



RETURN BIDS TO:

Parks Canada Agency Bid Receiving Unit
 Suite 1300, 635 – 8 Avenue S.W.
 Calgary, Alberta T2P 3M3
 Bid Fax: (403) 292-4475

**REQUEST FOR
 STANDING OFFERS**

Offers to: Parks Canada Agency

Canada, as represented by the Minister of the Environment, for the purposes of the Parks Canada Agency hereby requests a Standing Offer on behalf of the indentified Users herein.

Issuing Office:

Parks Canada Agency
 Suite 1300, 635 – 8 Avenue S.W.
 Calgary, Alberta T2P 3M3

Title: Radio Communications Technologist Services for the Parks Canada Agency		
Solicitation No.: 5P420-13-5009/A		Date: June 28, 2013
Solicitation Closes:		
At: 02:00 PM	On: July 24, 2013	Time Zone: Mountain Daylight Time (MDT)
Address Inquiries to: Adam Krisch		
Telephone No.: (403) 292-4560	Fax No.: (403) 292-4475	Email Address: adam.krisch@pc.gc.ca
Destination of Goods, Services, and/or Construction: See Herein		

TO BE COMPLETED BY THE BIDDER (type or print)	
Vendor/Firm Name	
Address	
Telephone No.	Fax No.
Name of person authorized to sign on behalf of the Vendor/Firm	
Title	
Signature	Date



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PART 1 – GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

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

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, the Attestation and Proof of Compliance with Occupational Health and Safety (OHS), and the Technical Evaluation Criteria.

2. Summary

This requirement for the Parks Canada Agency is for various types of work related to radio communication maintenance, installation, programming and project design. Services may be based primarily out the Parks Canada Service Centre Radio Shop in Calgary, Banff National Park, Wood Buffalo National Park, or at any other National Parks in Canada on an as and when requested basis.

The period of the resulting Standing Offer(s) is from August 01, 2013 to July 31, 2015 with the option to extend for two (2) additional (1) year periods from August 01, 2015 to July 31, 2016 and from August 01, 2016 to July 31, 2017.

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

3. Debriefings

After issuance of a Standing Offer, 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.

PART 2 – OFFEROR INSTRUCTIONS

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](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>) 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 (2011-05-16) Standard Instructions – Request for Standing Offers – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the RFSO.

1.1. SACC Manual Clauses

M1004T (2011-05-16) Condition of Material

2. Submission of Offers

Offers must be submitted only to Parks Canada Agency (PCA) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers email to PCA will not be accepted.

3. Enquiries – Request for Standing Offers

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

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

4. Applicable Laws

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

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.

PART 3 – OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Canada requests that Offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (one (1) hard copy)

Section II: Financial Offer (one (1) hard copy)

Section III: Certifications (one (1) hard copy)

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

Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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



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

Section I: Technical Offer

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

Offerors must also demonstrate how they propose to meet the applicable Mandatory Technical Criteria and Point Rated Technical Criteria at Annex D.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

1.1. Payment by Credit Card

Canada requests that Offerors complete one of the following:

(a) () Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the Standing Offer.

The following credit card(s) are accepted:

VISA ()

Master Card ()

(b) () Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the Standing Offer.

The Offeror is not obligated to accept payment by credit card. Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

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.

1.1. Technical Evaluation

1.1.1. Mandatory Technical Criteria

Offers will be evaluated per the Mandatory Technical Criteria at Annex D.

1.1.2. Point Rated Technical Criteria

Offers will be evaluated per the Point Rated Technical Criteria at Annex D.

1.2. Financial Evaluation

SACC Manual clause M0220T (2007-05-25) Evaluation of Price



1.2.1. The total evaluated price for responsive offers will be determined separately for each Zone as listed in the Basis of Payment at Annex “B” as follows:

Zone 1 – Western and Northern Region

For the Initial Standing Offer Period:

Total Aggregate Offer Price for Zone 1 =
Item 1.1. REG x Estimated usage of 1000 hours +
Item 1.1. OT x Estimated usage of 200 hours +
Item 2.1. x Estimated usage of 25 trips +
If item 3.1. is YES then: Estimated daily expenditure of \$200 x Estimate usage of 120 days

Zone 2 – Banff National Park

For the Initial Standing Offer Period:

Total Aggregate Offer Price for Zone 2 =
Item 1.2. REG x Estimated usage of 400 hours +
Item 1.2. OT x Estimated usage of 100 hours +
Item 2.2. x Estimated usage of 40 trips +
If item 3.2. is YES then: Estimated daily expenditure of \$200 x Estimate usage of 50 days

Zone 3 – Wood Buffalo National Park

For the Initial Standing Offer Period:

Total Aggregate Offer Price for Zone 3 =
Item 1.3. REG x Estimated usage of 200 hours +
Item 1.3. OT x Estimated usage of 50 hours +
Item 2.3. x Estimated usage of 5 trips +
If item 3.3. is YES then: Estimated daily expenditure of \$200 x Estimate usage of 25 days

Note:

Estimated usages and expenditures are for evaluation purposes only and will not form part of any resulting Standing Offer.

2. Basis of Selection – Highest Combined Rating of Technical Merit and Price

Responsive offers will be ranked in descending order in accordance with the Basis of Selection below for each Zone. Of the highest ranked responsive offers for each Zone, up to two (2) Offerors will be recommended for issuance of a Standing Offer. In the event that two (2) or more responsive offers achieve the same combined rating of technical merit and price; these offers will be ranked in ascending order of evaluated price as determined by the Financial Evaluation above.

- 2.1.** To be declared responsive, an offer must:
 - (a) comply with all the requirements of the Request for Standing Offers; and
 - (b) meet all mandatory criteria.
- 2.2.** Offers not meeting (a) or (b) will be declared non-responsive.
- 2.3.** For each responsive offer, the technical merit score and the pricing score will be added to determine its combined rating.
- 2.4.** Neither the responsive offer obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive offers with the highest combined rating of technical merit and price will be recommended for award of Standing Offer.



