



RETURN BIDS TO:

Bid Receiving Unit- Main Floor
Parks Canada Agency
John Cabot Building,
10 Barter's Hill,
St. John's, NL A1C 6M1
Attn: Colleen Sheehan

Request For a Standing Offer
Demande d'offre à commandes

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

Le Canada, représenté par le ministre de l'Environnement aux fins de l'Agence Parcs Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaries

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Parks Canada Agency
John Cabot Building,
10 Barter's Hill, 5th Floor
St. John's, NL A1C 6M1

Title-Sujet Request for Standing Offer Design and Supply of Statuettes for Parks Canada		Date 19-07-2016
Solicitation No. - No. de l'invitation 5P300-15-5860		Client Ref. No. - No. de réf du client.
GETS Reference No. - No de reference de SEAG		
Solicitation Closes L'invitation prend fin - at - à 02:00 PM on - le 23-08- 2016		Time Zone Fuseau horaire - Eastern Daylight Time
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Inquiries to: - Adresser toute demande de renseignements à : Colleen Sheehan Colleen.sheehan@pc.gc.ca		
Telephone No. - No de téléphone (709) 772-6129	Fax No. - No de FAX: (709) 772-3651	
Destination of Goods, Services, and Construction: Destinations des biens, services et construction: See Herein		
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur		
Name and title of person authorized to sign on behalf of the Vendor/Firm Nom et titre de la personne autorisée a signer au nom du fournisseur/ de l'entrepreneur		
Signature	Date	

**Request for Standing Offer
Design and Supply of a Statuette for Parks Canada**

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Federal Contractors Program for Employment Equity - Certification and any other annexes.

1.2 Summary

The purpose of the project is to create one Standing Offer for the supply, design and creation of Parka statuettes (about 4 feet tall) to be used at indoor and outdoor locations for order by Parks Canada field units across the country.

Total quantity of **Parka Statuettes** to be ordered is to be determined and will depend on cost and interest from parks and sites.

This Standing Offer is for an as and when requested basis for the period from date of issuance up to and including July 31, 2019 with an option to extend for an additional two year period: (August 1, 2019 – July 31, 2021).

Individual call-ups will vary to a maximum of **\$ 25,000.00** (HST included).

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer.

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1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2016-04-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2.2 Submission of Offers

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

2.3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#) R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;

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- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c.D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S.1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES** () **NO** ()

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES**() **NO** ()

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;

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

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

2.4. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five(5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.5. Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

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

- Section I: Technical Offer (___3___ hard copies)
- Section II: Financial Offer (___1___ hard copy)
- Section III: Certifications (___1___ hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Offerors should:

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

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the "Basis of Payment as detailed in Annex C. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

See Annex B – Evaluation Criteria and Basis of Selection

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4.1.1.2 Point Rated Technical Criteria

See Annex B – Evaluation Criteria and Basis of Selection

4.1.2 Financial Evaluation

See Annex C – Basis of Payment

4.2 Basis of Selection

The Basis of Selection to issue the resulting Contract is:

The contractor will be selected on the basis of the highest responsive combined rating of technical merit and price. The total proposal rating of each proposal will be calculated as follows:

Rating of Technical Proposal

Technical Rating = $\frac{\text{Total Technical Points}}{\text{Maximum Technical Points}}$ X 70 points

Rating of Financial Proposal

Financial Rating = $\frac{\text{Lowest Total Bid among all Technically Compliant Bidders}}{\text{All other Bids}}$ X 30 points

Total Proposal Rating

Total Proposal Rating = Technical rating + Financial Rating

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Offeror must provide with its offer, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

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5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive

5.2.1 Integrity Provisions – List of Names

Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror.

Offerors submitting offers as sole proprietorship, as well as those submitting offers as a joint venture, must provide the name of the owner(s).

Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names.

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada-Labour's](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

N/A

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

There is no security requirement applicable to this Standing Offer.

