 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.

7.2. Invoices must be distributed as follows:

(a) The original must be forwarded to the consignees (Project Authority listed above) for certification and payment:

(b) One (1) copy must be forwarded to:  
Public Works and Government Services Canada  
Communication Procurement Directorate  
Constitution Square Building  
360 rue Albert, 12th Floor  
Ottawa, Ontario. K1A 0S5  
Attn: Janet Werk

## 8. Certifications

8.1 8.1 Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### 8.2 SACC Manual Clause

A3060C Canadian Content Certification 2008-05-12

## 9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## 10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2012-11-19), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated (tbd)

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# 11. SACC Manual Clauses

THE FOLLOWING TERMS AND CONDITIONS ARE INCORPORATED HEREIN.

SACC Reference	Title	Date
D5328C	Inspection and Acceptance	30/11/2007
P1005C	Packaging and Packing of Printed Products	01/11/2010
P1009C	Author's Alterations	30/11/2007
P1010C	Quality Levels for Printing	01/11/2010
P1011C	Quality Levels for Colour Reproduction	01/11/2010
P1016C	Quality Levels for Binding	01/11/2010

# 12. Indemnity against moral rights infringement

The Contractor shall indemnify and save harmless Canada and the Minister from and against all claims, losses, damages, costs and expenses sustained or incurred by Canada resulting from any action or legal proceeding or infringement, made, sustained, brought, prosecuted, threatened to be brought or prosecuted, by any person that was under the direction and control of the selected Contractor during the term of the contract and which person is claiming or claims a moral right, as set out under the Copyright Act. The obligation to indemnify under this clause survives termination of the contract, and will remain in force for the duration of the copyright in the work created under the contract.

# 13. License and Warranties

The Minister hereby grants the Co-Publisher, subject to all the terms and conditions set out in this Contract, a sole license to manage, print, and publish the Work in paper format only, in the English and French language versions, as well as to market, distribute and commercialize the Work within the Territory.

The term of this sole license shall be for a period of five ( 5 ) years from the date of signature of this Contract.

# 14. Royalties

1) In consideration of the license being granted to the Co-Publisher pursuant to the term and condition entitled "License and Warranties", the Co-Publisher must pay to Canada a royalty of ten (10%) of the List Price for every Copy of the Work sold, excluding copies sold to Canada.

2) The Co-Publisher acknowledges that the royalty payment established in this clause applies to the contract only, and must not have any connection with any previous or future agreement that the co-publisher has entered into or may be awarded.

3) Canada reserves the right to exclude the Co-Publisher from bidding on future co-publishing projects, until the Co-Publisher has complied with this clause.

# 15. Copyright

This article is in addition to General Conditions 2035 - Services, Article 19 Copyright.

- 1) Canada is the sole proprietor of the Work and shall retain all copyrights and other rights pertaining in any way to the Work being published, produced and distributed. Canada, as the sole proprietor of the Work, warrants that the Work is original, except for such excerpts and photographs from copyrighted works as may be included with the permission of the copyright owners thereof and for some photographic material as will be indicated. Canada further warrants that the Work contains no libellous or other unlawful statements and that it in no way infringes on the copyrights, trademarks, patents or proprietary rights of others, and Canada shall indemnify and save harmless the Co-Publisher from all costs, expenses and damages arising from any breach of this warranty.
- 2) Nothing in the contract shall be construed as granting or conveying to the Co-Publisher any title, interest, copyright, rights or ownership in the work except expressly granted in the contract.
- 3) The co-publisher shall print on the reverse side of the title page of each copy of the English and French version of the Work, the copyright notice and other information set out in the Statement of Work (Copyright Notice and Identification Instructions) of the contract. The co-publisher shall also include his name and address on the reverse side of the title page of each copy of the English and French version of the Work.

#### **16. Advertising Materials**

- 1) All advertising and promotional materials created by the Co-Publisher for use in relation to the Work which makes reference to any federal government institution, shall be subject to the prior and timely approval of the Project Authority. Failure of the Project Authority to notify the Co-Publisher of its refusal to approve the materials within seven (7) days of receipt thereof shall *ipso facto* constitute a deemed approval.
- 2) Such deemed approval shall only be applicable if the Co-Publisher first notified the Project Authority of the amount of time available to take a decision, and referred the Project Authority to this Sub-Article of this clause.

