



# REQUEST FOR PROPOSAL

## RETURN BIDS TO:

Parks Canada Agency  
 Suite 1300, 635 – 8 Avenue S.W.  
 Calgary, AB T2P 3M3  
 Bid Fax No.: (403) 292-4475

## Proposal to: Parks Canada Agency

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 or attached hereto, the goods, services and construction listed herein or on any attached sheets at the price(s) set out therefore.

## Issuing Office:

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

<b>Title:</b> Research, Design & Development of Audio Tours for Fort Langley National Historic Site of Canada, and Fort Rodd Hill and Fisgard Lighthouse National Historic Sites of Canada, BC		
<b>Solicitation No.:</b> 5P420-13-5049/A	<b>Date:</b> September 8, 2013	
<b>GETS Reference No.:</b> PW-13-00495320		
<b>Solicitation Closes:</b>		
<b>At:</b> 02:00 PM	<b>On:</b> October 22, 2013	<b>Time Zone:</b> Mountain Daylight Time (MDT)
<b>Address Inquiries to:</b> Adam Krisch		
<b>Telephone No.:</b> (403) 292-4560	<b>Fax No.:</b> (403) 292-4475	<b>Email Address:</b> <a href="mailto:adam.krisch@pc.gc.ca">adam.krisch@pc.gc.ca</a>
<b>Destination of Goods, Services, and/or Construction:</b> See Herein		

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



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## PART 1 – GENERAL INFORMATION

### 1. Security Requirement

There is no security requirement associated with this bid solicitation.

### 2. Statement of Work

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

### 3. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be 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 Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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 (2011-05-16) Standard Instructions – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

All reference to the Minister of Public Works and Government Services should be deleted and replaced with the Chief Executive Officer of Parks Canada. All reference to the Department of Public Works and Government Services should be deleted and replaced with Parks Canada Agency.

#### 1.1. Maximum Funding

The maximum funding available for the Contract resulting from the bid solicitation is **\$110,000.00** (Applicable Taxes extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

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

The Parks Canada Agency 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:

- (a) The main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.

### 2. Submission of Bids

Bids must be submitted only to Parks Canada Agency (PCA) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

### 3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below before contract award.



**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 Bidder a FPS in receipt of a pension? **Yes** ( ) **No** ( )

If so, the Bidder 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, Bidders agree that the successful Bidder’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 Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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.



#### 4. Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority 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.

#### 5. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

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.

### PART 3 – BID PREPARATION INSTRUCTIONS

#### 1. Bid Preparation Instructions

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

<b>Section I:</b>	<b>Technical Bid</b>	(one (1) hard copy)
<b>Section II:</b>	<b>Financial Bid</b>	(one (1) hard copy)
<b>Section III:</b>	<b>Certifications</b>	(one (1) hard 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) (<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:

- (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 Bid

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



## **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

### **1.1. Exchange Rate Fluctuation**

SACC Manual clause C3011T (2010-01-11) Exchange Rate Fluctuation

## **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 financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **1.1. Technical Evaluation**

##### **1.1.1. Mandatory Technical Criteria**

Bids will be evaluated against the Mandatory Technical Criteria at Annex D.

##### **1.1.2. Point Rated Technical Criteria**

Bids will be evaluated against the Point Rated Technical Criteria at Annex D.

#### **1.2. Financial Evaluation**

SACC Manual Clause A0220T (2013-04-25) Evaluation of Price

### **2. Basis of Selection**

#### **2.1. Highest Rated Within Budget**

##### **2.1.1. To be declared responsive, a bid must:**

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

##### **2.1.2. Bids not meeting (a) or (b) or (c) will be declared non responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.**

## **PART 5 – CERTIFICATIONS**

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.



## 1. Mandatory Certifications Required Precedent to Contract Award

### 1.1. Federal Contractors Program for Employment Equity – Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Human Resources and Skills Development Canada \(HRSDC\) – Labour's](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

## 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. Status and Availability of Resources

SACC Manual clause A3005T (210-08-16) Status and Availability of Resources

### 2.2. Education and Experience

SACC Manual clause A3010T (2010-08-16) Education and Experience



## PART 6 – RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is no security requirement applicable to this Contract.

### 2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A and the Contractor's technical bid dated *(to be inserted at contract award)*.

### 3. 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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

All reference to the Minister of Public Works and Government Services should be deleted and replaced with the Chief Executive Officer of Parks Canada. All reference to the Department of Public Works and Government Services should be deleted and replaced with Parks Canada Agency.