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7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

[2005 2016-04-04 General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.](#)

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer: Date of Issuance to July 31, 2019.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two year period under the same conditions and at the rates or prices specified in the Standing Offer as outlined in the Annex C – Basis of Payment or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5. Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Colleen Sheehan
Contracts, Procurement & Materiel Management Advisor
Finance and Contracting Operations Chief Financial Officer Directorate
Parks Canada Agency
John Cabot Building
P.O Box 1268
St. John's, NL A1C 5M9

Telephone | Téléphone 709-772-6129
Facsimile | Télécopieur 709-772-3651
Email: colleen.sheehan@pc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

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7.5.2 Project Authority

The Project Authority for the Standing Offer will be identified in the call-up against the Standing Offer.

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

7.5.3 Offeror's Representative *(-to be completed by the bidder)*

Contact Name: _____

Address: _____

Telephone: _____

Email: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada

7.7 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer are:

Parks Canada Agency

7.8 Call-up Procedures

The Identified User authorized to make call-ups against the Standing Offer will issue a Call-up Against a Standing Offer each time services are required.

Resulting Standing Offers do not obligate Parks Canada to authorize or order any goods/services whatsoever, or to spend the estimated expenditure or any monies whatsoever. A contractual obligation will come into force only if there is an authorized call-up, and only to the extent designated in the call-up.

A call-up will be issued authorizing commencement of the work. No work is to be initiated until a call-up document is in place accompanied by a Statement of Work if applicable.

Any proposed changes to the scope of work are to be discussed with the Departmental Representative but any resulting changes can only be authorized by an amendment issued by the Contracting Authority.

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7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form:

Call-up Against a Standing offer.

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Applicable Taxes included).

7.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005 2016-04-04](#), General Conditions - Standing Offers - Goods or Services
- d) Annex A, Statement of Work
- e) Annex B, Evaluation Criteria and Basis of Selection
- f) Annex C, Basis of Payment;
- g) the bidders offer dated _____

7.12 Certifications

7.12.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing additional information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

If the Offeror does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

7.13 Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

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7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

[2029 \(2016-04-04\)](#), General Conditions – Goods or Services (low dollar value) apply to and form part of the contract.

7.3 Term of Contract

7.3.1 Period of the Contract

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

7.4 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.5 Payment

7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a *firm unit price(s)*, as specified in Annex C. Customs duties are *included* and Applicable Taxes are extra.

7.5.2 Limitation of Price

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.5.3 Multiple Payments H1001C (2008-05-12)

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada

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7.6 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices should be addressed to the Parks Canada Representative identified on the Call-up.

ANNEX "A"

STATEMENT OF WORK

1.0 Title

Parka Statuette (Parks Canada's mascot)

2.0 Background

Parks Canada manages 215 places across the country, along with participating or hosting a variety of public events throughout the year where Parka is present. Parks Canada is actively increasing Parka's profile across the network. To increase Parka's visibility and to meet visitor expectations, a need has been identified to create additional Parka-related products in order to support the organization's engagement objectives. In increasing Parka's visibility in Parks Canada places, Parks Canada seeks to fulfill the national mascot program goals to lead young children into a lifelong relationship with Parks Canada and to grow a generation of Canadians who know, value, and support Parks Canada. Visibility in Parks Canada's places is vital *in order to maximize and clearly connect with Parka*. Child-sized statuettes of Parka are required for photo opportunities and to alert visitors about child-centered activities and programs.

3.0 Objective

The purpose of the project is to first sculpt, mold, cast and provide a prototype Parka Statuette to the National Office Brand Team, with the intention of producing and supplying four-season, full colour Parka Statuette to field units who are interested in ordering a statuette. The Parka statuette (about 4 feet tall), will be used at indoor and outdoor locations. The look of the Parka Statuette will be true to the character based on pictures and illustrations of Parka.

Once the prototype statuette of Parka has been created and approved by the Brand Team, the Standing Offer will be used by Parks Canada field units across the country to order statuettes. The total quantity of Parka Statuettes to be ordered is to be determined and will depend on cost and interest from field units (parks and sites). Orders could be for one or multiple statuettes. The Contractor must be able to accommodate any request.

A bilingual Order Form must be provided by the selected company for field units to place their order.

The period of the Standing Offer will be from Date of Issuance to July 31, 2019 with option to renew for an additional two year period.

