

**REQUEST FOR PROPOSAL
2015-2016 GATINEAU PARK VISITOR AND ECONOMIC
IMPACT STUDY**

NCC FILE NO.
NO DE DOSSIER DE LA CCN:

AL1610

ADDRESS ENQUIRIES TO: Allan Lapensée TEL: 613-239-5678 ext/poste 5051 FAX : 613-239-5007 Courriel: allan.lapensee@ncc-ccn.ca	INVITATION DATE/DATE DE L' APPEL D' OFFRES: August 6, 2015
	BID CLOSING/CLÔTURE DE L'OFFRE: August 27, 2015 at 3 p.m. Ottawa time
RETURN TO: →	National Capital Commission 3rd floor service centre 40 Elgin Street Ottawa, Ontario K1P 1C7 Submission to refer to NCC tender file # AL1610

This page of these RFP instructions is to be dated, signed and returned with your proposal, thereby acknowledging having read, understood and accepted the Request for Proposal which includes the Terms of Reference, the General & Supplementary Conditions, and any/all other attachments referred to herein

We hereby OFFER to sell and/or supply to the National Capital Commission upon the terms and conditions set out herein, the supplies and/or services listed above and on any attached sheets at the submitted price(s).		
Contractor's Name and Address Tel: Fax:	Print Name	Date
	Signature _____	

ADDENDUM ACKNOWLEDGEMENT: I/We acknowledge receipt of the following addenda and have included for the requirement of it/them in my/our tendered price.	_____ Bidder to enter number of addenda issued, if any.
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1. Submit four (4) copies of the technical proposal and one (1) sealed envelope of your financial proposal to provide services to the National Capital Commission (referred to as the "Commission" or the "NCC"), as per the attached Terms of Reference.
2. As a green initiative, the NCC requests that the Technical Proposal follow these green practices:
 - use recycled paper products
 - print double sided
 - use a maximum font of 11
 - no binders and/or plastic sheets (note plastic/metal spirals are acceptable)
3. Questions and requests for clarification from proponents will be accepted until 12:00 noon on August 20, 2015. Throughout the RFP bidding process, the NCC shall endeavour to provide responses to inquiries (by the issuance of addenda) deemed relevant by the NCC and received in writing by the Contracting Authority. Only information provided in addenda shall be considered to be an integral part of the RFP and any resulting contract. Your questions and requests for clarifications must be submitted in writing and addressed to Allan Lapensée at email allan.lapensee@ncc-ccn.ca .
4. The proposal is to include all relevant information as defined in the Terms of Reference.
5. Joint Venture Submissions: The NCC will accept proposals from joint venture entities. Note that all proposals, schedules, forms etc. that are submitted to the NCC by a joint venture, as part of their response to the RFP, must be signed by an authorized representative of each of the firms comprising the joint venture. Each proposal submitted by a joint venture must include a covering letter advising the NCC of the constituent firms' intention to operate as a joint venture if they are awarded a Contract for the work. The letter shall identify each of the firms comprising the joint venture and must be signed by a duly authorized representative of each of the constituent firms. The covering letter submitted with each proposal must include a statement acknowledging that each party to the joint venture understands and agrees that they are jointly and severally liable for all obligations under the RFP as well as any Contract awarded as a result of the RFP. Please note that if the selected proponent is a joint venture, the signed joint venture agreement must be provided prior to the issuance of the Contract. In any joint venture, there shall be only one individual identified as Contract representative. This individual shall be responsible for any and all reporting and communication requirements. Any joint venture whereby firms separate contracting activities amongst themselves and operate independently shall not be accepted in this RFP and shall be considered as non-responsive and receive no further consideration. To ensure equal opportunities for all proponents, and to eliminate risk of conflict of interest, all proponents are advised that the National Capital Commission will not accept more than one submission per firm, whether the firm applies as a single entity, part of a joint venture submission, or as a sub-consulting member of the team.
6. Your fee proposal must be signed and submitted in a sealed price envelope separate from the technical proposal documents.

7. Proposals obtaining a total minimum score of 75 pts out of 100 pts of the technical component will be considered as technically admissible. Fee proposals must be submitted in a separate sealed envelope and will be opened only for all technically admissible proposals. The fee proposal will be weighed with the technical evaluation score for the basis of award. The fee proposal considered in the evaluation of proposals must include all professional fees and other related expenses and disbursements. The selected proposal will be the one that presents the highest overall value between technical and price. The overall best value will be based on a weighted factor of 70% for technical and a weighted factor of 30% for price. The NCC is subject to all applicable federal and provincial taxes. Note the NCC will self-assess applicable provincial taxes if the bidder is not registered to collect those taxes.
8. A debriefing of a Proponent's Technical Proposal will be provided, if requested to the NCC Project Manager identified in the letter of notification of contract award, within 15 days of receipt of this notice. The debriefing will include an outline of the reasons the submission was not successful
9. The NCC is a Federal Crown Corporation subject to the Federal Goods and Services Tax (GST), the Ontario Harmonized Sales Tax (OHST), and the Quebec Sales Tax (QST). The successful firm will be required to indicate separately, with the request for payment, the amount of GST, OHST and QST, to the extent applicable, that the Commission will pay. These amounts will be paid to the successful Contractor who will be required to make the appropriate remittances to Revenue Canada and the respective provincial governments.
10. The attached General & Supplementary Conditions and the Security Requirements will also form part of the resulting contract.
11. In order to avoid any misunderstanding and be fair to all firms, please note that proposals received after the closing time and date will not be accepted.
12. The Commission reserves the right to not accept the lowest or any of the proposals submitted, to cancel the Request for Proposal, and/or to reissue the Request for Proposal in its original or revised form. The Commission also reserves the right to negotiate with the successful proponent and/or any/all proponents.
13. Facsimile or e-mail transmittal of proposals are not acceptable.
14. Proposals will be held in strict confidence. There will not be a public opening of the proposals submitted for this project. Notwithstanding the foregoing, proponents are advised that as a Crown Corporation, the Commission is subject to the provisions of the Access to Information Act (ATI Act). Information submitted by third parties will only be exempted from disclosure if the records or part of them qualify for an exemption under the ATI Act.
15. This Request for Proposal and any contract resulting there from is to be interpreted, construed, governed by, and the relation between parties is to be determined in accordance with the laws of the Province of Ontario and such Federal laws applicable therein.

16. The Commission shall not be obligated to reimburse or compensate any proponent, its sub-contractors or manufacturers in Request for Proposal way for any costs incurred in connection with the preparation of a response to this Request for Proposal. All copies of proposals submitted in response to this Request for Proposal shall become the property of the Commission and will not be returned.

17. The successful Contractor shall indemnify and save harmless the Commission from and against all claims, damages, costs and expenses sustained or incurred by the Commission resulting from any action or legal proceeding on infringement, made, sustained, brought, prosecuted, threatened to be brought or prosecuted, by any person that was under the direction and control of the Contractor during the term of the resulting contract and which person is claiming or claims a moral right, as set out under the Copyright Act. The obligation to indemnify under this clause survives termination of the resulting contract and will remain in force for the duration of the copyright in the work created under the resulting contract. This obligation to indemnify relative to alleged moral rights infringement(s) is in addition to the Contractor's other obligations to indemnify and save harmless which are set out in the Commission General Conditions for Professional and Consulting Services.

NATIONAL CAPITAL COMMISSION

**2015-2016 GATINEAU PARK VISITOR AND ECONOMIC IMPACT
STUDY**

Terms of reference

August 2015

**Audit, Research, Evaluation and Ethics Branch /
Direction de l'audit, de la recherche, de l'évaluation et de l'éthique**



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1.0 GATINEAU PARK VISITOR AND ECONOMIC IMPACT STUDY

The National Capital Commission (NCC) seeks proposals for the services of professional market research consultants to assist the NCC's Evaluation and Research team in conducting a study to find out more about the people who visit / use Gatineau Park, the activities they take part in, their level of satisfaction, the Park's impact on impressions of Canada's Capital Region (CCR), and the economic impact of Gatineau Park on the local and provincial economies.

2.0 STUDY OBJECTIVES

Due to the importance of Gatineau Park and the critical role it plays in achieving the NCC's mandate, data and performance information are required. The last comprehensive visitor study was conducted in 2011, and the last economic impact study in 1998.

The specific research objectives to be covered by the study are as follows:

- Visitor profile (origin, postal code, income, age group, gender, travel party composition and size, language);
- Attendance by season and for the year;
- Sites visited and activities participated in by season;
- Awareness of NCC responsibility for managing / protecting Gatineau Park;
- Level of satisfaction with overall experience and expectations relative to their visit;
- Motivations for making the trip to the Park;
- Impact of visit to Gatineau Park on impressions of Canada's Capital Region (CCR) including but not limited to Gatineau Park's contribution to the perceptions that CCR is of national significance and is a source of pride for Canadians;
- Assessment of program objectives (Environmental Protection and Conservation program: *Gatineau Park is protected for current and future generations of Canadians*; and Outdoor Experience program: *Canadians actively experience and appreciate Gatineau Park*);

- Economic Impact associated with spending of Gatineau Park visitors (Visitor expenditures, Economic activity, GDP, wages, employment full-year jobs) for the province of Ontario, province of Quebec, City of Ottawa, and the City of Gatineau.

3.0 BACKGROUND

National Capital Commission

The NCC is a Crown corporation created by Parliament in 1959 with a mandate to plan, as well as take part in the development, conservation and improvement of CCR. The NCC fulfills its mandate by setting the long-term planning direction for federal lands in CCR, guiding and controlling the use and development of federal lands in CCR, managing, conserving and protecting NCC assets and other assets, and maintaining heritage sites in CCR, such as the official residences and commemorative sites.

Gatineau Park

Gatineau Park is the NCC's largest single property and is one of the oldest for which the NCC is responsible for today. Most large natural parks in Canada belong either to the provinces or to Parks Canada. Gatineau Park is the only federal park that does not belong to Parks Canada. It is managed by the NCC under the *National Capital Act* as an important contributor to the symbolism of the Capital.

Gatineau Park is an important nature preserve, measuring 36,131 hectares and anchored to the Capital. It is home to over 100 endangered plant species, the largest concentration of rare species in Quebec. The NCC protects these rare plants in accordance with federal and provincial environmental regulations and international conventions. The Park offers important educational and research opportunities, and managing and protecting natural resources is a key responsibility of Park managers.

