

## **ANNEX B STATEMENT OF WORK**

### **Tasks**

Typical Tasks that the Consultant may be required to undertake for Parks Canada:

**1.0 Work to be Performed**

**2.0 Requirements**

**3.0 Key Documents**

**4.0 Considerations**

**5.0 Parks Canada Research and Collection Permit Application**

**6.0 Archaeological Recording**

**7.0 Survey and Mapping**

**8.0 Artifact Processing and Inventory**

**9.0 Records Management**

**10.0 Reporting**

**11.0 Deliverables**

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**1.0 Work to be Performed**

**1.1 Archaeological Overview:**

- A review of documentation to identify known archaeological resources and determine the archaeological potential of the area.
- An overview should identify known archaeological resources on and nearby the property, geographic features commonly associated with past human occupation and land use, and high, medium and low potential areas for the occurrence of archaeological resources.

**1.2 Archaeological Inventory or Survey Work:**

- A field study to identify and evaluate archaeological resources in all areas that will be impacted by the development project.
- Methods for the survey may include; walking transects of ploughed fields, digging test pits at regular intervals, using a mechanical method such as a grade-all, boreholes or ground penetrating radar where appropriate.

**1.3 Monitoring of Archaeological Resources:**

- A field study which may be conducted on a regular basis to monitor the condition of archaeological resources.

**1.4 Archaeological Impact Assessments:**

- A detailed study of the impacts of a development project on archaeological resources.
- The determination of the heritage value of the archaeological resources which will be impacted.
- Once archaeological resources with heritage value have been determined a mitigation plan will be developed to conserve these resources.

**1.5 Implement Mitigation Strategies:**

- The implementation of methods to eliminate or reduce adverse impacts on heritage value of archaeological sites and collections.

1.5.1 Archaeological Excavation

1.5.2 Archaeological Monitoring

1.5.3 Salvage Archaeological Excavations

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**2.0 Requirements**

- 2.1 Request for Proposal (RFP) & Statement of Work (SoW)
- 2.2 Research and Collection Permit  
(see 5.0 Research and Collection Permit Application)
- 2.3 Work will be supervised by Parks Canada
- 2.4 The PI must be in the field for 75% of the fieldwork. With large projects where field and lab supervisors are needed they must be present in a supervisory role 75% of the time.
- 2.4 Meeting with Parks Canada Department Representative (PCDR) & Parks Canada Terrestrial Archaeology Representative (PCTAR)
- 2.5 May Require: Stakeholder Consultation  
Presentations

**3.0 Key Documents**

**For National Parks, Marine Conservation Areas and National Historic Sites:**

- Cultural Resources Management Policy
- Standards & Guidelines for the Conservation of Historic Places in Canada
- Parks Canada Archaeological Resource Management Guidelines
- Parks Canada Archaeological Recording Manual
- Cultural Resource Value Statements (if applicable)

**Also for National Historic Sites:**

- Commemorative Integrity Statements

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**4.0 Considerations**

- a. Prior to commencement of work, the Consultant shall visit the site and attend a pre-project meeting with Parks Canada Departmental Representative(s), PCTAR and any engineering design Consultants, stakeholders, Contractors as applicable to the project to discuss archaeological requirements for the project, discuss schedule and budget implications and respond to inquiries providing input and recommendations where possible.
- b. Human remains are not considered archaeological resources. Should human remains be encountered, all activities must be halted and the Parks Canada Project Manager must be notified. The Consultant must await further direction from the Parks Canada Project Manger.
- c. All cemeteries, burial grounds, human remains, funerary objects, and grave markers found in the project area are subject to the Management Directive 2.3.1: Human Remains, Cemeteries and Burial Grounds (Parks Canada 2000). The directive applies to all human remains, and their associated sites and material culture, Aboriginal and non-Aboriginal alike.
- d. All archaeological data and artifacts collected in the field are under the custody of the Crown. The artifacts and records are considered to be on loan to the Consultant until the archaeological work and final archaeological report are completed, in accordance with the allotted time period specified in the contract.
- e. The consultant will be made aware that Parks Canada Agency is the custodian of the site and has authority to give direction during site investigations. The Consultant must also be aware that the work and recommendations of the Consultant will be subject to the review of the PCTAR.
- f. The consultant must advise, 48 hours in advance, the Parks Canada Project Manager of any adjustments in work location, work plan and method, implementation schedule, etc., during the course of the project.
- g. The site must continuously be available for inspection by the Parks Canada Project Manager, who has authority to stop the work.