**2.5. Zone 1 – Western and Northern Region
Highest Combined Rating of Technical Merit (60%) and Price (40%)**

- 2.5.1. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
- 2.5.2. To establish the technical merit score, 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 60%.
- 2.5.3. To establish the pricing score, each responsive offer will be prorated against the lowest evaluated price and the ratio of 40%.

**2.6. Zone 2 – Banff National Park
Highest Combined Rating of Technical Merit (60%) and Price (40%)**

- 2.6.1. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 40% for the technical merit and 60% for the price.
- 2.6.2. To establish the technical merit score, 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 40%.
- 2.6.3. To establish the pricing score, each responsive offer will be prorated against the lowest evaluated price and the ratio of 60%.

**2.7. Zone 3 –Wood Buffalo National Park
Highest Combined Rating of Technical Merit (50%) and Price (50%)**

- 2.7.1. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 50% for the technical merit and 50% for the price.
- 2.7.2. To establish the technical merit score, 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 50%.
- 2.7.3. To establish the pricing score, each responsive offer will be prorated against the lowest evaluated price and the ratio of 50%.

The table below illustrates an example where all three offers are responsive and the selection of the Standing Offer holder is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000.

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

	Offeror 1	Offeror 2	Offeror 3
Overall Technical Score	115/135	89/135	92/135
Evaluated Offer Price	\$55,000	\$50,000	\$45,000
Technical Merit Score	$(115/135) \times 60 = 51.11$	$(89/135) \times 60 = 39.56$	$(92/135) \times 60 = 40.89$
Pricing Score	$(45,000/55,000) \times 40 = 32.73$	$(45,000/50,000) \times 40 = 36.00$	$(45,000/45,000) \times 40 = 40.00$
Combined Rating	$51.11 + 37.73 = 83.84$	$39.56 + 36.00 = 75.56$	$40.89 + 40.00 = 80.89$
Overall Rating	1st	3rd	2nd



PART 5 – CERTIFICATIONS

Offerors must provide the required certifications to be issued a Standing Offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications Offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a Standing Offer) and after issuance of a Standing Offer. The Standing Offer Authority will have the right to ask for additional information to verify Offerors' compliance with the certifications before issuance of a Standing Offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly.

1. Certifications Precedent to Issuance of a Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement.

1.1. Federal Contractors Program – Certification

1.1.1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including Applicable Taxes), make a formal commitment to implement employment equity. This is a condition precedent to the issuance of a standing offer. If the Offeror, or, if the Offeror is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the issuance of a standing offer.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive 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 offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

1.1.2. If the Offeror does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Offeror must fax (819-953-8768) a copy of the signed form [LAB 1168](#), Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

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

The Offeror or the member of the joint venture:

- (a) () 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;
- (b) () is not subject to the FCP, being a regulated employer under the [Employment Equity Act](#), S.C. 1995, c. 44;
- (c) () 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), in which case a duly signed certificate of commitment is attached;
- (d) () is subject to FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC).

Further information on the [FCP](#) is available on the HRSDC Web site.



1.2. Former Public Servant Certification

Contracts with 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 with FPS, offerors must provide the information required below.

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: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Reduction Program

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **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 reduction program.



For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

1.3. Status and Availability of Resources

SACC Manual clause M3020T (2010-01-11) Status and Availability of Resources

1.4. Education and Experience

SACC Manual clause M3021T (2012-07-16) Education and Experience

PART 6 – SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

n/a



PART 7 – STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

The Offeror offers to perform the Work in accordance with the Statements of Work at Annex A.

2. 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](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>) Manual issued by Public Works and Government Services Canada.

2.1. General Conditions

2005 (2011-05-16) General Conditions – Standing Offers – Goods or Services, apply to and form part of the Standing Offer.

3. Term of Standing Offer

3.1. Period of the Standing Offer

The period for making call-ups against the Standing Offer is from August 01, 2013 to July 31, 2015.

3.2. Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two (2) additional one (1) periods, from August 01, 2015 to July 31, 2016 and from August 01, 2016 to July 31, 2017, 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 before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

4. Authorities

4.1. Standing Offer Authority

The Standing Offer Authority is:

Adam Krisch

Contracts, Procurement and Materiel Management Officer

Chief Financial Officer Directorate

Parks Canada Agency

Suite 1300, 635 – 8 Avenue S.W.

Calgary, AB T2P 3M3

Telephone No. (403) 292-4560

Fax No. (403) 292-4475

Email address: adam.krisch@pc.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.

4.2. Technical Authority

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

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



4.3. Offeror's Representative

The Offeror's Representative for the Standing Offer is:

Name:		
Title:		
Vendor/Firm Name:		
Address:		
Telephone No.	Fax No.	Email Address:
Procurement Business Number (PBN) or GST/HST Number:		

Instruction on how to obtain a Procurement Business Number (PBN)

Canadian Offerors are required to have a Procurement Business Number (PBN) before Contract award. Offerors may register for a PBN in the Supplier Registration Information service on line at the [Business Access Canada Website](https://buyandsell.gc.ca) (https://buyandsell.gc.ca). For non- Internet registration, Bidders may contact the Business Access Canada InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

5. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is the Parks Canada Agency – Western and Northern Region.

6. Call-up Procedures

When a requirement is identified, the identified user will contact the highest-ranked Offeror for the Zone identified at the time of requirement to determine if the requirement can be satisfied by that Offeror. If the highest ranked Offeror is able to meet the requirement, the call-up is made against the Standing Offer. If that Offeror is unable to meet the requirement, the identified user will contact the Offeror of the next ranked Standing Offer of that Zone.