#### 3.1. General Conditions

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

#### 3.2. Supplementary General Conditions

4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information apply to and form part of the Contract.  
2010A 09 (2010-01-11) Warranty of the General Conditions – Goods (Medium Complexity) apply to and form part of the Contract.

### 4. Term of Contract

#### 4.1. Period of the Contract

The period of the Contract is from date of Contract to February 28, 2014 inclusive.

### 5. Authorities

#### 5.1. Contracting Authority

The Contracting Authority for the Contract 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](mailto:adam.krisch@pc.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 inserted at contract award)*





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.

**5.3. Contractor’s Representative**

The Contractor’s Representative for the Contract is:

<b>Representative’s Name:</b>		
<b>Title:</b>		
<b>Vendor/ Firm Name:</b>		
<b>Mailing Address:</b>		
<b>City:</b>	<b>Province/ Territory:</b>	<b>Postal Code:</b>
<b>Telephone No.:</b>	<b>Fax No.:</b>	
<b>Email Address:</b>		
<b>Procurement Business Number (PBN) or Goods and Services Tax (GST) Number:</b>		

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

Canadian Bidders are requested to have a Procurement Business Number (PBN) before Contract award. Bidders may register for a PBN in the Supplier Registration Information service on line at the [Business Access Canada](https://buyandsell.gc.ca) Website at: <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.

**6. Payment**

**6.1. Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex B for a cost of \$ *(to be inserted at contract award)*. Customs duties are included and Applicable Taxes are extra.

**6.2. Limitation of Price**

SACC Manual clause C6000C (2011-05-16) Limitation of Price

**6.3. Progress Payments**

**6.3.1.** Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to 90 percent of the amount claimed and approved by Canada if:

- (a) an accurate and complete claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) the amount claimed is in accordance with the basis of payment;



- (c) the total amount for all progress payments paid by Canada does not exceed 100 percent of the total amount to be paid under the Contract;
- (d) all certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives.

**6.3.2.** The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.

**6.3.3.** Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

## **7. Invoicing Instructions**

**7.1.** The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.

Each claim must show:

- (a) all information required on form [PWGSC-TPSGC 1111](#);
- (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;

**7.2.** Applicable Taxes, must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.

**7.3.** The Contractor must prepare and certify one original and two (2) copies of the claim on form [PWGSC-TPSGC 1111](#), and forward it to the Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Project Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

**7.4.** The Contractor must not submit claims until all work identified in the claim is completed.

## **8. Certifications**

Compliance with the certifications 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 or 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.

## **9. Applicable Laws**

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

## **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 2010B (2011-05-16) General Conditions – Professional Services (Medium Complexity);
- (c) the supplementary general conditions 4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information;
- (d) the supplementary general conditions 2010A 09 (2010-01-11) Warranty of the General Conditions – Goods (Medium Complexity);



- (e) Annex A, Statement of Work;
- (f) Annex B, Basis of Payment;
- (g) Annex C, Attestation and Proof of Compliance with Occupational Health and Safety (OHS);
- (h) the Contractor's bid dated *(to be inserted at contract award)*.

#### **11. SACC Manual Clauses**

- A1009C (2008-05-12) Work Site Access
- A7017C (2008-05-12) Replacement of Specific Individuals
- A9068C (2010-01-11) Government Site Regulations
- B6802C (2007-11-30) Government Property
- D5328C (2007-11-30) Inspection and Acceptance
- G1005C (2008-05-12) Insurance



## ANNEX A – STATEMENT OF WORK

### 1. Title

**Research, Design & Development of Audio Tours for Fort Langley National Historic Site of Canada, and Fort Rodd Hill and Fisgard Lighthouse National Historic Sites of Canada, BC**

### 2. Scope

#### 2.1. Project Objective

Parks Canada requires the research, design, development and production of two (2) National Historic Site (NHS) audio tours; one (1) for Fort Langley National Historic Site, and one (1) for Fort Rodd Hill/ Fisgard Lighthouse National Historic Sites of Canada. The audio tours will be in English and French, and will be designed for an audio wand platform. Tours are to be engaging for users, and serve to better connect visitors to these Historic Sites and their defining moments in Canadian history.

#### 2.2. Background

Fort Langley NHS is the exact location where, a century and a half ago, a huge fur trade organization called the Hudson's Bay Company established a small post to trade with the First Nations of the West Coast. The enterprise grew, evolved, and influenced history, leading to the creation of the colony of British Columbia, announced onsite in 1858.