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## **5.0 Research and Collection Permit Application**

The Principal Investigator of the archaeological consultant must apply for a Parks Canada Research and Collection Permit ([http://www.pc.gc.ca/apps/rps/page1\\_e.asp](http://www.pc.gc.ca/apps/rps/page1_e.asp)) and abide by all terms and conditions specified in the permit. The application is provided in the tender documents for reference. Permits must be completed at the time of each call-up in conjunction with 1.0 Work to be Performed and must be approved by Parks Canada prior to the commencement of any project field work or excavations taking place. Some details which will be outlined in the permit applications include:

- a. Qualifications of Principal Investigator and additional investigators who will undertake fieldwork.
- b. A mitigation plan for each phase of analysis (e.g. background review of historical information, investigation strategy, recording and assessment of archaeological resources). The consultant must use professional judgement to determine the precise work required and clearly describe the methodology to be employed in the permit application. Each phase of mitigation will be reviewed and approved by the PCTAR.
- c. The Consultant is required to use Parks Canada's Provenience System as a means of recording and tracking excavation and survey information. The Consultant must include a plan outlining their use of Operation(s), Sub-operations and Lots in the Research and Collection Permit Application (Parks Canada Archaeological Recording Manual).
- d. A final report for the archaeological work (monitoring and test excavations) will be signed by the Principal Investigator, who was granted the Parks Canada Research and Collection Permit. Final reports will be reviewed and approved by the PCTAR.

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## **6.0 Archaeological Recording**

During all stages of archaeological mitigation, the Consultant shall record all archaeological resources with heritage value encountered during the project. All recording will follow the following *Parks Canada Archaeological Recording Manual: Excavations and Surveys* ([link](#)).

- a. Archaeological field recording including; field notes, drawings and photo records, will be catalogued, packed and delivered to Parks Canada in such a way as to be compatible with the
- b. The consultant is required to use Parks Canada's Provenience System as a means of recording and tracking excavation and survey information. The consultant must present a plan outlining their use of Operation(s), Sub-operations and Lots to the PCTAR for approval. This will be outlined in 5.0 Research and Collection Permit Application.
- c. Archaeological control through stratigraphic excavation is required for all excavation units and test pits. Within stratigraphic layers arbitrary layers can be assigned. The size, location and spacial distribution of test units, controlled excavation units and surface finds must be photographed and mapped with reference to provenience. Site maps must include all surface exposed archaeological features.
- d. Field notes are to follow the format provided (see Annex G: Field Note Format).
- e. Soil descriptions are to include, but need not be limited to, soil types, colours (using Munsell as appropriate), composition, inclusions, thickness, interpretation and nature of deposit.
- f. Photographs will be supplied in electronic format. Conventional photographs that are scanned must be scanned at a resolution of not less than 300 dots per inch. Digital photographs must be of a resolution no less than the largest, most detailed picture available from a 7.0 megapixel digital camera.
- g. A photo record form will be completed for photographs taken in the field (see Annex H: Field and Artifact Record Form).
- h. Shovel test pits and controlled excavation units regardless of artifact ratios, quantities or features, must have a to-scale soil profile and stratigraphic sequence recorded. Every natural or arbitrary level will be indentified in all test pits. Sediments excavated in shovel tests and controlled excavation units must

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be screened through ¼ inch mesh (or smaller where needed) if the screening of sediments is stipulated in the permit application.

- i. To-scale as found planview drawings of features and structural remains, encountered during the investigations, are to be produced by the Consultant. These drawings are to be clearly labelled with the appropriate provenience information.
- j. The Consultant must use archival quality recording material (e.g. acid-free paper, ink, pencil) for all field recording. If electronic field recording is implemented, then a paper and pdf copy of all notes will be submitted to the PCTAR.
- k. PCTAR will provide the next provenience numbers to be used by the Consultant.

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**7.0 Survey and Mapping**

- a. The Consultant shall survey and map all archaeological resources encountered and test excavation units completed during the course of the project.
- b. The collected data set should be in a GIS compatible format (ArcGIS, GeoTIFFs, shape files etc).
- c. Data collected shall be submitted in the final report including a computer-aided site map of the project area clearly illustrating the location of all test excavations excavated and all archaeological resources encountered during the course of the project.
- d. The standards and expectations for survey work shall be discussed with the Project Manager and PCTAR prior to commencement of work.
- e. Datums and coordinates (geodetic, assumed or otherwise) used for the mapping must be approved by the Project Manager and PCTAR. In most cases this information will be provided by Project Manager or PCTAR.



