



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS Á:

**Bid Receiving Unit  
Parks Canada Agency  
John Cabot Building  
P.O Box 1268  
St. John's, NL A1C 6M1**

REQUEST FOR A SUPPLY ARRANGEMENT

DEMANDE POUR UN ARRANGEMENT EN  
MATIÈRE D'APPROVISIONNEMENT

Canada, as represented by the Minister of the Environment for the purposes of the Parks Canada Agency hereby requests a Supply Arrangement on behalf of the identified users herein.

Le Canada, représenté par le ministre de l'Environnement aux fins de l'Agence Parcs Canada, autorise par la présente, une arrangement en matière d'approvisionnement 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  
P.O Box 1268  
St. John's, NL A1C 6M1**

Title-Sujet <b>RFSA – RFSA – Archaeological Services for Ontario Region - Parks Canada</b>	
Solicitation No. - No. de l'invitation <b>5P110/13/1001/NL</b>	<b>14/10/2016</b>
GETS Reference No. – No de reference de SEAG	
Client Reference No. – No. de référence du client	
<b>Solicitation Closes L'invitation prend fin –  at – á 02:00 PM on – le June 30, 2019</b>	<b>Time Zone Fuseau horaire -  Newfoundland Time (NT)</b>
Address Inquiries to: - Adresser toute demande de renseignements à :  <b>Colleen Sheehan <u>Colleen.sheehan@pc.gc.ca</u></b>	
Telephone No. - No de téléphone  <b>(709)772-6129</b>	Fax No. – No de FAX:  <b>(709)772-3651</b>
<b>Destination of Goods, Services, and Construction: Destinations des biens, services et construction:</b>  <b>See Herein</b>	
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 (type or print) Nom et titre de la personne autorisée a signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
_____	_____
<b>Name</b>	<b>Title</b>
_____	_____
<b>Signature</b>	<b>Date</b>

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**PART 1 - GENERAL INFORMATION**

**1. Introduction**

The Request for Supply Arrangements (RFSA) is divided into six parts:

Part 1, General Information;

Part 2, Supplier Instructions;

Part 3, Arrangement Preparation Instructions;

Part 4, Evaluation Procedures and Basis of Selection;

Part 5, Certifications, and

Part 6:

6A, Supply Arrangement,

6B, Bid Solicitation,

6C, Resulting Contract Clauses; and, Annex's.

Part 1: provides a general description of the requirement;

Part 2: provides the instructions applicable to the clauses and conditions of the RFSA and states that the Supplier agrees to be bound by the clauses and conditions contained in all parts of the RFSA;

Part 3: provides suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;

Part 4: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement, the security requirement, if applicable, and the basis of selection;

Part 5: includes the certifications to be provided;

Part 6A: includes the Supply Arrangement (SA) with the applicable clauses and conditions;

Part 6B: includes the instructions for the bid solicitation process within the scope of the SA;

Part 6C: includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Statement of Work, Supply Arrangement Information and Call-up procedures, Insurance Requirements, Areas of Service and Ceiling Pricing, Conditions Precedent to issuance of a Supply Arrangements.

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**2. Summary**

Request for Supply Arrangements (SA). The Parks Canada Agency requires the services of Archaeologists in the Province of Ontario to manage all aspects of a number of as and when required multi discipline projects that may include the following: inventory or survey work, monitoring of Archaeological resources, impact assessments and implementation of mitigation strategies as outlined in the Statement of Work

The established list of Contractors will remain in effect until September 30, 2019.

The Contractors will be invited to provide quotes on specific requirements valued up to \$400,000.00.

Further details can be found in Annex "A" – Supply Arrangement Information and Call-up Procedures.

Details of knowledge and experience are described in the Evaluation Criteria and Scope of Work included herein.

**2.1. Outline of the Supply Arrangement Process**

Supply Arrangements will permit the expeditious processing of contracts. Contractors who are issued a Supply Arrangement, will have agreed to all applicable terms and conditions as well as applicable specifications in advance of any contract award. Furthermore, the suppliers have been qualified on their meeting mandatory requirements. A Supply Arrangement is not a contract. The Parks Canada Agency is under no obligation to solicit any tenders through the Supply Arrangement. Any level(s) of effort specified herein is an approximation of requirements given in good faith.