Fort Rodd Hill and Fisgard Lighthouse are two (2) distinct National Historic Sites immediately adjacent to each other and managed under the same Parks Canada office. Each Site has its own unique story to tell and messages of national significance. The Sites are located within the Garry Oak ecosystem which is a rare forest type and home to several species at risk. The scenery and the interesting First Nations use, and presence in the area, also contribute to the sense of place and help to connect visitors to the story of the Sites. Fort Rodd Hill is an amazingly well preserved coast artillery fort dating from as early as 1893. Fisgard Lighthouse stands as Canada's first staffed lighthouse on the West Coast.

Both Fort Langley NHS, and Fort Rodd Hill/ Fisgard Lighthouse NHS have interpretive staff, at varying levels, to interpret the Site and provide programming. The intent of this audio wand tour is to augment visitor experience, perhaps even to entice them to interact with the interpreters for more of the stories. The audio tours are intended to provide some contextual information, and to introduce visitors to some of the interesting faces from the past, and their stories. Visitors should be left with a feeling of connection, compassion, curiosity, and provocation for further action.

### 3. Applicable Documents

The Contractor will have the Parks Canada research library made available for their use, as well as contact with local Parks Canada historians.

### 4. Requirements

Two (2) audio tours will be produced by the Contractor and ready for public use by February 28, 2014. As well as providing the tour, the Contractor will provide all associated hardware, including but not limited to the audio wands and charging stations, and will provide staff with training. One (1) audio tour will be for Fort Langley National Historic Site, the other for Fort Rodd Hill/ Fisgard Lighthouse National Historic Sites. Both audio tours researched, designed and developed by the Contractor must also have a French version ready for public use by February 28, 2014. Parks Canada requires a Contractor with careful recognition to the intended audience, to research, design, write, develop, edit, choreograph, and produce these audio tours. The Contractor must also provide Parks Canada with means of evaluation to measure the success of the audio tour.

The Contractor should:

- Be creative but willing to work within the parameters of a federal government agency; and
- Be flexible and responsive to input from the Sites.

#### 4.1. Tasks

The Contractor must:

- (a) Meet with Site staff to identify Site goals;



- (b) Learn the Site stories and research areas of added interest;
- (c) Understand and be able to communicate Parks Canada messages;
- (d) Identify and describe target audiences and the means to reach them;
- (e) Design audio tours in consultation with the Project Authority and other Site staff;
- (f) Design and produce an English and French version for each Site per the Official Languages Act;
- (g) Obtain permission to use any copyrighted material;
- (h) Include First Nations perspectives;
- (i) Review, edit, consult with Parks Canada staff;
- (j) Review, edit, consult with First Nations regarding storyline development and events;
- (k) Consult with Parks Canada staff in conjunction with First Nations in relation to any First Nations content;
- (l) Act as a liaison between designer, fabricator, installer and Parks Canada as required;
- (m) Coordinate all components of project from research to final product ready for use;
- (n) Develop a means of evaluation to measure the success of the audio tour;
- (o) Provide all hardware associated with an audio tour including but not limited to the audio wands and charging stations; and
- (p) Provide progress feedback to the Project Authority as required and at minimum once per week for the duration of the Contract.

#### **4.2. Specifications**

- (a) The audio tours will be available at the Visitor Centers, and will be preloaded on audio wands that are rented out to visitors.
- (b) The audio tours will last from 60 to 90 minutes.
- (c) There will be interactive components.
- (d) Tours will follow site messages and bring out engaging moments.
- (e) Technical specifications of the suggested audio wands will be provided.
- (f) Staff training on usage, care and maintenance will be provided.

#### **4.3. Design and Installation Constraints**

- (a) In designing the audio tours there must be adherence to Parks Canada design standards, and corporate guidelines.
- (b) The audio tours and any suggested activities or locations must give full consideration to visitors of all abilities. For instance if a location or resource is not accessible by wheelchair, then the narrative should provide an element of what these resources represent.
- (c) Careful consideration must be given to visitor safety.
- (d) The audio tour must be designed to consider other Site visitor's needs and interests, and be done in a way as to keep a positive visitor experience for both users of this audio tour, and non users.
- (e) The audio tour must be designed for linear or random access options.
- (f) Must have a component for content management.
- (g) Audio wands must be easy to use for all visitors, including adults, children, visually impaired, etc.