4.0 Scope of Work and Deliverables

The Parka Statuette will be used in both indoors and outdoors (in four-season environments in Canada), therefore the statuette must be able to withstand all Canadian weather conditions.

The Parka Statuette shall meet the following specifications:

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Parka Statuette Specifications	
Size	<ul style="list-style-type: none"> The Parka Statuette should be four (4) feet tall (or of similar dimensions depending on the company expertise and recommendations). Parks Canada must approve the dimensions.
Look	<ul style="list-style-type: none"> The statuette will be true to the character based on illustrations of Parka (female beaver wearing a bright green vest, a bright yellow scarf and a bright yellow hat). Parks Canada Branding Guidelines, a Parka color guide and Parka font will be provided. The statuette must be well-branded with the Parks Canada Beaver logo on Parka’s hat and on her vest pocket, and the wording “Parka” on her yellow scarf. The wording Parks Canada/Parcs Canada must be on the back of Parka’s vest as featured on the mascot. The order of wording may change depending on the location ordering the statuette. Capacity to personalized the order of the wording (English first or French first) to be discussed with the contractor. Illustrations, videos and photos of Parka will be provided as examples. Parka’s tail must be positioned down and in a way that makes it impossible for visitors to sit on, or jump on it. Parka’s head and/or body must be looking forward so that children and/or families may take a picture standing next to her.
Materials	<p>The statuette must be:</p> <ul style="list-style-type: none"> Easy to clean and water-waterproof. Made of strong, tough and durable material able to withstand Canadian outdoor weather conditions (sun, rain, wind, snow, etc.). Made of material suitable for wide temperature ranges (40°C to -40 °C). Covered with a UV protective paint or spray to prevent colour fading. The statuette must have a solid, weighted, beveled base to avoid tripping hazards and tipping over as it will be placed on a wide variety of flat surfaces (cement, vinyl flooring, grass, gravel etc.). The base must also have an option to be bolted or anchored to a

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	<p>floor or outdoor structure with preset holes that are hidden into the base structure. Base to be discussed with the Contractor. Parks Canada will approve the final decision regarding the base.</p>
<p>Sculpting the statuette model, mold and casting</p>	<p>The Contractor will:</p> <ul style="list-style-type: none"> • Sculpt the Parka statuette model true to character, and develop the mold and shell for casting. • Cast the Parka statuette, removing and repairing any impurities and imperfections, and prepare the statuette for colour. • Apply full colour to the statuette as per Parka illustrations, videos, and graphic files etc., supplied by Parks Canada. • Apply a protective UV coating or spray to prevent colour fading. • Ship the final approved Parka statuette prototype to the specified Parks Canada location in Gatineau, Quebec. Address to be provided by Parks Canada. All costs related to packing, shipment, etc. of the first Parka statuette prototype will be the responsibility of the contractor.
<p>Installation</p>	<p>The Contractor must supply all instructions and hardware needed to install the statuette and include with shipment. All instructions must be provided in English and French.</p>
<p>Safety features</p>	<p>The Contractor must:</p> <ul style="list-style-type: none"> • Be respectful of current standards of safety and ergonomics. • Ensure the Parka Statuette is properly weighted at the base to avoid tipping over hazards.

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	<ul style="list-style-type: none"> • Ensure the weighted base of the Parka Statuette does not extend beyond the largest circumference of the statuette. • Ensure that tripping hazards are avoided in the design aspects of the base and the statuette.
Standing Offer/Call-up	<p>The Contractor must:</p> <ul style="list-style-type: none"> • Produce a bilingual (English and French) Order Form for field units (parks and sites) to place their order(s). • Upon call-up from sites, be able to cast, prepare the finished statuette, and ship to various locations across Canada within 8 to 10 weeks of placing the order. <p>Please note: it is expected that statuettes will not be shipped in large quantities. It is expected that each order placed will be for one, possibly two Parka statuettes. The cost of shipping will be the responsibility of the field unit (park or site) ordering the Parka statuette.</p>
Other	<p>The Contractor must:</p> <ul style="list-style-type: none"> • Provide a minimum of a two (2) year warranty on any and all manufacturing defects and colour discoloration. In the event of breakage or discoloration due to poor choice of materials or fabrication defects, Parks Canada will notify the Contractor immediately. The Contractor will immediately, and at its own expense, perform the repairs or replace the Parka statuette as soon as possible. The Contractor will be responsible for costs associated with return shipment. • Provide English and French installation and care instructions, as well as any recommended yearly maintenance tips. • Provide quality, after-sale service for repairs, re-coloration etc. • Make recommendations on how best to package and ship statuettes.