**Two Phase Procurement Process**

It is Canada's intention, by issuance of this Request for Supply Arrangement (RFSA) over the Government Electronic Tendering Service ([Buyandsell.gc.ca/tenders](http://Buyandsell.gc.ca/tenders)), to establish/maintain a List of Qualified Suppliers for Archaeological Services. Qualification will be based entirely on meeting the mandatory and rated requirements of this RFSA.

Phase 1: is the action of soliciting offers from suppliers from which Canada intends to establish Supply Arrangements with those Contractors whose offer meets all the mandatory and rated requirements of this RFSA.

Phase 2: is the action of soliciting proposals from suppliers, qualified through the Phase 1 activity, for requirements identified on an as-and-when-requested basis by Parks Canada. Any contracts that arise from the Phase 2 activity must satisfy the requirements of the solicitation. To solicit proposals for a particular requirement, Parks Canada will issue a Request for Proposal to suppliers from the List of Qualified Suppliers. Suppliers must submit their proposals according to the instructions in each RFP. The proposals will be evaluated by Canada according to the method stated in the RFP. The successful bidder will be awarded a contract. Each contract awarded will incorporate by reference, all the terms and conditions set out in the Supply Arrangement.

This Request for Supply Arrangements does not commit The Parks Canada Agency to authorize the utilization of a Supply Arrangement.

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**3. Security Requirement**

There is a security requirement associated with the requirement of the Supply Arrangement. For additional information, see Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Supply Arrangement and Resulting Contract Clauses.

**4. Canadian Content**

The goods and/or services covered by the Supply Arrangement may be limited to Canadian goods and/or services as defined in clause A3050T.

SACC Manual clause A3050T 27/11/2014 Canadian Content Definition

**PART 2 - SUPPLIER INSTRUCTIONS**

**1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSAs) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions](http://sacc.pwgsc.gc.ca/sacc/index-e.jsp) Manual (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) issued by Public Works and Government Services Canada.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSAs and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The 2008 2016-04-04 Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSAs.

**2. Submission of Arrangements**

Arrangements must be submitted only to Parks Canada, Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Supply Arrangements. Bidders must ensure that the solicitation number, closing date and time are clearly marked on all envelopes or parcels.

Bid Receiving Unit  
Parks Canada Agency  
John Cabot Building  
P.O. Box 1268  
St. John's, NL A1C 6M1

**2.1 Supply Arrangement Closing Date**

Arrangements can be submitted at any time prior to the closing date indicated on page 1 of the Request for Supply Arrangement. The Contracting Authority will issue Supply Arrangements immediately following receipt and review of submissions to determine compliance with all criteria stated herein.

**3. Enquiries - Request for Supply Arrangements**

All enquiries must be submitted in writing to the Supply Arrangement Authority.

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

**4. Applicable Laws**

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 suppliers.

**PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS**

**1. Arrangement Preparation Instructions**

Canada requests that suppliers provide the arrangement in separately bound sections as follows:

Section I: Areas of Service and Ceiling Pricing (1 Copy) – Annex "E"

Section II: Conditions Precedent to Issuance of Supply Arrangement (1 Copy) – Annex "D"

It is essential that the elements contained in a submission for supply arrangement are stated in a clear and concise manner. Failure to provide complete information as requested will be to the Bidders disadvantage.

Prices must appear in Section I only. No prices must be indicated in any other section of the arrangement.

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**Section I: Areas of Service and Ceiling Pricing (1 copy) - ANNEX "E"**

The Contractor should indicate the location of work and the range of project values they would like the opportunity to quote on. The Contractor's ceiling pricing for those areas should be included.

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, 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.

**Section II: Conditions Precedent to Issuance of Supply Arrangement - ANNEX "D"**

In order to be issued a Supply Arrangement, all information attached in Annex "D", "Conditions Precedent to Issuance of a Supply Arrangement" is required. The Contractor may include this information with their response to the Request for Supply Arrangement or they may provide it when requested from the Supply Arrangement Authority.

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

**1. Evaluation Procedures**

Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements, including the technical and financial evaluation criteria.

An evaluation team composed of representatives of Canada will evaluate the arrangements.