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**8.0 Artifact Processing and Inventory**

- a. All artifact processing, cataloguing and inventory must follow Parks Canada standards and the *Parks Canada Archaeological Recording Manual: Excavations and Surveys*.
- b. PCTAR will provide the next artifact inventory catalogue number, the next field photo catalogue number and the next artifact catalogue number to be used by the Consultant.
- c. Artifacts recovered from the field are subject to the *Management Directive 2.1.22 Collection Management System: Conservation Services, Guidelines for Archaeological Field Conservation* (Parks Canada 1991).
- d. Artifacts recovered from a wet environment require specialized intervention. Consultation with an Archaeological Conservator may be required.
- e. The procedure for collecting artifacts during field work is designed to avoid a situation where retrieved artifacts are separated from the record of their provenience. All artifacts from each sub-operation are to be kept separate from each other sub-operation. Similarly, artifacts from different operations, sub-operations and lots should not be inter-mixed. As such, all artifacts from any given excavation unit, shovel test hole, or discreet surface location (i.e. lot) must be put into their own unique, acid-free and water resistant artifact bag (plastic boxes and acid-free tags may be used if and when needed).
- f. All artifact packaging must be tagged clearly and permanently with the appropriate provenience information.
  - **Artifact Storage Boxes:** Provenience, Site Name, Project Name & Number, Consultant Company Name, Year, Box Number (eg, Box 1 of 10).
  - **Large Artifact Provenience Bags:** Provenience, Project Name
  - **Individual Artifact Inventory Bags:** Provenience, Catalogue Number, Artifact Primary Diagnostic information (eg, blue transfer print, tea cup).
  - **All Artifact Containers:** Provenience, Catalogue Number, Artifact Primary Diagnostic information (eg, blue transfer print, tea cup).
- g. Any artifact requiring special treatment or handling must be put into their own separate container and identified on the corresponding label as such for proper, subsequent care and attention. Such special artifacts are to be packaged in such a way as to ensure their continued survival.

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- h. All stable artifacts that can be washed will be washed. Items that cannot be washed due to their composition or stability will not be brushed or will be dry brushed when appropriate.
- i. At least 20% of all artifacts within one individual artifact inventory bag will be labelled with the appropriate provenience information (eg, 131H25A3) for the artifact. Metal and bone are not to be labelled. No catalogue numbers are applied to the artifacts themselves, only the provenience number.
- j. A record number is given to each artifact inventory entry. A group of blue transfer print, refined white earthenware, body sherds may have 1 record number (eg, 1230021).
- k. An inventory of all artifacts will be undertaken. Artifact inventory will be inputted into the Parks Canada Archaeological Resource Database (ARD). Access to this system will be provided by Parks Canada.

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**9.0 Records Management**

- a. All records management associated with archaeological excavations undertaken for the project will comply with the *Parks Canada Archaeological Recording Manual: Excavations and Surveys*.
- b. The Consultant must use archival quality recording material (e.g. acid-free paper, ink, pencil) for all laboratory recording. If electronic field recording is implemented, then a pdf of all notes will be submitted to the PCTAR.
- c. All photographs are to be catalogued (refer to Annex H). The PCTAR will provide the last catalogue number for the site. A pdf and Microsoft excel files will be submitted for photographic catalogue.
- d. For digital photographs, the file name of each photograph will match the Parks Canada catalogue number (eg, the catalogue number 131H2330E will correspond to the photograph file name 131H2330E.jpg
- e. All field notes are to be duly catalogued and each page numbered accordingly.
- f. All field drawings (maps, plans, elevations, etc.) to be duly catalogued. Each record is to contain the following information: site, project name, provenience number, description, scale, date of production, cross reference (eg, page numbers) with field notes.

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**10.0 Reporting**

- a. The Consultant will provide a weekly briefing to the PCTAR outlining the state of the excavations and archaeological findings from the week.
  