Zone 1 – Western and Northern Region	
Highest Ranked Standing Offer Holder	<i>(to be inserted at Standing Offer award)</i>
Second Highest Ranked Standing Offer Holder	<i>(to be inserted at Standing Offer award)</i>
Zone 2 – Banff National Park	
Highest Ranked Standing Offer Holder	<i>(to be inserted at Standing Offer award)</i>
Second Highest Ranked Standing Offer Holder	<i>(to be inserted at Standing Offer award)</i>
Zone 3 – Wood Buffalo National Park	
Highest Ranked Standing Offer Holder	<i>(to be inserted at Standing Offer award)</i>
Second Highest Ranked Standing Offer Holder	<i>(to be inserted at Standing Offer award)</i>

7. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, "Call-up Against a Standing Offer" or electronic document.



8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$10,000.00** (Goods and Services Tax or Harmonized Sales Tax included).

9. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ *(to be inserted at Standing Offer award)* (Applicable Taxes excluded) 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 one (1) month 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.

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 call up against the Standing Offer, including any annexes;
- (b) the articles of the Standing Offer;
- (c) the general conditions 2005 (2012-11-19) General Conditions – Standing Offers – Goods or Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Attestation and Proof of Compliance with Occupational Health and Safety (OHS); and
- (g) the Offeror's offer *(to be inserted at Standing Offer award)*.

11. Certifications

11.1. Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

11.2. SACC Manual Clauses

M3020C (2010-01-11) Status and Availability of Resources

12. 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 Alberta.

13. SACC Manual Clauses

M3800C (2006-08-15) Estimates



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.

1. Statement of Work

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

2. Standard Clauses and Conditions

2.1. General Conditions

2010C (2011-05-16), General Conditions – Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of 2010C (2011-05-16) General Conditions – Services (Medium Complexity) will not apply to payments made by credit cards.

3. Term of Contract

3.1. Period of the Contract

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

4. Payment

4.1. Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$ *(as determined at the time of call-up)*. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

4.2. Limitation of Expenditure

4.2.1. Canada's total liability to the Contractor under the Contract must not exceed \$ *(as determined at the time of call-up)*. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

- (a) when it is 75 percent committed, or
- (b) four (4) months before the contract expiry date, or
- (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

4.3. Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

4.4. SACC Manual Clauses

C0710C (2007-11-30) Time and Contract Price Verification



4.5. Payment by Credit Card

(to be inserted at Standing Offer award if applicable)

5. Invoicing Instructions

5.1. 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.

Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the release document and any other documents as specified in the Contract;
- (c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;

5.2. Invoices must be distributed as follows:

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

6. Insurance

SACC Manual clause G1005C (2008-05-12) Insurance

7. SACC Manual Clauses

- A1009C (2008-05-12) Work Site Access
- A7017C (2008-05-12) Replacement of Specific Individuals
- A9039C (2008-05-12) Salvage
- A9068C (2010-01-11) Site Regulations
- B1501C (2006-06-16) Electrical Equipment
- B6802C (2007-11-30) Government Property
- B7500C (2006-06-16) Excess Goods
- D5328C (2007-11-30) Inspection and Acceptance
- C5201C (2008-05-12) Prepaid Transportation Costs



ANNEX A – STATEMENT OF WORK

APPENDIX A – ZONE 1 – WESTERN AND NORTHERN REGION

1. Title

Radio Communications Technologist Services for Western and Northern Region

2. Background

The Parks Canada Agency has an ongoing requirement for support services to assist the Regional Telecommunications Advisor, Parks Telecommunications Technical staff, or Field Unit managers (within individual Parks) with various types of work related to radio communications maintenance, installation, programming, and system design. Work may be based out of the Parks Canada Regional Office Radio Shop (Calgary), Banff National Park Radio Shop (Banff), Jasper National Radio Shop (Jasper), or at any National Park in Canada, on an and when requested basis.

Parks Canada has numerous radio communications systems throughout the Parks Canada Regions. These systems provide voice and data communications to support the operations of the various field units (Parks). The Regional Office provides technical support, system design, and project management services to the individual Parks and Field Units.

Radio equipment utilised by the agency includes those manufactured by Motorola, Icom, Daniels, Kenwood, Harris, MA/COM, EF Johnson, Spilsbury, Paracom, Vertex, Yeasu, and many others.

The majority of the remote repeater sites are solar powered (helicopter access only) and employ Daniels MT series repeaters with Comprod or Sinclair antennas and coupling systems. Mobile and portable radio equipment used by Resource Conservation may contain Transcript 460 or VoSec encryption. Extensive use of RoIP technologies is used to connect remote Parks to our Dispatch Centres. The Dispatch Centres use Zetron 4000 hardware. Parks Canada employs numerous radio controlled systems including highway chain-up signs, road advisory signs, and campground water control systems utilizing Barnett B1225 and Pro-Talk ARU's, among others.

3. Scope of Expected Work

The work related to this Standing Offer will vary and could include the installation or removal of radio equipment from a variety of equipment and locations, programming radio equipment or systems, updating equipment or system firmware, preventative maintenance checks on fixed, mobile or portable equipment, troubleshooting and repairing radio equipment and systems, modifying equipment to meet user needs, testing and evaluating radio equipment and systems, and general duties as directed. Some of the work may be located at remote solar powered repeater sites where access is by helicopter only. The Offeror may be required to update system or site drawings with AutoCad 2000 or AutoCad Sketch.

Work may take place outside normal working hours, on weekends and holidays as needs dictate. During emergencies and repeater maintenance checks the Offeror may be required to work extended hours to complete assigned work.

For non-emergency work Parks Canada shall provide a minimum of seven (7) days prior notice of any work required. For emergency work the Offeror must be available to perform work within 48 hours of notification inclusive of holidays and weekends.

