

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
800 Burrard Street, Room 219
800, rue Burrard, pièce 219
Vancouver
British Columbia
V6Z 0B9
Bid Fax: (604) 775-9381

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet Archaeological SVC Task Auth	
Solicitation No. - N° de l'invitation EZ113-160240/A	Date 2015-06-29
Client Reference No. - N° de référence du client	
GETS Reference No. - N° de référence de SEAG PW-\$PWY-026-7540	
File No. - N° de dossier PWY-5-38047 (026)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-08-10	Time Zone Fuseau horaire Pacific Daylight Saving Time PDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Liu (PWY), Patty	Buyer Id - Id de l'acheteur pwy026
Telephone No. - N° de téléphone (604) 775-6227 ()	FAX No. - N° de FAX (604) 775-6633
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Pacific
Region

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver

British C

V6Z 0B9

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

Solicitation No. - N° de l'invitation

EZ113-160240/A

Amd. No. - N° de la modif.

File No. - N° du dossier

PWY-5-38047

Buyer ID - Id de l'acheteur

pw026

CCC No./N° CCC - FMS No/ N° VME

NOTE TO TENDERERS: Use the mailing label below and affix it securely to the outside of the envelope or package containing your tender. For tenders and revisions to tenders submitted by facsimile (fax # (604) 775-9381), use this sheet as the cover sheet. Always ensure your company name, return address, tender number and closing date appear legibly on the outside of your bid submission.

**REAL PROPERTY CONTRACTING
Public Works & Government Services Canada
Room 219 - 800 Burrard Street
Vancouver, B.C. V6Z 0B9**

Requisition No.: EZ113-160240/A
Tender Closing Date & Time: **August 10, 2015 @ 1400 P.D.S.T.**
Project Description: Archaeological Services Task Authorization
Pacific Region - BC & YT

TECHNICAL BID

PL

**REAL PROPERTY CONTRACTING
Public Works & Government Services Canada
Room 219 - 800 Burrard Street
Vancouver, B.C. V6Z 0B9**

Requisition No.: EZ113-160240/A
Tender Closing Date & Time: **August 10, 2015 @ 1400 P.D.S.T.**
Project Description: Archaeological Services Task Authorization
Pacific Region - BC & YT

FINANCIAL BID

PL

REQUEST FOR PROPOSAL
Archaeological Services Task Authorization

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PART 1- GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into seven (7) parts plus attachments and annexes, as follows:

- (i) Part 1 General Information: provides a general description of the requirement;
- (ii) Part 2 Bidder Instructions: provides the instruction clauses and conditions applicable to bid solicitation;
- (iii) Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- (iv) Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the bid, the security requirement, if applicable and the basis of selection;
- (v) Part 5 Certifications: includes the certifications to be provided;
- (vi) Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- (vii) Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the Task Authorization Form 572 and any other annexes.

2. Summary

PWGSC wishes to establish an Archaeological Contract with Task Authorizations to provide archeological services for various federal departments in the Pacific and Yukon Region. The purpose of the Contract is to obtain archaeological services for both pre- and post-contact archaeology including overview studies, impact assessments, inventories, mitigation studies, and/or surveillance or monitoring services and reporting, as well as archaeological consultation and advice services on an as-required basis.

It is expected that PWGSC will award up to **two (2) Contracts** as a result of this Request For Proposal. The overall estimated volume of work to be distributed amongst successful bidders is up to \$1,050,000.00 (including applicable taxes). The period of the Contracts will be three (3) years from contract award.

Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.

Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

The requirement is subject to the provisions of the World Trade Organization - Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

The Comprehensive Land Claims Agreements of up to eleven (11) Yukon First Nations may apply to this procurement, depending on where the services will be provided.

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>) 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.

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(s).

The 2003 2014-09-25 Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days
Insert: ninety (90) days

2. Submission of Bids

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

Due to the nature of the bid solicitation, bids transmission by facsimile or by electronic mail to PWGSC will not be accepted.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Standing Offer 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 RFP 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 bidders do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4. Applicable Laws

Any resulting contract must be interpreted and governed by the laws in force in **British Columbia and/or Yukon**.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

5. Improvement of requirement During Solicitation Period

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

6. Basis for Canada's Ownership of Intellectual Property

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

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

7. Performance Evaluation

Bidders shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Contractor's performance be considered unsatisfactory, the Contractor's bidding privileges on future work may be suspended indefinitely.

PART 3 - BIDDER PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests the Bidders must provide their offer in separately bound sections as follows:

Section I: Technical Bid: Submit One (1) bound original plus three (3) copies of the proposal.

Section II: Financial Bid: Submit One (1) original.

Section III: Certifications: Submit One (1) original.

Prices must appear in the financial offer 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 offer.

1. Submit one (1) bound original plus three (3) bound copies of the offer
2. Paper size should be - 216mm x 279mm (8.5" x 11")
3. Minimum font size - 11 point Times or equal
4. Minimum margins - 12 mm left, right, top, and bottom
5. Double-sided submissions are preferred
6. One (1) 'page' means one side of a 216mm x 279mm (8.5" x 11") sheet of paper
7. 279mm x 432 mm (11" x 17") fold-out sheets for spreadsheets, organization charts etc. will be counted as two pages.

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 should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

2. Section I: Technical Bid

2.1 Technical Bid

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

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

3. Section II: Financial Bid

3.1 Bidders must submit their financial offer in accordance with Annex B - Basis of Pricing. The total amount of Applicable Taxes must be shown separately, if applicable.

3.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

4. 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 Technical Bid

Mandatory and point rated Technical evaluation criteria are included in Annex D - Evaluation Criteria - Part 1.

1.2 Financial Evaluation

Bidders will be assessed based on the information provided, in accordance with the procedure set out in Annex B – Basis of Payment and Annex D - Evaluation Criteria - Part 2.

1.2.1 Mandatory Financial Criteria

Bidders must submit firm rates for all categories listed in Annex D – Evaluation Criteria – Part 2.

1.2.2 Evaluation of Price

A0222T (2014-06-26), Evaluation of Price

2. Basis of Selection

2.2 Basis of Selection - Highest Combined Rating of Technical Merit and Price

- 2.2.1 To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation;
 - (b) meet all mandatory technical criteria; and
 - (c) obtain the required minimum of pass score of six (6) points for each technical criteria
- 2.2.2 Bidders not meeting (a) or (b) or (c) will be declared non-responsive.
- 2.2.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be **70%** for the technical merit and **30%** for the price.

2.2.4 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.

2.2.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.

2.2.6 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

2.2.7 Neither the responsive bid obtaining the highest technical score or the one with the lowest evaluated price will necessarily be accepted:

- (a) Bids will be ranked, highest to lowest, based on their final combined Merit and Price score.
- (b) Up to two (2) contracts may be awarded depending on the number of responsive bids received.
- (c) The Estimated Overall Value of this requirement will be distributed among the top ranked bids as follows;

If two (2) contracts are awarded:
 1st (Best Overall) = up to 55%
 2nd = up to 45%

Bidders that are responsive (i.e. which meet all the mandatory requirements set out in the Request For Proposal) will be reviewed, evaluated and rated by a PWGSC Evaluation Board. In the first instance, price envelopes will remain sealed and only the technical components of the proposal will be evaluated in accordance with the following to establish Technical Ratings:

Criterion	Rating	Minimum Pass Score	Total Points
Project Manager #1	0 - 10	6	0 - 10
Project Manager #2	0 - 10	6	0 - 10
Field Supervisor #1	0 - 10	6	0 - 10
Field Supervisor #2	0 - 10	6	0 - 10
Field Technologist/Technician #1	0 - 10	6	0 - 10
Field Technologist/Technician #2	0 - 10	6	0 - 10
Total			0 - 60

To be considered further, bidders **must** achieve the minimum pass score of six (6) in each technical criterion specified above.