**1.1. Technical Evaluation**

**1.1.1 Mandatory Technical Criteria:** *Detailed herein at Annex "C"*

**1.1.2 Point Rated Technical Criteria:** *Detailed herein at Annex "C"*

**1.2 Financial Evaluation**

**1.2.1** *Detailed herein at Annex "E"*

**2. Basis of Selection**

**2.1** 1. To be declared responsive, an arrangement must:

(a) comply with all the requirements of the Request for Supply Arrangements;  
and

(b) meet all mandatory technical evaluation criteria; and

(c) obtain the required minimum of 70% percent overall of the points for the technical evaluation criteria which are subject to point rating.

2. Arrangements not meeting (a) (b) or (c) above will be declared non-responsive.



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## Conditions Precedent to Issuance of Supply Arrangement

After reviewing the Contractor's response to the Request for Supply Arrangement the Contractor will be given written notification to provide the information required in Annex "D", by a specific date and time. Should the Contractor fail to provide all the information required by the date and time specified, the arrangement will be considered non-compliant and given no further consideration.

## **2. Issuance of a Supply Arrangement**

Upon compliance with the Conditions Precedent to Issuance, the compliant Contractors will be issued a Supply Arrangement.

## **3. Rejection and Non-acceptance of Arrangements**

3.1.1 Parks Canada Agency reserves the right to:

- (a) Reject any or all offers received in response to this RFSA; and
- (b) Cancel and/or reissue this requirement at any time.

3.1.2 Rejection of offers shall take place during the evaluation. Rejection may be due to incompleteness or failure to provide all the information required in Annex "E" of the RFSA. In the event that an offer is rejected, the Contractor has the opportunity to resubmit an amended offer in order to achieve compliance up to the final closing date the Request for Supply Arrangement

## **4. Security Requirement**

For work in specified areas contractors and all employees and sub-contractors working within the specified areas will be required to undergo a Criminal Records Check prior to commencement of any work. The requirement for a CPIC will be clearly indicated on any applicable Invitation to Tender (ITT) issued by Parks Canada. Information on the Canadian Police Information Centre (CPIC) is available on the following web site: [www.cpic-cipc.ca/English/index.cfm](http://www.cpic-cipc.ca/English/index.cfm)

## **PART 5 - CERTIFICATIONS**

### **1. Certifications Precedent to Issuance of a Supply Arrangement**

The certifications and information should normally be submitted with the arrangement, but may be provided afterwards. Canada may declare a arrangement non-compliant if the certifications and information is not submitted or completed when requested. Where Canada intends to reject a arrangement pursuant to this paragraph, the Supply Arrangement Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Supply Arrangement Authority and meet the requirement within that time period will render the arrangement non-compliant.

Compliance with the certifications the Contractor provides to Canada is subject to verification by Canada during the arrangement evaluation period (prior to Supply Arrangement issuance) and after Supply Arrangement issuance. The Supply Arrangement 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.

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The arrangement will be declared non-compliant if it is determined that any certification made by the Contractor is untrue, whether made knowingly or unknowingly. Any failure to comply with the certifications or to comply with the request of the Supply Arrangement Authority for additional information will also render the arrangement non-compliant.

In order to be considered for issuance of a Supply Arrangement, the Contractor whose Arrangement is technically and financially compliant, must meet the following conditions:

**1.1. Commercial General Liability Insurance**

The Contractor shall provide a copy of their Commercial General Liability Insurance policy that meets the insurance requirements specified in Annex "D".

**1.2 Integrity Provisions – Associated Information**

By submitting an arrangement, the Supplier certifies that the Supplier and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Arrangement of Standard Instructions 2008. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

**1.3. Canadian Content Certification**

As outlined in Annex D

**1.3.1 SACC Clauses Incorporated by Reference**

A3050T                      2014-04-04    Canadian Content Definition

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

As outlined in Annex D

**PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES**

**A. SUPPLY ARRANGEMENT**

**1. Arrangement**

The Supply Arrangement covers the Work described in the Statement of Work at Annex "B"

**2. Security Requirement**

For work in specified areas contractors and all employees working within the specified areas will be required to undergo a Criminal Records Check prior to commencement of any work. The requirement for a CPIC will be clearly indicated on any applicable Invitation to Tender (ITT) issued by Parks Canada. Information on the Canadian Police Information Centre (CPIC) is available on the following web site: [www.cpic-cipc.ca/English/index.cfm](http://www.cpic-cipc.ca/English/index.cfm)

**3. Standard Clauses and Conditions**

All clauses and conditions identified in the Supply Arrangement and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions](#)

# **Request for Supply Arrangement**

## **Provision of Archaeological Services for Ontario - Parks Canada**

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Manual (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) issued by Public Works and Government Services Canada.