#### **4.4. Client Support**

Parks Canada shall provide:

- (a) Support from Parks Canada staff familiar with the history of the Sites and the commemorative intent;
- (b) Key messages and required historical research;
- (c) Consultation and feedback throughout the design process;
- (d) Access to the buildings and the collection as required;
- (e) Approvals in a timely manner;
- (f) Parks Canada branding and guidelines for usage;
- (g) Final approval of design prior to production; and
- (h) Final approval of production .

#### **5. Deliverables**

The content, production of the tour, and all hardware are all part of this Contract. All deliverables must be ready for public use at each Site on or before February 28, 2014.



## ANNEX B – BASIS OF PAYMENT

### 1. Maximum Funding

The maximum funding available for the Contract resulting from the bid solicitation is **\$110,000.00** (Applicable Taxes extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

### 2. Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified below.

Item	Description	Unit of Measurement	Firm Price
2.1.	All inclusive firm price for work performed by the Contractor and accepted by Parks Canada in accordance with the Contract	Lump Sum	\$

#### Notes:

- (a) Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- (b) Bidders must submit their financial bid in accordance with the Basis of Payment.
- (c) Customs duties are included and Applicable Taxes are extra.



## 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/Contracting Authority (delete as required)		
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.

**Signature**

**Date**





## ANNEX D – TECHNICAL EVALUATION

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.

### 1. Mandatory Technical Criteria

Bids will be evaluated per the Mandatory Technical Criteria below:

Item No.	Evaluation Criteria
1.1.	The Bidder <b>must</b> provide information on <u>two (2)</u> completed audio tour examples that have been developed by the Bidder within the last five (5) years. The examples <b>must</b> be completed projects in which the Bidder was the main contractor.
1.2.	The Bidder must provide the type, specifications and numbers of audio wands and chargers proposed.

Failure to demonstrate the Mandatory Technical Criteria will result in the bid being declared non-responsive and further evaluation of the Point Rated Technical Criteria will not be considered.

### 2. Point Rated Technical Criteria

Bids will be evaluated per the Point Rated Technical Criteria below:

#### 2.1. Qualifications and Experience

**(Maximum points available = 30 / Minimum points acceptable = 21)**

##### Proposed Project Team

The project team proposed for this project should clearly be identified. The Bidder should identify the team members by name and provide a brief description of the role each will play and responsibilities each will hold for this project, as well as the qualifications and work experience of each individual that will be assigned to the project. If there is a joint-venture between more than one firm, all firms should be identified, with their qualifications and their role in the project, and their relationship to the Bidder.

##### Examples of Previous Work

The Bidder should provide examples of previous work that demonstrate to the Evaluation Team the qualifications and experience of the proposed project team.

The Bidder **must** provide information on two (2) completed audio tour examples that have been developed by the Bidder within the last five (5) years. The examples **must** be completed projects in which the Bidder was the main contractor. The Evaluation Team will only evaluate two (2) project examples. Project examples will be evaluated in order of appearance in the Bidder's proposal.

Bidders should provide the following for each project:

- Project title, description, and location venue;
- Start date of work (month and year) and completion date (month and year);
- Bidder's role;
- Names of the team members involved in the example projects that are in the currently proposed Bidder's team, and a brief explanation of their involvement and responsibilities pertaining to each project.
- Client's name, primary contact name, and phone number, such that may be contacted by Parks Canada.



The proposed project team and examples of previous work will be evaluated on the following point rated technical criteria:

**2.1.1. Previous experience (depth and diversity), education, certifications of team members in researching, developing and producing audio tours of similar complexity.**

**(Maximum points available = 10)**

*0 points: The information provided is unsuitable or insufficient.*

*1-4 points: Incomplete details provided. Team members have limited experience (depth and diversity) education and certifications.*

*5-7 points: Mostly complete details provided. Most team members have good experience (depth and diversity) and/or education in development of audio tours.*

*8-9 points: Mostly complete details provided. All team members have good experience (depth and diversity) and good education and certifications relating to development of audio tours.*

*10 points: Complete details provided. All team members have extensive experience (depth and diversity) and good education and certifications relating to development of audio tours.*

**2.1.2. Examples of previous work demonstrate creative excellence, technical skills and quality of work. Examples of previous work are similar in nature, scope, complexity, and budget to this project. The maximum funding available for the Contract resulting from the bid solicitation is \$110,000.00 (Applicable Taxes extra).**