No further consideration will be given to bidders not achieving the minimum pass score of six (6) in each technical criteria specified above.

3. Financial Evaluation

2.1 All financial offer envelopes corresponding to responsive bids which have achieved the **minimum pass score of six (6) in each technical criteria** will be opened upon completion of the technical evaluation. An average price is determined by adding all the financial offers together and dividing the total by the number of financial offers being opened.

All financial offers which are greater than twenty-five-percent (25%) above the average price will be set aside and receive no further consideration.

Bidders will be evaluated based on the hourly rates submitted on the financial offer form attached as Annex D. The hourly rate will be multiplied by a pre-determined weight factor for each category of personnel expected to perform the work.

Financial offers will be rated as follows:

The lowest price offer receives a Price Rating of 10. The second, third, fourth and fifth lowest prices receive Price Ratings of 8, 6, 4, and 2 respectively. All other price offers receive a Price Rating of 0.

On the rare occasions where two (or more) price offers are identical, the matching price offers receive the same rating and the corresponding numbers of following ratings are skipped.

The Price Rating is multiplied by the applicable percentage to establish the Financial Score.

4. Total Score

Total Scores will be established in accordance with the following:

Rating	Possible Range	% of Total Score	Score (Points)
Technical Rating	0 – 60	70	0 – 70
Financial Rating	0 – 100	30	0 – 30
Total Score		100	0 - 100

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 in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, 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 and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Contract Award

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

2. Additional Certifications Precedent to Contract Award

One (1) copy of the certifications listed below must be submitted with the bid. If the information is not provided in the bid, 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.

Certificate required at bid submission:

- N/A

2.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

2.2 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

2.3 Workers' Compensation Certification - Letter of Good Standing

The Bidder must have an account in good standing with each of the Workers' Compensation Boards in British Columbia and Yukon Territory.

The Bidder must provide, within seven (7) calendar days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement

Bidders are hereby informed that there is a possibility that some Task Authorization (TA) contracts might require that the Contractors and their personnel to possess a Designated Organization Screening (DOS) at the RELIABILITY STATUS level issued by the Canadian Industrial Security Directorate (CISD) of Public Works and Government Services Canada (PWGSC).

Should the successful bidders not have the level of security indicated above, PWGSC shall sponsor the successful proponents so CISD can initiate procedures for security clearance. CISD, by letter, shall forward documentation to the successful bidders for completion. Bidders desiring such sponsorship should so indicate in their covering letter with their bid.

Successful bidder(s) issued a Task Authorization Contract as a result of this Task Authorization Agreement, not possessing the required security clearance at time of a Task Authorization, will be bypassed and PWGSC will proceed to the next Contractor who possesses the required security clearance and it is furthest away from the ideal business distribution.

2. Financial Capability

SACC Manual clause A9033T (2012-07-16) Financial Capability

3. Insurance Requirements

- (a) The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex C.
- (b) If the information is not provided in the bid, 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.

PART 7 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A and the technical and management portions of the Contractor's bid dated (*To be Determined*).

1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

1.2.1 Task Authorization Process

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

As more than one contract has been awarded for this requirement, Canada will use the following approach to select/assign an appropriate contractor.

Unless a best fit exception is approved by the Contracting Authority, a Contractor will be selected based on which Contractor is farthest away from their predetermined maximum % distribution, therefore ensuring that work is evenly distributed as identified to the Contractor's in the RFP/resulting contract. In the case where insufficient funds remain in a Contractor's contract to complete a proposed TA, the Contractor next farthest away from their % distribution, and with enough funds remaining, will be selected for the work.

% Distribution:

If two (2) contracts are awarded:

1st (Best Overall)	= up to 55%
2nd	= up to 45%

The best fit exception is described as follows:

A Contractor may be considered based on their history in conducting previous phases of a client's project/program. For example, if a Contractor has completed the phase I, or later, Environmental Site Assessments (ESAs) of a specific client's project, then this Contractor may be considered for a subsequent phase such as phase II or later, ESAs, remedial action plan development, or Human Health and Ecological Risk Assessment (HHERA) developments. Rationale for this best fit exception would be based on the Contractor's significant previous experience with the site, thereby reducing planning time and costs for subsequent project packages.

Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using a Terms of Reference (ToR) or Statement of Work (SoW) document.

2. The Terms of Reference (ToR) or Statement of Work (SoW) will contain the details of the activities to be performed, a summary of known on-site hazards, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within the timeframe described in the ToR/SoW, a proposal outlining the proposed approach, methodology and project team to address the ToR/SoW of the Task Authorization (TA) requirement, any proposed deviation(s) to the ToR/SoW for the specific TA, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Pricing specified in the Contract. Price Support for major disbursements must be provided with the Contractor's proposal.
4. The Contractor must not commence work until a TA is authorized by the Project Authority or the Contracting Authority, using the Task Authorization Form specified in Annex F, has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$200,000.00 Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

1.2.3 Task Authorization - Order of Distribution

(To be determined) contracts were awarded as a result of Public Works and Government Services Canada bid solicitation number EZ113-160240. The Contractor's order of distribution is as follows:

- | | |
|--------------------|-------------------------------------|
| 1st (Best Overall) | = up to <u>(To be determined)</u> % |
| 2nd | = up to <u>(To be determined)</u> % |

1.2.4 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,
 - "Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and
 - "Minimum Contract Value" means **10%** of each Maximum Contract Value.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

1.2.5 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report.

The data must be submitted on a "quarterly basis" to the Contracting Authority.

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

Reporting Requirement- Details:

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For **each** authorized task:

- (i) the authorized task number or task revision number(s);
- (ii) a title or a brief description of each authorized task;
- (iii) the total estimated cost specified in the authorized Task Authorization (TA) of each task, Applicable Taxes extra;
- (iv) the total amount, Applicable Taxes extra, expended to date against each authorized task;
- (v) the start and completion date for each authorized task; and
- (vi) the active status of each authorized task, as applicable.

For **all** authorized tasks:

- (i) the amount (Applicable Taxes extra) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- (ii) the total amount, Applicable Taxes extra, expended to date against all authorized TAs.

Note: The Task Authorization Reporting form will be distributed at the time of award.

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *[Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual)* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

2.1 General Conditions

2035 (2014-09-25), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

2.2 Supplemental General Conditions

4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

3. Security Requirement

Contractors are hereby informed that there is a possibility that some Task Authorization (TA) contracts might require that the Contractors and their personnel to possess a Designated Organization Screening (DOS at the RELIABILITY STATUS level issued by the Canadian Industrial Security Directorate (CISD) of Public Works and Government Services Canada (PWGSC).

Should the successful Contractor(s) not have the level of security indicated above, PWGSC shall sponsor the successful proponents so CISD can initiate procedures for security clearance. CISD, by letter, shall forward documentation to the successful bidders for completion. Contractors desiring such sponsorship should so indicate in writing to the Contracting Authority.