4. Physical Requirements

Many of the work locations are remote with difficult egress. The majority of the repeater site work locations are accessible by helicopter only and there may be a requirement to do some hiking with equipment to reach the site from the helicopter/landing area. Work at remote locations in the region such as at repeater sites may be conducted in adverse weather conditions including high winds and under extremes in temperatures (lows of minus 35°C with wind chills to minus 60°C). There may be occasional requirements to climb radio towers (up to 48') to test or install antennas and cabling systems. The Offeror must have the physical ability to hand transport batteries of up to 35 kg over rough terrain at remote radio repeater sites. Transportation delays (weather, mechanical breakdown, etc) while working in the far north can result in planned trips being extended for up to a week in duration.

5. Products

As outlined above, potential work could be quite varied. For all work performed the Offeror must provide a written report detailing time spent on each assigned task. For work performed on individual pieces of equipment the Offeror must complete the Telecom Work Order providing a detailed description of the work done and measurements taken. These products must be attached to the



invoice for all the work performed.

6. Offeror's Responsibilities

The Offeror is not to undertake any work unless and until it is authorized by the Parks Canada Representative. The Offeror will be responsible for providing all labour, materials, equipment, supplies and transportation required to perform the work unless otherwise agreed to with the Parks Canada Representative.

Authorized reasonable and proper travel and living expenses incurred in performance of the work will be reimbursed in accordance with the Guidelines from the Treasury Board Travel Directive for any work performed outside the Calgary Region Office work area.

When specific persons have been named in the Standing Offer or call-up as the persons to perform the work the Offeror shall provide the services of the persons so named unless the Offeror is unable to do so for reasons beyond its control. If at any time the Offeror is unable to provide the services of any specific person so named it shall provide a replacement person with similar qualifications and experience. The Offeror must not, in any event, allow performance of the work by unauthorized replacement persons.

7. Parks Canada's Responsibilities

The Parks Canada Representative is responsible for informing the Offeror when work is required under this agreement. The Parks Canada Representative will ensure the Offeror is provided with a detailed written Scope of Work for each project requested.

For non-emergency work Parks Canada shall provide a minimum of seven (7) days prior notice of any work required. For emergency work Parks Canada shall provide a minimum of 48 hours notice of any work required.

Upon acceptance of the Offeror's quotation for work requested the Parks Canada Representative will provide the Offeror with a call-up document which, when signed by the Offeror and Parks Canada, will form a contract between the (2) two parties.

Parks Canada will make available to the Offeror any relevant materials in Parks Canada's possession relating to any specific work to be undertaken. The Parks Canada Representative will make all helicopter arrangements when required.

8. Parks Canada Representatives

The Parks Canada Representative is responsible for all matters concerning the work under the Standing Offer and any resulting call-ups against the Standing Offer. The Parks Canada Representative for Zone 1 – Western and Northern Region of this Standing Offer is:

(to be inserted at Standing Offer award)



APPENDIX B – ZONE 2 – BANFF NATIONAL PARK

1. Title

Radio Communications Technologist Services for Banff National Park, AB

2. Background

The Parks Canada Agency – Banff National Park (the Park) has an ongoing requirement for support services to assist the Park Radio Communications Technologist with various types of work related to radio communications maintenance and installations. Work will be based out of the Parks Canada Compound located in Banff, AB on an as when requested basis. The work can be located at any National Park within the Mountain Parks Region.

The Park radio repeater system consists of eight (8) VHF sites consisting of two (2) operational channels at each location. The sites are interconnected via UHF links. The radio traffic from the remote repeater sites is routed back to a central dispatch. The dispatch centre utilizes a Zetron 4048 control system and five 4217 console positions. In addition to the conventional analog repeater system, the Park uses a variety of mobile and portable radios from various manufacturers including Icom, Midland, Motorola, and Vertex. Additionally there are miscellaneous systems including Barnett ARU's, Campbell Scientific weather stations, Galaxy Broadband Satellite systems, etc.

3. Scope of Expected Work

The work related to this Standing Offer will vary and could include the installation or removal of radio equipment from a variety of mobile equipment (including heavy equipment, sewer trucks, highways maintenance vehicles, cars, and pick-ups), programming radios or systems, updating firmware on radios and systems, preventative maintenance checks on mobile and portable radios, troubleshooting and repairing radio equipment and systems, modifying equipment to meet user needs, and general duties as directed. Some of the work may be located at remote solar powered repeater sites where access is by helicopter only. Equipment used by Resource Conservation may contain Transcrypt 460 encryption. The Offeror will also be responsible for the set up and troubleshooting of the Parks Galaxy Broadband Satellite systems.

Models of radio equipment that will need to be maintained include:

- Icom - F3, F4, F11, F14, F30, F70, F121, F320, F3020, F5020
- Motorola - CP200, HT750, HT1000, HT1250, HT1550, JT1000, MT2000, XPR6500, XPR6500, XTS5000, CDM750, CDM1250, CDM1550, Spectra, MaxTrac300, MCS2000, MSF5000
- Vertex - VX600, VX900, VX2200, VX3200

Work may take place outside normal working hours, on weekends and holidays as needs dictate. During emergencies and repeater maintenance checks the Offeror may be required to work extended hours to complete assigned work.

For non-emergency work Parks Canada shall provide a minimum of seven (7) days prior notice of any work required. For emergency work the Offeror must be available to perform work within 48 hours of notification inclusive of holidays and weekends.