**(Maximum points available = 20)**

***The Evaluation Team is looking for examples that show creativity, sense of audience, are engaging, and give a sense of place.***

***Each of the example projects will be evaluated individually and the total evaluated scores averaged to assign a final score.***

*0 points: The information provided is unsuitable or insufficient.*

*1-9 points: Demonstrates lack of creativity, sense of audience, sense of place, and are not engaging.*

*10-14 points: Demonstrates some creativity, sense of audience, sense of place, and are somewhat engaging.*

*15-19 points: Demonstrates very good creativity sense of audience, sense of place, and engagement.*

*20 points: Demonstrates very unique, bold, and creative approach. Excellent sense of audience and place, and very engaging.*

**2.2. Proposed Approach, Methodology and Project Schedule**

**(Maximum points available = 70 / Minimum points acceptable = 49)**

The Bidder should provide a detailed approach and methodology for the research, development and production of the audio tours for Fort Langley National Historic Site, and Fort Rodd Hill/ Fisgard Lighthouse National Historic Sites. The Bidder should also show an outline as to how the Bidder's proposal will meet all the objectives and deliverables outlined in the Statement of Work (Annex A) within limits of the project schedule.

The Bidder **must** provide the type, specifications and numbers of audio wands/chargers included within their proposal.

Included with this should be a detailed project schedule that outlines the significant activities, milestones and deliverables in this project, the expected points of Client input, review and approval, and required meetings. The schedule should identify who is responsible for each of the significant activities. The schedule should reflect key dates of delivery and meet Client expectations on delivery dates. The completion deadline for both audio tours is February 28, 2014.

**The proposed approach, methodology and project schedule will be evaluated on the following point rated technical criteria:**



**2.2.1. The proposed approach and methods are creative, original and easy to visualize while still meeting the needs of the project.**

**(Maximum points available = 20)**

*0 points: The information provided is unsuitable or insufficient.*

*1-9 points: Proposed approach and methods cannot be visualized and/or does not meet the needs of the project. Lacking creative approaches and/or original methodology.*

*10-14 points: Proposed approach can be visualized and meets most of the needs of the project. Somewhat creative approaches and somewhat original methodology.*

*15-19 points: Proposed approach can be visualized and meets the needs of the project. Creative approach and original methodology.*

*20 points: Proposed approach can be easily visualized and more than meets the needs of the project. Very creative and innovative approaches and very original methodology.*

**2.2.2. Range, detail and quality of services and materials provided in the project proposal. All required services are outlined and quality materials and processes are proposed. The Bidder has the equipment and facilities to meet the project needs.**

**(Maximum points available = 20)**

*0 points: The information provided is unsuitable or insufficient.*

*1-9 points: Insufficient detail on services. Level of services is poor and inadequate to meet project needs. Lacking detail and/or poor quality materials and processes. Lacking proper equipment and facilities.*

*10-14 points: Sufficient detail on services. Level of services is adequate to meet project needs. Adequate quality materials and processes. Sufficient equipment and facilities.*

*15-19 points: Good level of detail on services. Level of services good and sufficient to meet project needs. Good quality materials and processes. Good equipment and facilities.*

*20 points: Excellent level of detail on services. Level of services outstanding and more than meet project needs. Excellent quality materials and processes. Excellent equipment and facilities.*

**2.2.3. The proposed project schedule reflects all required activities, deliverables, meetings, milestones, and points of Client review, etc. and information is outlined in sufficient detail. Demonstrates ability to meet deadlines and allocates sufficient time for each step.**

**(Maximum points available = 20)**

*0 points: The information provided is unsuitable or insufficient.*

*1-9 points: Not enough details on activities, milestones, meeting, deliverables, etc. provided. Timelines are not suitable and realistic, and/or do not include adequate level of client involvement. The time provided for each approval stage is questionable in most areas. Inadequate solutions to schedule challenges.*

*10-14 points: Enough details on activities, milestones, meetings, deliverables, etc. provided. Timelines are mostly suitable and realistic, and include limited to adequate level of client involvement. The time provided for each approval stage is questionable in some areas. Limited to adequate solutions to schedule challenges.*

*15-19 points: Good level of details on activities, meetings milestones, deliverables, etc. provided. Timelines are suitable and realistic, and include an adequate level of client involvement. The time provided for each approval stage is appropriate. Good solutions to schedule challenges.*

*20 points: Very good details on activities, meetings, milestones, deliverables, etc. provided. Timelines are very suitable and realistic, and include a more than adequate level of client involvement while offering flexibility. The time provided for each approval stage is more than appropriate. Innovative solutions to schedule challenges.*