Successful Contractor(s) issued a Task Authorization Contract as a result of this Task Authorization Agreement, not possessing the required security clearance at time of a Task Authorization, will be bypassed and PWGSC will proceed to the next Contractor who possesses the required security clearance and it is furthest away from the ideal business distribution.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from the date of Contract to ***(three year period to be inserted at Contract award)*** inclusive.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Patty Liu
Title: Supply Specialist
Public Works and Government Services Canada
Pacific Region - Real Property Contracting
219 - 800 Burrard Street
Vancouver, BC V6Z 0B9

Telephone: 604-775-6227
Facsimile: 604-775-6633
E-mail address: patty.liu@pwgsc.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 (*To be Determined*)

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 (To be Completed by Bidder)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____ - _____ - _____

Facsimile: _____ - _____ - _____

E-mail address: _____

6. Payment

6.1 Basis of Payment - Limitation of Expenditure - Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under this Contract (i.e. the cumulative total of all Task Authorizations) must not exceed \$ (To be determined). Customs duties are included, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. 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. 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.

6.3 Method of Payment

6.3.1 Monthly Payments

1. Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:
 - (a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - (b) all such documents have been verified by Canada;
 - (c) the Work performed has been accepted by Canada.

6.4 SACC Manual Clauses (if applicable)

A9117C (2007-11-30), T1204 - Direct Request by Customer Department
C2000C (2007-11-30), Taxes - Foreign-based Contractor

6.5 Time Verification

C0711C (2008-05-12), Time Verification

7. Invoicing Instructions

7.1 Invoicing Instructions

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 if requested by the Project Authority;
 - (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, and other disbursements;
 - (d) a copy of the monthly progress report.
 - (e) invoice date (corrected for amendments);
 - (f) invoice number;
 - (g) period invoice covers;
 - (h) Contract number _____ (***number to be inserted at Contract Award***);
 - (i) task number;
 - (j) project number;
 - (k) total task amount (corrected for amendments);
 - (l) amount previously invoiced;
 - (m) current invoice amount;
 - (n) amount remaining on task;
 - (o) itemized list of fees, identifying category, resource, rate, hours, and extension. Categories, rates, resources and disbursements must be pre-approved by the Authorized Client. Canada reserves the right to not pay for categories, rates, resources or disbursements submitted on invoices that have not been pre-approved. ;
 - (p) itemized list of travel expenses, identifying resource, dates of travel, location of travel, rates;
 - (q) itemized list of disbursements, cross-referenced to included back-up receipts
2. Invoices must be distributed electronically as follows:

- (a) The Original copy must be forwarded to the addressee shown on page 1 of the Task Authorization for certification and payment.
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

8. Certifications

8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

8.2 Workers Compensation

A0285C (2007-05-25), Workers Compensation

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 wordings 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 supplemental general conditions 4007 (2010-08-16) Canada to Own Intellectual Property
- (c) the general conditions 2035 (2014-09-25), General Conditions - Services (Higher Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Insurance Requirements
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated (*To be Determined*).

11. SACC Manual Clauses (if applicable)

A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)

12. Insurance - Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex C . The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements do not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfil its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

13. Comprehensive Land Claims Agreements

The Comprehensive Land Claims Agreements of up to eleven Yukon First Nations may apply to this Contract, depending on where the services will be provided.

14. SACC Manual Clauses

A9039C (2008-05-12), Salvage

A9068C (2010-01-11), Government Site Regulations

Annex A Statement of Work

This is a general Statement of Work which describes the various types of work which the Contractor may be requested to perform during the Contract. Specific work requirements for each Task Authorization will be detailed in that Task Authorization.

Archaeological Assessment

Background

PWGSC wishes to establish an Archaeological Contract with Task Authorizations to provide archaeological services for various federal departments in the Pacific and Yukon Region. The purpose of the Contract is to obtain archaeological services for both pre- and post-contact archaeology including overview studies, impact assessments, inventories, mitigation studies, and/or surveillance or monitoring services and reporting, as well as archaeological consultation and advice services on an as-required basis.

Scope of Work

Contractors will perform the Work in accordance with this Statement of Work. Contractors shall in general adhere to regulations, guidelines and principles established for conducting of archaeological studies within the Province of British Columbia and in Yukon. Where work is to be performed in lands managed by Parks Canada the Contractor shall adhere to the appropriate federal legislation and guidelines. It is expected that Contractors will establish and maintain a close working relationship with the applicable First Nations as well as the British Columbia and Yukon agencies responsible for archaeological resource protection.

Overview Assessment

The archaeological overview report is intended to identify and assess archaeological resource potential or sensitivity. Identification of options concerning the appropriate methodology and scope of work for inventory and/or impact assessment studies is also expected.

Overviews may include a site visit where there are known locations of potentially highly sensitive areas or where background information is lacking. Maps of the project area will be included in the report showing locations of previously known and newly found sites, and stratigraphic profiles, if applicable. As applicable, the overview study will address:

- a background library and records search of ethnographic, archaeological and historical documents pertinent to the study area;
- a statement of archaeological resource potential and distribution in the study area;
- a judgmental assessment of anticipated impacts in light of proposed development plans, and
- identification of a "preferred" project alternative (where applicable), as well as recommendations for further archaeological impact assessment studies.

Archaeological Impact Assessment

Impact assessment studies are only required where potential conflicts have been identified between archaeological resources and a proposed development or use of the property. These studies require an evaluation of the significance of the archaeological resource to be adversely affected, as well as an assessment of the nature and extent of the impacts expected. The purpose of the assessment is to provide recommendations as to the most appropriate manner in which the resource may be managed in light of the identified impacts.

Management options may include:

- alteration of proposed development plans to avoid resource impact;
- mitigative studies directed at retrieving resource values prior to impact; or
- compensation for the unavoidable loss of resource values.

The archaeological impact assessment will typically include a sub-surface investigation and field documentation of archaeological features and findings, including field notes, photographs, sketches, and field maps.

Archaeological Inventory

Identify archaeological sites which are known to exist in the area/property of interest, and identify any potential conflicts with current land use practices and proposed developments. The archaeological inventory may also be used to identify the current preservation status of sites and may be used to develop a management plan for the property.

Mitigation study

Studies involving mitigation and/or compensation are only undertaken in situations where unavoidable conflicts between archaeological resources and a proposed development are identified. The nature and extent of these studies will have been determined in the impact assessment.

In the case of mitigative management, some form of systematic data recovery, analysis and interpretation of specific archaeological resources will be involved.

Surveillance or Monitoring Studies

During project implementation, conduct surveillance or monitoring to identify and mitigate / avoid adverse impacts to archaeological resources.

Assessments to support Soundness of Claim reviews

Completion of Assessments to support Soundness of Claim reviews: these assessments may include identification of First Nations with a potential interest in a subject property and an assessment of the potential for soundness of claim of aboriginal interests in the property. These assessments may also include identification of specific potential aboriginal rights that may or may not be infringed-upon by owner activities conducted on a subject property.

These Assessments will be conducted in accordance with the stages of consultation outlined in the British Columbia *Provincial Policy for Consultation with First Nations* (since there is currently no Federal policy). The pre-consultation assessment is intended to determine the potential soundness of a First Nation claim with respect to potential aboriginal rights and aboriginal title, even if such rights have not been asserted or proven. The scope of work will include:

- identifying which First Nation(s) has/have interests in the region/property;
- reviewing the historical and ethnographic context; have there been aboriginal groups that continually occupy the relevant area? Do aboriginal groups still occupy that area? If aboriginal groups do not still occupy the area, at what period of time did they occupy it?
- what were their traditional practices historically and what are their practices today?
- identifying publicly-reported archaeological and traditional use sites;
- providing a description of the nature and scope of asserted aboriginal interests/rights and aboriginal places which have been identified,
- evaluating the quality of available data and identifying data gaps;
- assessing the potential aboriginal rights and title for the properties including identification of potential First Nations claimants, analysis of aboriginal sites, and provision of a written professional opinion regarding soundness of potential claim(s). Are the aboriginal groups alleging that the claimed rights were exercised prior to European contact? Do they continue to exercise these rights today in a traditional or modernized form?; and
- identification of potential Aboriginal rights infringement on a subject property by the owner's activities.