#### **17. Availability and copies of the work**

- 1) Subject to the terms and conditions of the contract, the Co-Publisher shall use its best efforts to meet demand for Copies of the Work during the term of this sole License.
- 2) In the event that during the term of this sole license, the Co-Publisher notifies the Minister that it wishes to discontinue publication of the Work and the Minister does not demand a reprint, then the contract shall be terminated and the termination provisions of the contract shall apply to such termination.
- 3) The Co-Publisher shall inform the Minister forthwith when it has sold or otherwise distributed Copies of the Work up to eighty percent (80%) of the original print run specified in the contract; and whenever it has distributed up to eighty percent (80%) of each subsequent print run.
- 4) Copies of the Work shall not be remaindered unless both Parties so agree, and in the event of such agreement Copies of the Work shall be remaindered on the terms and conditions agreed to by the Parties.



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**18. Reporting**

The Co-Publisher shall render to the Project Authority, with a copy to the PWGSC Contracting Authority, on an annual basis a written account of sales of the Work which account shall contain a statement of the number of Copies of the Work sold and the List Price for each such Copy.

This statement shall also inform of:

- a) the stock level as of the previous statement date, and as of the present date;
- b) if sales are based on List, or Net Prices;
- c) the sale price per copy;
- d) royalty payments to Canada; and
- e) the title of the publication

There shall be a written account of sales for each period, regardless of the amount of actual sales. Each account shall contain a computation of the amount of royalty (if any) payable to Parks Canada for such preceding period, which amount shall become due and payable no later than thirty (30) days of the end of such period. The written account as well as the royalty payment (if any) shall be sent to the attention of the Project Authority. The payment shall be made payable to the Receiver General of Canada

## ANNEX A STATEMENT OF WORK

**Title:** THE GWAII HAANAS LEGACY COFFEETABLE BOOK

**Working title:** These Shining Islands: Celebrating 20 years of cooperative management in Gwaii Haanas.

### 1. Introduction

Gwaii Haanas National Park Reserve, National Marine Conservation Area Reserve and Haida Heritage Site requires a co-publisher to publish *These Shining Islands: Celebrating 20 years of cooperative management in Gwaii Haanas*. The co-publisher will enter into a co-publishing agreement with the Department of Public Works and Government Services and the co-publisher's responsibilities will include managing, producing, designing (including lay-out), printing, as well as marketing, distributing and commercializing the work in both official languages.

### 2. Background and Purpose

2013 marks the 20-year anniversary of the signing of the Gwaii Haanas Agreement, a leading edge cooperative management agreement between the Council of the Haida Nation and the Government of Canada, designed to protect one of the world's great natural and cultural treasures: Gwaii Haanas National Park Reserve, National Marine Conservation Area Reserve and Haida Heritage Site. To mark the anniversary, a coffee-table book is to be produced, printed, marketed and distributed.

Main theme: "Land, Sea, People – everything is connected"

This full-colour coffee table book will commemorate the 20-year anniversary of the Gwaii Haanas Agreement through personal stories of inspiration by a variety of people (visitors, researchers, youth, elders, fishermen etc.) with a connection to Gwaii Haanas. Stunning images of the land, sea and people of Gwaii Haanas will also be featured.

It is intended to:

- Celebrate and communicate the 20<sup>th</sup> anniversary of the Gwaii Haanas Agreement signing, and 25<sup>th</sup> anniversary of South Moresby Agreement to protect the natural and cultural treasures of Gwaii Haanas for future generations.
- Celebrate and communicate the continuing relationship between the Government of Canada and the Haida Nation in protecting and presenting Gwaii Haanas' ecological and cultural integrity to all Canadians.
- Celebrate and communicate the continuity of Haida culture and the carving tradition by raising the first pole in Gwaii Haanas in 130 years.
- Increase awareness of Gwaii Haanas to potential visitors with an aim to increase visitation.

### Author(s)

Editors: Nika Collison and Heather Ramsay. Content provided by various authors.

## 3. TECHNICAL DESCRIPTION OF CONTENT

### 3.1 Text

The volume is to be produced in separate English and French editions. The main text as originally written *in English* will be about 25,000 – 30,000 words in length. In combination with illustrations the final volume should be expected to be in the range of 128 pages. Experience suggests that the translated text *in French* (to be provided) will be about 20-25 % longer. The text in both languages will be provided in hard copy and in electronic form. The text will be in MS Word, the photos in high-resolution (300+dpi) JPG / TIF

format, and other illustrations will be standard industry formats. Some stylistic and copy-editing should be required from the Co-Publisher.