4. Physical Requirements

Many of the work locations are remote with difficult egress. The majority of the repeater site work locations are accessible by helicopter only and there may be a requirement to do some hiking with equipment to reach the site from the helicopter/landing area. Work at remote locations in the Park such as at repeater sites may be conducted in adverse weather conditions including high winds and under extremes in temperatures (lows of minus 35°C with wind chills to minus 60°C). There may be occasional requirements to climb radio towers (up to 48') to test or install antennas and cabling systems. The Offeror must have the physical ability to hand transport batteries of up to 35 kg over rough terrain at remote radio repeater sites.

5. Products

As outlined above potential work could be quite varied. For all work performed the Offeror must provide a written report detailing time spent on each assigned task. For work performed on individual pieces of equipment the Offeror must complete the Telecom Work Order providing a detailed description of the work done and measurements taken. These products must be attached to the invoice for all the work performed.



6. Offeror's Responsibilities

The Offeror is not to undertake any work unless and until it is authorized by the Parks Canada Representative. The Offeror will be responsible for providing all labour, materials, equipment, supplies and transportation required to perform the work unless otherwise agreed to with the Parks Canada Representative.

Authorized reasonable and proper travel expenses incurred in performance of the work will be reimbursed in accordance with the Guidelines from the Treasury Board Travel Directive for any work performed outside the Banff Compound normal work area.

When specific persons have been named in the Standing Offer or call-up as the persons to perform the work the Offeror shall provide the services of the persons so named unless the Offeror is unable to do so for reasons beyond its control. If at any time the Offeror is unable to provide the services of any specific person so named it shall provide a replacement person with similar qualifications and experience. The Offeror must not, in any event, allow performance of the work by unauthorized replacement persons.

7. Parks Canada's Responsibilities

The Parks Canada Representative is responsible for informing the Offeror when work is required under this agreement. The Parks Canada Representative will ensure the Offeror is provided with a detailed written Scope of Work for each project requested.

For non-emergency work Parks Canada shall provide a minimum of seven (7) days prior notice of any work required. For emergency work Parks Canada shall provide a minimum of 48 hours notice of any work required.

Upon acceptance of the Offeror's quotation for work requested, the Parks Canada Representative will provide the Offeror with a call-up document which, when signed by the Offeror and Parks Canada, will form a contract between the two (2) parties.

Parks Canada will make available to the Offeror any relevant materials in Parks Canada's possession relating to any specific work to be undertaken. The Parks Canada Representative will make all helicopter arrangements if and when required.

8. Parks Canada Representative

The Parks Canada Representative is responsible for all matters concerning the work under the Standing Offer and any resulting call-ups against the Standing Offer. The Parks Canada Representative for Zone 2 – Banff National Park of this Standing Offer is:

(to be inserted at Standing Offer award)



APPENDIX C – ZONE 3 – WOOD BUFFALO NATIONAL PARK

1. Title

Radio Communications Technologist Services for Wood Buffalo National Park, AB/NT

2. Background

The Parks Canada Agency – Wood Buffalo National Park (the Park) has an ongoing requirement for support services to assist the Park Technical Services manager with various types of work related to radio communications maintenance and installation. Site work will be based out of the Parks Canada Compound located in Fort Smith, NWT on an as and when requested basis.

The Park radio repeater system consists of ten (10) VHF sites consisting of two (2) operational channels at each location. The sites are interconnected using VHF links utilizing DTMF signalling. The radio traffic from the remote repeater sites is routed back to a central dispatch via a 900 MHz MDS radio link. The dispatch centre utilizes a Zetron M4020 Dispatch system. In addition to the conventional analog repeater system the Park uses a variety of mobile and portable radios from various manufacturers including Kenwood, Icom, and Motorola. Additionally there are miscellaneous systems including Barnett ARU's, Campbell Scientific weather stations, Galaxy Broadband Satellite systems, etc.

3. Scope of Expected Work

The work related to this Standing Offer will vary and could include the installation or removal of radio equipment from a variety of motor vehicles, programming radio equipment or systems, preventative maintenance checks on mobile and portable radios, troubleshooting and repairing radio equipment and systems, modifying equipment to meet user needs, and general duties as directed. Some of the work may be located at remote solar powered repeater sites where access is by helicopter only. The Offeror will also be responsible for the set up and troubleshooting of the Parks Galaxy Broadband Satellite systems.

Programming of radio equipment may include:

- Icom - F3, F4, F30, F121
- Motorola - CP200, HT750, HT1000, HT1250, HT1550, JT1000, MT2000, XPR6500, XPR6500, CDM750, CDM1250, CDM1550, Spectra, MaxTrac300, MCS2000, MSF5000
- Additional models from various manufacturers

Work may take place outside normal working hours, on weekends and holidays as needs dictate. During emergencies and repeater maintenance checks the Offeror may be required to work extended hours to complete assigned work.

For non-emergency work Parks Canada shall provide a minimum of 14 days prior notice of any work required. For emergency work the Offeror must be available to perform work within 48 hours of notification inclusive of holidays and weekends.

4. Physical Requirements

The Offeror must have the physical ability to hand transport batteries of up to 35 kg over rough terrain at remote radio repeater sites.

5. Equipment and Tools

The Offeror will supply all test equipment and tools required to carry out the work as outlined above. At a minimum, the following equipment must be available for use:

- (a) Portable Communications System analyzer with spectrum analyzer, ability to duplex generate, SINAD meter, and oscilloscope;
- (b) Thru-line watt meter;
- (c) Antenna analyzer or return loss bridge;
- (d) Multi-meter capable of measuring AC/DC voltages and DC current to 20A;
- (e) Hand tools to effect field repairs;
- (f) Portable computer for programming listed park equipment; and
- (g) Spare parts as required.



6. Products

As outlined above potential work could be quite varied. For all work performed the Offeror must provide a written report detailing time spent on each assigned task. For work performed on individual pieces of equipment the Offeror must complete the Telecom Work Order providing a detailed description of the work done and measurements taken. These products must be attached to the invoice for all the work performed.