The Park also features rich cultural, historical and recreational attractions such as the Mackenzie King Estate and the extensive trail system of over 200 kilometres. It is linked to the urban Capital by beautiful parkways and recreational pathways for walkers, hikers, cyclists and in-line skaters. Management of the Park is guided by the 2005 *Gatineau Park Master Plan*, and other supporting plans such as, the *Gatineau Park Ecosystems*

Conservation Plan, the Gatineau Park Outdoor Activity Plan, and the Gatineau Park Sustainable Transportation Plan, and the Gatineau Park Cultural Heritage Plan. The central management principle is to preserve the health and integrity of the Park for future generations while offering environmentally respectful recreational experiences to the public.

In order for Gatineau Park to be in a position to demonstrate that its role is beneficial and capable of providing significant returns to local municipalities and businesses and to Canadians more generally, it needs to analyze the benefits it produces. One of the components of the Park's benefits is that received by the local and provincial economies in and around the Park. Usually these benefits are measured by the economic impact associated with spending by visitors to the Park. To do this, a visitor study is required which will provide: (a) the number of visitors to the Park, and (b) the dollar (\$) value and type of visitor expenditures.

Due to the importance of Gatineau Park's role in achieving the NCC's mandate, a comprehensive visitor and economic impact study is required in order to obtain current data and performance information. The last comprehensive visitor study was conducted in 2011 and economic impact study in 1998.

4.0 SCOPE OF SERVICES

Given the specialized nature of this survey, the NCC's AREE Branch requires the services of contracted professional market research consultants.

Research Design

There are three main components to the study:

- (1) Visitor Survey;
- (2) Attendance Estimation; and
- (3) Economic Impact Estimation.

4.1 VISITOR SURVEY

The NCC wishes to receive feedback from ALL visitors to Gatineau Park (local residents and out of town tourists greater than 80 kilometres) that are 16 years of age and older.

In order to gain cost-efficiencies, it is recommended that the visitor survey be conducted in two phases: (1) an onsite intercept survey to collect primary contact information; and (2) a follow-up online survey to obtain the information required to address each of the research issues outlined in Section 2.0 above, including sending reminders to participants to complete it. **However, other methodologies may be proposed provided the proposal demonstrates greater cost-efficiencies.**

The on-site intercept survey and follow-up online surveys (or other method) will take place three times throughout a one-year period: in Fall 2015, in Winter 2016, and in Summer 2016. Phase 1, the Fall season, will begin October 1st and be conducted throughout the month to capture the Fall Rhapsody visitors. Phase 2, the Winter season will begin in mid-January 2016 and end by mid-March 2016. Finally, Phase 3, the Summer season, will begin in mid-June 2016 and conclude mid-August 2016.

For the onsite intercept survey (or other methodology) sample design, please note that the NCC requires a reliable sample that comprises a minimum of 500 completed follow-up surveys per season for a total for the year of 1,500 completed follow-up surveys. In other words, the total sample for all three seasons combined for the follow-up visitor survey will be no less than 1,500 completed questionnaires. Based on past experience from research on other programs (e.g., the Rideau Canal Skateway, and Sunday Bikedays), approximately one-third of completed intercept survey participants who agreed to be contacted and provided an e-mail address, completed the follow-up online survey. This suggests a target for the onsite intercept survey of 1,500 completes per season who agree to do the follow-up online survey.

Please note, although the core of the questionnaire should not change throughout the three phases, a set of season specific questions should be asked in the Fall, Winter, and Summer surveys to reflect the activities offered, and to gauge feedback on these activities and services. As well, questions on expenditures for each season should be asked in order to calculate the economic impact.

4.2 ATTENDANCE ESTIMATION

The NCC wishes to assess the attendance in Gatineau Park from Fall 2015 to Summer 2016, overall and by season. In previous surveys, seasonal attendance estimates have been based on a combined methodology which includes:

- An onsite intercept survey to determine the ratio of local visitors (CCR residents) versus non-local visitors (those coming from outside of CCR greater than 80 kilometres).
- A telephone survey of CCR residents to estimate the percentage of local residents who have visited Gatineau Park during the season. To provide accurate estimates, it is recommended that telephone surveys be conducted with 500 residents following each of the 3 seasons identified (Fall, Winter, and Summer) for a total of 1,500 (60% Ottawa and 40% Gatineau).
- Weighting of the data in tabulation to replicate actual population distribution by age and sex within each region, according to the most current Census data available. In addition, due to the increasing segment of Canadians with no landline telephone, 20% of the overall sample should comprise cell phone numbers. The telephone survey should address attendance and activities, as well as awareness of NCC responsibility for Gatineau Park.
- Using Census population figures, estimate the number of local residents that have visited, and then use the ratio of locals vs. non-locals obtained from the on-site intercept survey to estimate the number of non-locals that have visited. The number of local and non-local visitors is then added to estimate total attendance.

While the above methodology has been used in the past, other more cost-effective and / or more accurate methodologies may be proposed provided the proposal demonstrates it as such.

4.3 ECONOMIC IMPACT ESTIMATION

The NCC wishes to assess the economic impact attributable to visitor spending in Gatineau Park for 2015-16, overall and by season. The economic impact should be reported by: province (Ontario and Quebec); by city (Ottawa and Gatineau); by season (Fall, Winter, and Summer); and overall for the year.

At the completion of the study in 2016, estimated economic impact should be calculated overall and for each season (Fall 2015, Winter 2016, and Summer 2016) and presented as part of the overall study findings in 2016.

The consultant is invited to propose other types of methodologies that they feel will better address the research objectives and maximize cost effectiveness.

Proposals should include a reasonably detailed description of the:

- Overall research design, including, but not limited, to the design for any data collection element e.g., on-site survey, telephone survey, on-line survey;
- Methodology and model to be used for analysis of estimated economic impact;
- Methodology to be used for estimation of attendance by season and overall;
- Sample size(s) with estimated margin of error (where applicable);
- Estimated interview length for each survey instrument;
- Pre-testing procedures and number of pre-tests planned;
- Quality control standards for data entry, etc.; and
- Outline of an analysis plan.

5.0 TASKS

In order to complete the Gatineau Park Visitor and Economic Impact Survey, the contracted research consultant will be responsible for the following:

- Questionnaire development: Developing the survey questionnaires and all related survey materials. Appendix A - contains questionnaires used in the 2011 Gatineau Park Study. This study's questionnaires should be based upon the study objectives as described in section 2.0 above. As noted above, two of the objectives, i.e., the assessment of program objectives and economic impact, are new to this study. As such, the questionnaires will have to incorporate questions to address these new objectives. Translation of the questionnaires must then be done and be approved by the NCC;
- Fieldwork: Conducting the surveys including but not limited to pre-testing of all questionnaires (on-site, telephone and / or on-line) in English and in French;
- Data Entry: Conducting all data entry and verification, all coding and preparing detailed data tables; preparing and submitting fully labeled SPSS system files containing the survey data (compatible with SPSS Statistics 21);
- Analysis: Comparing and analyzing the data with results from the previous 2011 Gatineau Park Visitor Study as applicable, and conducting an analysis of the different economic impact by season, and overall for the year;
- Reporting: Preparing and submitting preliminary topline findings at the completion of each season of field work; preparing and submitting a draft research report at the end of the study to senior management for consideration, comments and approval; preparing and submitting a final research report which incorporates the comments on the draft so that it is an informative and clearly understood document; and preparing the French translation of the executive summary of the final report.
- Presentation: Preparing and delivering two PowerPoint presentations:
 - the results from the Fall season highlights to be presented by December 2015, and,
 - the final study highlights from all 3 seasons plus estimated economic impact by season and overall to be presented by November 2016.

6.0 CLIENT SUPPORT

The NCC Project Manager (AREE) will:

- Ensure timely comments are provided by management to finalize the questionnaires;
- Ensure timely comments are provided by management to finalize the report; and
- Ensure timely comments are provided by management to finalize the PowerPoint presentation decks.

7.0 DELIVERABLES

The following are the expected deliverables for this evaluation that must be approved by the NCC Project Manager:

Deliverables	Completion Date	% of the Achievement of the Work & Payment Schedule
Initial Project Meeting	September 8, 2015	-
PHASE 1: FALL	2015	
Fall questionnaires finalized, translated and pre-tested	September 25	-
Fall fieldwork: Visitor Survey Attendance Estimation Survey	October 3 – 25 November 2 - 9	-
Fall survey and attendance results analyzed and summarized, <u>and</u> preliminary results provided	November 27	25% (<i>invoice #1</i>)
Power Point Presentation of results from Fall season	December 2015	-
PHASE 2: WINTER	2016	
Winter questionnaires finalized, translated and pre-tested	January 15	-
Winter fieldwork: Visitor Survey Attendance Estimation Survey	January 16 – March 12 March 21 - 28	15% (<i>invoice #2</i>)
Winter survey and attendance results analyzed and summarized, <u>and</u> preliminary results provided	April 17	

Continued....

Deliverables	Completion Date	% of the Achievement of the Work & Payment Schedule
PHASE 3: SUMMER	2016	
Summer questionnaires finalized, translated and pre-tested	June 1	-
Summer fieldwork: Visitor Survey Attendance Estimation Survey	June 13 – August 8 September 5 - 9	
Summer survey and attendance results analyzed and summarized, <u>and</u> preliminary results provided	September 19	25% (<i>invoice #3</i>)
Economic Impact Analysis undertaken, summarized & results provided	October 3	
Draft Report - 2015-2016 survey attendance plus economic impact results	October 10	-
Final Report	October 31	25% (<i>invoice #4</i>)
French translation of the Report's Executive Summary	November 7	-
Power Point Presentation of final results from all 3 phases plus economic impact	November 2016	10% (<i>final invoice #5</i>)

8.0 OFFICIAL LANGUAGES

The NCC applies the official languages policies and directives of the Government of Canada and encourages the creation and maintenance of a work environment conducive to the use of both official languages. Most of the work will be conducted in English, however, all surveys must be offered / conducted in the official language of the respondent's choice, therefore the contracted market research team must have the ability as a whole to work in both official languages (English and French).

9.0 WORK LOCATION

The initial project meeting will take place at the NCC's headquarters, located at 40 Elgin Street in Ottawa. The on-site visitor study will take place within Gatineau Park.

10.0 TRAVEL

No travel outside of Canada's Capital Region is expected for this research study.

11.0 BUDGET

Proposals are expected to contain an all-inclusive lump sum budget for establishing a fixed price contract.

12.0 PROPOSAL REQUIREMENTS

Proposals, no more than 25 pages in length not including resumes of team members, will be evaluated in accordance with the rated requirements, evaluation criteria and weighted factors listed in Appendix B. Due to the specialized nature of this study, the proposed project team should have at least one member who possesses extensive knowledge and experience related to economic impact analysis. The proposed approach should clearly outline how the economic impact analysis will be estimated. Proposals should outline team members along with their roles and responsibilities.