### 3.2 Illustrations

- Photos, artwork, maps and other graphics, colour and/or b&w will be supplied with all necessary rights and approvals, as well as with captions and credit information. The images will be labelled as to which text they are connected with and the priority with which they should be used.
- Illustrations will be supplied in digital format.
- The ratio of images to text should be between 50:50 and 60:40.

## 4. SPECIFICATIONS

The Contractor may use offset (either direct imaging or metal plates) printing methods to produce any of the work provided the criteria for the print quality level stated are met.

The print quality level is Library, in accordance with the Public Works and Government Services Canada (PWGSC) Publication entitled "Quality Levels for Printing" and/or "Quality Levels for Colour Reproduction", latest issues.

**4.1.** The Project authority requires precise technical standards as follows:

- Outside dimensions of the book must be, 10.0 inches horizontal by 10 inches vertical
- Style must be casebound/smyth sewn; foil title on spine
- Ink: 4 colour throughout for text, bleeds and 4 colour for jacket;
- Library quality;
- Recycled content, Forest Stewardship Certified paper is MANDATORY (cover and inside pages)
- Weight of paper must be suitable for printing high resolution images and allow for smooth, solid ink lay and clear readability:
  - Paper for interior text must be, 80 lb. coated matte white;
  - Paper for dust jacket must be, at 100 lb. coated matte white (with a matte scuff free laminate);
- Technical specifications must remain constant between English and French.

### Size

Cover: approximately 10 x 10 in;

Text Pages: approximately 9.75 x 9.75 cm;.

### Paper

Text Stock: Paper for interior text must be, 80 lb. coated matte white:

Jacket Stock: Paper for dust jacket must be, at 100 lb. Coated 1 side (C1S) matte white (with a matte scuff free laminate).

### Font

Text: Various sizes

### Ink

Dust Jacket: Four (4) colour process on one (1) side, bleeds all sides.

Cover: Silver Foil stamping on spine

Text Pages: Four (4) colour process, no bleeds.

Binding:

Casebound cover, Smyth sewn, square back with reinforced spine.  
Cover material is turned in over the outer edges of the boards (and spine strip) from the outside to the inside.  
Endsheets are tipped on and laminated to inside front and back covers.  
Head and tail bands.  
Cover overhang of approximately .25 in. on top, bottom and fore edge.  
Binding along the 10 in.

#### 4.2 Design Concept and Visual

The Co-Publisher is responsible for the layout of the book. The Co-Publisher must provide the Project Authority with three(3) substantively different prototype concepts for the design selection stage. They must include section heading, text, and photo layout. These must be submitted in PDF format and one printed document. The prototypes submitted by the Co-Publisher will not necessarily be the final design. Thus, they must work closely with the Project Authority to come up with a final design.

The Project Authority will provide guidance to the Co-Publisher as to the placement of maps and photographs but reserves the right to determine final placement.

#### 4.3 Dust Jacket design

The Project Authority will provide the Co-Publisher with photographs from which the Co-Publisher will select three (3) as the basis of three (3) substantively different *Jacket* designs to be submitted to the Project Authority for final selection. There will be no text on the back cover. The title, sub-title and editors' names will be on the cover and the spine. The editor's names, in the order of Collison and Ramsay must be in the same font and font size.

#### 4.4 Format

Separate English and French editions. It is expected that a reasonable number of copies will be made available to the mass market.

### 5. PROOFS

Page proofs, revised page proofs and final proofs are to be provided to the Project Authority as follows:

**5.1** Proofs of each page are reviewed and approved individually. The Project Authority will return pages with revisions within five business days of receipt. The Contractor will then provide the revised page proofs and the Project Authority will have five days to return the approved pages. Once the Project Authority has approved pages, it is the responsibility of the Contractor to ensure that no changes are made to the approved pages.

**5.2** Proofs must be accounted for in the schedule and the exact breakdown of proof schedule will be discussed and agreed upon by both bodies. At minimum, the Contractor must provide proofs as above and one (1) set of high resolution colour final proofs for each language and (if deemed necessary) one (1) set of digital or dylux blueprints of the complete English and French versions, folded and trimmed to size. The Contractor must provide a proof of the foil stamping for the cover spine.

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The proofs must be sent to the Project Authority at the proofs address. The Project Authority will have 5 working days from receipt of material to provide the Contractor with written approval or specified required corrections. The Contractor must obtain written approval by the Project Authority prior to printing.

Proofs address: tbd

Queen Charlotte BC V0T 1S0

The Contractor must take into account the remoteness of Haida Gwaii when determining their production schedule. Assume that all mail and courier service arrives by ground transportation (which includes ferry service at three days a week) unless air cargo arrangements are made.