7. Offeror's Responsibilities

The Offeror is not to undertake any work unless and until it is authorized by the Parks Canada Representative. The Offeror will be responsible for providing all labour, materials, equipment, supplies and transportation required to perform the work, unless otherwise agreed to with the Parks Canada Representative.

Authorized reasonable and proper travel expenses incurred in performance of the work will be reimbursed in accordance with the Guidelines from the Treasury Board Travel Directive for any work performed outside the Banff Compound normal work area.

When specific persons have been named in the Standing Offer or call-up as the persons to perform the work the Offeror shall provide the services of the persons so named unless the Offeror is unable to do so for reasons beyond its control. If at any time the Offeror is unable to provide the services of any specific person so named it shall provide a replacement person with similar qualifications and experience. The Offeror must not, in any event, allow performance of the work by unauthorized replacement persons.

8. Parks Canada's Responsibilities

The Parks Canada Representative is responsible for informing the Offeror when work is required under this agreement. The Parks Canada Representative will ensure the Offeror is provided with a detailed written Scope of Work for each project requested.

For non-emergency work Parks Canada shall provide a minimum of 14 days prior notice of any work required. For emergency work Parks Canada shall provide a minimum of 48 hours notice of any work required.

Upon acceptance of the Offeror's quotation for work requested the Parks Canada Representative will provide the Offeror with a call-up document which, when signed by the Offeror and Parks Canada, will form a contract between the two (2) parties.

Parks Canada will make available to the Offeror any relevant materials in Parks Canada's possession relating to any specific work to be undertaken. The Parks Canada representative will arrange and pay for all helicopter flights that are required to access a site.

9. Parks Canada Representative

The Parks Canada Representative is responsible for all matters concerning the work under the Standing Offer and any resulting call-ups against the Standing Offer. The Parks Canada Representative for Zone 3 – Wood Buffalo National Park of this Standing Offer is:

(to be inserted at Standing Offer award)



ANNEX B – BASIS OF PAYMENT

Notes:

- (a) Bidders must submit their financial bid in accordance with the Basis of Payment.
- (b) Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

1. Firm Hourly Rates

The Offeror will be paid for the actual hours worked at the firm hourly rates indicated below. Overtime rate will apply for any hours worked in excess of ten (10) hours per day. The Offeror will be paid an initial half hour minimum charge calculated from the time that the Offeror's technician arrives on site. All additional chargeable time, over and above the first half hour, will be rounded to the nearest quarter hour.

Instructions:

If offering service to zone(s) identified below, complete the firm regular hourly rate and firm overtime hourly rate for that/those zones.

Item No.	Zone	Firm Regular Hourly Rate (REG)	Firm Overtime Hourly Rate (OT)	Estimated Usage for Evaluation Purposes
1.1.	1 – Western and Northern Region	\$	\$	REG: 1000 hours OT: 200 hours
1.2.	2 – Banff National Park	\$	\$	REG: 400 hours OT: 100 hours
1.3.	3 – Wood Buffalo National Park	\$	\$	REG: 200 hours OT: 50 hours

Note:

Estimated usages are for evaluation purposes only and will not form part of any resulting Standing Offer.

2. Travel Rates

The Offeror will be paid for travel at an all-inclusive round-trip firm rate including air fare, travel pay, mileage charges, vehicle rental, parking fees, and any other travel expenses to travel from the Offeror's business location at the firm travel rates below.

Instructions:

If offering service to zone(s) identified below, complete the firm price per round-trip rate information for that/those zones.

Item No.	Zone	Destination	Unit of Measurement	Firm Price Per Round-trip Rate
2.1.	1 – Western and Northern Region	Calgary Radio Shop	Per Round-trip	\$
2.2.	2 – Banff National Park	Banff National Park	Per Round-trip	\$
2.3.	3 – Wood Buffalo National Park	Wood Buffalo National Park	Per Round-trip	\$

For any remote locations, exclusive of the four (4) locations listed above, the Offeror will be reimbursed for the authorized travel reasonable and properly incurred in the performance of the work at cost plus travel time at the regular hourly rate. All payments are subject to government audit.



3. Living Expenses During Travel Status

Instructions:

If offering service to zone(s) identified below, check Yes or No if hotel stay will be required for that/those zones.

Item No.	Zone	Destination	Yes – (hotel stay required)	No – (hotel stay not required)
3.1.	Western and Northern Region	Calgary (downtown)		
3.2.	Banff National Park	Banff National Park		
3.3.	Wood Buffalo National Park	Wood Buffalo National Park		

The Offeror will be reimbursed for the authorized accommodation expenses reasonably and properly incurred in the performance of the work, at cost, without any allowance for overhead or profit. Meals and incidental allowances will be reimbursed at the rates specified in Appendices B, C and D of the [Treasury Board Travel Directive](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/menu-travel-voyage-eng.asp) (http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/menu-travel-voyage-eng.asp), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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

4. Other Direct Expenses

The Offeror will be reimbursed for the direct expenses (including purchase of replacement parts) reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost, without mark-up, upon submission of an itemized statement supported by receipt vouchers.

All expenses must have the prior authorization of the Technical Authority.

5. Option Year Price Adjustment

Consumer Price Index (CPI):

Prior to exercising each option year, rates offered under items 1. and 2. in this Annex will be adjusted using the Consumer Price Index for Services (not seasonally adjusted), published in Statistics Canada catalogue no. 62-001-XP, Table 7.

Calculations are as follows:

$$\text{Option Year One Pricing} = P \times [1 + (B - A) / A]$$

$$\text{Option Year Two Pricing} = P \times [1 + (C - A) / A]$$

Where:

P = Rate offered at the time of standing offer issuance

A = Base year Annual Average Index for the 12 months ending December 2014

B = Annual Average Index for the 12 months ending December 2015

C = Annual Average Index for the 12 months ending December 2016



ANNEX C – ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)

Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place. The following form must be completed and signed prior to commencing work on Parks Canada Sites.