- b. Following the completion of project the Consultant must produce a report summarizing the substantive results of the archaeological work encountered during the project, including but need not be limited to:
  - Introduction: stating the scope of the archaeological work undertaken.
  - Historical Background: outlining the temporal phases of occupation for the study area.
  - Method: describing documentary, field, laboratory, and analytical methods employed.
  - Results: detailing the archaeological resources identified, including interpretation and analysis of the archaeological resources encountered in the study area.
  - Interpretation: interpretation of stratigraphic sequence and temporal phasing for the archaeological deposits encountered as applicable to the project and associated discipline of archaeology.
  - Interpretation: description of artifacts and archaeological resources collected in the field.
  - Conclusions: what archaeological and/or cultural resources are present, the significance of their presence and their locations.
  - Recommendations: additional investigations required, monitoring or recording required to preserve sufficient record of the archaeological resource.
  
- c. A final report for the archaeological work will be signed and submitted by the Principal Investigator, who was granted the Parks Canada Research and Collection Permit. The Final report will be reviewed and approved by the PCTAR.

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## **11.0 Deliverables**

Deliverables requirements for each project may vary based on project complexity, site sensitivity and/or any other specific requirements deems applicable to the project. All deliverables will be submitted to the PCTAR within 30 days of completion of the approved project final report unless otherwise stated. In general the requirements for project deliverables are as follows:

### **11.1 Artifacts**

All artifacts will be delivered to the PCTAR within 30 days (more frequently if damp or wet) of the completion of final report.

### **11.2 Field Records**

A copy of all original records (field notes, photographs, drawings etc.) both paper and digital files will be delivered to the PCTAR.

### **11.3 Maps**

Digital maps will be included in the final report. The Consultant will provide the collected data set in a GIS compatible format (GeoTIFFs, shape files etc).

### **11.4 Reports**

Three (3) bound originals of all final reports and one unbound, single-sided original of each final report, suitable for reproduction and distribution, will be submitted to the PCTAR.

Unless otherwise specified, all final reports, including embedded images and tables, will also be submitted on a DVD-ROM or hard drive and must be:

- Attached to each paper copy report;
- Free of computer viruses;
- Formatted and accurately matched to the paper versions. Electronic versions that do not accurately match the paper versions will be rejected, and correction at no extra cost will be required;
- Submitted in Adobe Acrobat format (pdf);
- When creating the Adobe Acrobat format (pdf), ensure that all fonts required by the document are embedded;
- Submit in high resolution;
- It is acceptable to submit the various sections of the report as appropriately labelled and organized separate files. However, a single, consolidated file must also be submitted;

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- Compatible with standard Microsoft Windows fonts;
- Clearly labeled, including title, permit number, project name, site number, consultant group name, and the date;
- Provide a directory key or legend for the DVD-ROM both in the packaging and in an electronic file on the DVD-ROM itself;
- Organize/label the DVD-ROM files in a logical, user-friendly fashion;
- Test the DVD-ROM before submission.

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**ANNEX C  
Evaluation Criteria and Basis of Selection**

**Mandatory Requirements**

		Compliance	
		Yes	No
<b>M1</b>	The Principal Investigator (PI) must demonstrate proof from the Province of Ontario that they are eligible to hold an Ontario licence.		
<b>M2</b>	Submit a portfolio outlining how the consultant meets the qualifications outlined in the Supply Arrangement Tasks for each area of expertise the consultant applied for. Each type of expertise will be rated separately against the criteria. Regions will not be rated separately.		
<b>M3</b>	The PI must have at least 5 years experience in leading archaeological projects, 2 years of which must be on Ontario Sites.		
<b>M4</b>	Submit a list of projects that the Consultant has conducted that are directly related to regions and expertise in Annex "A". Indicate the types of archaeological investigation performed. Include key members of the team and the tasks they undertook. Include contact information for the client who funded the archaeological work (this will be used as a reference check).		

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**Rated Criteria**

The Consultant must score a passing mark in each rated criteria.

For each type of expertise indicated on Annex "A", the consultant will be rated against the following criteria:

		<b>Max Score</b>	<b>Min Score</b>	<b>Actual Score</b>
	<b>Demonstrated Experience</b>			
<b>R1</b>	Provide a summary of the Consultant's experience as it relates to the type expertise indicated on Annex "A". Key team members and their experience should be indicated as well as the supervisory tasks these individuals will undertake.  Limit of 10 pages maximum.	100	75	
<b>R2</b>	The Consultant must demonstrate experience in the analysis and interpretation of material culture as it relates to each type of expertise indicated in Annex "A". Key team members and their experience should be indicated as well as the supervisory tasks these individuals will undertake.  Limit of 5 pages maximum.	100	75	
<b>R3</b>	For Historic Sites, the Consultant must demonstrate their experience in historical research in primary source documents from, museums, institutions provincial and/or national archives.  Limit of 1 page maximum.	20	15	
<b>R4</b>	Clearly demonstrate the Consultant's ability through past experience to provide the range of archaeological services outlined in the Supply Arrangement Tasks "1.0 Work to be Performed".  Limit of 3 pages maximum.	50	40	