## 6. PRODUCTION REQUIREMENTS

The department will supply all English language materials (English language manuscripts and hi-resolution digital imagery with captions) to the Co-Publisher by contract signing.

Once the layout in English has been approved, the department will send out the manuscript for translation and provide to the Co-publisher within a three week interval.

Delivery of the final printed product is required for November 1, 2013.

## 7. LANGUAGE AND DISTRIBUTION REQUIREMENTS

It is a requirement that the English and French editions must be released for sale at the same time. They must also be sold at the same List Price.

In regards to marketing the separate English and French editions, other than the prescribed governmental buy-backs, the publisher is responsible for distribution to the Anglophone and Francophone markets, either directly or through an arrangement with an Anglophone or Francophone publisher or distributor.

## 8. LIST PRICE

The list price should be no more than \$44.95.

## 9. PRINT-RUN REQUIREMENTS

The Project Authority will buy back 500 English copies and 50 French copies at 50 % discount. The Co-Publisher will have the flexibility in determining number of English and French copies required for the mass market.

### 9.1 Additional copies

Additional copies may be purchased at 50% discount off the List Price for the duration of the contract.

## 10. PRODUCTION COST LIMIT

Parks Canada's portion of the production cost is **\$36,000** (GST/HST extra if applicable). This is exclusive of any buy back costs of additional copies for departmental use.

## 11. MARKETING

The project authority will be promoting these publications through its website and will engage in promoting the book with various organizations across Canada. The department will sponsor at least one event to mark the anniversary, which will provide opportunity for promotion and sale of the publication. In addition, Friends of Parks Canada store outlets will promote these books to the general public. These retailers must be granted the same percentage of discount as other retailers.

The Co-Publisher will be responsible for the implementation of the national and international marketing plan for reaching the target market, and for the publicity, promotion, distribution and selling of the publication, in Canada and abroad.

## 12. RESPONSIBILITIES OF PARKS CANADA

- 1) Upon signature of the Contract, Parks Canada will be responsible for providing the Co-Publisher with the English manuscript, in hard copy and in electronic format, and the illustrations in electronic format.
- 2) Parks Canada will provide images, graphics and other artwork from our archives, from freelance photographers and other sources and ensure the correct licenses or approvals for use have been confirmed.
- 3) Parks Canada will be responsible for the translation of the English manuscript to French, and for editing both languages of the draft manuscript and follow-up throughout production. Any editorial changes by the Co-Publisher are subject to approval by the Project Authority.
- 4) Parks Canada will be responsible for reviewing and approving each of the following steps in the production schedule, which the Co-Publisher is to provide. The steps will be as follows:
  - a) Design concepts for cover and inside pages prior to layout
  - b) Layout of first page proofs and proof-reading
  - c) Checking second page proofs
  - d) Final layout
  - e) Blueprints/digital proofs
- 5) Parks Canada will cooperate to a reasonable extent in any promotional or marketing work in print, on television, radio or on-line arranged by the publisher and will undertake other promotion via Parks Canada websites, Facebook and Twitter functions. Parks Canada will ensure spokespeople from among our contributors are available for promotional purposes.

## 13. RESPONSIBILITIES OF THE CO-PUBLISHER

- 1) Except as otherwise indicated herein, the Co-Publisher must supply everything necessary for the performance of the specified services, including planning, resources, facilities, qualified labour, supervision, design and production.
- 2) Provide stylistic editing and copyediting of the finished English manuscript.
- 3) Provide indexing of the finished English and French manuscripts.
- 4) Printing specifications are to be refined by the Co-Publisher in cooperation with the Project Authority.
- 5) The Co-Publisher is responsible for providing and implementing a marketing and distribution plan for both French and English versions to the Project Authority.
- 6) The Co-Publisher is responsible for the physical production (layout design) of the publication in both languages.
- 7) The Co-Publisher is responsible for the printing of the publication (resources, qualified personnel, equipment, finances, etc.).