13.0 BASIS OF AWARD

The proponents shall submit their proposals in four (4) copies. Proposals must include the information requested in Appendix B. It is suggested that proponents address these criteria in sufficient depth in their proposal.

Technical Proposals obtaining a minimum score of 75 points out of 100 points (75%) will be considered as technically admissible. Fee proposals must be submitted in a separate sealed envelope and will be opened only for all technically admissible proposals. The all-inclusive lump sum price offered will be weighed with the technical evaluation score for the basis of award.

The all-inclusive lump sum price considered in the evaluation of proposals must include all professional fees and other related expenses and disbursements. The selected proposal will be the one that presents the highest overall value between technical and price

considerations. The overall value will be based on a weighted factor of 70% for technical and a weighted factor of 30% for price. Please indicate taxes separately.

APPENDIX A

2010-11 GATINEAU PARK STUDY QUESTIONNAIRES

Please note that Appendix A is provided in a separate document

APPENDIX B –RATED REQUIREMENTS AND EVALUATION CRITERIA

<u>RATED REQUIREMENTS</u>	<u>Points</u>	
<u>Basic Requirements</u>		5
- Linguistic (verbal) - as per section 8.0, i.e. The project team has the ability as a whole to work in both official languages;	<u>5</u>	
<u>Technical Aspects</u>		
- Comprehension of the requirements, i.e., understanding and coverage of research objectives, and covers all main aspects.	10	
- Work Plan: methodology / approach for all components of the project are sound and clearly explained. Staff time (equivalent days) allocation for each phase of the project is identified. Project team roles and responsibilities should be clearly listed, including identification of the project leader.	25	
	<u>10</u>	
- Schedule: identifies time between award and completion; realistic schedule and number of calendar days; logical and realistic sequence of events.		45
<u>Management Aspects</u>		
<u>Qualifications of the Firm</u>	15	
- Demonstration that the Firm has sufficient experience with relevant and comparable projects, and has sufficient expertise to complete the project by providing three (3) relevant and comparable projects undertaken (5 points per project)		
<u>Qualifications of the Project Team</u>	10	
- Demonstration, via listing of education, qualifications and relevant experience, that the project manager / leader has a minimum of seven (7) cumulative years of experience in market research.		
- Demonstration, via listing of education, qualifications and relevant experience of the project team's members qualifications	10	
- Demonstration, via listing of education, qualifications and relevant experience that at least one member has ten (10) years' experience in economic impacts analysis.	10	
<u>Project Quality control</u>		
- Measures to be taken to ensure good quality in the execution of the project and the deliverables, e.g., to maximize response rate, and ensure accuracy of reporting.	5	<u>50</u>
		<u>100</u>

PROPOSAL EVALUATION CRITERIA
Excellent. Exceeds all of our requirements (100% of the weighted factor).
A sound response. Fully meets our requirements (90% of the weighted factor).
Acceptable minimum level. Meets our basic requirements (75% of the weighted factor).
Falls short of meeting basic expectations (50% of the weighted factor).
It's a response but doesn't address our needs (20% of the weighted factor).
The response is completely unacceptable or the information is missing altogether (0% of the weighted factor).

APPENDIX C – COST PROPOSAL

To be presented in a sealed envelope separate from the proposal documents

All bids must be on a fixed price basis and not on a per diem basis. It should include a sum for professional fees and other related expenses and be broken down as follows:

Gatineau Park Visitor and Economic Impact Study	All-inclusive lump sum price (excl. taxes)
Research Design	\$
Data Collection	\$
Analysis and Reporting	\$
Economic Impact Analysis	\$
Presentations and Final Report	\$
Sub total	\$
OHST 13%	\$
TOTAL	\$

We hereby OFFER to sell and/or supply to the National Capital Commission upon the terms and conditions set out herein, the supplies and/or services listed above and on any attached sheets at the submitted price(s).		
Contractor's Name and Address Tel: Fax:	Print Name	Date
	Signature _____	
ADDENDUM ACKNOWLEDGEMENT: I/We acknowledge receipt of the following addenda and have included for the requirement of it/them in my/our tendered price.	_____ Bidder to enter number of addenda issued, if any.	

APPENDIX A

2010-11 GATINEAU PARK STUDY QUESTIONNAIRES

ON-SITE SURVEY

Fall

Winter

Summer

**FALL 2010 Gatineau Park Visitor Survey
Questionnaire**

SCREENING AND OBSERVATIONS

Interviewer _____

Date: 09/ ___ / ___
(month / day)

Time: ___ : ___ a.m. or p.m.

Location of interview

Visitor Centre	01
Pink Lake Trail / Parking Area	02
Mackenzie King Estate	03
Champlain Lookout	04
King Mountain Trail	05

Recruit potential participants completing an activity (e.g. leaving lookout, back from a hike, bike ride, etc).

Bonjour/hello, my name is _____ and I work for Environics, a public opinion research company. We are conducting a brief survey today among Canadians visiting Gatineau Park and I would like to ask you a few questions. The survey only takes a few minutes to complete and your answers will be used to help with the Park management.

A. ASK ALL (INCLUDING REFUSALS): We are trying to track tourism in Gatineau Park, could you please (just) tell me if you are a visitor to Canada's Capital Region – that is, did you travel more than 80 km (or 50 miles) to get to the Capital Region?

Yes - Visitor	01
No – CCR resident	02
Refused/NA	99

FOR REFUSALS, TERMINATE INTERVIEW: Thank you!

RECORD ONLY, DO NOT ASK – RECORD FOR REFUSALS AND PARTICIPANTS:

B. Gender:
Female 01 Male 02

C. Language of interview
English 01 French 02

D. Are you Canadian?

Yes 01
No 02

IF NO, THANK AND TERMINATE:

This survey is for Canadian's visiting the Park, thank you for your interest.

ASK ALL

1. Where do you live?

<p>IF Canada (including local residents), ASK:</p> <p>What is the name of your town or city?</p> <p>RECORD TOWN OR CITY _____</p>	<p>IF OUTSIDE CANADA: Thank and terminate.</p>
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2. Could you please tell me your postal code?

Refused 99

Next are a few questions about your visit to the Park today...

3. What is the main purpose of your visit to Gatineau Park today?

4. Are there any other activities that you do in Gatineau Park during September and/or October?

ACTIVITIES – DO NOT READ	QUESTION 3: MAIN ACTIVITY TODAY SELECT ONE ONLY	QUESTION 4: OTHER ACTIVITIES SELECT ALL THAT APPLY
Hiking or walking	01	01
Guided tours	02	02
Road biking	03	03
Bird watching	04	04
Mountain biking	05	05
Canoeing/Kayak	06	06
Geocaching	07	07
Picnic	08	08
Observation of nature	09	09
Driving around in my car	10	10
Camping	11	11
Other, please specify:	_____	_____

5. Approximately how much time will you be spending in Gatineau Park today?

RECORD NUMBER OF HOURS ___

OR

IF LESS THAN ONE HOUR RECORD NUMBER OF MINUTES ___

6. Will you be visiting any other locations in Gatineau Park today?

- Visitor Centre 01
- Pink Lake 02
- Mackenzie King Estate 03
- Lookouts (Huron, Champlain, etc?) 04
- King Mountain Trail 05
- Other, please specify _____
- No / None? 06
- Not sure / no answer 99

7. And who did you come to the Park with today?

- Alone 01
- With my partner 02
- With my family 03
- With friends 04
- In an organized group 05
- Prefer not to say/no answer 99

8. How satisfied are you overall with your visit to Gatineau Park today. Are you very satisfied, generally satisfied, not very satisfied, or not at all satisfied?

- Very satisfied 01
- Generally satisfied 02
- Not very satisfied 03
- Not at all satisfied 04
- Don't know / no answer 99

9. IF OTHER THAN VERY OR GENERALLY SATISFIED AT Q.8: Why were you not more satisfied with your visit to the Park today?

RECORD _____

10. What would be the ONE thing that would have made your experience visiting Gatineau Park more meaningful today?

RECORD _____

11. Please tell me the extent to which you agree or disagree with the following statements, using a scale from 1 to 10, where 1 is strongly disagree and 10 is strongly agree.

	Strongly disagree					Strongly Agree					DK/NA
My trip to Gatineau Park enriched my visit to the Capital	1	2	3	4	5	6	7	8	9	10	99
Gatineau Park is one of the elements that make Canada's Capital Region unique	1	2	3	4	5	6	7	8	9	10	99
Visiting Gatineau Park increases my sense of pride about my Capital	1	2	3	4	5	6	7	8	9	10	99

Moving on...

12. How many times have you visited Gatineau Park during September and October this year?
RECORD # _____ ACCEPT AN ESTIMATE BUT NOT A RANGE

13. **IF ONE VISIT DURING SEPTEMBER/OCTOBER AT Q.12:** Do you also visit Gatineau Park at other times of the year or is this your annual visit?

Visits at other times of year 01
Annual visit 02
Not sure / no answer 99

14. Educational and interpretation programs are offered in Gatineau Park during September and October. This includes programs such as "Follies of the Fall Forest" (a guided walk on the Sugarbush trail), the Mackenzie King Estate interpretation program and a visit on trails with interpretation panels. Before now, were you aware of these programs?

Yes 01
No 02
Not sure / no answer 99

14a. And how interested are you in participating in these types of programs? Are you...

Very interested 01
Somewhat interested 02
Not very interested 03
Not at all interested 04
VOLUNTEERED
Depends 05
Not sure / no answer 99

15. How do you typically plan your visit to Gatineau Park? **DO NOT READ**

I am very familiar with Gatineau Park	01
I rely on regional tourist offices (kiosks, guides)	02
Capital InfoCentre in Ottawa	03
I have a map of Gatineau Park	04
I consult the NCC website for information on "what's on"	05
I drive first to the Gatineau Park visitor centre for orientation	06
I obtain information from websites	07
I obtain information from social media, such as Facebook or Twitter	08
Not sure / no answer	99

16. As far as you know or have heard, what is the main purpose or mandate of Gatineau Park?
DO NOT READ – SELECT ALL THAT APPLY

Conservation / Conservation Park / Protecting nature / wildlife / habitat	01
Recreation / place for activities	02
Education	03
Cultural / historical	04
Other, please specify _____	
Not sure / no answer	99

Please indicate the extent to which you would support or oppose the following statements regarding the management of Gatineau Park.

	Strongly Support	Support	Oppose	Strongly Oppose	Not sure / no answer
17. Having to change my own behaviour in the park in order to protect its ecosystems	01	02	03	04	99
18. Restricting access to fragile areas of the Park	01	02	03	04	99
19. More park users being required to pay a fee in order to fund conservation and service improvements					

And to what extent would you support or oppose the following options for managing traffic during peak visitation times at Gatineau Park?