Instructions:

- (a) Prime Contractor must sign this form for all projects undertaken at Parks Canada work places.
- (b) This form is to be administered by the Project Manager and completed by the Prime Contractor **AFTER** contract award.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the *Canada Labour Code* and the *Canada Occupational Health and Safety Regulations* are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

Parks Canada Responsible Authority/Project Lead	Address	Contact Information
Project Manager		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work

General Description of Work to be Completed



Mark "Yes" where applicable.

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, _____ (contractor), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name:

Signature:

Date:



ANNEX D – TECHNICAL EVALUATION

Canada requests that Offerors indicate the relevant page number from their proposal which addresses each item of the Mandatory Technical Criteria and the Point Rated Technical Criteria.

1.1. Zone 1 – Western and Northern Region

1.1.1. Mandatory Technical Criteria

Offers submitted for Zone 1 – Western and Northern Region will be evaluated per the Mandatory Technical Criteria below.

Failure to meet and/or demonstrate any of the mandatory technical criteria will render the offer non-responsive it will be given no further consideration.

Item No.	Evaluation Criteria	Met	Not Met	Page No.
1.	The Offeror must demonstrate, at minimum: (a) Certification as a Radio/Telecommunications Technician (Provincial Journeyman Communications Technician) and a minimum of 10 years experience maintaining radio equipment and systems; or (b) An acceptable combination of education, training, and recent experience in the radio communication field. The acceptable minimum combination of education, training and experience is 10 years in the installation and maintenance of multiple VHF or UHF radio repeater systems and five (5) years working under a Technician or Technologist.			
2.	The Offer must demonstrate current knowledge and hands-on experience in the alignment and set-up of Daniels (Codan) MT-2, MT-3, MT-4E repeater systems including multiple linked systems, and experience in the alignment and testing of Daniels transmitter and receiver modules.			
3.	The Offeror must demonstrate experience in maintaining solar power systems applicable to remote radio repeater systems.			
4.	The Offeror must demonstrate experience in troubleshooting and programming dispatch consoles.			
5.	The Offeror must indicate that they possess the ability to climb radio towers (up to 48') and possess the physical ability to hand transport batteries of up to 35 kg over rough terrain.			



1.1.2. Point Rated Technical Criteria

Offers submitted for Zone 1 – Western and Northern Region will be evaluated per the Point Rated Technical Criteria below.

Offerors should demonstrate how they meet each evaluation and point criteria. There is no minimum point value required; however, the total evaluated score for the point rated criteria will be considered in awarding Standing Offers.

Item No.	Item Description	Evaluation Criteria	Point Criteria	Maximum Points	Page No.
1.	Installation and Maintenance Experience	Experience in the installation and maintenance of communications systems and equipment.	2 points for each year of experience to a maximum of 20 points.	20	
2.	Repeater System Experience	Experience in the installation and maintenance of radio repeater systems and equipment.	5 points for repeater system experience. 5 points for experience on multi-site complex repeater systems. 10 points for completion of the Daniels Repeater maintenance course.	20	
3.	Zetron 4000 Dispatch Console Experience	Experience in installing and maintaining Zetron 4000 series radio communications consoles.	1 point for each year of experience maintaining radio communications dispatch consoles to a maximum of 5 points. 1 point for each year of experience maintaining Zetron 4000 systems to a maximum of 5 points. 10 points for certification as a Zetron M4000 installer.	20	
4.	Radio Controls and Alarms	Experience in the programming and installation of remote water control systems and alarms.	4 points for experience installing and maintaining remote control systems. 3 points for experience with Barnett 1225 series ARU's. 3 points for experience with ProTalk series ARU's.	10	
5.	AutoCAD/AutoSketch Experience	Experience in the use of AutoDesk AutoCAD or AutoSketch software.	10 points for experience in preparing and updating system drawings using both AutoCAD and AutoSketch.	10	



6.	Transcrypt Encryption Experience	Experience installing and programming encryption modules and systems.	5 points for experience installing encryption modules in mobile and portable radio equipment. 5 points for experience installing, programming and configuring Transcrypt 460 series modules in mobile, portable and base station radios.	10	
7.	RoIP Experience	Experience installing and maintaining RoIP systems.	1 point for each year of experience programming and configuring RoIP systems to a maximum of 5 points. 5 points for experience in programming, installing and maintaining JPS NXU2 or NXU2A RoIP systems.	10	
Total Points Available				100	



1.2. Zone 2 – Banff National Park

1.2.1. Mandatory Technical Criteria

Offers submitted for Zone 2 – Banff National Park will be evaluated per the Mandatory Technical Criteria below.

Failure to meet and/or demonstrate any of the mandatory technical criteria will render the offer non-responsive it will be given no further consideration.

Item No.	Evaluation Criteria	Met	Not Met	Page No.
1.	<p>The Offeror must demonstrate, at minimum:</p> <p>(a) Certification as a Radio/Telecommunications Technician (Provincial Journeyman Communications Technician) and a minimum of 5 years experience maintaining radio equipment and systems; or</p> <p>(b) An acceptable combination of education, training, and recent experience in the radio communication field. The acceptable minimum combination of education, training and experience is 10 years in the installation and maintenance of multiple VHF or UHF radio repeater systems and five (5) years working under a Technician or Technologist.</p>			
2.	<p>The Offer must demonstrate relevant and current experience in maintaining remote telecommunications systems including conventional radio repeater systems. (Acceptable experience must be within the past three (3) years.)</p>			
3.	<p>The Offeror must demonstrate experience in maintaining solar power systems applicable to remote radio repeater systems.</p>			
4.	<p>The Offeror must demonstrate experience in troubleshooting and programming dispatch consoles.</p>			
5.	<p>The Offeror must indicate that they possess the ability to climb radio towers (up to 48') and possess the physical ability to hand transport batteries of up to 35 kg over rough terrain.</p>			



1.2.2. Point Rated Technical Criteria

Offers submitted for Zone 2 – Banff National Park will be evaluated per the Point Rated Technical Criteria below.