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- 8) The services to be provided by the Co-Publisher include all the tasks and duties of the Co-Publisher set out in the Statement of work. These services must be performed to the highest applicable professional standards in the trade, in accordance with the requirements and specifications stipulated in Statement of Work in a manner that is satisfactory to, and meets the approval of the Project Authority.
  - 9) The Co-Publisher is responsible for the management of the printing, marketing and distribution of the Publication during the term of the contract, *in paper form*, in the English and French language in accordance with the specifications included in the Statement of Work, and must ensure that these tasks are performed in a manner, which is satisfactory to, and meets the approval of the Project Authority.
  - 10) The Co-Publisher is responsible for ensuring that the services are carried out in a timely manner so that the production schedule set out in the Statement of Work is strictly adhered to.
  - 11) The Co-Publisher must ensure that Parks Canada is given works-in-progress at various stages for approval by the Project Authority so that Work must not advance without the Project Authority having accepted the preliminary stages.
  - 12) The Co-Publisher must also bear sole responsibility for all other tasks or duties related to publishing functions, including those set out in the Marketing Plan.
  - 13) The Co-Publisher must not proceed to print copies of the Work for distribution until all approvals have been obtained from the Project Authority.
  - 14) Return all components and working materials to the Project Authority.

#### **14. COPYRIGHT NOTICE AND IDENTIFICATION INSTRUCTIONS**

Copyright notification text to be determined at a later date by the Project Authority.

#### **15. COMPONENTS**

- All components required to complete the contract, whether produced or purchased by the Supplier, or provided to the Supplier are the property of the Government of Canada.
- The Supplier must return all components to the project authority identified in the within five working days of receiving the request to do so and at no additional cost to Canada.
- Components must be packaged appropriately and shipped in a manner to ensure safe delivery at the specified destination.
- Components include any electronic native application files that the Supplier may be holding as part of the contract.
- Suppliers must provide a copy of the final electronic editable and not compressed file(s) used to print the requirement including fonts and support files needed. Invoices will not be paid until final electronic files are received. The Supplier must download the files to appropriate media, CD, DVD, etc. as requested. The Supplier must identify the files being returned by labelling the media with the files contained on it.

Solicitation No. - N° de l'invitation

5P438-120760/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cw020

Client Ref. No. - N° de réf. du client

5P438-120760

File No. - N° du dossier

cw0205P438-120760

CCC No./N° CCC - FMS No/ N° VME

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## 16. DELIVERIES

Deliveries must be accompanied by a clear and detailed packing slip and copies must be packaged in sturdy one-piece flip-top boxes. The maximum weight of a loaded carton is not to exceed 35 pounds.

1) Parks Canada – 500 copies in English and 50 copies in French

Attn: Heather Ramsay

Courier address: 60 Second Beach Road, Skidegate BC | 60 rue Second Beach, Skidegate C-B

PO Box 37, Queen Charlotte BC V0T 1S0 | CP 37, Queen Charlotte C-B V0T 1S0

heather.ramsay@pc.gc.ca

Telephone | Téléphone: 250-559-6344 Fax | Télécopieur: 250-559-8366



## Appendix One - THE GWAII HAANAS LEGACY COFFEETABLE BOOK

*Working title: These Shining Islands*

### Outline

#### 1.1 Content philosophy

The focus is on personal stories: connections with Gwaii Haanas, ie. transformational “ah-ha” moments as told by various people from different perspectives in interview or essay form. Contributions span youth, elders, locals, visitors, Haida and non-Haida. The stories and short pieces included will tell an entire story in and of themselves. The full book provides an ever increasing view of Gwaii Haanas.

#### 1.2 General summary of contents

This is a general summary of the content that will be provided. The editors (Heather Ramsay and Nika Collison) will work with submissions and images to provide a final order for the content. The content as listed here is subject to change.

Subjects and sections of text (500 – 1500 words) will be augmented with side-bars or quotes or wholly represented by side-bars and/or quotes. The total word count will be approximately 25,000 to 30,000 words:

- 1) **Forewords:** CHN president Guujaaw and a Government of Canada representative.
- 2) **Introduction:** Field Unit Superintendent Ernie Gladstone (Haida) covers his personal story of growing up travelling with his family in what is now Gwaii Haanas and going on to work there and become superintendent. His story will reflect the unique cooperative management relationship between the CHN and the Government of Canada and the process of getting to where we are today including the Federal Provincial *South Moresby Agreement* (1988) – 2013 also marks 25<sup>th</sup> anniversary of this agreement and it was an important part of history from fed/prov perspective, also changed many things for Haida Gwaii (Gwaii Trust \$, Gwaii forest, etc)
- 3) **History** of Gwaii Haanas
  - § Miles Richardson Jr. (CHN president during stand) writes of the Athlii Gwaii/Lyell Island stand from the Haida perspective. He will include thoughts on contributions made by those on the line, etc.
  - § *Islands at the Edge* (D&M) book and initiative – John Broadhead provides perspective on the movement and a side bar on Bill Reid's involvement.
  - § Environmentalist – David Suzuki writes how GH and meeting Guujaaw impacted him and changed his outlook.
  - § Guujaaw on how non-violence works (from CBC interview)
  - § The Massett perspective (Christopher Collison on how dropping everything to go to Lyell gave him his first real experience of being Haida.
  - § Side-bars include: list of 72 arrested at Lyell Island, oral histories of formation, supernatural, post-contact industrial history, quotes from Roberta Olsen and others, a forester's change of heart (Al Whitney)
- 4) **Land, Sea, People**
  - § Locals (Haida/non-Haida) – stories from authors such as Susan Musgrave and Severn Cullis-Suzuki; Diane Brown (on food gathering), Chief Gidansda (Percy Williams), etc.;
  - § Artists in Gwaii Haanas (quotes and photos)