Traditional Knowledge / Use Studies

Completion of traditional knowledge / use studies: using existing information, determine a) the probable traditional knowledge / uses within a specific property and/or within the general area surrounding that property, and b) the probability of finding archaeological resources on the property. Completion of the traditional knowledge / use overview studies may require review of existing historical knowledge, consultation with aboriginal groups, and identification of any other relevant cultural resources.

The traditional knowledge / use overview report will typically include*:

- a brief description of the property and surrounding area;
- description of the aboriginal groups that may have a connection to the property;
- description of the historical aboriginal uses on the property and/or in the surrounding area (pre-contact and post-contact);
- description of any current uses on the property and/or in the area;
- discussion on the probability of finding archaeological resources on the property and the likely sensitivity of those resources; and
- maps showing the location of the site and the study area; and a complete listing of information sources and personnel contact information.

*PWGSC recognizes that any traditional knowledge considered sensitive to the applicable FN ('s) be managed by the consultant in accordance with cultural requirements.

Other Services

Other services that may be required under the Contract include:

- development and/or delivery of archaeology training sessions to federal employees or their contractors;
- gathering community knowledge and aboriginal traditional knowledge which may be relevant to a concurrent or subsequent environmental impact assessment;
- assessments of past Aboriginal cultural activity that may involve consultation. The consultations will typically occur throughout the assessment process and involve the contractors, representatives of the client department, and representatives of First Nations with an expressed interest in the project. Consultations will be conducted to a) disclose known information concerning Aboriginal archaeological sites and b) to obtain Aboriginal people's initial assessments of cultural significance. Permits may be required; and
- assistance with coordinating, and participation in, burning and burial services.

Document Search Method

Documentary research will include a search of background library and archival records of ethnographic, archaeological and historic documents pertaining to all sections of land, properties and areas identified by the Project Authority. The work may include (but is not be limited to):

- review of existing records including the B.C. archaeological site inventory, legal land survey records, and other pertinent records and inventory files;
- review of all previous archaeological investigations in the study and adjacent areas;
- review of relevant information from published and unpublished sources, including local and regional history, prehistory and ethnography;
- review of relevant paleoecological studies to assess past environmental conditions which may have influenced cultural adaptations; and
- examination and interpretation of air photographs and geomorphologic / pedologic information to assess the potential for human habitation.

Assessment of the significance of the archaeological sites shall conform to any current British Columbia or Yukon guidance or protocol, where available.

Archaeological Field Investigation Method

Surface reconnaissance will focus on identification of exposed evidence of cultural activity including (but not limited to) artifacts, features, structures and culturally-modified trees.

All archaeological sites, including those previously known and those located during the present survey will be assessed through methods such as detailed probing and/or shovel testing, controlled excavation of small test units, or other intrusive methods as appropriate. Soil probes, shovel testing, and other excavation methods may penetrate to the level of bedrock, glacial deposits or (in areas of significant Holocene sediment deposition) to at least 1 metre depth. Non-intrusive methods (such as ground-penetrating radar) may be employed as appropriate. All sites will be recorded and mapped using GPS or land survey methods.

Survey coverage will include all areas within the defined project area. All areas shall be examined, with particular attention paid to areas presently in proximity to wetlands (lagoon, creeks, ponds, etc.) and paleolandforms such as former beaches and terraces.

If required, recording shall include completion of Provincial Archaeological Site Inventory forms with a detailed map, in metric, showing site bounds, elevations above sea level, depth of cultural deposits, features, vegetation communities, excavation records forms and any other information deemed necessary. Map baselines shall be tied to readily-locatable natural features or to a semi permanent marker placed for that purpose such that persons unfamiliar with the site in question may readily relocate archaeological features. At a minimum, one person from each crew shall maintain and record a field notes containing detailed commentary and records of artifacts and photos.

For the purposes of assessment, archaeological resources shall be considered as any evidence of cultural activity of an age of 40 years or greater, but also including resources and features directly related to the history of the site. All such resources shall be geolocated, recorded, and sketched or photographed. Collection of cultural artifacts will be according to the provincial guidelines and in respect of agreements with individual Aboriginal groups.

Detailed photo and artifact records will be maintained, as appropriate and respecting First Nation traditions and culture.

Excavated test pits will be screened and re-vegetated consistent with original condition, or as directed by the Project Authority.

Should human remains be encountered, the proponent must immediately notify the site Departmental representative. If it is determined that the remains are not a consequence of criminal action nor are recent remains, the archaeologist may be asked to assist PWGSC to work in consultation with applicable First Nations to develop a plan to prevent and / or mitigate impacts.

Disposition of Artifacts, Records, Samples, and Other Materials

The client, in consultation with the Contractors, will identify the facility which will receive any archaeological artifacts, records, samples, and other materials resulting from the project in keeping with current archaeological practices. Disposition of Aboriginal human remains and funereal objects will be agreed upon with appropriate Aboriginal peoples.

General Requirements

Reporting

Reports shall include copies of plans and documents, design drawings and sections, photographs (site, significant environmental and archaeological features, and artifacts as applicable), maps, interview records, references to original sources, and any other information compiled and used to derive the reports' findings and conclusions. Field notes should be retained for later review by the Project Authority.

Upon request by the Project Authority Contractors shall provide a verbal report of the initial findings to the Project Authority immediately after the field activities have been completed.

Written or emailed progress reports shall be provided to the Project Authority upon request for periods determined by them. The progress reports shall include a synopsis of work completed during the latest report period and the projected work plan for the following period. Contractors shall be prepared to meet with the PWGSC Project Authority and discuss any matter concerning the progress and findings of the project.

Applicable federal, provincial/territorial, local legislation and published guidelines, which have been used as a basis for findings or conclusions, shall be referenced. Where it is unclear which environmental quality guidelines or criteria are to be used, the Project Authority will identify the appropriate standards. As directed by the Project Authority, Contractors may be required to provide site information and reporting which will satisfy provincial or other non-federal agency requirements.

Site plans or area maps must be included in any assessment report. The information content of any plan or map must be confirmed with the Project Authority. Plan or map information may include (but is not limited to):

- the legal boundaries of the property;
- project footprint and location;
- all existing structures, roads, pathways, significant underground utilities and other buried structures, and other cultural features as relevant to the project;
- significant physical features including slope, wetlands and surface water bodies (including stream flow direction), soil or sediment substrate types (if relevant), and other features as appropriate;
- significant biological features (e.g., vegetative cover and types, nesting areas, location of sensitive species or species at risk, spawning areas) and any other ecological information relevant to the project;
- sampling and specimen collection points;
- biological and property information superimposed onto orthophotographs of the property or area; and
- orientation of the map (i.e., a north arrow must be shown) and map scale.

Where plan or map information is derived from a secondary source, the information source must be explicitly referenced both on the plan or map and in the report References.

Laboratory and species classification data shall be summarized in tables with the applicable environmental quality criteria and/or standards that are used for the numerical comparison or classification.