5.0 Resources

Graphic design, brand guidelines and a Parka colour guide will be provided by Parks Canada. Illustrations and animated clips of Parka will also be provided by Parks Canada. A Parks Canada representative will be available for any questions ~~and/or~~ additional information.

6.0 Responsibilities

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6.1 Responsibilities of the Contractor:

- Manage all production aspects of the work under the Contract.
- Provide all labour, facilities, technical expertise and materials required to deliver the work under the Contract.
- Advise Parks Canada in a timely manner of any delays or setbacks that may affect the schedule, casting and delivery.
- Inform Parks Canada, on a regular basis, of the progress of the contract.
- Revise or re-sculpt the first sculpted model of the Parka statuette to meet Parks Canada's approval and expectations regarding the statuette and Parka's features – ensuring it is true to character.
- Re-colour the statuette if not coloured according to the Parka colour guidelines.
- Provide a bilingual order form for the Parka Statuette, and communicate with field units (parks and sites) regarding their order(s), concerns etc.
- Respond to queries and concerns from Parks Canada in a timely and respectful manner.
- Participate in meetings (face to face or via telephone conference) at the request of Parks Canada.
- When a call-up is issued by a field unit (park or site), the Parka Statuette is to be delivered to the respective park or site 8 to 10 weeks from the time an order is placed. Orders could be for one or multiple Parka statuettes.

With every Parka Statuette:

- The Contractor will provide a bilingual (English and French) document with the instructions, handling, care, cleaning, yearly maintenance, and any other important/relevant information. English and French videos on how to set-up or care for the statuette could also be provided. The first draft of this document or video is to be reviewed by the Parks Canada Brand Team and approved along with the first statuette produced.

6.2 Responsibilities of Parks Canada:

- Parks Canada will send all design files required by the Contractor in order to allow the Contractor to fully understand the Parks Canada Brand and the character of Parka (Parka graphic files, images, videos, color guide, branding specification, etc.).

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- Parks Canada will be available during the entire process. Should any questions or concerns arise, Parks Canada will respond to queries and concerns from the Contractor in a timely and respectful manner.
- Provide functional support and direction to the Contractor regarding the graphic design of Parka, branding guidelines and the Parka colour guide.
- Promote the Parka statuette amongst our Parks Canada field units (parks and sites) and make the order form available across the country.
- Review and provide feedback, direction and approvals in a timely matter.
- Approve all final design(s) of the Parka statuette including sculpted model and final Parka statuette prototype.

7.0 Schedule

The following timeline is the preferred delivery dates for the first statuette prototype.

In any case, a statuette and any additional accessories as noted above are to be delivered 6 to 8 weeks from the time an order is placed.

Deliverables	Date
Parka statuette prototype approval	Week of October 17, 2016
Final approved Parka statuette completed and delivered	On or before January 30, 2017

8.0 Additional information

- Communications will occur on an as needed basis, for the duration of the project.
- The total number of Parka statuettes to be ordered is to be determined as per cost and interest from field units (parks and sites).
- Should delays occur for any reason, the Contractor is responsible for informing the Brand Team or field unit that has placed the order and find an arrangement to which both parties agree. If not, orders could be cancelled.

9.0 Changes to Scope of Work

Unless Parks Canada specifically requests the Contractor to perform work over and above that outlined in contract, no additional charges by the Contractor shall be entertained. In the eventuality that Parks Canada requests the Contractor to perform additional work, Parks

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Canada shall be open to negotiations. Any resulting cost adjustments to the Contract shall be negotiated with the Contractor.