- § Swan Bay Rediscovery (youth cultural camp) – overview (Dana Moraes); youth perspective (by contest), building the longhouses/living at Swan Bay with family (Jason Alsop)
- § Gwaii Haanas employees (experiences in the field) – Linda Tollas, Doug Burles, Carey Bergman (Research)
- § Haida Gwaii Watchmen program and sites - Capt Gold, founder; Golie Hans, 25 years
- § Haida Place Names project (between GH and the Skidegate Haida Immersion Program) by Barbara J. Wilson and Kevin Borserio
- § Visitors (contest winner and quotes from exit surveys and guestbooks)
- § Tour Operator experience
- § Researchers – Lynn Lee
- § Archaeology (Haida oral histories and science – unfolding our history together) – Quentin Mackie, Allan Davidson (quote), interview with Gwalga
- § Restoration Projects: Nights Birds Returning (rat cull). A Respectful Act (stream restoration).
- § Education (university use of GH for field schools, etc.) – Keith Moore
- § Recreation: Kevin Borserio on kayaking the west coast.
- § Commercial fishing/diving – Lindsey Doerksen, Paul Pearson
- § National Marine Conservation Reserve/Haida Heritage Site – newly designated (Hilary Thorpe and Norm Sloan), Fisheries and Oceans spokesperson.
- § AMB – Cindy Boyko starting as a volunteer with the HGW in early 80's, HGW manager in 90's, AMB CHN rep in 2000's
- § Side-bars include: Rose Harbour residents, SGaang Gwaay (aka Ninstints, Anthony Island) UNESCO World Heritage Site, highlight a research project, highlight an archaeology project, Haida knowledge of areas/events in GH, more Haida oral history re: marine – we come from the ocean, local enviro group story, etc.
- 5) **Celebration:** Photo essay of Gwaii Haanas Legacy Pole with content from carver Jaalen Edenshaw.
- 6) **Afterward** tbd

## ANNEX B: BASIS OF PAYMENT

### Financial proposal

Bidders must provide prices for each component identified herein. Failure to price one of the components will render the proposal non-responsive.

The bidder is required to submit firm, all inclusive, unit prices as detailed below, FOB destination Queen Charlotte, BC, GST/HST extra if applicable. The Co-Publisher will be responsible for all delivery charges at all stages of production as well as final delivery of the publication to Canada.

The Retail List Price must not be more than \$44.95.

The total of all line items 1-3 in Annex "B" will be used as the "evaluated price" in the basis of selection when determining the lowest price per point.

A.	Hard cover volume with jacket	Price
1	Retail List Price	\$_____ per book
	COST TO CANADA (PARKS CANADA) <u>FOR THE</u> <u>OPTION TO BUY BACK ADDITIONAL COPIES</u>	50% of above price
2	Canada's (Parks) portion of the production cost	\$ <b>36,000</b> /Total
3	PLUS: COST TO CANADA (PARKS CANADA) TO BUY BACK 500 COPIES IN ENGLISH AND 50 IN FRENCH (at 50% off the retail list price)	\$_____/Total
4	<b>TOTAL PRICE TO CANADA (EP; lines 1, 2,&amp; 3)</b>	<b>\$_____/Total</b>

For information purposes only:

Total production cost (editing, layout, design, printing and delivery) of books \$\_\_\_\_\_