### **3.1 General Conditions**

2020 (2016-04-04) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

### **3.2 Supply Arrangement Reporting**

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases paid for by a Government of Canada Acquisition Card. The data must be submitted on a quarterly basis to the Parks Canada Supply Arrangement Authority.

Quarterly periods are defined as follows:

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

Electronic reports must be completed and forwarded to the Supply Arrangement Authority no later than 15 calendar days after the end of the quarterly period. An electronic version of the form in Excel and/or Lotus spreadsheet format is available on the Business Access Canada Website, under "Publications, Manuals, Forms", at the following address: <http://contratscanada.gc.ca/en/index.html>).

All data fields of the report must be completed as requested. If some data is not available, the reason must be indicated in the report. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

Failure to provide fully completed reports in accordance with the above instructions may result in the withdrawal by Canada from the Supply Arrangement, the removal of the Supplier from the list of qualified suppliers and the application of a vendor performance corrective measure.

## **4. Term of Supply Arrangement**

### **4.1 Period of the Supply Arrangement**

The period for awarding contracts under the Supply Arrangement is from date of Award to September 30, 2019.

The period for awarding contracts under the Supply Arrangement begins immediately following issuance of the first Supply Arrangement.

## **5. Authorities**

### **5.1 Supply Arrangement Authority**

The Supply Arrangement Authority is:

**Request for Supply Arrangement**  
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Colleen Sheehan  
Contracts, Procurement & Materiel Management Advisor  
Accounting and Contracting Operations, Chief Financial Officer Directorate  
Parks Canada Agency  
John Cabot Building  
P.O Box 1268  
St. John's, NL A1C 5M9  
Telephone: 709-772-6129  
Facsimile: 709-772-3651  
Email: [colleen.sheehan@pc.gc.ca](mailto:colleen.sheehan@pc.gc.ca)

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

**5.2 Supplier's Representative** *(Bidder must fill in this information below)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**6. Identified Users**

The Identified User are Designated representatives of Parks Canada Agency for the Province of Ontario.

**7. On-going Opportunity for Qualification**

This notice will remain on the Government Electronic Tendering Service until June 30, 2019 to allow the continuous addition of qualified suppliers.

**8. 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 articles of the Supply Arrangement;
- (b) the general conditions 2020 (2016-04-04) - Supply Arrangement - Goods or Services
- (c) Annex "B", Statement of Work;
- (d) Annex "E", Area's of Service and Ceiling Pricing
- (e) the Supplier's arrangement dated \_\_\_\_\_ *(insert date of arrangement) (if the arrangement was clarified or amended, insert at the time of issuance of the arrangement: "as clarified on \_\_\_\_\_" or "as amended \_\_\_\_\_". (Insert date(s) of clarification(s) or amendment(s), if applicable)*

**9. Certifications**

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**9.1 Compliance**

Compliance with the certifications provided by the Supplier in the arrangement is a condition of the Supply Arrangement (SA) and subject to verification by Canada during the term of the SA and of any resulting contract that would continue beyond the period of the SA.

If the Supplier does not comply with any certification or it is determined that any certification made by the Supplier in the arrangement is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and suspend or cancel the SA.

