



Parks Canada
Parcs Canada



RETURN BIDS TO - RETOURNER LES SUBMISSION À :

Unité de réception des soumissions de
l'Agence Parcs Canada
Service national de passation de marchés
635 – 8 Avenue S.O., pièce 1300
Calgary (AB) T2P 3M3

REQUEST FOR QUOTATION

DEMANDE DE PRIX

Quotation to: Parks Canada Agency

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

Prix aux : l'Agence Parcs Canada

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

Comments – Commentaires :

Due to the nature of the bid solicitation, bids transmitted by email to PCA will not be accepted.

Issuing Office - Bureau de distribution :

l'Agence Parcs Canada
Service national de passation de marchés
635 – 8 Avenue S.O., pièce 1300
Calgary (AB) T2P 3M3

Title - Sujet

Venison harvest from Ligaay gwii sdiilhda- Restoring Balance Deer Project on Ramsay and Lyell Islands - Gwaii Haanas

Solicitation No. - N° de l'invitation

5P420-16-5338/A

Date

February, 10, 2017

Client Reference No. - N° de référence du client

GETS Reference No. | N° de référence de SEAG

PW-17-00768634

Solicitation Closes - L'invitation prend fin

At - à : 14 h 00

On - le : February 24, 2017

Time Zone - Fuseau horaire

Mountain Standard
Time (MST)

F.O.B. - F.A.B.

Plant - Usine : ☐ Destination : ☒ Other - Autre : ☐

Address Enquiries to - Adresser toutes questions à

Ryan Taylor

Telephone No. -
N° de telephone
(403) 292-8503

Fax No. -N° de
télécopieur
(403) 292-4475

Email Address - Courriel
ryan.taylor@pc.gc.ca

Destination of Goods, Services, and Construction - Destination des biens, services, et construction

Ramsay and Lyell Islands - Gwaii Haanas

TO BE COMPLETED BY THE BIDDER - À REMPLIR PAR LE SOUSMISSIONNAIRE

Vendor/ Firm Name - Raison sociale et adresse du fournisseur/ de
l'entrepreneur

Address - Adresse

Telephone No. - N° de telephone

Fax No. - N° de télécopieur

Name of person authorized to sign on behalf of the Vendor/ Firm
(type or print) - Nom de la personne autorisée à signer au nom du
fournisseur/ de l'entrepreneur (taper ou écrire en caractères
d'imprimerie)

Signature

Date

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with this bid solicitation.

1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2016-04-04), Standard Instructions – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment and Climate Change for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

2.2 Submission of Bids

Bids must be submitted only to Parks Canada Agency (PCA) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted to PCA by email or facsimile will not be accepted.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than eight (8) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

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nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (one (1) hard copy)

Section II: Financial Bid (one (1) hard copy)

Section III: Certifications (one (1) hard copy)

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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-policyeng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policyeng.html>). To assist Canada in reaching its objectives, Bidders should:

1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and

2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Technical bids will be evaluated against the mandatory technical criteria at Annex "C".

4.1.1.2 Point Rated Technical Criteria

Technical bids will be evaluated against the point rated technical criteria at Annex "C".

4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection – Highest Combine Rating of Technical merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of 30 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 60 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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The table below illustrates **an example** where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively.

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		30/60	55/60	45/60
Bid Evaluated Price		\$30,000.00	\$55,000.00	\$80,000.00
Calculations	Technical Merit Score	$30/60 \times 70 = 35$	$55/60 \times 70 = 64.16$	$45/60 \times 70 = 52.5$
	Pricing Score	$30/30 \times 30 = 30$	$30/55 \times 30 = 16.36$	$30/80 \times 30 = 11.25$
Combined Rating		75	80.52	63.75
Overall Rating		2nd	1st	3rd

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Precedent to Contract Award and Additional Information

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 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 with FPS, bidders must provide the information required below before contract award.

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;
- (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.

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“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 Bidder a FPS in receipt of a pension? **Yes** () **No** ()

If so, the Bidder 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, Bidders agree that the successful Bidder'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 Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** () **No** ()

If so, the Bidder must provide the following information:

- (b) name of former public servant;
- (c) conditions of the lump sum payment incentive;
- (d) date of termination of employment;
- (e) amount of lump sum payment;
- (f) rate of pay on which lump sum payment is based;
- (g) period of lump sum payment including start date, end date and number of weeks;
- (h) 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.

5.1.2 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

5.1.2.1 Integrity Provisions - List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

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Bidders may use the attached Integrity Provisions – List of Names form under Annex “D”.

5.1.3 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's website \(http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969\)](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the “FCP Limited Eligibility to Bid” list at the time of contract award.

5.1.4 Status and Availability of Resources

SACC Manual clause A3005T (2010-08-16), Status and Availability of Resources.

5.1.5 Education and Experience

SACC Manual clause A3010T (2010-08-16), Education and Experience.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

There is no security requirement applicable to the Contract.

6.2 Statement of Work

The Work to be performed is detailed under Annex A of the resulting contract clauses.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2010C](#) (2016-04-04), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment and Climate Change for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to September 30, 2017 inclusive.