	Strongly Support	Support	Oppose	Strongly Oppose	Not sure / no answer
20. Leaving your car in a parking lot outside of the Park and using a shuttle bus to get to your location or activity	01	02	03	04	99
21. Having the Park closed when it is full until some people leave making room for more visitors	01	02	03	04	99

22. And finally, in which of the following age categories do you belong?

18 to 24 years old	01
25 to 34 years old	02
35 to 44 years old	03
45 to 54 years old	04
55 to 64 years old	05
65 and older	06
No response/refused	99

Closing

This completes the survey. On behalf of the National Capital Commission, thank you very much for your participation.

**WINTER 2011 Gatineau Park Visitor Survey
Questionnaire**

SCREENING AND OBSERVATIONS

Interviewer _____

Date: 2011/____/____
(month / day)

Time: ____ : ____ a.m. or p.m.

Location of interview

- | | |
|-------|-------------------|
| 1. P6 | 4. P19 |
| 2. P7 | 5. Visitor Centre |
| 3. P8 | 6. P3 |

Bonjour/hello, my name is _____ and I work for Environics, a public opinion research company. We are conducting a brief survey today among Canadians visiting Gatineau Park and I would like to ask you a few questions. The survey only takes a few minutes to complete and your answers will be used to help with the Park management.

A. ASK ALL (INCLUDING REFUSALS): We are trying to track tourism in Gatineau Park, could you please (just) tell me if you are a visitor to Canada's Capital Region – that is, did you travel more than 80 km (or 50 miles) to get to the Capital Region?

Yes - Visitor	01
No – CCR resident	02
Refused/NA	99

FOR REFUSALS, TERMINATE INTERVIEW: Thank you!

RECORD ONLY, DO NOT ASK – RECORD FOR REFUSALS AND PARTICIPANTS:

B. Gender:
Female 01 Male 02

C. Language of interview
English 01 French 02

D. Are you Canadian?

Yes 01
No 02

IF NO, THANK AND TERMINATE:

This survey is for Canadian's visiting the Park, thank you for your interest.

ASK ALL

1. Where do you live?

<p>IF Canada (including local residents), ASK:</p> <p>What is the name of your town or city?</p> <p>RECORD TOWN OR CITY _____</p>	<p>IF OUTSIDE CANADA: Thank and terminate.</p>
--	---

2. Could you please tell me your postal code?

Refused 99

Next are a few questions about your visit to the Park today...

3. What is the main purpose of your visit to Gatineau Park today?

4. Are there any other activities that you do in Gatineau Park during THE WINTER SEASON, that is November through March?

ACTIVITIES – DO NOT READ	QUESTION 3: MAIN ACTIVITY TODAY SELECT ONE ONLY	QUESTION 4: OTHER ACTIVITIES SELECT ALL THAT APPLY
Cross country Skiing	01	01
Downhill skiing	02	02
Snow shoeing	03	03
Hiking or walking	04	04
Guided tours	05	05
Driving around in my car	06	06
Observing nature	07	07
Other, please specify: _____	_____	_____

IF SKIING OR SNOW SHOEING AT EITHER Q.3 OR Q.4, ASK QUESTIONS 4a to 4d – OTHERS SKIP TO Q.4e

4a. **ASK SKIERS ONLY:** For your skiing, do you have a ...?

READ LIST – CODE ALL THAT APPLY

Day pass 01

Season's pass 02 OR

Another arrangement: please specify _____

Not sure / no answer 99

4b. **ASK SKIERS ONLY:** Which types of skiing do you do:

READ LIST – CODE ALL THAT APPLY

- Classic 01
- Skate 02
- Back country 03
- Downhill 04
- Not sure / no answer 99

4ci. **ASK SKIERS ONLY:** What are your preferred time of day to ski in Gatineau Park?
LOOKING FOR "MORNING", "AFTERNOON", "EVENING", ALSO NOTE SPECIFICS – ex." EARLY MORNING"

RECORD _____

4cii. **ASK SKIERS ONLY:** What are your preferred days of the week for ski in Gatineau Park?
LOOKING FOR "WEEKDAY", "WEEKEND", OR "BOTH"

RECORD _____

4d. **ASK SNOW SHOERS ONLY:** Do you snow shoe on marked trails or not?

- Marked trails 01
- No marked trails 02
- Both 03
- Not sure / no answer 99

IF SKIING, SNOW SHOEING OR HIKING/WALKING AT EITHER Q.3 OR Q.4, ASK QUESTIONS 4e – OTHERS SKIP TO Q.5

4e. Would you support or oppose the option of leaving your car in a parking lot outside of Gatineau Park, and taking a shuttle to the ski, snow shoe, and/or walking trails?

- Strongly support 01
- Support 02
- Oppose 03
- Strongly oppose 04
- Don't know / no answer 99

ASK ALL

5. Approximately how much time will you be spending in Gatineau Park today?

RECORD NUMBER OF HOURS ___

OR

IF LESS THAN ONE HOUR RECORD NUMBER OF MINUTES ___

6. Will you be visiting any other locations in Gatineau Park today?

- Visitor Centre 01
- Other, please specify _____
- No / None? 06
- Not sure / no answer 99

7. And who did you come to the Park with today?
- Alone 01
 - With my partner 02
 - With my family 03
 - With friends 04
 - In an organized group 05
 - Prefer not to say/no answer 99

8. How satisfied are you overall with your visit to Gatineau Park today. Are you very satisfied, generally satisfied, not very satisfied, or not at all satisfied?
- Very satisfied 01
 - Generally satisfied 02
 - Not very satisfied 03
 - Not at all satisfied 04
 - Don't know / no answer 99

9. IF OTHER THAN VERY OR GENERALLY SATISFIED AT Q.8: Why were you not more satisfied with your visit to the Park today?
RECORD _____

10. What would be the **ONE** thing that would have made your experience visiting Gatineau Park more meaningful today?
RECORD _____

11. Please tell me the extent to which you agree or disagree with the following statements, using a scale from 1 to 10, where 1 is strongly disagree and 10 is strongly agree.

	Strongly disagree					Strongly Agree					DK/NA
My trip to Gatineau Park enriched my visit to the Capital	1	2	3	4	5	6	7	8	9	10	99
Gatineau Park is one of the elements that make Canada's Capital Region unique	1	2	3	4	5	6	7	8	9	10	99
Visiting Gatineau Park increases my sense of pride about my Capital	1	2	3	4	5	6	7	8	9	10	99

Moving on...

12. How many times have you or will you visit Gatineau Park during THE WINTER SEASON, that is November through March??
RECORD # _____ **ACCEPT AN ESTIMATE BUT NOT A RANGE**

15. How do you typically plan your visit to Gatineau Park? **DO NOT READ**

I am very familiar with Gatineau Park	01
I rely on regional tourist offices (kiosks, guides)	02
Capital InfoCentre in Ottawa	03
I have a map of Gatineau Park	04
I consult the NCC website for information on "what's on"	05
I drive first to the Gatineau Park visitor centre for orientation	06
I obtain information from websites	07
I obtain information from social media, such as Facebook or Twitter	08
Not sure / no answer	99

16. As far as you know or have heard, what is the main purpose or mandate of Gatineau Park?
DO NOT READ – SELECT ALL THAT APPLY

Conservation / Conservation Park / Protecting nature / wildlife / habitat	01
Recreation / place for activities	02
Education	03
Cultural / historical	04
Other, please specify _____	
Not sure / no answer	99

Please indicate the extent to which you would support or oppose the following statements regarding the management of Gatineau Park.

	Strongly Support	Support	Oppose	Strongly Oppose	Not sure / no answer
17. Having to change my own behaviour in the park in order to protect its ecosystems	01	02	03	04	99
18. Restricting access to fragile areas of the Park	01	02	03	04	99
19. More park users being required to pay a fee in order to fund conservation and service improvements					

22. And finally, in which of the following age categories do you belong?

18 to 24 years old	01
25 to 34 years old	02
35 to 44 years old	03
45 to 54 years old	04
55 to 64 years old	05
65 and older	06
No response/refused	99

Closing

This completes the survey. On behalf of the National Capital Commission, thank you very much for your participation.

**SUMMER 2011 Gatineau Park Visitor Survey
Questionnaire**

SCREENING AND OBSERVATIONS

Interviewer _____

Date: 2011/____/____
(month / day)

Time: ____ : ____ a.m. or p.m.

Location of interview

- | | |
|--|--------------------|
| 1. P11 (\$) | 6. Visitor Centre |
| 2. Pink Lake | 7. Luskville Falls |
| 3. Champlain Lookout | |
| 4. King Mountain | |
| 5. Lac Philippe (Breton beach/Parent beach) (\$) | |

Bonjour/hello, my name is _____ and I work for Environics, a public opinion research company. We are conducting a brief survey today among Canadians visiting Gatineau Park and I would like to ask you a few questions. The survey only takes a few minutes to complete and your answers will be used to help with the Park management.

A. ASK ALL (INCLUDING REFUSALS): We are trying to track tourism in Gatineau Park, could you please (just) tell me if you are a visitor to Canada's Capital Region – that is, did you travel more than 80 km (or 50 miles) to get to the Capital Region?

Yes - Visitor	01
No – CCR resident	02
Refused/NA	99

FOR REFUSALS, TERMINATE INTERVIEW: Thank you!

RECORD ONLY, DO NOT ASK – RECORD FOR REFUSALS AND PARTICIPANTS:

B. Gender:
Female 01 Male 02

C. Language of interview
English 01 French 02

ASK ALL

D. Are you Canadian?

Yes	01
No	02

IF NO, THANK AND TERMINATE:

This survey is for Canadian's visiting the Park, thank you for your interest.

ASK ALL

1. Where do you live?

<p>IF Canada (including local residents), ASK:</p> <p>What is the name of your town or city?</p> <p>RECORD TOWN OR CITY _____</p>	<p>IF OUTSIDE CANADA: Thank and terminate.</p>
---	---

2. Could you please tell me your postal code?

Refused 99

Next are a few questions about your visit to the Park today...