## Annex C

### Technical Criteria Evaluation

#### Mandatory Technical Criteria

Bidders are requested to write beside each of the criteria, the relevant page number(s) from your proposal, which addresses the requirement, identified in the criteria.		
Mandatory Evaluation Criteria	MET Yes Page #	MET No
<b>M1.</b> Bidders <b>must</b> demonstrate that since March 2008, they have conducted and realized with success, a project of publication on paper for an illustrated monograph of "library quality" (high quality publication including high resolution colour images, printed, smyth sewn and case bound) in the English and/or French languages. To demonstrate this experience, bidders <b>must</b> provide the following with their bid: <ul style="list-style-type: none"> <li>♦ One copy of the catalogue of published items; along with information of which publications meet the above mandatory requirement.</li> <li>♦ The bidder's experience will be evaluated in R.3</li> </ul>		
<b>M2.</b> Bidders <b>must</b> provide a Production and Delivery schedule demonstrating their capacity to meet a delivery deadline that is before November 1, 2013.		
<b>M3.</b> Bidders <b>Must</b> include a marketing and distribution plan for this initiative.		
<b>M4.</b> Retail list price <b>Must</b> not be more than \$44.95.		
<b>M5.</b> Bidders <b>Must</b> submit a design layout sample of the book in PDF format demonstrating how they will treat the combination of text and images.		

#### RATED CRITERIA EVALUATION GRID

##### R.1 Project Management (20 points)

Bidders should outline a detailed description of the proposed project management approach and procedures, cost and schedule controls, risk mitigation, quality control as well as the tools and techniques that will be used to plan, organize, direct and control the Project. The project management approach should also outline how the Bidder proposes to work in collaboration with the Project Team.

At a minimum, we are looking for: Project management approach that provides details on process, processes for working with the Project Authority and Project team. Cost/schedule controls, risk mitigation, quality control, planning tools and techniques that will be put in place and used to plan, organize, direct and control the project work plan and schedule. We are looking that sufficient details are provided on tasks, milestones and deliverables; timelines are suitable and realistic; includes client involvement in plan and approach; identifies key meetings and consultations. Manages the production and delivery of the required products effectively and within appropriate time frames.

**Production and Delivery Schedule will be evaluated as follows:**

Minimal detail provided on project management and /or project schedule.	<b>1 points</b>
<p>Details provided lead to a minimum understanding of Project management and project schedule.</p> <p>Production and delivery schedule is on or before November 1, 2013. <i>and/or</i> Details are not complete. Schedule has gaps in the timing or process (even if states will meet the delivery date of November 1, 2013.)</p> <p>Project management not complete: missing some of the following: Cost/schedule controls, risk mitigation, quality control, planning tools and techniques that will be put in place and used to plan, organize, direct and control the project work plan and schedule.</p>	<b>2 points</b>
<p>Complete and detailed production and delivery schedule demonstrates that the delivery date of November 1, 2013 will be met. However schedule details provided not clear and missing some stages to support delivery date.</p> <p>Details provided lead to a good understanding of Project management including: Cost/schedule controls, risk mitigation, quality control, planning tools and techniques that will be put in place and used to plan, organize, direct and control the project work plan and schedule. details are provided on tasks, milestones and deliverables; timelines are suitable and realistic; includes client involvement in plan and approach; identifies key meetings and consultations. Manages the production and delivery of the required products effectively and within appropriate time frames.</p>	<b>3 points</b>
<p>Details provided lead to an excellent understanding of project management and project schedule.</p> <p>Clear detailed outline of how the Bidder will work with Project Authority &amp; Parks Canada Project Team</p> <p>Identifies key areas and who is responsible;</p> <p>Clear detail on how the Bidder will ensure performance quality and cost goals are to be achieved.</p> <p>Complete and detailed production and delivery schedule demonstrates how the delivery date of November 1, 2013 will be met.</p> <p>Complete details provided for all stages including: -planning; approval (blueprints, press check, inspection copies); production (receipt of artwork, press, binding); delivery, marketing and distribution.</p>	<b>4 points</b>
R.1 Total Score ____ (mark obtained) x weighting factor of 5.0 =	____/20 points

**TOTAL FOR R.1**

\_\_\_\_ / 20 POINTS

**R.2 Marketing and Distribution Plan (15 points)**

Bidders should submit a marketing and distribution plan for the publication. Target markets should be specified as well as marketing and distribution methods to be used Nationally and Internationally. Sales projections for the first year (first print run) should be specified.