Offerors should demonstrate how they meet each evaluation and point criteria. There is no minimum point value required; however, the total evaluated score for the point rated criteria will be considered in awarding Standing Offers.

Item No.	Item Description	Evaluation Criteria	Point Criteria	Maximum Points	Page No.
1.	Installation Experience	Experience in the installation and maintenance of communications systems and equipment.	2 points for each year of experience on a variety of systems and equipment to a maximum of 20 points.	20	
2.	Repeater System Experience	Experience in the installation and maintenance of Daniels repeater systems and equipment.	5 points for repeater system experience. 5 points for experience on multi-site complex repeater systems. 10 points for completion of Daniels Repeater maintenance course.	20	
3.	Zetron 4000 Dispatch Console Experience	Experience installing and maintaining Zetron 4000 series radio communications consoles.	1 point for each year of experience maintaining radio Dispatch consoles to a maximum 5 points. 1 point for each year of experience maintaining Zetron 4000 series to a maximum 5 points. 10 points if completion of the Zetron 4000 Installers course.	20	
4.	Radio Programming Knowledge	Experience in the programming of communications equipment as identified in the Statement of Work at Annex A.	1 point per radio type listed in the Statement of Work at Annex A to a maximum of 10 points.	10	
5.	ARU Knowledge	Experience in the programming and installation of ARU's.	4 points for experience in the installation and maintenance of ARU controllers. 6 points for experience with Barnett B1225 or 1290 series controllers.	10	



6.	Telemetry System Knowledge	Experience in installing and maintaining telemetry systems.	4 points for experience installing and maintaining telemetry systems. 6 points for experience installing, programming and configuring packet telemetry systems.	10	
7.	Satellite Experience	Experience in installing and maintaining Satellite communications systems.	6 points for experience installing and maintaining Satellite systems. 4 points for experience installing, programming and configuring Galaxy Broadband SkyData systems.	10	
Total Points Available				100	



1.3. Zone 3 – Wood Buffalo National Park

1.3.1. Mandatory Technical Criteria

Offers submitted for Zone 3 – Wood Buffalo National Park will be evaluated per the Mandatory Technical Criteria below.

Failure to meet and/or demonstrate any of the mandatory technical criteria will render the offer non-responsive it will be given no further consideration.

Item No.	Evaluation Criteria	Met	Not Met	Page No.
1.	<p>The Offeror must demonstrate, at minimum:</p> <p>(a) Certification as a Radio/Telecommunications Technician (Provincial Journeyman Communications Technician) and a minimum of 5 years experience maintaining radio equipment and systems; or</p> <p>(b) An acceptable combination of education, training, and recent experience in the radio communication field. The acceptable minimum combination of education, training and experience is 10 years in the installation and maintenance of multiple VHF or UHF radio repeater systems and five (5) years working under a Technician or Technologist.</p>			
2.	The Offer must demonstrate knowledge and hands-on experience in the alignment and set-up of repeater systems including multiple linked systems.			
3.	The Offeror must demonstrate knowledge and experience in the testing and tuning of Sinclair Res-Lok multi-coupling systems including C and Q series, and TJ combiners and RM couplers.			
4.	The Offeror must demonstrate experience in maintaining solar power systems applicable to remote radio repeater systems.			
5.	The Offeror must demonstrate experience in troubleshooting and programming dispatch consoles and digital interfaces.			
6.	The Offeror must indicate that they possess the ability to hand transport batteries of up to 35 kg over rough terrain.			



1.3.2. Point Rated Technical Criteria

Offers submitted for Zone 3 – Wood Buffalo National Park will be evaluated per the Point Rated Technical Criteria below.

Offerors should demonstrate how they meet each evaluation and point criteria. There is no minimum point value required; however, the total evaluated score for the point rated criteria will be considered in awarding Standing Offers.

Item No.	Item Description	Evaluation Criteria	Point Criteria	Maximum Points	Page No.
1.	Installation Experience	Experience in the installation and maintenance of communications systems and equipment.	2 points for each year of experience to a maximum of 20 points.	20	
2.	Repeater System Experience	Experience in the installation and maintenance of repeater systems and equipment.	5 points for repeater system experience. 10 points for experience on multi-site complex repeater systems. 5 points for completion of Daniels Repeater maintenance course.	20	
3.	Zetron M4000 series Experience	Experience in the installation and maintenance of Zetron M4000 series systems and equipment.	5 points for Dispatch system experience. 5 points for experience on Zetron systems. 10 points for certification as a Zetron M4000 installer.	20	
4.	Radio Programming Knowledge	Experience in the programming of communications equipment as identified in the Statement of Work at Annex A.	1 point per radio type listed in the Statement of Work at Annex A to a maximum of 10 points.	10	
5.	ARU Knowledge	Experience in the programming and installation of ARU's.	5 points for experience in the installation of ARU controllers. 5 points for experience with Barnett B1225 series controllers.	10	
6.	Satellite Experience	Experience in installing and maintaining Satellite communications systems.	5 points for experience installing and maintaining Satellite systems. 5 points for experience installing, programming and configuring Galaxy Broadband SkyData systems.	10	



7.	MDS Microwave System Knowledge	Experience in installing and maintaining MDS 900 MHz systems.	5 points for experience installing and maintaining microwave systems. 5 points for experience installing, programming and configuring MDS Ledr systems.	10	
Total Points Available				100	