3. What is the main purpose of your visit to Gatineau Park today?

4. Are there any other activities that you do in Gatineau Park during THE SUMMER SEASON, that is April through August?

ACTIVITIES – DO NOT READ	QUESTION 3: MAIN ACTIVITY TODAY SELECT ONE ONLY	QUESTION 4: OTHER ACTIVITIES SELECT ALL THAT APPLY
Swimming / beaches	01	01
Picnic	02	02
Bicycling: road	03	03
Mountain biking	04	04
Hiking or walking	05	05
Guided tours	06	06
Driving around in my car	07	07
Kayaking / Canoeing	08	08
Observing nature	09	09
Camping (including Canoe Camping, Cabin or Yurt)	10	10
Visit Mackenzie King Estate	11	11
Visit caves	12	12
Equestrian	13	13
Geo caching	14	14
Orienteering	15	15
Rock climbing		
Fishing		
Other, please specify:	_____	_____

IF MOUNTAIN BIKING OR HIKING/WALKING AT EITHER Q.3 OR Q.4, ASK QUESTIONS 4a to 4d – OTHERS SKIP TO Q.4e

4a. How familiar would you say you are with the TRAIL network in Gatineau Park? Would you say that you are very familiar, somewhat familiar, not very familiar, or not at all familiar with the Gatineau Park trail network?

- Very familiar 01
- Somewhat familiar 02
- Not very familiar 03
- Not at all familiar 04

VOLUNTEERED

- Don't know / no answer 99

4b. Are you able to find your way around the Trail network easily?

DO NOT READ – CODE ONE ONLY

- Yes 01
- No 02
- Depends / sometimes 03
- Don't know / no answer 99

4c. (If no or depends/sometimes at Q4.b – OTHERS SKIP TO Q.4d) Is there anything in particular that makes it difficult for you to find your way around the trail network?

DO NOT READ – CODE ALL THAT APPLY

- Missing signs 01
- Missing maps 02
- Confusing signs 03
- Problems with maps 04
- Navigation between trails 05
- Need / need more markers / signs / maps 06
- Other 88
- Don't know / no answer 99

4d. Have you ever gone off the official trail network to walk/hike or bike during the summer?

- Yes 01
- No 02
- Not sure / no answer 99

ASK ALL

4e. Would you support or oppose the option of leaving your car in a parking lot outside of Gatineau Park, and taking a shuttle to the trails, beaches, and/or picnic areas?

- Strongly support 01
- Support 02
- Oppose 03
- Strongly oppose 04
- Don't know / no answer 99

Moving on...

5. Approximately how much time will you be spending in Gatineau Park today?

RECORD NUMBER OF HOURS __ _

OR

IF LESS THAN ONE HOUR RECORD NUMBER OF MINUTES __ __

6. Will you be visiting any other locations in Gatineau Park today?

- Visitor Centre 01
- Mackenzie King Estate 02
- Pink Lake
- Lookouts
- King Mountain
- Lac Philippe camping
- Other, please specify _____
- No / None? 06
- Not sure / no answer 99

7. And who did you come to the Park with today?

- Alone 01
- With my partner 02
- With my family 03
- With friends 04
- In an organized group 05
- Prefer not to say/no answer 99

8. How satisfied are you overall with your visit to Gatineau Park today. Are you very satisfied, generally satisfied, not very satisfied, or not at all satisfied?

- Very satisfied 01
- Generally satisfied 02
- Not very satisfied 03
- Not at all satisfied 04
- Don't know / no answer 99

8a. IF VERY OR GENERALLY SATISFIED AT Q.8: What ONE thing that made the biggest difference in you feeling satisfied with your visit to Gatineau Park today?

RECORD _____

9. IF OTHER THAN VERY OR GENERALLY SATISFIED AT Q.8: Why were you not more satisfied with your visit to the Park today?

RECORD _____

11. Please tell me the extent to which you agree or disagree with the following statements, using a scale from 1 to 10, where 1 is strongly disagree and 10 is strongly agree.

	Strongly disagree							Strongly Agree			DK/NA
	1	2	3	4	5	6	7	8	9	10	
ASK VISITORS TO THE REGION ONLY											99
My trip to Gatineau Park enriched my visit to the Capital											99
Gatineau Park is one of the elements that make Canada's Capital Region unique											99
Visiting Gatineau Park increases my sense of pride about my Capital											99
Visiting Gatineau Park enriches my appreciation for nature and conservation											99

Moving on...

12. How many times have you or will you visit Gatineau Park during THE SUMMER SEASON, that is April through August?

RECORD # _____ ACCEPT AN ESTIMATE BUT NOT A RANGE

15. How do you typically plan your visit to Gatineau Park? **DO NOT READ**

I am very familiar with Gatineau Park	01
I rely on regional tourist offices (kiosks, guides)	02
Capital InfoCentre in Ottawa	03
I have a map of Gatineau Park	04
I consult the NCC website for information on "what's on"	05
I drive first to the Gatineau Park visitor centre for orientation	06
I obtain information from websites	07
I obtain information from social media, such as Facebook, Twitter, or YouTube	08
I obtain information from Guide Gatineau and other similar websites	09
Not sure / no answer	99

16. As far as you know or have heard, what is the main purpose or mandate of Gatineau Park?

DO NOT READ – SELECT ALL THAT APPLY

Conservation / Conservation Park / Protecting nature / wildlife / habitat	01
Recreation / place for activities	02
Education	03
Cultural / historical	04
Other, please specify _____	
Not sure / no answer	99

Please indicate the extent to which you would support or oppose the following statements regarding the management of Gatineau Park.

	Strongly Support	Support	Oppose	Strongly Oppose	Not sure / no answer
17. Having to change my own behaviour in the park in order to protect its ecosystems	01	02	03	04	99
18. Restricting access to fragile areas of the Park	01	02	03	04	99
19. More park users being required to pay a fee in order to fund conservation and service improvements					

22. And finally, in which of the following age categories do you belong?

- 18 to 24 years old 01
- 25 to 34 years old 02
- 35 to 44 years old 03
- 45 to 54 years old 04
- 55 to 64 years old 05
- 65 and older 06
- No response/refused 99

Closing

This completes the survey. On behalf of the National Capital Commission, thank you very much for your participation.

APPENDIX A

2010-11 GATINEAU PARK STUDY QUESTIONNAIRES

TELEPHONE SURVEY

Fall

Winter

Summer

4. What did you do in Gatineau Park when you visited during September and October this year?

ACTIVITIES – DO NOT READ	FIRST MENTION CODE ONE ONLY	OTHER MENTIONS CODE ALL THAT APPLY
Hiking or walking	01	01
Guided tours	02	02
Road biking	03	03
Bird watching	04	04
Mountain biking	05	05
Canoeing/Kayak	06	06
Geocaching	07	07
Picnic	08	08
Observation of nature	09	09
Driving around in my car	10	10
Camping	11	11
Other, please specify: _____		

ASK ALL

5. As far as you know or have heard, what is the main purpose or mandate of Gatineau Park?

DO NOT READ – CODE ALL THAT APPLY

Conservation / Conservation Park / Protecting nature, wildlife, habitat	01
Recreation / place for outdoor activities	02
Education / interpretation programs	03
Cultural / historical	04
Other, please specify _____	
Not sure / no answer	99

Please indicate the extent to which you would support or oppose the following statements regarding the management of Gatineau Park.

	Strongly Support	Support	Oppose	Strongly Oppose	Not sure / no answer
6. Having to change my own behaviour in the park in order to protect its ecosystems	01	02	03	04	99
7. Restricting access to fragile areas of the Park	01	02	03	04	99
8. More park users being required to pay a fee in order to fund conservation and service improvements	01	02	03	04	99

DEMOGRAPHICS

To finish up, I would like to ask you a few questions about you and your household for statistical purposes only. Please be assured that your answers will remain completely confidential.

9. In which of the following age categories can I place you?

READ

01 - 18 to 24

02 - 25 to 34

03 - 35 to 44

04 - 45 to 54

05 - 55 to 64

06 - 65 and over

99 - Don't know/No answer

10. For statistical purposes only, we need information about your household income. Please tell me which of the following categories applies to your total household income for the year 2009?

READ - CODE ONE ONLY

01 - Less than \$40,000

02 - \$40,000 to less than \$80,000

03 - \$80,000 to less than \$120,000

05 - More than \$120,000

VOLUNTEERED

99 - Don't know/No answer

11. And finally, may I have your postal code?

RECORD SIX DIGITS

This completes the survey. In case my supervisor would like to verify that I conducted this interview, may I have your first name?

First Name: _____

On behalf of the National Capital Commission, thank you very much for your time and cooperation.

RECORD:

12. Gender

01 - Male

02 - Female

13. Language of interview

01 - English

02 - French

March 23, 2011

**National Capital Commission
2010 Gatineau Park Winter Usage Survey
Final Questionnaire**

Introduction

Good morning/afternoon/evening. My name is _____ and I am calling from Environics Research Group a public opinion research company. Today we are conducting a brief survey about recreation in the Capital Region.

We choose telephone numbers at random and then select one person from each household at random to be interviewed. To do this, we would like to speak to the person in your household, 18 years or older, who has had the most recent birthday.

[IF ASKED: The survey will take about 8 to 10 minutes to complete]

[IF ASKED: I can tell you who sponsored this survey at the end]

IF PERSON SELECTED IS NOT AVAILABLE FOR DURATION OF INTERVIEW PERIOD, SELECT NEXT MOST RECENT BIRTHDAY; ARRANGE CALL-BACK IF NECESSARY

CONFIRM WHETHER RESPONDENT WOULD LIKE TO BE INTERVIEWED IN ENGLISH OR FRENCH

Today we are speaking to National Capital Region residents about Gatineau Park.

1. To start off, have you ever visited Gatineau Park?

01 – Yes SKIP TO Q.3
02 - No
VOLUNTEERED
99 - Don't know/No answer SKIP TO Q.3

2. (IF NO TO Q1.) What are some of the reasons why you have never visited Gatineau Park?

OPEN-ENDED AND CODE SKIP TO Q.5

3. (IF YES TO Q.1 – OTHERS SKIP TO Q.5) Now thinking of this Winter season, how many times did you visit Gatineau Park from November to March? [IF ASKED: from the beginning of November 2010 through March 2011]

RECORD NUMBER OF TIMES: _____ ACCEPT AN ESTIMATE BUT NOT A RANGE

IF ZERO TIMES (NO VISITS) AT Q.3, SKIP TO Q.5

CONTINUED...

4. What did you do in Gatineau Park when you visited this winter season, from November to March?
 [IF ASKED: from the beginning of November 2010 through March 2011]

ACTIVITIES – DO NOT READ	FIRST MENTION CODE ONE ONLY	OTHER MENTIONS CODE ALL THAT APPLY
Cross country Skiing	01	01
Downhill skiing	02	02
Snow shoeing	03	03
Hiking or walking	04	04
Guided tours	05	05
Driving around in my car	06	06
Observing nature	07	07
Other, please specify:	08	08

ASK ALL

5. As far as you know or have heard, what is the main purpose or mandate of Gatineau Park?

DO NOT READ – CODE ALL THAT APPLY

Conservation / Conservation Park / Protecting nature, wildlife, habitat	01
Recreation / place for outdoor activities	02
Education / interpretation programs	03
Cultural / historical	04
Other, please specify _____	
Not sure / no answer	99

Please indicate the extent to which you would support or oppose the following statements regarding the management of Gatineau Park.