Contractors shall submit paper and / or electronic copies of the drafts (typically a minimum of 2 drafts) and final reports as directed by the Project Authority. All reports must have double-sided printing, and have tabbed dividers to separate appendices from the main body of the report. At a minimum, one complete electronic copy (i.e., a single file containing all text, photographs, tables, plans, and scanned documents) of the final report shall be submitted in Adobe Acrobat (.pdf) format unlocked. Any signature pages with signatures and professional stamps that are present in a paper copy of the report must be included in the electronic copy. In addition to the final electronic copy of the report, all figures, drawings, tables, graphs, photos, appendices, etc. which have been included in the paper copy of the report must be provided electronically as separate files. Site plans and all design drawings drafted by the Contractor shall be provided in AutoCAD (.dwg) format. The report text shall be produced in Microsoft Word (.doc) format, photos in .jpg format, and data tables in Microsoft Excel (.xls) format, unless otherwise directed by the Project Authority.

Any statement of limitations or similar clauses in the report must comply with, and is subsidiary to, all Contract terms and conditions.

All final reports are subject to acceptance by Canada and must be signed by all authors, and sealed as appropriate.

The final invoice must be identified as such.

Scheduling

Contractors shall prepare a schedule for all project events including various on-site assessment activities, meetings and report submissions. Any proposed revision of the schedule shall be subject to the approval of the Project Authority.

Schedules may be required in the form of Gantt charts provided to the Project Authority in electronic and/or hard copy formats.

General Communication

The Project Authority will be identified on the task authorization document sent to a Contractor. The Contractor must communicate with the Project Authority as required by project circumstances and at regular intervals throughout the project as determined by the Project Authority. The Contractor's correspondence with other PWGSC personnel or personnel from other Departments or jurisdictions must be through the Project Authority or as authorized by the Project Authority. All invoices must be sent to the Project Authority for authorization.

All correspondence related to the project shall be copied to the Project Authority. The Contractor will be responsible for preparing the minutes of all meetings including action items, and providing copies to all participants.

If additional work is necessary due to a change in field conditions or requirements, or as a result of findings during the site visit, the Contractor must notify the Project Authority immediately by telephone and / or in writing. Work or activities which are additional or supplemental to or in substitution of the work and budget specified in the Contractor's approved work plan shall not be undertaken without the approval of the Project Authority.

Under certain and very limited circumstances (e.g., site work in a remote location where instantaneous communication with the Project Authority or the ability to obtain verbal or written approval may be problematic), the Project Authority may, in advance, authorize fieldwork additional to that specified in the work plan if it may reasonably be required to complete the fieldwork. In these cases, the Contractor is expected to exercise good field judgment, bearing in mind potential constraints to budget and the overall objectives of the project. Where additional work of this nature is deemed necessary, the Contractor will provide a full description of and rationale for this work to the Project Authority at the earliest opportunity.

Contractors shall participate in or conduct meetings as requested by the Project Authority. Contractors shall prepare minutes of the meetings with a draft sent to the Project Authority for review and approval prior to their dissemination for action. At the discretion of the Project Authority, Contractors may be required to maintain an action item list.

Where the Contractor is requested to conduct public and agency notification and public information and consultation sessions, the Contractor shall record and communicate any public or agency concerns to the Project Authority.

All formal communication (e.g. letters of direction, approvals, etc.) will be between the Project Authority and the Contractor. All formal communication will be maintained solely between the Project Authority and the Contractor.

The Contractor may be expected to liaise with the appropriate federal, provincial and regional / local agencies to gather information and identify implications of the proposed projects. The Contractor is to notify the Project Authority prior to any liaison and outline the intended scope of the discussion and any other relevant details.

Permits

The Contractor will be expected (unless otherwise directed by the Project Authority, to obtain applicable permits / approvals required to conduct the assessment(s). Prior to submitting the application, the application must be reviewed and approved by the Project Authority.

Site Operations

The Contractor's on-site visits / activities shall not disrupt the normal function, access, and working environment of the site within reason. No on-site visits / activities shall be completed without authorization by the Project Authority.

Any aspect of the property that is perceived by the Contractor to be unsafe or unusual (e.g. damaged conduits, unsecured buildings, evidence of recent vandalism, environmental releases/spills) should be documented, photographed, and reported to PWGSC.

Repair of Damaged Surfaces or Structures

The assessor or Contractor is responsible for repairing all damaged surfaces or structures arising from Contractor activities. If a Contractor has been retained and the work has the potential to damage other site features such as fences or other obstructions, prior approval is required from the Project Authority.

Health and Safety

The Contractor shall be responsible for ensuring the health and safety of all assessor personnel at the site during the project. Accordingly, a site specific Health and Safety Plan shall be developed prior to the field work and shall be in effect during the field activities. The Health and Safety Plan must be reviewed by the Project Authority prior to start of on-site work.

The Contractor shall ensure that all relevant safety policies, guidelines, and emergency response actions are re-viewed with site personnel and that the Health and Safety Plan is easily accessible to staff during all field activities.

Contractors are responsible for completing all utility locates and dig permits prior to completing any intrusive investigations at the property to avoid damage to underground utilities.

Annex B Basis of Payment

B1. Professional Fees

- .1 The Consultant will be paid for actual hours worked/operated, as approved by the Project Authority, at the firm hourly rate, detailed in the Professional Fees Unit Price Table, Applicable Taxes extra. The rates will be firm for the full period of the Contract.
- .2 Firm, all-inclusive, hourly rates by classification must be inclusive of full compensation for payroll, burdens, WCB, Insurance, and general overheads related to the normal operation of the business.
- .3 Personnel substituted, with the prior approval of the Project Authority, are to be charged out at their standard rate which cannot exceed the hourly rate of the personnel that they are substituted for.
- .4 Hourly rates will remain firm for the full period of the Contract. The hourly rates for each person in a specific category of personnel must be the same.
- .5 The hourly rates quoted must include all overhead, including administrative time, field supplies, internal equipment charges (including equipment charges considered to be internal although they may be rented), clerical support and other indirect support such as report printing costs for 3 hardcopies.
- .6 Extraordinary printing costs (e.g. high quality photograph reproduction not possible on standard laser printers or plotters) may be charged only if specific prior approval from PWGSC is obtained.
- .7 Time worked which is more or less than an hour must be prorated to reflect actual time worked.
- .8 The Contractor will only be allowed to charge for the categories of personnel identified below. If other personnel, such as clerical support, are normally charged out for these services then the bidder must include their estimated costs in the hourly rates of one of the categories above.
- .9 Overtime, holidays, weekend and evening work must be charged at the firm hourly rate.

B.2 New or Replacement Personnel

- .1 If the Contractor plans to use any personnel who have not previously received approval by PWGSC, the Contractor must get PWGSC approval prior to allowing the person to work on, or be chargeable to, the project. The Contractor must provide detailed justification documenting the necessity for the substitution. Resumes and cover letters must be submitted evidencing that the individual(s) proposed as substitution(s) have qualifications and experience **equal to or better than** the individual(s) originally proposed in the Task Authorization. PWGSC reserves the right not to make payment for personnel not pre-approved by PWGSC.
- .2 The rates for the replacement personnel must be the same rate as the category their replacement was in or whichever category is appropriate based on their skills.

B.3 Personnel Moving to Different Category

- .1 If the Contractor plans to move a pre-approved personnel listed in a certain category (i.e. Project Manager, Environmental Engineer/Scientist(s), Field Technologist/Technician(s)) into another category, they must get pre-approval by PWGSC. PWGSC reserves the right not to make payment for personnel not pre-approved into a different category.