**Marketing and Distribution Plan will be evaluated as follows:**

<b>1 point</b>	<b>2 points</b>	<b>3 points</b>	<b>4 points</b>	<b>5 points</b>
Description is not specific to scope of this requirement	Missing information to demonstrate their understanding of the marketing methods and distribution methods to be used.  and  Missing information on the Marketing and distribution to National, International and target markets are included	Details provided lead to a minimum understanding of the marketing methods and distribution methods to be used.  Some details are missing.  Marketing and distribution to National, International and/or target markets not included.	Details provided lead to a good understanding of the marketing methods and distribution methods to be used.  Marketing and distribution to National, International and target markets are included.  Details are relevant to the scope of the requirement.  (Minor details missing)	Details provided lead to a complete and thorough understanding of the marketing methods and distribution methods to be used.  Complete details provided for National, International and target markets.  Details are relevant to the scope of the requirement.  Uses various on-line/social media sites for marketing and distribution.  Addresses issue of review copies.

**R.2 a) Total Score** \_\_\_\_ (mark obtained) x weighting factor of 3.0 = \_\_\_\_ /15 points

**R.3 Bidder's Experience (15 points)**

The Bidder should provide a list of project undertaken demonstrating the previous experience publishing Coffee table "library quality" books. Preference to books similar in topic to the present Parks requirement (i.e.: nature, marine, historical or First Nations) will be given.

**R.3 Bidder's experience will be evaluated as follows:**

<b>1 point</b>	<b>2 points</b>	<b>3 points</b>	<b>4 points</b>	<b>5 points</b>
Description does not demonstrate published 3 hardcover books.	Has published 3 hardcover books but none are coffee table books on the subject of Nature, marine, historical or first nations	<p>Has published at least 3 hard cover books.</p> <p>At least one (1) is a coffee table books .</p> <p>One (1) is on the subject of Nature, Marine, Historical or First Nations content.</p>	<p>Has published at least 3 hard cover books.</p> <p>Has published at least two (2) coffee table books.</p> <p>At least 2 books are on the subject of Nature, Marine, Historical or First Nations content.</p> <p>Has demonstrated proven marketability of the books listed i.e. reviewed in major newspapers or sales statistics</p>	<p>Has published at least 4 hard cover coffee table books;</p> <p>At least 3 books are on the subject of Nature, Marine, Historical or First Nations content.</p> <p>Has demonstrated Awards cited for at least one of the 4 coffee table books and has demonstrated proven marketability of these books: i.e. reviewed in major newspapers or sales statistics.</p>

R.3 Total Score \_\_\_\_ (mark obtained) x weighting factor of 3.0 = \_\_\_\_/15 points

**R4. Layout Design Sample (20 points)**

As per M5 the Bidders are required to submit a PDF design layout sample for this book along with one print copy. Parks Canada will provide a sample from a section in electronic format: 1000 words and the images with captions for that section. The Bidder should submit a layout sample of 4 consecutive pages in PDF format using a selection of the provided electronic files. A description should include the type of paper, type of font and sizes to be used. Evaluation will include layout, font and size, the integration of text and images including white space, captioning placement and section headers. The layout submitted by the successful Bidder will not necessarily be the final design.

**Layout Design Sample will be evaluated as follows:**

<b>1 point</b>	<b>2 points</b>	<b>3 points</b>	<b>4 points</b>	<b>5 points</b>
Sample provided does not include all the requested elements	Sample does not contain 4 pages or is not specific to what was requested.	<p><i>Sample does not demonstrate at least one of the following:</i></p> <p>Sample contains minimum of 4 pages.</p> <p>Consistent position and font for pagination.</p> <p>Consistent alignment of margins, headers &amp; footers from one page to the next;</p> <p>Standard use of section header; use of colour is appropriate to section header to subject matter;</p> <p>Caption placement does not detract from image;</p> <p>Integration of text and images including white space is appropriate on each page for the subject matter</p>	<p>Sample demonstrates all of the following:</p> <p>Sample contains a minimum of 4 pages.</p> <p>Consistent position and font for pagination.</p> <p>Consistent alignment of margins, headers &amp; footers from one page to the next;</p> <p>Standard use of section header; use of colour is appropriate to section header to subject matter;</p> <p>Caption placement does not detract from image;</p> <p>Integration of text and images including white space is appropriate on each page for the subject matter</p>	<p>Sample demonstrates all of the following:</p> <p>Sample contains a minimum of 4 pages.</p> <p>Consistent position and font for pagination.</p> <p>Consistent alignment of margins, headers &amp; footers from one page to the next;</p> <p>Standard use of section header; use of colour is appropriate to section header to subject matter;</p> <p>Compatible text and header font</p> <p>Caption placement and photo credit does not detract from image;</p> <p>Excellent integration of text and images including white space on each page.</p>
R.4 Total Score ____ (mark obtained) x weighting factor of 4.0 = ____/20 points				