	Strongly Support	Support	Oppose	Strongly Oppose	Not sure / no answer
6. Having to change my own behaviour in the park in order to protect its ecosystems	01	02	03	04	99
7. Restricting access to fragile areas of the Park	01	02	03	04	99

DEMOGRAPHICS

To finish up, I would like to ask you a few questions about you and your household for statistical purposes only. Please be assured that your answers will remain completely confidential.

9. In which of the following age categories can I place you?

READ

01 - 18 to 24

02 - 25 to 34

03 - 35 to 44

04 - 45 to 54

05 - 55 to 64

06 - 65 and over

99 - Don't know/No answer

10. For statistical purposes only, we need information about your household income. Please tell me which of the following categories applies to your total household income for the year 2010?

READ - CODE ONE ONLY

01 - Less than \$40,000

02 - \$40,000 to less than \$80,000

03 - \$80,000 to less than \$120,000

05 - More than \$120,000

VOLUNTEERED

99 - Don't know/No answer

11. And finally, may I have your postal code?

RECORD SIX DIGITS

This completes the survey. In case my supervisor would like to verify that I conducted this interview, may I have your first name?

First Name: _____

On behalf of the National Capital Commission, thank you very much for your time and cooperation.

RECORD:

12. Gender

01 - Male

02 - Female

13. Language of interview

01 - English

02 - French

4. What did you do in Gatineau Park when you visited during September and October this year?

ACTIVITIES – DO NOT READ	FIRST MENTION CODE ONE ONLY	OTHER MENTIONS CODE ALL THAT APPLY
Hiking or walking	01	01
Guided tours	02	02
Road biking	03	03
Bird watching	04	04
Mountain biking	05	05
Canoeing/Kayak	06	06
Geocaching	07	07
Picnic	08	08
Observation of nature	09	09
Driving around in my car	10	10
Camping	11	11
Swimming	12	12
Mackenzie King Estate	13	13
Other, please specify:		

ASK ALL

5. As far as you know or have heard, what is the main purpose or mandate of Gatineau Park?

DO NOT READ – CODE ALL THAT APPLY

Conservation / Conservation Park / Protecting nature, wildlife, habitat 01

Recreation / place for outdoor activities 02

Education / interpretation programs 03

Cultural / historical 04

Other, please specify _____

Not sure / no answer 99

Please indicate the extent to which you would support or oppose the following statements regarding the management of Gatineau Park.

	Strongly Support	Support	Oppose	Strongly Oppose	Not sure / no answer
6. Having to change my own behaviour in the park in order to protect its ecosystems	01	02	03	04	99
7. Restricting access to fragile areas of the Park	01	02	03	04	99
8. More park users being required to pay a fee in order to fund conservation and service improvements	01	02	03	04	99

DEMOGRAPHICS

To finish up, I would like to ask you a few questions about you and your household for statistical purposes only. Please be assured that your answers will remain completely confidential.

9. In which of the following age categories can I place you?

READ

01 - 18 to 24

02 - 25 to 34

03 - 35 to 44

04 - 45 to 54

05 - 55 to 64

06 - 65 and over

99 - Don't know/No answer

10. For statistical purposes only, we need information about your household income. Please tell me which of the following categories applies to your total household income for the year 2009?

READ - CODE ONE ONLY

01 - Less than \$40,000

02 - \$40,000 to less than \$80,000

03 - \$80,000 to less than \$120,000

05 - More than \$120,000

VOLUNTEERED

99 - Don't know/No answer

11. And finally, may I have your postal code?

RECORD SIX DIGITS

This completes the survey. In case my supervisor would like to verify that I conducted this interview, may I have your first name?

First Name: _____

On behalf of the National Capital Commission, thank you very much for your time and cooperation.

RECORD:

12. Gender

01 - Male

02 - Female

13. Language of interview

01 - English

02 - French

SECURITY REQUIREMENTS

Security Requirements

The NCC complies with Treasury Board's *Policy on Government Security* and consequently, it will require that the contractor's personnel submit to a personal security screening process (Security Clearance Form TBS/SCT 330-60E). The NCC may also perform a credit check when the duties or tasks to be performed require it or in the event of a criminal record containing a charge/offence of a financial nature.

Personal information associated with these clearances is retained in the following information bank: Personnel Security Screening _ PSU 917.

The NCC reserves the right to not award the Contract until such time as the contractor's personnel core employees have obtained the required level of security screening as identified by the NCC's Corporate Security. In this case the level of security required will be **(Reliability-Site Access-Secret)***

****For operation needs, with advice or assistance from NCC Corporate Security, the security level can be upgraded (Confidential, Secret or Top Secret) on the basis of the sensitivity of the information and assets that need to be accessed.***

Additional information

As part of their personal screening, individuals may be required to provide evidence of their status as a Canadian citizen or permanent resident as well as any other information/documentation requested by the NCC's Corporate Security in order to complete the screening.

The NCC reserves the right to refuse access to personnel who fail to obtain the required level of security screening.

The NCC reserves the right to impose additional security measures with respect to this contract as the need arises.

When warranted by a Security threat and risk assessment (TRA) or any type of Security Assessment, physical security safeguards can be recommended by NCC Corporate Security to reflect changes in the threat environment or for operational purposes.

The NCC also reserves the right to request that the Contractor submit to a *Designated Organization Screening* and/or *Facility Security Clearance* – depending on the nature of the information it will be entrusted with.

Company Security Representative

The contractor shall appoint one Company Security Representative (CSR) as well as one alternate (for companies who have more than five employees).

Selection criteria for the CSR and the alternate are the following:

- They must be employees of the contractor's firm;

SECURITY REQUIREMENTS

- They must have a security clearance (the NCC will process the clearances once the individuals have been identified).

Responsibilities of the Company Security Representative

The CSR's responsibilities are the following:

- Act as liaison between the NCC's Corporate Security and the contractor to ensure coordination;
- In collaboration with the NCC's Corporate Security, identify the contractor's personnel who will require access to NCC information/assets/sites **as well as any recurring subcontractors** (and their employees) who will require similar access and may not be supervised by the contractor at all times during such access. Ensure that accurate and complete Personnel Security Screening documentation is submitted to the NCC's Corporate Security for the employees/subcontractors who have been identified;
- Ensure that employees/subcontractors, upon notification of having been granted a Security status (**Reliability-Site Access-Secret**), sign the *Security Screening Certificate and Briefing Form* and return to the NCC's Corporate Security;
- Ensure that only persons who have been security screened to the appropriate level and who are on a "need-to-know basis" will have access to information and assets;
- Maintain a current list of security screened employees/subcontractors;
- Ensure proper safeguard of all information and assets, including any information/assets entrusted to subcontractors;
- If a Security incident or suspected breach of security occurs, prepare and submit to the NCC an occurrence report as soon as possible.

Access to site

Unless otherwise indicated, all visits to "secure" sites (official residences) shall be coordinated with, and approved through NCC Corporate Security.

References

[Security of Information Act](#)

[Access to Information Act](#)

[Privacy Act](#)

[Policy on Government Security](#)

GC1 Interpretation

1.1 In the contract

- 1.1.1 “contract” means the contract documents referred to in the Articles of Agreement and every other document specified or referred to in any of them as forming part of the Contract, all as amended by agreement of the parties;
- 1.1.2 “invention” means any new and useful art, process, machine, manufacture or composition of matter, or any new and useful improvement in any art, process, machine, manufacture or composition of matter
- 1.1.3 “Contractor” means the person contracting with the NCC to provide or furnish all requirements for the execution of the Work under the Contract;
- 1.1.4 “work”, unless otherwise expressed in the contract, means everything that is necessary to be done, furnished or delivered by the Contractor to perform the Contractor’s obligations in accordance with the Contract;
- 1.1.5 “NCC” means the National Capital Commission
- 1.1.6 “NCC Representative” means the person designated in the Contract, or by written notice to the Contractor, to act as the Representative of the NCC for the purposes of the Contract and includes a person, designated and authorized in writing by the NCC Representative to the Contractor.
- 1.1.7 “prototypes” includes models, patterns and samples;
- 1.1.8 “technical documentation” means designs, reports, photographs, drawings, plans, specifications, computer software, surveys, calculations and other data, information and material collected, computed, drawn or produced, including computer print-outs.

GC2 Successors and Assigns

- 2.1 The contract shall ensure to the benefit of and be binding upon the parties hereto and their lawful heirs, executors, administrators, successors and assigns.

GC3 Assignment

- 3.1 The contract shall not be assigned in whole or in part by the Contractor without the prior written consent of the NCC. Any assignment made without that consent is void and of no effect.
- 3.2 No assignment of the contract shall relieve the Contractor from any obligation under the contract or impose any liability upon the NCC.

GC4 Time of the Essence

- 4.1 Time is of the essence of the contract.
- 4.2 Any delay by the Contractor in performing the Contractor’s obligations under the contract which is caused by an event beyond the control of the Contractor, and which could not

have been avoided by the Contractor without incurring unreasonable cost through the use of work-around plans including alternative sources or other means, constitutes an excusable delay. Events may include, but are not restricted to: acts of God, acts of local or provincial governments, fires, floods, epidemics, quarantine restrictions, strikes or labour unrest, freight embargoes and exceptional weather conditions of extreme violence or intensity.

- 4.3 The Contractor shall give notice to the NCC immediately after the occurrence of the event that causes the excusable delay. The notice shall state the cause and circumstances of the delay and indicate the portion of the work affected by the delay. When requested to do so by the NCC Representative(s), the Contractor shall deliver a description, which is satisfactory to the NCC Representative of work-around plans including alternative sources and any other means that the Contractor will utilize to overcome the delay and endeavor to prevent any further delay. Upon approval in writing by the NCC Representative of the work-around plans, the Contractor shall implement the work-around plans and use all reasonable means to recover any time lost as a result of the excusable delay.
- 4.4. Unless the Contractor complies with the notice requirements set forth in the contract, any delay that would constitute an excusable delay shall be deemed not to be an excusable delay.
- 4.5 Notwithstanding that the Contractor has complied with the requirements of GC4.3, the NCC may exercise the right of termination contained in GC8.