**10. Applicable Laws**

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

**B. BID SOLICITATION**

**1. Bid Solicitation Documents**

The bid solicitation will contain as a minimum the following:

- (a) security requirements (*if applicable*);
- (b) a complete description of the Work to be performed;
- (c) [2003](#), Standard Instructions - Goods or Services - Competitive Requirements; Subsections 04 and 05 of Section 01, Integrity Provisions - Bid of the Standard Instructions 2003 incorporated by reference above are deleted in their entirety and replaced with the following:
  - 4. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner, at the time of submitting an arrangement under the Request for Supply Arrangement (RFSAs). These bidders must diligently inform Canada in writing of any changes affecting the list of directors during this procurement process as well as during the contract period.
  - 5. Canada may, at any time, request that a bidder provide properly completed and Signed Consent Forms ([Consent to a Criminal Record Verification form - PWGSC-TPSGC 229](#)) for any or all individuals mentioned above within a specified time frame. Failure to provide such consent forms and associated information within the time frame provided, or failure to cooperate to the verification process, will result in the bid being declared non-responsive.”
- (d) bid preparation instructions;
- (e) instructions for the submission of bids (address for submission of bids, bid closing date and time);

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- (f) evaluation procedures and basis of selection;
- (g) certifications;
  - **Federal Contractors Program (FCP) for Employment Equity - Notification**
  - SACC Manual [A3005T](#), [A3010T](#) for service requirements when specific individuals will be proposed for the work;
  - **Integrity Provisions - Associated Information**

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

- (h) conditions of the resulting contract.

## **2. Bid Solicitation Process**

- 2.1** Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from suppliers who have been issued a SA.
- 2.2** The bid solicitation will be sent directly to suppliers.
- 2.3** The designated representative of Parks Canada authorized by the Service Centre to generate call-ups against the supply arrangement will be responsible for the bid solicitation process and the award of contracts.
- 2.4** Maximum Call-up not to exceed \$400,000.00 HST Included.

## **C. RESULTING CONTRACT CLAUSES**

### **1. General**

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

## **ANNEX "A", SUPPLY ARRANGEMENT INFORMATION AND CALL-UP PROCEDURES**

### **A1 General Information**

#### **1.1 Objectives**

The objectives of the Supply Arrangements are:

- I. To establish an open and competitive procurement process for the provision of services;
- II. To minimize the cost of services to Canada and the Industry; and
- III. To pre-establish terms and conditions under which the services will be delivered.

# ***Request for Supply Arrangement Provision of Archaeological Services for Ontario - Parks Canada***

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## **1.2 Outline of the Supply Arrangement Process**

A Supply Arrangement is not a contract. Supply Arrangements include a set of predetermined terms and conditions that will apply to any subsequent contract. The use of Supply Arrangements allows efficient processing of contracts for Construction Service projects because Contractors who are issued a Supply Arrangement will have agreed to all applicable terms and conditions as well as applicable specifications (see Annex "B") in advance of any contract award.

## **1.3 Compliance Audit**

1.3.1 The Contractor's compliance with information provided as per Annex "D" and "E" may be subjected to verification by government audit, at any time during the period of the Supply Arrangement.

1.3.2 If the Contractor refuses to permit such audit or if such audit demonstrates that the facility or company no longer meets the requirements of the criteria used to evaluate the original proposal, the Supply Arrangement will be immediately suspended until such time as the Supplier demonstrates compliance with the said criteria.

## **1.4 Withdrawal of Authorization to use the Supply Arrangement Provisions**

1.4.1 If, during the course of the Supply Arrangement, the Supply Arrangement Authority becomes aware that the Contractor is in violation of the terms and conditions of this Arrangement or any associated contract (e.g., either through random inspections or written complaints from Project Authority, the Supply Arrangement Authority may withdraw authorisation to use the Supply Arrangement.

1.4.2 Conditions, which may result in withdrawal of authorisation to use the Supply Arrangement, include:

### ***(a) Unsatisfactory Contractor Performance***

For each incident reported in writing to the Supply Arrangement Authority regarding unsatisfactory Contractor performance such as: poor quality, failure to comply with specifications/drawings, or inadequate warranty, the Contractor shall be asked to provide in writing to the Supply Arrangement Authority within seven (7) calendar days of the request, what corrective actions will be taken to correct the current situation and how the Contractor will mitigate future occurrence of the problem.

Parks Canada may withdraw the Supply Arrangement with that Contractor if the Contractor does not rectify their poor performance or there is a second incident of poor performance.

### ***(b) Non-Response to Requirements (RFP), for Not Quoting, Submitting High Prices Or Unreasonable Delivery***

For each incident reported in writing by the PA/TA to the Supply Arrangement Authority regarding the Contractor not responding to Invitation to Tenders (ITT) or deliberately quoting a high price in order to avoid receiving a contract, or providing unreasonable delivery dates/lead times the Supply Arrangement Authority will send a notice to the Contractor to explain what corrective measures are required. Should the Contractor fail to remedy the unacceptable bidding practices Parks Canada may withdraw the Supply Arrangement with the Contractor.