B.4 Disbursements

.1 Other Direct Expenses

- .2 The Contractor will be reimbursed for the direct expenses 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.
- .3 Direct expenses, for sample analyses, if approved in advance by PWGSC, will be paid at actual cost incurred without mark up.
- .4 Non-allowable field supplies and internal equipment charges include the following:
 - .1 Health and safety equipment and supplies (e.g. Personal Protective Equipment) including: hard hats, protective goggles, safety footwear, gloves, disposable gloves, coveralls, disposable coveralls, respirators, cartridges, disposable respirators, life jackets, survival suits, first aid kits.
 - .2 General sampling equipment and supplies including: gastehtor, Photo Ionization Detector, sample containers, preservatives, coolers, ice.
 - .3 Water monitoring equipment and supplies including: pH meters, conductivity meters, turbidity meters, dissolved oxygen meters, water level meters, interface probes.
 - .4 Water sampling equipment and supplies including: bailers, wattera tubing, peristaltic pumps, pump tubing, filters.
 - .5 Vapour sampling equipment and supplies including: pumps, tubing, leak detection system.
 - .6 Surveying equipment and supplies including: measuring wheel, GPS unit (non-differential), tapes, stakes, spray paint.
 - .7 Miscellaneous equipment and supplies including: telephone charges, cell phone, fax charges, computer, software, plotter, camera, common hand tools, batteries, stationary, printing charges.
- .5 Extraordinary field supplies and internal equipment charges may be allowed on a case by case basis with prior approval from PWGSC.
- .6 Extraordinary field supplies and internal equipment charges will be paid for actual costs incurred with no mark-up. If the extraordinary field supplies or internal equipment charge is Contractor - owned, proof that Contractor rates are industry competitive must be provided. Extraordinary field supplies and internal equipment charges must be specifically identified in the work plan and prior approval from PWGSC is required. All extraordinary field supplies purchased for Work under the Contract becomes the property of PWGSC.

B.5 Subcontractors/subconsultants

- .1 Sub-Contractor fees will be recovered at cost plus a firm fixed percentage.
- .2 Subcontractors/subconsultants required to complete the activities may be hired by the Contractor if the work is less than \$25,000 (inclusive of applicable taxes). The successful Sub-Contractor/Sub-consultant must be approved by PWGSC.
- .3 Abatement and remediation work which requires construction or demolition activities greater than \$25,000 (inclusive of applicable taxes) is not permitted under the task authorization.

B.7 Travel and Living Expenses

- .1 The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the National Joint Council Travel Directive, : <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Charges for air travel must not exceed that for economy class.
- .2 All travel must have the prior authorization of PWGSC.
- .3 All payments are subject to government audit.
- .4 For projects located in British Columbia (excluding Vancouver Island) and Yukon, travel-related expenses associated with the delivery of services will be calculated from the PWGSC's Vancouver Office, 800 Burrard Street, Vancouver, BC V6Z 0B9 or from the Contractor's office to the project site, whichever is closer.
- .5 For projects located on Vancouver Island, travel-related expenses associated with the delivery of services will be calculated from the PWGSC's Victoria Office, 1230 Government Street, Victoria, BC V8W 3X4 or from the Contractor's office to the project site, whichever is closer.
- .6 All travel related expenses within 50kms of the above locations will be included in the Contractor's hourly fee structure.

B.8 Limitation of Expenditure

With the exception of the firm elements above, the amounts shown in the respective categories of the Basis of Pricing are estimates, and it is the intention that changes from item to item will be accepted for billing purposes as the work proceeds, provided that the total cost of the authorized Task Authorization does not exceed the limitation of expenditure specified in the authorized Task Authorization.

B.9 Basis of Pricing

Hourly rates and disbursement percentage quoted in Annex D will be used to form the Basis of Payment upon contract award.

ANNEX C
INSURANCE REQUIREMENTS

Please view attached

ANNEX C



Travaux publics et
Services gouvernementaux
Canada

Public Works and
Government Services
Canada

CERTIFICATE OF INSURANCE

Page 1 of 2

Description and Location of Work Archaeological Services Task Authorization Pacific Region (BC & YT)	Contract No. EZ113-160240
	Project No.

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
Additional Insured Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services				

Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
Commercial General Liability				\$	\$	\$
Errors & Omissions / Professional Liability				\$	\$	\$
Environmental Impairment Liability				\$		Aggregate \$
				<input type="checkbox"/> Per Incident <input type="checkbox"/> Per Occurrence		
				\$		

I certify that the above policies were issued by insurers in the course of their Insurance business in Canada, are currently in force and include the applicable insurance coverage's stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.

Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)

Telephone number

Signature

Date D / M / Y

General

The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverage listed under the corresponding type of insurance on this page.

The policies must insure the Contractor and must include Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services as an additional Insured.

The insurance policies must be endorsed to provide Canada with not less than thirty (30) days notice in writing in advance of a cancellation of insurance or any reduction in coverage.

Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided. Further, the policies must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

Commercial General Liability

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
 - o. Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must

promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

Errors & Omissions / Professional Liability

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The following endorsement must be included:
Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

Environmental Impairment Liability

1. The Contractor must obtain Contractors Professional Liability insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$1,000,000 per accident or occurrence and in the annual aggregate.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The Contractors Professional Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - c. Separation of Insureds: The policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - d. Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - e. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.

Annex D Evaluation Criteria

Part 1 Technical Evaluation

Part 2 Financial Evaluation

Part 1 Technical Evaluation

Technical bids will be evaluated as follows:

1.0 Mandatory Requirements

Failure to meet the mandatory requirements will render the bid as non-responsive and no further evaluation will be carried out.

- (a) Bidders must include the following with their submission:
 - (i) Resumes for proposed personnel in each category: Project Manager (two [2] individuals), Field Supervisor (two [2] individuals), and Field Technologist/Technician (two [2] individuals). Resumes are not to exceed a maximum of two (2) pages for each proposed personnel.
 - (ii) Completion of the relevant project experience for proposed personnel in each Specialization.

2.0 Licensing, Certification or Authorization

The Bidder shall be licensed to provide the necessary professional services to the full extent that may be required by provincial law in the province of British Columbia and/or Yukon Territory.

3.0 Technical Requirements – Mandatory and Point Rated Criteria

- (a) Bids meeting the mandatory requirements will be evaluated in accordance with the point rated criteria. As indicated under Part 3, Section 2.1 of the RFP, 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.
- (b) Using the provided forms or using a reasonable copy of the provided forms on a separate page or pages, provide a response to each of the following mandatory and point rated criteria.
- (d) The information provided by the Bidder may be verified by Canada. Failure by the Bidder to provide the required information or in the event that the information cannot be verified shall result in the Bidder being disqualified and no further consideration will be given to the Bidder.
- (e) Canada reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event the information cannot be verified or the service is found to be unsatisfactory shall result in the bid being considered non-responsive and no further consideration will be given to the Bidder.

3.1 Technical Evaluation Criteria Table

Technical Evaluation Criterion	Rating	Minimum Pass Score	Technical Points Rating
1. Project Manager #1	0 - 10	6	0 - 10
2. Project Manager #2	0 - 10	6	0 - 10
3. Field Supervisor #1	0 - 10	6	0 - 10
4. Field Supervisor #2	0 - 10	6	0 - 10
5. Field Technologist/Technician #1	0 - 10	6	0 - 10
6. Field Technologist/Technician #2	0 - 10	6	0 - 10
			0 - 60

3.2 Mandatory Criteria

Corporate Capability

The bidder **must** demonstrate it has the corporate capability to provide the appropriate services related to archaeological assessment projects stated in the SOW. Failure to provide this information will render the bid as non-responsive.