GC5 Indemnification

- 5.1 The Contractor shall indemnify and save harmless the NCC from and against all claims, losses, damages, costs, expenses, actions and other proceedings, made, sustained brought, prosecuted, threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to any injury to or death of a person or damage to or loss of property arising from any willful or negligent act, omission or delay on the part of the Contractor, the Contractor’s servants or agents in performing the work or as a result of the work.
- 5.2 The Contractor shall indemnify the NCC from all costs, charges and expenses whatsoever that the NCC sustains or incurs in or about all claims, actions, suits and proceedings for the use of the invention claimed in a patent, or infringement or alleged infringement of any patent or any registered industrial design or any copyright resulting from the performance of the Contractor’s obligations under the contract, and in respect of the use of or disposal by the NCC of anything furnished pursuant to the contract.
- 5.3 The Contractor’s liability to indemnify or reimburse the NCC under the contract shall not affect or prejudice the NCC from exercising any other rights under law.

GC6 Notices

- 6.1 Where in the contract any notice, request, direction, or other communication is required to be given or made by either party, it shall be in writing and is effective if delivered in person, sent by registered mail, by facsimile or electronic mail, addressed to the party for whom it is intended at the address mentioned in the contract. Any notice, request, direction or other communication shall be deemed to have been given by registered mail, when the postal receipt is acknowledged by the other party; by facsimile or electronic mail 24 hours after was

transmitted. The address of either party may be changed by notice in the manner set out in this provision.

GC7 Canadian Labour and Materials

- 7.1 The Contractor shall use Canadian labour and material in the performance of the work to the full extent to which they are procurable, consistent with proper economy and the expeditious carrying out of the work.

GC8 Termination or Suspension

- 8.1 The NCC may, by giving written notice to the Contractor, terminate or suspend the work with respect to all or any part or parts of the work not completed.
- 8.2 All work completed by the Contractor to the satisfaction of the NCC before the giving of such notice shall be paid for by the NCC in accordance with the provisions of the contract and, for all work not completed before the giving of such notice, The NCC shall pay the Contractor's costs as determined under the provisions of the contract and, in addition, an amount representing a fair and reasonable fee in respect of such work.
- 8.3 In addition to the amount which the Contractor shall be paid under GC8.2, the Contractor shall be reimbursed for the Contractor's cost of and incidental to the cancellation of obligations incurred by the Contractor pursuant to such notice and obligations incurred by or to which the Contractor is subject with respect to the work.
- 8.4 Payment and reimbursement under the provisions of GC8 shall be made only to the extent that they are established to the satisfaction of the NCC Representative, that the costs and expenses were actually incurred by the Contractor, that the same are fair and reasonable and are properly attributable to the termination or suspension of the work or the part thereof so terminated.
- 8.5 The Contractor shall not be entitled to be reimbursed any amount which, taken together with any amounts paid or becoming due to the Contractor under the contract, exceeds the contract price applicable to the work or the particular part thereof.
- 8.6 The Contractor shall have no claim for damages, compensation, loss of profit, allowance or otherwise by reason of or directly or indirectly arising out of any action taken or notice given by the NCC under the provisions of GC8 except as expressly provided therein.

GC9 Termination due to Default of Contractor

- 9.1 The NCC may, by written notice to the Contractor, terminate the whole or any part of the work if:
- (i) the Contractor becomes bankrupt or insolvent, or a receiving order is made against the Contractor, or an assignment is made for the benefit of creditors, or if an order is made or resolution passed for the winding up of the Contract, or the Contractor takes the benefit of any statute for the time being in force relating to bankrupt or insolvent debtors, or

- (ii) the Contractor fails to perform any of the Contractor's obligations under the contract, or, in the NCC's view, so fails to make progress as to endanger performance of the contract in accordance with its terms.
- 9.2 In the event that the NCC terminates the work in whole or in part under GC9.1, the NCC may arrange, upon such terms and conditions and in such manner as the NCC deems appropriate, for the work to be completed that was so terminated, and the Contractor shall be liable to the NCC for any excess costs relating to the completion of the work.
- 9.3 Upon termination of the work under GC9.1, the NCC may require the Contractor to deliver and transfer title to the NCC, in the manner and to the extent directed by the NCC, any finished work which has not been delivered and accepted prior to such termination and any materials or work-in-process which the Contractor has specifically acquired or produced for the fulfillment of the contract.
- The NCC shall pay the Contractor for all such finished work delivered pursuant to such direction and accepted by the NCC Representative, the cost to the Contractor of such finished work plus the proportionate part of any fee fixed by the said contract and shall pay or reimburse the Contractor the fair and reasonable cost to the Contractor of all materials or work-in process delivered to the NCC pursuant to such direction. The NCC may withhold from the amounts due to the Contractor such sums as the NCC determines to be necessary to protect the NCC against excess costs for the completion of the work.
- 9.4 The Contractor shall not be entitled to be reimbursed any amount which, taken together with any amounts paid or becoming due to the Contractor under the contract, exceeds the contract price applicable to the work or the particular part thereof.
- 9.5 If, after the NCC issues a notice of termination under GC9.1, it is determined by the NCC that the default of the Contractor is due to causes beyond the control of the Contractor, such notice of termination shall be deemed to have been issued pursuant to GC8.1 and the rights and obligations of the parties hereto shall be governed by GC8.

GC10 Records to be kept by Contractor

- 10.1 The Contractor shall keep proper accounts and records of the cost of the work and of all expenditures or commitments made by the Contractor including the invoices, receipts and vouchers, which shall at reasonable times be open to audit and inspection by the NCC who may make copies and take extracts therefrom.
- 10.2 The Contractor shall afford facilities for audit and inspection and shall furnish the NCC with such information it may from time to time require with reference to the documents referred to herein.
- 10.3 The Contractor shall not dispose of the documents referred to herein without the written consent of the NCC, but shall preserve and keep them available for audit and inspection for such period of time as may be specified elsewhere in the contract, in the absence of such specification, for a period of three years following completion of the work.

GC11 Ownership of Intellectual and Other Property including Copyright

- 11.1 Technical documentation and prototypes produced by the Contractor in the performance of the work under the contract shall vest in and remain the property of the NCC, and the

Contractor shall account fully to the NCC in respect of the foregoing in such manner as the NCC shall direct.

- 11.2 Technical documentation shall contain the following copyright notice:
HER MAJESTY THE QUEEN IN RIGHT OF CANADA (YEAR)
as represented by the National Capital Commission
- 11.3 Technical information and inventions conceived or developed or first actually reduced to practice in performing the work under the contract shall be the property of the NCC. The Contractor shall have no rights in and to the same. The Contractor shall not divulge or use such technical information and inventions, other than in performing the work under the contract, and shall not sell other than to the NCC any articles or things embodying such technical information and inventions.
- 11.4 The Contractor agrees to execute any further assignments or agreements as may be requested by the NCC for the purpose of registering the NCC's right of ownership recognized hereunder with the Industrial Design, Trademarks, Patents or Copyright Offices. The Contractor also agrees to arrange for any employees of the Contractor or any agent or sub-contractor of the Contractor who may be considered the author of any work which shall become the property of the NCC pursuant to this section, to sign a release form in a form satisfactory to the NCC, waiving the author's moral rights with respect to claiming authorship of the work and/or restraining the NCC's use, or modification of the work.

GC12 Conflict of Interest

- 12.1 The Contractor declares that the Contractor has no pecuniary interest in the business of any third party that would cause a conflict of interest or seem to cause a conflict of interest in carrying out the work. Should such an interest be acquired during the life of the contract, the Contractor shall declare it immediately to the NCC Representative(s).

GC13 Contractor Status

- 13.1 This is a contract for the performance of a service and the Contractor is engaged under the contract as an independent contractor for the sole purpose of providing a service. Neither the Contractor nor any of the Contractor's personnel is engaged by the contract as an employee, servant or agent of the NCC. The Contractor agrees to be solely responsible for any and all payments and/or deductions required to be made including those required for Canada or Quebec Pension Plans, Unemployment Insurance, Worker's Compensation, or Income Tax.

GC14 Warranty by Contractor

- 14.1 The Contractor warrants that the Contractor is competent to perform the work required under the contract in that the Contractor has the necessary qualifications including the knowledge, skill and ability to perform the work.
- 14.2 The Contractor warrants that the Contractor shall provide a quality of service at least equal to that which contractors generally would expect of a competent contractor in a like situation.

GC15 Amendments

- 15.1 No amendment of the contract nor waiver of any of the terms and provisions shall be deemed valid unless effected by a written amendment.

GC16 Entire Agreement

- 16.1 The contract constitutes the entire agreement between the parties with respect to the subject matter of the contract and supersedes all previous negotiations, communications and other agreements relating to it unless they are incorporated by reference in the contract.

GC1 Hours and Place of Work

- 1.1 When the Work is to be carried out in the NCC's offices, the Contractor shall, in the interests of co-ordination, adopt the same hours of work as the NCC's employees.

GC2 No Additional Remuneration

- 2.1 It is understood and agreed that the Contractor shall act as an independent Contractor and that he shall not be entitled to any payment or remuneration other than that provided for in clause 3.1 of the contract and set out in greater detail in the Terms of Payment of the present contract.

GC3 Compliance with Legal Requirements

- 3.1 The Contractor himself shall be solely responsible for complying with all federal and provincial laws and municipal by-laws applicable within the context of the services provided by him under the present contract.

GC4 Responsibility of the NCC

- 4.1 The NCC Representative shall provide the support, counsel, directives, instructions, acceptances, decisions and information that he shall consider necessary or appropriate in connection with this contract.

GC5 Ownership of Documents

- 5.1 All documents submitted or prepared by the Contractor under the terms of the contract shall become the property of the NCC, which shall become the owner of the copyright.
- 5.2 All documents and records, and the information contained therein, provided to the Contractor related to or for the purposes of this Contract shall be treated as confidential. The Contractor shall take all necessary steps to ensure that the documents and records, or any information contained therein, are not copied, provided to, discussed, or disclosed in any manner whatsoever, to any person or entity, other than the NCC, unless expressly authorized by the NCC. The Contractor shall ensure that only its authorized employees are given access to the said documents or records and that these employees treat these documents and records, and the information contained therein, as confidential.
- 5.3 As may be directed in writing by the NCC upon the expiry, termination or completion of the Contract, the Contractor shall either return to the NCC forthwith all documents or records provided to it by the NCC or destroy all documents and records, together with satisfactory proof of such destruction.
- 5.4 The NCC shall have unrestricted access to all documents and records provided to the Contractor during the term of the Contract.

GC6 Copyright

- 6.1 In accordance with section 12 of the Copyright Act, copyrights for all reports or documents prepared by the Contractor shall belong to the NCC from the date of its first publication, during the remainder of that calendar year and for a period of fifty (50) years from the end of that calendar year.