1.4.3 Withdrawal of authorisation to use the Arrangement, for whatever reason, does not remove the right of the Parks Canada to pursue other measures that may be available.

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**A2 How Does a Supply Arrangement Work? The Two Phase Procurement Process**

**2.1 Phase 1 - How Supply Arrangements will be issued**

Phase 1 is the action, by Parks Canada, of soliciting offers from Contractors to provide Services. Parks Canada intends to issue Supply Arrangements (SAs) to those whose offers meet all the Mandatory and Rated Requirements and Conditions Precedent to the Issuance of the Supply Arrangements.

**2.2 Phase 2 - How to Bid on a Requirement**

Phase 2 is the action, by Designated Representatives, of tendering for specific projects on an as-and-when-requested basis. Designated Representatives shall only request a quote from the Contractors who have received Supply Arrangements through Phase 1 and have indicated at Annex "E" a willingness to provide services in the area of where project will commence.

PA/TA from Field Unit will issue a "Invitation to Tender" (ITT) to SA Holders who must submit their tenders according to the instructions in each ITT. The tenders will be evaluated by client, according to the method stated in the ITT. The successful bidder will be awarded a contract (Call-up).

Each call-up awarded will incorporate by reference, all the terms and conditions set out in the Supply Arrangement.

**A3 Procedures to Invitation to Tender and Contracting**

**3.1 Establishment of Supply Arrangement for Rotational Sourcing**

Parks Canada Service Centres will provide all designated users with the list of Supply Arrangement (SA) Holders. The list shall be sorted in Numerical Order, based on the individual Supply Arrangement number of the SA Holder. It will be the responsibility of the Designated Representatives, to ensure that any additional Supply Arrangement holders are added to the rotation process as applicable. Each designated user group shall maintain a separate list.

**3.2 For all requirements up to an estimated value of \$25,000.00, (applicable taxes included)**

SA Holders shall be contacted using a Rotational Basis, based on the list established under 3.1. Departments or Agencies shall contact at least one SA Holder by issuing a bid solicitation in the form of a Request for Proposal (RFP).

**3.3 For all requirements with an estimated value between \$25,001.00 and \$100,000.00 (applicable taxes included)**

A minimum of 3 SA Holders must be sent a RFP using a Rotational Basis, based on the list established under 3.1.

**3.4 For all requirements with an estimated value between \$100,001.00, and \$400,000.00 (applicable taxes included)**

All SA Holders must be sent a RFP, based on the list established under 3.1. Contractors not on the list that may wish to be included in the RFP must first submit a proposal on the RFSA



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document available on MERX. This can be completed at any time prior to the closing date of the RFSA. No additional time will be provided to bidders that have not being pre-qualified prior to the closing date of the individual RFP.

There must be no less than three available Supply Arrangements to proceed with a requirement greater than \$25,000.00. If there has not been a sufficient number of Supply Arrangements issued to achieve maximum competition then the Designated Representative must request a call-up be completed at the Service Centre. The Service Centre will post the RFP on the Government Electronic Tendering Service.

**3.5 Request for Proposal (RFP) Format**

The PA/TA can request prices using any of the following formats:

- Form PWGSC-TPSGC 9200-11 (<http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/pdf/9200-11.pdf>)  
Transmission may be made through facsimile, electronic mail, regular mail or courier

**3.6 Call-up Against the Supply Arrangement Format**

The PA/TA shall issue the Call-up Contract using any one of the following methods:

- Form pwgsc-tpsgc - 9170 Call-up Against a Supply Arrangement.  
Transmission may be made through facsimile, electronic mail, regular mail or courier. Verbal contracts are not acceptable.

**3.7 Maximum Individual Call-up Limitation**

Individual Call-up limits must not be exceeded unless it is approved in advance and countersigned by the Supply Arrangement Authority. Projects must not be split to reduce the call-up levels.

The value of any one call-up shall not exceed \$400,000.00 including applicable taxes and all amendments.