



Parks  
Canada

Parcs  
Canada



# SOLICITATION AMENDMENT

## RETURN BIDS TO:

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

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.

## Issuing Office:

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

## Comments:

Signed copy of this amendment is to accompany each tender.

### Title:

Development of Approach to Engage Aboriginal Groups for Parks Canada

**Solicitation No.:**  
5P420-13-5136/A

**Amendment No.:**  
03

**Date:**  
January 16, 2014

**GETS Reference No.:**  
PW-13-00549369

### Solicitation Closes:

**At:**  
02:00 PM

**On:**  
January 23, 2014

**Time Zone:**  
Mountain Standard Time (MST)

**Address Inquiries to:**  
Adam Krisch

**Telephone No.:**  
(403) 292-4560

**Fax No.:**  
(403) 292-4475

**Email Address:**  
[adam.krisch@pc.gc.ca](mailto:adam.krisch@pc.gc.ca)

## TO BE COMPLETED BY THE BIDDER (type or print)

We hereby acknowledge receipt of the amended instructions and confirm that provisions therefore have been made in our bid.

**Vendor/Firm Name**

**Address**

**Name of person authorized to sign on behalf of the Vendor/Firm**

**Title**

**Signature**

**Date**



**This amendment number three (03) is raised to respond to bidder questions.**

**1. Question:**

Will this contract require consultants to access classified or protected information?

**Answer:**

While access to classified or protected information is not anticipated, Reliability Status is required in the event the contractor requires access to classified or protected information, assets or sensitive work site(s) in the course of performing the work.

**2. Question:**

Section 3. *Description and Scope of Work of Annex A – Statement of Work*, calls for the review of PCA Aboriginal engagement surveys. Can you please advise on the number of surveys that have been conducted and the nature and extent of the reports for each survey?

**Answer:**

A 25-question survey related to Parks Canada's corporate Aboriginal engagement priorities was conducted which resulted in 100 responses obtained from field staff. Survey results were compiled by Parks Canada and an internal analysis and summary report was produced.

**3. Question:**

Regarding the Parks Canada Aboriginal engagement survey cited on pages 14 and 15 of the Request for Proposal, would it be possible to get a copy of any or all of the following:

- Survey results;
- Scope of the survey;
- Survey questions;
- Number of people who took the survey; and/or
- Population surveyed?

**Answer:**

100 Parks Canada staff responded to the survey, which consisted of 25 questions related to Parks Canada's corporate Aboriginal engagement priorities. Copies of the survey scope, questions, and results will be provided to the Contractor at the start of the project.

**4. Question:**

Item iv. under *Policy review and assessment of existing management tools* under 3. *Description and Scope of Work of Annex A - Statement of Work* calls for a review of PCA policies, management tools and approaches. Can the bidders receive a list of policies and documents to be reviewed?

**Answer:**

A list of policies and documents to be reviewed will be provided to the contractor at the start of the project. We expect that approximately 70-80 documents (policies, tools, guidelines, etc.) will need to be reviewed.

**5. Question:**

Section 3. *Description and Scope of Work of Annex A – Statement of Work*, stipulates that supporting interviews with select field staff be conducted. Can you please confirm that field staff to be interviewed will be identified by PCA?

**Answer:**

Field staff to be interviewed will be identified by Parks Canada.

**6. Question:**

Under 4. *Deliverables and Schedule of Annex A - Statement of Work* there is a list of three deliverables. Has the postponement of the proposal submission date by two weeks altered any of the deliverable due dates?



**Answer:**

Deliverable due dates have not been altered.

**7. Question:**

Are you looking for on the ground experience?

**Answer:**

Necessary qualifications and experience for the contract are identified in *Annex C – Technical Evaluation*, Point Rated Technical Criteria 2.1 to 2.3.

**8. Question:**

Under evaluation criteria 4.2. of 1. *Point Rated Technical Criteria* at *Annex C – Technical Evaluation*, the criteria states "Bidder clearly demonstrates recognition of challenges and solutions." Does this criteria refer to challenges and solutions in completing the deliverables of the project, or the challenges and solutions related to engaging with Aboriginal groups?

**Answer:**

Point Rated Technical Criteria 4.2 refers to challenges and solutions in completing the deliverables of the Contract.

**9. Question:**

Under 1. *Point Rated Technical Criteria* of *Annex C – Technical Evaluation* 30 points are allocated to 3. *Technical Approach* (demonstrating an understanding of the context, objectives, and complexity of the work to be undertaken – 15 points; demonstration of adequacy of proposed methodology – 15 points), while 10 points are allocated to 4. *Project Management* (work plan and schedule). Given the fact work plans typically delve into details of the work required, are bidders to assume the detailed description of the work is to be provided under Technical Approach and a more general description of project management to be conducted in connection with the contract to be provided under Project Management?

**Answer:**

Point Rated Technical Criteria in Annex C identify the criteria by which bids will be evaluated. Parks Canada has no preference for how contractors organize the content of their proposals to address these criteria.

***All other terms and conditions remain the same.***