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<b>R5</b>	Clearly articulate and demonstrate the Consultant's ability to complete the tasks outlined in the Supply Arrangement Tasks (6.0 Archaeological Recording, 7.0 Survey & Mapping, 8.0 Artifact Processing & Inventory, 9.0 Records Management, 11.0 Deliverables).  Limit of 5 pages maximum.	100	75	
<b>R6</b>	The Consultant's ability to prepare and deliver archaeological reports focusing on the evaluation, mitigation and interpretation of archaeological resources.  Limit of 2 report examples.	50	40	
<b>R7</b>	Clearly demonstrating the Consultant's ability to undertake a range of small to large projects (small to large projects (<\$10,000 to \$200,000)).	30	15	
<b>R8</b>	The Consultant demonstrates knowledge and understanding of Parks Canada's mandate on conservation of archaeological resources.  Limit of 1 page maximum.	20	15	
<b>R9</b>	The Consultant's ability to conduct archaeological fieldwork and deliverables on time & on budget.  Client reference.	40	30	
<b>R10</b>	The Consultant's ability to work with clients and to be flexible as project needs change.  Client reference.	40	30	
<b>R11</b>	Highlighting the Consultant's extent and range of experience in archaeological projects.  Project Portfolio Evaluation & Project List Evaluation.	100	75	

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**ANNEX "D" CONDITIONS PRECEDENT TO ISSUANCE OF A SUPPLY ARRANGEMENT**

The certifications and information should normally be submitted with the bid, but may be provided afterwards. Canada may declare a bid non-compliant if the certifications and information are not submitted or completed when requested. Where Canada intends to reject a bid pursuant to this paragraph, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-compliant. Compliance with the certifications the Bidder provides to Canada is subject to verification by Canada during the bid evaluation period (prior to Supply Arrangement issuance) and after Supply Arrangement issuance. The Contracting Authority will have the right to ask for additional information to verify the Bidder's compliance with the applicable certifications before issuance of a Supply Arrangement. The bid will be declared non-compliant if it is determined that any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Any failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-compliant. In order to be considered for issuance of a Supply Arrangement, the Bidder whose Bid is technically compliant, must meet the following conditions:

**1. Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Supply Arrangement, in an amount usual for a Work of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (e) Cross Liability/Separation of Insured: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

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- (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
- (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (j) Notice of Cancellation: The Insurer will endeavour to provide the Supply Arrangement Authority thirty (30) days written notice of policy cancellation.
- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

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### **2. Canadian Content Certification**

This procurement is limited to Canadian goods and Canadian services. Bidders should submit this certification completed with their arrangement. If the certification is not completed and or submitted with the arrangement, the Supply Arrangement Authority will so inform the Contractor and provide the Contractor with a time frame within which to submit this completed certification. Failure to comply with the request of the Supply Arrangement Authority and submit the completed certification will render the arrangement non-responsive. The Contractor certifies that a minimum of 80 percent of the total arrangement price consists of Canadian goods and Canadian services as defined in paragraph 5 of clause A3050T.

Annex 7.8 of the *Supply Manual* ([http://www.pwgsc.gc.ca/acquisitions/text/sm/chapter07-e.html#annex\\_7.8](http://www.pwgsc.gc.ca/acquisitions/text/sm/chapter07-e.html#annex_7.8)) shows how Canadian content is determined for a mix of goods, a mix of services or a mix of goods and services.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **2.1 SACC Clauses Incorporated by Reference**

A3050T                                  2008/05/12    Canadian Content Definition

### **3. Federal Contractors Program for Employment Equity - \$200,000 or more**

The Federal Contractors Program for Employment Equity (FCP-EE) requires that some suppliers bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder is subject to the FCP-EE, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible Contractors by Human Resources and Social Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contract Regulations. Suppliers may be declared ineligible Contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP-EE for a reason other than the reduction of their workforce. Any bid from ineligible Contractors will be declared non-responsive.

If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP-EE, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC. The form can be found on the following Service Canada Website: <http://www1.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc&lang=e>.