## 2.2.4. The proposed approach to relationships and communications is effective and appropriate.

(Maximum points available = 10)

***The Evaluation team is looking for approaches that identify provisions for working collaboratively with the Client, local First Nations, relevant stakeholders, and others involved in the completion of the project. Effective provisions are in place to deal with communications amongst the proposed project team, at each site.***

*0 points: The information provided is unsuitable or insufficient.*

*1-4 points: Not enough details and/or poor approach to relationships, communications and working with others. Limited to no provisions identified for working in collaboration.*

*5-7 points: Sufficient approach to relationships, communications and working with others. Adequate provisions identified for working in collaboration.*

*8-9 points: Good approach to relationships, communications and working with others. Good provisions identified for working in collaboration.*

*10 points: Excellent approach to relationships, communications and working with others. Excellent provisions identified for working in collaboration.*

## 2.3. Allocation of Budget

(Maximum points available = 10 / Minimum points acceptable = 7)

The Bidder should provide a detailed breakdown, **in percentages only**, of how the budget will be allocated to the various aspects of the project. An explanation as to how the proposed budget allocation correlates with the project needs and the proposed project plan should also be included.

The Bidder must **NOT** use actual dollar values for this section of the Point Rated Evaluation Criteria. The Bidder must show only the relative proportion of the budget (percentage) allocated to each element. **Prices must appear in the financial bid only. Inclusion of dollar values for this section of the Point Rated Evaluation Criteria will result in the bid being declared non-responsive.**

**The proposed budget allocations will be evaluated on the following point rated technical criteria:**

### 2.3.1. The proposed budget allocations per aspect of work.

(Maximum points available = 10)

***The Evaluation team is looking for budget allocations that are organized, easy to understand and outline all the required information. The proposed allocations of budget are appropriate for the project needs. The allocations correlate, are appropriate and are justifiable in relation to the proposed project plan and approach.***

*0 points: The information provided is unsuitable or insufficient.*

*1-4 points: Insufficient details provided. Budget poorly organized and/or not understandable. Many questions arise when reviewing budget. Allocations do not relate to project needs and proposed project plan.*

*5-7 points: Sufficient details provided. Budget is somewhat organized and understandable. Some questions arise when reviewing budget. Allocations relate somewhat to project needs and proposed project plan.*

*8-9 points: Good level of detail provided. Budget is well organized and understandable. Few questions arise when reviewing budget. Allocations relate sufficiently to project needs and proposed project plan.*

*10 points: Complete details provided. Budget is very well organized and understandable. Allocations relate completely to project needs and proposed project plan.*



### 3. Point Rated Technical Criteria Summary Table

Item	Evaluation Criteria	Maximum score	Minimum Points Acceptable
<b>2.1.</b>	<b>Qualifications and Experience</b>	<b>30</b>	<b>21</b>
<b>2.1.1.</b>	Previous experience (depth and diversity), education, certifications of team members in researching, developing and producing audio tours of similar complexity.	10	-
<b>2.1.2.</b>	Examples of previous work demonstrate creative excellence, technical skills and quality of work. Examples of previous work are similar in nature, scope, complexity, and budget to this project. The maximum funding available for the Contract resulting from the bid solicitation is \$104,761.90 (Applicable Taxes extra).	20	-
<b>2.2.</b>	<b>Proposed Approach, Methodology and Project Plan</b>	<b>70</b>	<b>49</b>
<b>2.2.1.</b>	The proposed approach and methods are creative, original and easy to visualize while still meeting the needs of the project.	20	-
<b>2.2.2.</b>	Range, detail and quality of services and materials provided in the project proposal. All required services are outlined and quality materials and processes are proposed. The Bidder has the equipment and facilities to meet the project needs.	20	-
<b>2.2.3.</b>	The proposed project schedule reflects all required activities, deliverables, meetings, milestones, and points of Client review, etc. and information is outlined in sufficient detail. Demonstrates ability to meet deadlines and allocates sufficient time for each step.	20	-
<b>2.2.4.</b>	The proposed approach to relationships and communications is effective and appropriate.	10	-
<b>2.3.</b>	<b>Allocation of Budget</b>	<b>10</b>	<b>7</b>
<b>2.3.1</b>	The proposed budget allocations per aspect of work.	10	-
<b>Total Points Available</b>		<b>110</b>	