10.0 Intellectual Property

Parks Canada has determined that any intellectual property arising from the performance of the work under the contract will vest in Parks Canada. Parks Canada is invoking Section 6.4.1 of the Treasury Board's Policy on Intellectual Property ownership which in part states "6.4.1 to generate knowledge and information for public dissemination". The full policy is available at the Treasury Board of Canada Secretariat website at the following address:
<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=13697§ion=text#cha5>

11.0 Travel

When travel is necessary, contractors will be required to include the travel costs as part of their proposal, quoted at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses according to the Treasury Board Travel Directive. All travel must have the prior authorization of the Technical Authority. All payments are subject to government audit.

The Treasury Board Travel Directive can be viewed on the Treasury Board Website at <http://tbs-sct.gc.ca>.

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ANNEX "B"

EVALUATION CRITERIA AND BASIS OF SELECTION

1. It is the intention of the Crown to evaluate this requirement as follows:

Each bid will be examined to determine that it meets the Mandatory Requirements detailed at section 2. Bids which fail to meet any of the Mandatory Requirements will be given no further consideration and will be considered non-compliant. Bids meeting the Mandatory Requirements will be further evaluated as per section 3 – Rated Criteria.

2. Mandatory Technical Criteria

Submissions that do not meet the mandatory criteria set out below will be deemed non-compliant and be given no further consideration.

M1	Bidder must provide two (2) examples of similar work with two (2) references. References will be contacted to confirm information provided.
M2	Bidder must provide a minimum of a 24 month warranty covering manufacturing defects and discoloration.

3. Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables below. Submissions must have met the mandatory criteria as noted above to be considered.

Bids must receive a minimum of 70% on each of the rated categories below. Bidders must supply detailed information for each of the evaluated criteria below. If no information is provided for any given criteria, a score of zero will be given in that particular criteria.

	RATED CRITERIA	Total Points Available	Total Min. Points
<i>R1</i>	<p>Qualifications and Experience</p> <p>The proposal must demonstrate a solid knowledge and understanding of the design and production of custom designed statuettes.</p> <p>The company/designer’s relevant experience with sculpting, molding and casting unique, one-of-a-kind, full colour statuettes must be clearly articulated.</p> <p>The fabrication & construction approach of previous works must be clearly described and photographic examples of the final work must be provided. (Maximum 1 written page and 1 page of images for each example provided.)</p> <p>The examples provided in the bid must demonstrate the following :</p>	140	98

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	<p>a) Ability to produce one-of-kind, custom statuettes based on images/video/3D reproduction (30 pts)</p> <p>b) Ability to reproduce the same statuette upon request (20 pts)</p> <p>c) Quality/durability of materials used to produce statuettes (30 pts)</p> <p>d) Colour fastness (20 pts)</p> <p>e) Ability to withstand various Canadian weather conditions (rain, wind, snow, sun etc.) (20 pts)</p> <p>f) Esthetic appeal of statuette (20pts)</p>		
R2	<p>References Reference checks (20 pts)</p>	20	14
R3	<p>Warranty Specifics</p> <p>a) Coverage : The bidder's proposed warranty covers the following:</p> <p>Two (2) year warranty on discoloration and manufacturing defects:</p> <ul style="list-style-type: none"> - Two (2) year warranty discoloration (5 pts) - Two (2) year warranty manufacturing defects (5 pts) <p>Colour – discoloration warranty</p> <ul style="list-style-type: none"> - Colour - discoloration 5 years (15 pts) - Colour - discoloration 3 years (10 pts) <p>Manufacturing defects warranty</p> <ul style="list-style-type: none"> - Manufacturing defects 5 years (15 pts) - Manufacturing defeats 3 years (10 pts) 	60	42
	Total points	220	154

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

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**ANNEX C
BASIS OF PAYMENT**

AMOUNTS BELOW ARE TO EXCLUDE TAXES AND SHIPPING CHARGES

ITEM	DESCRIPTION	Unit of Measurement	Estimated Quantity	UNIT PRICE Standing Offer Period (Issue Date – July 31, 2019)	UNIT PRICE Option Period (August 1, 2019 - July 31, 2021)
1	Sculpt, mold, cast and provide a prototype of Parka Statuette	EA	1	\$	N/A
2	Revisions to Prototype	Hourly Rate	10hrs	\$	\$
3	Single Order –Parka Statuette	EA	75	\$	\$
4	Modifications to Design	Hourly Rate	10hrs	\$	\$