Bidders must provide detail for the following:

(A) Specialization	(B) Name	(C) Accreditation	(D) Education	(E) Experience	(F) Experience in BC	(G) Experience in Yukon
Project Manager	1.		1.	1.	1.	1.
	2.		2.	2.	2.	
Field Supervisor	1.		1.	1.	1.	
	2.	*1.	2.	2	2.	
Field Technologist/Technician	1.		1.	1.		
	2.		2	2.		
CADD/GIS	1.		1.	1.		

3.2(A) Specialization: Description of each personnel category being assessed.

3.2(B) Name: List the name of individual(s) for each Specialization. Individuals listed in the chart above may only be listed under one (1) Specialization. (ie. Only listed once in the table).

3.2(C) Accreditation: List *one (1) named Field Supervisor that is a member of British Columbia Association of Professional Archaeologists (BCAPA) or Register of Professional Archaeologists (RPA). Field Supervisor **MUST BE** a BCAPA or RPA.

3.2(D) Education: List the highest level of certificates, diplomas, or degrees for each listed individual(s).

The relevant minimum education levels for the Specialization (archaeology, anthropology or related discipline) are as follows:

Project Manager: BSc or BA

Field Supervisor: BSc or BA

Field Technologist/Technician: Diploma

CADD/GIS: Certificate

3.2(E) Experience: Indicate the number of years each listed individual(s) has worked in the discipline relevant to the Specialization. This does not include time at school or time working in a different discipline. Individuals must have the following minimum years of experience:

Project Manager: Eight (8) years

Field Supervisor: Five (5) years

Field Technologist/Technician: Three (3) years

CADD/GIS: One (1) year

3.2(F) Experience in BC: Indicate the number of years each listed Project Manager and Field Supervisor has worked in the discipline relevant to the Specialization within BC. This does not include time at school or time working in a different discipline.

3.2(G) Experience in Yukon: Indicate the number of years one (1) Project Manager has worked in the discipline relevant to the Specialization within Yukon. This does not include time at school or time working in a different discipline.

Resumes for each individual listed in 3.2 must be included. Resumes must be a maximum of two (2) pages. Resumes for each individual must include details of all information summarized in 3.2, including:

(i) Accreditation organization, jurisdiction, date accreditation obtained, current status.

(ii) All post-secondary education institutes, dates attended, credentials obtained.

(iii) Work history with employer names, dates employed, job titles, responsibilities.

Resumes will not be evaluated. Resumes must clearly verify that personnel proposed are qualified for the category. Information presented not supported by the resume may not be considered.

Any pages which extend beyond the page limitation stated will be extracted from the bid and will not be forwarded to the PWGSC Evaluation Board members for evaluation.

3.3 Technical Evaluation

- (a) The *Part 1 - Technical* part of the bid will be evaluated by the Evaluation Board according to the technical evaluation criteria listed in the Bid documents. Bidders should note that in areas where Canada considers the Technical Component of the bid to be excessive, no additional rating points will be awarded.
- (b) The information will be rated from 0 to 10 for each technical criterion/element. The rating is then multiplied by the weight factor shown in the Evaluation Criteria Table to produce a weighted rating.

3.4 Point Rated Criteria 1: Project Manager Project Experience

Description: For each Project Manager listed, identify one (1) completed archaeological project within the last five (5) years. Maximum of two (2) pages per Project Manager.

- (a) **Project Name**
- (b) **Location**
- (c) **Description**
- (d) **Client:** Entity that commissioned the work. Provide a reference:
 - (i) Reference Company Name
 - (ii) Reference Name
 - (iii) Reference Address
 - (iv) Reference Telephone Number
- (e) **Value:** Total value of archaeological charges over the life of the project, including consulting fees. Do not include disbursements or other work contracted separately.
- (f) **Project Management Responsibilities:** Describe overall project management responsibilities for the project including budget, schedule, quality management, allocation of technical personnel, support to junior staff, development of scope of work, senior technical review of archaeological reports and development and delivery of training.
- (g) **First Nation Engagement Responsibilities:** Describe how and which First Nations were engaged.
- (h) **Coordination Responsibilities:** Describe coordination responsibilities for the project, including client communications, risk management, and resource management.
- (i) **Safety Responsibilities:** Describe health and safety responsibilities for the project, including human health and environmental protection; review of site specific Health and Safety Plans.

3.5 Point Rated Criteria 2: Field Supervisor Project Experience

Description: Identify one (1) archaeological project completed for each Field Supervisor listed within the last five (5) years. Maximum of two (2) pages per Field Supervisor.

- (a) **Project Name**
- (b) **Location**
- (c) **Description**
- (d) **Client:** Entity that commissioned the work. Provide a reference:
 - (i) Reference Company Name

- (ii) Reference Name
- (iii) Reference Address
- (iv) Reference Telephone Number
- (e) Technical Responsibilities:** Describe technical responsibilities for the project including:
 - (i) Design and preparation of archaeological assessments, investigations, and/or inventories
 - (ii) Implementation of archaeological assessments, investigations and/or inventories
 - (iii) Demonstrated experience engaging with First Nations
 - (iv) Standard operating procedures and safe work procedures
 - (v) Implementation and supervising of archaeological monitoring
 - (vi) Technical report writing.
- (f) Project Management Responsibilities:** Describe project management responsibilities for the project, including budget, schedule, and quality management, allocation of technical personnel, site supervision of sub-contracted personnel, and support to junior staff.
- (g) Coordination Responsibilities:** Describe coordination responsibilities for the project, including client communications, risk management, and resource management.
- (h) Safety Responsibilities:** Describe health and safety responsibilities for the project, including human health and environmental protection; develop and implement site specific Health and Safety Plans.

3.6 Point Rated Criteria 3: Field Technologist/Technician Project Experience

Description: Identify one (1) archaeological project completed for each Field Technologist/Technician listed within the last five (5) years. Maximum of two (2) pages per Field Technologist/Technician.

- (a) Project Name**
- (b) Location**
- (c) Description**
- (d) Client:** Entity that commissioned the work. Provide a reference:
 - (i) Reference Company Name
 - (ii) Reference Name
 - (iii) Reference Address
 - (iv) Reference Telephone Number
- (e) Technical Responsibilities:** Describe technical responsibilities for the project including:
 - (i) Implementation of archaeological assessments, investigations and/or inventories
 - (ii) Demonstrated experience coordinating with First Nations
 - (iii) Standard operating procedures and safe work procedures
 - (iv) Implementation of archaeological monitoring

(v) Technical report writing.

(f) Project Management Responsibilities: Describe project management responsibilities for the project, including schedule, quality management, and site supervision of sub-contracted personnel.

(g) Coordination Responsibilities: Describe coordination responsibilities for the project, including client communications, risk management, and resource management.

(h) Safety Responsibilities: Describe health and safety responsibilities for the project, including human health and environmental protection; develop and implement site specific Health and Safety Plans.