GC7 Ownership of Inventions

- 7.1 Pursuant to paragraph GC11.3 of the general conditions, the Contractor shall have no other claim than that which may be granted to him by the NCC, and he may not apply for a patent in connection with any inventions unless he has the written consent of the NCC.

GC8 Managers, Employees, Agents and Sub-contractors

- 8.1 The Contractor shall take all reasonable measures and precautions to ensure that his managers, employees, agents and sub-contractors comply with the terms of the present Contract. Without limiting the general nature of the above, contractors shall include in all subcontracts arising from this contract, clauses which are similar to the general conditions and to these supplementary conditions, such clauses to be formulated in terms that are not less favorable to the NCC than their counterparts in the said general and supplementary conditions. The Contractor shall comply with these conditions and take any other actions required by the NCC in order to fulfill the terms of the present clause.

GC 9 Use of NCC Geometrics' Database

- 9.1 The Contractor may request through the NCC Representative the use of the NCC owned database containing information on topography, underground services, certain building surveys, etc, for the purposes of this Contract.
- 9.2 The Contractor by using the NCC database acknowledges that it is owned by the NCC and no ownership rights are conferred. The Contractor will use the database only for the Contractor's own internal operations relating to approved NCC assignments.
- 9.3 The Contractor may adapt the data in their copy of the database or create derived works from such data provided such adapted data or derived works are used for the Contractor's own internal operations described in clause 9.2.
- 9.4 The use of the NCC owned database is granted on a royalty-free basis and therefore no fee is payable to the NCC.
- 9.5 The NCC makes no warranties, either expressed or implied, as to any matter, including without limitation, the condition, quality or freedom from error of the database or any part of the database or its fitness for any purpose.
- 9.6 The Contractor agrees to indemnify and save harmless the NCC from and against all claims, demands, suits, losses, costs, expenses (including reasonable legal fees) and damages arising out of or related to the Contractor's use of the database.
- 9.7 Upon expiration or early termination of the Contract, all rights and privileges granted to the Contractor for use of the database will immediately terminate and the Contractor shall immediately return all copies of the database and all related material including any derived works to the NCC, or provide proof to the NCC that all copies of the database and related material have been destroyed

New supplier / Nouveau fournisseur Update / Mise à jour

Supplier No. / N° du
fournisseur

**SUPPLIER-DIRECT DEPOSIT PAYMENT AND TAX INFORMATION FORM
FOURNISSEUR-FORMULAIRE DE PAIEMENT PAR DÉPÔT DIRECT ET RENSEIGNEMENTS AUX FINS DE L'IMPÔT**

For NCC use only / À l'usage de
la CCN seulement

PART 'A' - IDENTIFICATION / PARTIE 'A' - IDENTIFICATION

Legal name of entity or individual / Nom légal de l'entité ou du particulier		Operating name of entity or individual (if different from Legal Name) / Nom commercial de l'entité ou du particulier (s'il diffère du nom légal)	
Former Public Servant in receipt of a PSSA Pension / Ancien fonctionnaire qui reçoit une pension en vertu de la LPFP		<input type="checkbox"/> Yes / Oui	<input type="checkbox"/> No / Non
An entity, incorporated or sole proprietorship, which was created by a Former Public Servant in receipt of a PSSA pension or a partnership made of former public servants in receipt of PSSA pension or where the affected individual has a controlling or major interest in the entity. / Une entité, constituée en société ou à propriétaire unique, créée par un ancien fonctionnaire touchant une pension en vertu de la LPFP, ou un partenariat formé d'anciens fonctionnaires touchant une pension en vertu de la LPFP, où les entités dans lesquelles ils détiennent le contrôle ou un intérêt majoritaire.		<input type="checkbox"/> Yes / Oui	<input type="checkbox"/> No / Non
Address / Adresse		Telephone No. / N° de téléphone :	Fax No. / N° de télécopieur :
Postal code / Code postal		()	()

PART 'B' - STATUS OF SUPPLIER / PARTIE 'B' - STATUT DU FOURNISSEUR

(1) Sole proprietor / Propriétaire unique <input type="checkbox"/>	If sole proprietor, provide: / Si propriétaire unique, indiquez :	Last Name / Nom de famille	First name / Prénom	Initial / Initiale
(2) Partnership / Société de personnes <input type="checkbox"/>	SIN - mandatory for (1) & (2) / NAS - obligatoire pour (1) & (2)	Corporation / Société <input type="checkbox"/>	Business No. (BN) / N° de l'entreprise (NE)	
GST/HST / TPS et TVH		QST / TVQ (Québec)		
Number / Numéro : _____		Number / Numéro : _____		
Not registered / non inscrit <input type="checkbox"/>		Not registered / non inscrit <input type="checkbox"/>		
Type of contract / Genre de contrat		Contract for goods only / Contrat de biens seulement <input type="checkbox"/>		
Contract for services only / Contrat de services seulement <input type="checkbox"/>		Contract for mixed goods & services / Contrat de biens et services <input type="checkbox"/>		
Type of goods and/or services offered / Genre de biens et/ou services rendus :				

PART 'C' - FINANCIAL INSTITUTION / PARTIE 'C' - RENSEIGNEMENTS SUR L'INSTITUTION FINANCIÈRE

Please send a void cheque with this form / Veuillez, s.v.p., envoyer un spécimen de chèque avec ce formulaire

Branch Number / N° de la succursale	Institution No. / N° de l'institution :	Account No. / N° de compte :
Institution name / Nom de l'institution :		Address / Adresse :
Postal Code / Code postal :		

PART 'D' - DIRECT DEPOSIT PAYMENT NOTIFICATION / PARTIE 'D' - AVIS DE PAIEMENT PAR DÉPÔT DIRECT

E-mail address / Adresse courriel :

PART 'E' - CERTIFICATION / PARTIE 'E' - CERTIFICATION

I certify that I have examined the information provided above and it is correct and complete, and fully discloses the identification of this supplier.	Je déclare avoir examiné les renseignements susmentionnés et j'atteste qu'ils sont exacts et constituent une description complète, claire et véridique de l'identité de ce fournisseur.		
Where the supplier identified on this form completes part C, he hereby requests and authorizes the National Capital Commission to directly deposit into the bank account identified in part C, all amounts payable to the supplier.	Lorsque le fournisseur indiqué sur ce formulaire remplit la partie C, par la présente, il demande et autorise la Commission de la capitale nationale à déposer directement dans le compte bancaire indiqué à la partie C, tous les montants qui lui sont dus.		
_____ Name of authorized person / Nom de la personne autorisée	_____ Title / Titre	_____ Signature	_____ Date
Telephone number of contact person / Numéro de téléphone de la personne ressource : ()			

IMPORTANT

Please fill in and return to the National Capital Commission with one of your business cheque unsigned and marked « VOID » or a letter from your bank (for verification purposes).	Veillez remplir ce formulaire et le retourner à la Commission de la capitale nationale avec un spécimen de chèque de votre entreprise non signé et portant la mention « ANNULÉ » ou une lettre de votre banque (à des fins de vérification).
Mail or fax to: Procurement Assistant, Procurement Services National Capital Commission 202-40 Elgin Street Ottawa, ON K1P 1C7 Fax: (613) 239-5007	Poster ou télécopier à : Assistant à l'approvisionnement Services de l'approvisionnement Commission de la capitale nationale 40, rue Elgin, pièce 202 Ottawa (Ontario) K1P 1C7 Télécopieur : (613) 239-5007

SUPPLIER – DIRECT DEPOSIT PAYMENT AND TAX INFORMATION FORM

FOURNISSEUR – FORMULAIRE DE PAIEMENT PAR DÉPÔT DIRECT ET RENSEIGNEMENTS AUX FINS DE L'IMPÔT

Supplier Tax Information

Pursuant to paragraph 221(1) (d) of the *Income Tax Act*, NCC must declare form T-1204, contractual payments of government for services, all payments made to suppliers during the calendar year in accordance to related service contracts (including contracts for mixed goods and services).

The paragraph 237(1) of the *Income Tax Act* and the article 235 of the Income Tax Regulations require the supplier to provide all necessary information below to the organization who prepares the fiscal information forms.

Questions: Sylvie Monette, Accounts Payable and Receivable Officer – (613) 239-5678, ext. 5156 or sylvie.monette@ncc-ccn.ca

Direct deposit payment information

All amounts payable by NCC to the supplier will be deposited directly into the account you identified in part C. A NCC payment advice notice will also be sent to you by e-mail detailing the particularities of the payment to the address identified in part D.

You must notify the NCC of any changes to your financial institution, branch or account number. You will then have to complete a new form.

The account you identified has to hold Canadian funds at a financial institution in Canada.

The advantages of direct deposit payment

Direct deposit payment is a convenient, dependable, safe and timesaving way to receive your invoice payment. Direct deposit payment is completely confidential.

Funds made by direct deposit payment will be available in your bank account within two (2) days after receiving the NCC payment advice notice.

Renseignements sur les fournisseurs aux fins de l'impôt

En vertu de l'alinéa 221(1) (d) de la *Loi de l'impôt sur le revenu*, la CCN est tenu de déclarer, à l'aide du formulaire T-1204, Paiements contractuels de services du gouvernement, tous paiements versés aux fournisseurs pendant une année civile en vertu de marchés de services pertinents (y compris les marchés composés à la fois de biens et de services).

Le paragraphe 237 (1) de la *Loi de l'impôt sur le revenu* et l'article 235 du Règlement de l'impôt sur le revenu obligent les fournisseurs à fournir toutes les informations demandées ci-dessous à l'organisme qui prépare les formulaires de renseignements fiscaux.

Questions : Sylvie Monette, Agent aux comptes fournisseurs et comptes clients – (613) 239-5678, poste 5156 ou sylvie.monette@ncc-ccn.ca

Renseignements sur le paiement par dépôt direct

Tous les montants versés par la CCN au fournisseur seront déposés directement dans le compte identifié à la partie C. Un avis de paiement de la CCN détaillant les particularités du paiement par dépôt direct vous sera envoyé par courriel à l'adresse courriel identifiée à la partie D.

Vous devez aviser la CCN de tout changement d'institution financière, de succursale ou de numéro de compte. Vous devrez donc remplir un nouveau formulaire.

Le compte que vous désignez doit être un compte en monnaie canadienne, détenu dans une institution financière au Canada.

Avantages du paiement par dépôt direct

Le paiement par dépôt direct est une méthode pratique, fiable et sécuritaire, qui permet de gagner du temps dans la réception de vos paiements de factures. Le paiement par dépôt direct est entièrement confidentiel.

Les paiements effectués par dépôt direct seront disponible dans votre compte bancaire dans un délai de deux (2) jours après que la CCN envoie l'avis paiement.