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The Bidder certifies its status with the FCP-EE, as follows:

The Bidder

(a)  is not subject to the FCP-EE, having a workforce of less than 100 permanent full or part-time employees in Canada,

(b)  is not subject to the FCP-EE, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

(c)  is subject to the requirements of the FCP-EE, having a workforce of 100 or more permanent full or part-time employees in Canada, but has not previously obtained a certificate number from HRSDC, (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;

(d)  is subject to the FCP-EE, and has a valid certificate number as follows:  
\_\_\_\_\_ (e.g. has not been declared ineligible Contractor by HRSDC).

Further information on the FCP-EE is available on the following HRSDC Website:  
<http://www.hrsdc.gc.ca/en/gateways/topics/wzp-gxr.shtml>.

**Signature of authorized representative:** \_\_\_\_\_

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**ANNEX "E" - AREAS OF SERVICE AND CEILING PRICING**

**Regions & Expertise**

The Consultant must indicate regions and areas of expertise the Consultant would like to be considered for:

<b>Regions: including the sites listed below but not limited to those sites listed.</b>	<b>Expertise</b>					
	<b>Aboriginal Sites:</b> eg. contact period sites, multi- component pre- contact sites	<b>Fur Trade:</b> eg. British, French, Aboriginal	<b>British Military:</b> eg. War of 1812, 1837-1838 - Rebellion Period	<b>Domestic Sites:</b> eg. late 19th early 20th century houses, homesteads, urban sites,	<b>Industrial Sites:</b> eg. farming sites, canals, milling sites, logging sites	<b>Historic Archaeology</b>
<b>Rideau Canal and Ontario East Regions:</b>						
Fort Henry NHS, Fort Wellington NHS, St. Lawrence Islands NP etc.						
<b>Trent-Severn Waterway Region:</b>						
Lock 1 Trenton to Lock 44 Big Chute etc.						
<b>Georgian Bay Region:</b>						
Georgian Bay Islands NP, Bethune Memorial NHS etc.						
<b>South-western Ontario Region:</b>						
Point Pelee NP, Fort Malden NHS etc.						
<b>Niagara Area of South Western Ontario Region:</b>						
Fort George NHS, Fort Mississauga NHSetc.						
<b>Northern Ontario Region:</b>						
Sault Ste. Marie Canal NHS, Fort St. Joseph NHS, Pukaskwa NP etc.						

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**Pricing**

Maximum Ceiling Hourly Rates

Ceiling Pricing

The ceiling prices shall be the maximum pricing that the Contractor will charge for the duration of the Supply Arrangement. This pricing doesn't preclude the Contractor from using lower rates in proposals that they provide in response to the RFPs issued under this Supply Arrangement.

Hourly Labour Rate: is an all inclusive rate for the provision of on-site productive labour during regular working hours from 7:30 a.m. to 5:00 p.m. local time from Monday to Friday, excluding Statutory Holidays.

The Location of Work list indicates the most often used locations and is not an exclusive list. Additional locations may be added at the request of Federal Government Departments or Agencies.

	<b>Hourly Rate</b>
<b>Senior Archaeologist (oversight)</b>	\$
<b>Principle Archaeologist (field)</b>	\$
<b>Field Supervisor (field)</b>	\$
<b>Archaeological Technician (field)</b>	\$
<b>Surveyor</b>	\$
<b>Survey Technician</b>	\$
<b>Lab supervisor (lab)</b>	\$
<b>Archaeological Technician (lab)</b>	\$
<b>Principle Archaeologist (office)</b>	\$
<b>Project Archaeologist (office)</b>	\$
<b>Archaeological Technician (office)</b>	\$
<b>Administration</b>	\$

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**ANNEX "F"**

**Attestation and Proof of Compliance with Occupational Health and Safety (OHS)  
Submission of this completed form, satisfactory to Parks Canada, is a condition of  
gaining access to the work place.**

**Instructions:**

Prime contractor must sign this form for all projects undertaken at Parks Canada work places.

This form is to be administered by the Project Manager and completed by the Prime Contractor AFTER contract award.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the *Canada Labour Code* and the *Canada Occupational Health and Safety Regulations* are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

Parks Canada Responsible Authority/Project Lead	Address	Contact Information
Project Manager/Contracting Authority (delete as required)		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work
General Description of Work to be Completed



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Mark "Yes" where applicable.

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, \_\_\_\_\_ (contractor), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_