3.7 PWGSC Evaluation Board and Generic Evaluation Table

PWGSC Evaluation Board members will evaluate the strengths and weaknesses of the Bidder's response to the evaluation criteria and will rate each criterion with even numbers (0, 2, 4, 6, 8 or 10) using the generic evaluation table below. The final score will be a single score agreed to by the entire board

(a) Generic Evaluation Table

Non Responsive	Inadequate	Weak	Adequate	Fully Satisfactory	Strong
0 Point	2 Points	4 Points	6 Points	8 Points	10 Points
Did not submit information which could be evaluated	Lacks complete or almost complete understanding of the requirements.	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements.	Demonstrates a good understanding of the requirements.	Demonstrates a very good understanding of the requirements.	Demonstrates an excellent understanding of the requirements.
	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	No significant weaknesses	No apparent weaknesses
	Proponent do not possess qualifications and experience	Proponent lacks qualifications and experience	Proponent has an acceptable level of qualifications and experience	Proponent is qualified and experienced	Proponent is highly qualified and experienced
	Team proposed is not likely able to meet requirements	Team does not cover all components or overall experience is weak	Team covers most components and will likely meet requirements	Team covers all components - some members have worked successfully together	Strong team - has worked successfully together on comparable projects
	Sample projects not related to this requirement	Sample projects generally not related to this requirement	Sample projects generally related to this requirement	Sample projects directly related to this requirement	Leads in sample projects directly related to this requirement

	Extremely poor, insufficient to meet performance requirements	Little capability to meet performance requirements	Acceptable capability, should ensure adequate results	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results
--	---	--	---	--	---

To be considered further, bidders **must** achieve the **minimum pass score of six (6) points in each technical criteria** as specified above.

No further consideration will be given to bidders not achieving the minimum pass score of six (6) in each technical criteria specified above.

Part 2 Financial Evaluation

- (a) The *Part 2 - Price Proposal* envelopes, corresponding to responsive proposals which have achieved the minimum pass mark of **six (6) points for each specified technical criteria** will be opened upon completion of the technical evaluation. When there are three or more responsive proposals, an average price is determined by adding all the financial bids together and dividing the total by the number of financial bids being opened. This calculation will not be conducted when one or two responsive bids are received
- (b) All financial bids which are greater than twenty-five percent (25%) above the average price will be set aside and receive no further consideration
- (c) The remaining price proposals are rated as follows:
 - (1) The lowest priced proposal receives a Price Rating of 100
 - (2) The second, third, fourth and fifth lowest prices receive Price Ratings of 80, 60, 40, and 20 respectively. All other financial bids receive a Price Rating of 0.
 - (3) On the rare occasions where two (or more) financial bids are identical, the matching financial bids receive the same rating and the corresponding number of following ratings are skipped. The Price Rating is multiplied by the applicable percentage to stabilize the Price Score.
- (d) The envelope containing the price (Price Proposal Form) will be opened upon completion of the technical evaluation detailed above. Ratings for the price criterion are calculated as described in - **Evaluation Criteria.**
- (e) Total Scores will be established in accordance with the following:

	Rating Possible Range	% of Total Score	Score (Points)
Technical Rating	0-60	70	0-70
Price Rating	0-100	30	0-30
Total Score		100	0-100

- (f) **The top ranked bid is the one with the highest Total Score** (Technical Score plus Price Score). In the case of a tie, the Bidder submitting the lower cost for the services will be selected.

Financial bids will be evaluated as follows:

NOTE: All Hourly Rates for Professional Fees and percentages for Disbursements used for evaluation will be taken from the Financial Bid.

- In order to ensure that fair and competitive hourly rates are received for each of the positions listed, proponents must provide an hourly rate for each listed position below. The Project Manager must have the highest hourly rate listed, followed by the Field Supervisor as the second highest. An hourly rate must be provided for First Nation Assistants. First Nation Assistants will not be evaluated for Technical Criteria. Failure to insert an hourly rate for each position listed will render your bid non-responsive.
- Each Hourly Rate will be multiplied by the estimated usage/weighting to determine the Evaluated Rate for each resource category. The Evaluated Rates for all categories will be added together to total the Sub-Total Evaluated Rate.
- The Sub-Total Evaluated Rates for A, B, and C will be added to the calculations for and Disbursements to equal the Total Evaluated Financial Bid Price (See F, Summary of Estimated Costs, below).

Date of Award - _____, 2016

Professional Fees			
Specialty	Estimated Usage/Weight (%)	Hourly Rate	Evaluated Rate
Project Manager	30	\$	\$
Field Supervisor	35	\$	\$
Field Technologist/Technician	30	\$	\$
CADD/GIS	5	\$	\$
First Nation Assistant	0	\$	\$
Sub-Total Evaluated Rate (A)			\$

_____, 2016 - _____, 2017

Professional Fees			
Specialty	Estimated Usage/Weight (%)	Hourly Rate	Evaluated Rate
Project Manager	30	\$	\$
Field Supervisor	35	\$	\$
Field Technologist/Technician	30	\$	\$
CADD/GIS	5	\$	\$
First Nation Assistant	0	\$	\$
Sub-Total Evaluated Rate (B)			\$

_____, 2017 - _____, 2018

Professional Fees			
Specialty	Estimated Usage/Weight (%)	Hourly Rate	Evaluated Rate
Project Manager	30	\$	\$
Field Supervisor	35	\$	\$
Field Technologist/Technician	30	\$	\$
CADD/GIS	5	\$	\$
First Nation Assistant	0	\$	\$
Sub-Total Evaluated Rate (C)			\$

D. Disbursements (Subcontractors/Subconsultants)

Estimated at \$100.00 (for evaluation purposes only) x (1 + Firm Fixed _____%) =

Total \$ _____

E. Summary of Estimated Costs

Sub-Total Evaluated Rates for Professional Fees (A + B + C)	\$
Disbursements	\$
Total Evaluated Financial Bid Price (Applicable Taxes Extra)	\$

**Annex F
Task Authorization Form**

E.1 Contract

Contract Number	<i>(to be inserted at Contract Award)</i>
Contractor's Name and Address	<i>(to be inserted at Contract Award)</i>

E.2 Task Authorization

Task Authorization Number	
Title of Task	
Security Requirements	<p>This task includes security requirements <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, (1) describe in detail the security requirements of the task including any secure locations or areas where work will be taking place and any secure documents.</p>

E.3 Revision

For Revision only:

TA Revision Number	
Total Estimated Cost of Task (Applicable Taxes Extra) before the revision	\$
Increase or Decrease (Applicable Taxes Extra) as applicable	\$
Total Estimated Cost of Task (Applicable Taxes Extra) after the revision	\$
Applicable Taxes (GST/HST)	\$
Total Estimated Cost of Task	\$

E.4 Required Work

Task Description of the Work Required	___ see attached																									
Basis of Payment	Annex B, Basis of Payment of Contract																									
Cost of Task	<p>B.1 Labour Rates</p> <table border="1" data-bbox="488 705 1382 858"> <thead> <tr> <th>Category</th> <th>Specialization</th> <th>Name</th> <th>Rate</th> <th>Hours</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>Subtotal: \$ _____</p> <p>B.6 Travel and Living</p> <p>_____</p> <p>Subtotal: \$ _____</p> <p>B.4 Other Direct Expenses</p> <p>_____</p> <p>Subtotal: \$ _____</p> <p>B.1 + B.6 + B.4 (Applicable Taxes extra): \$ _____</p> <p>Applicable Taxes: \$ _____</p> <p>Total Estimated Cost of Task: \$ _____</p>	Category	Specialization	Name	Rate	Hours																				
Category	Specialization	Name	Rate	Hours																						
Method of Payment	Monthly Payments																									

E.5 Authorizations

By signing this TA, the Authorized Client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the Contract. The Authorized Client's authorization limit is identified in the Contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

Name and title of Authorized Client

Signature

Date

PWGSC Contracting Authority

Signature

Date

E.6 Contractor's Signature

Name and title of individual authorized to sign for the Contractor

Signature

Date