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6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Ryan Taylor

Contracting Officer, National Contracting Services
Parks Canada Agency
Suite 1300, 635 – 8 Avenue S.W.
Calgary, AB T2P 3M3

Telephone No. (403) 292-8503

Fax No. (403) 292-4475

Email address: ryan.taylor@pc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority

The Project Authority for the Contract is:

to be inserted at contract award

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Representative's Name:		
Title:		
Vendor/ Firm Name:		
Address:		
City:	Province/ Territory:	Postal Code:
Telephone:		Facsimile:
Email Address:		

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Procurement Business Number or Goods and Services Tax Number:

Instruction on how to obtain a Procurement Business Number (PBN)

Canadian Bidders are requested to have a Procurement Business Number (PBN) before Contract award. Bidders may register for a PBN in the Supplier Registration Information service on line at the [Business Access Canada Website](https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier) (<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier>). For non- Internet registration, Bidders may contact the Business Access Canada InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

6.6 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.

6.7 Payment

6.7.1 Basis of Payment – Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex B for a cost of \$ _____ [\(to be inserted at contract award\)](#). Customs duties are *included* and Applicable Taxes are extra.

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.

6.7.2 Progress Payment

6.7.2.1 Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to 100 percent of the amount claimed and approved by Canada if:

- a. an accurate and complete claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - b. the amount claimed is in accordance with the basis of payment;
 - c. the total amount for all progress payments paid by Canada does not exceed 100 percent of the total amount to be paid under the Contract;
 - d. all certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives.
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.
 3. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

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6.8 Invoicing Instructions

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

Each invoice must be supported by:

- (a) a copy of the monthly progress report.

6.8.2 Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.9 Direct Deposit

In April 2012, the Government of Canada announced that direct deposit would be replacing cheques as the primary payment method for the federal payments issued by the Receiver General for Canada by April 2016. If the Bidder is not set up for direct deposit, a Direct Deposit Enrollment Form will be required to be submitted to the Contracting Authority upon receipt of a Contract.

Additional information on this Government of Canada initiative is available at: <http://www.directdeposit.gc.ca>

6.10 Certifications and Additional Information

6.10.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.11 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

6.12 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 Agreement;
- (b) the general conditions 2010C (2016-04-04), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, OHS Attestation Form
- (f) the Contractor's bid dated _____ *(to be inserted at contract award)*.

6.13 SACC Manual Clauses

A9068C (2010-01-11) Government Site Regulations
B6802C (2007-11-30), Government Property
A9039C (2008-05-12), Salvage

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G1005C (2016-01-28), Insurance – No Specific Requirement

6.14 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

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ANNEX A - STATEMENT OF WORK

1. *Title*

Venison harvest from Lligaay gwii sdiilhda- Restoring Balance Deer Project on Ramsay and Lyell Islands

2. *Background*

This contract is for post-hunting carcass collection, food safe storage, transport, tracking, butchering and distribution of the venison harvested from the Restoring Balance project. As part of a multi-year project to restore ecological integrity to select forest ecosystems within Gwaii Haanas, the removal of introduced Sitka Black-tailed deer will be undertaken on Ramsay Island and Lyell Islands. Shooting of the animals at baited stations by Parks Canada Agency staff and their contractors will start on April 20th on Ramsay Island and continue approximately until May 12th, 2017 and will run from May 5-18th on southern Lyell Island (See attached maps for probable locations of bait station hunting on the two islands).

Animals removed during eradication and identified for human consumption will be classified in two groups. Meat quality is paramount for any carcasses harvested for human consumption. However, regulations differ between meat that is harvested to be used within First Nations communities directly (i.e., processed and distributed by Haida Nation members) and those carcasses that go through the certified meat processing facility into food programs for schools and elders. This fact combined with the fact that the carcass collection cannot impede or compromise the bait station hunting that is crucial to the success of the project and the fact that the harvest will be occurring in spring when cool temperatures prevail, means there is the opportunity to have more meat harvested if the meat quality can be retained by separating the animals into two distinct streams. Daily average temperature taken from Pallant Creek is 6.3 C in April and 9.5C in May (1991-2010).

Stream A - Animals that look externally healthy and greater than 40lbs (after gutting) estimated weight will be gutted as soon as possible after death (within 1-3.5 h) and will be cooled as quickly as possible by propping the gut cavity open with a stick and placing on cool ground like a stone beach above high tide line. The animals will then be collected by the contractor's carcass crew with support from Parks Canada Agency's staff and chilled or frozen as soon as possible after the animal's death. Communication by VHF radio between the carcass crew and the hunting crew will allow timely pickup. These animals will be marked differently from Stream B animals. Stream A animals will be transported frozen or chilled to a certified cut and wrap facility or abattoir and will be the source of cut and wrapped meat for provision to the local food programs in the schools and for elders.

Stream B – Animals that look externally healthy and greater than 40lbs (after gutting) estimated weight will have their time of death recorded and be gutted by the carcass crew or PCA staff or contractors **within 1 hour** of being shot. Carcasses will be handled to ensure that they are cooled as quickly as possible. Any carcass that has any scent or evidence of taint will be disposed of by the contractor in compliance with disposal regulations. Meat processed for this stream can be consumed privately but not in a public setting or event unless the First Nations processor is a professional butcher or processor. If at any time during processing, the carcass crew or PCA or their contractors deem the animal unhealthy, the deer will be removed from the pool of meat destined for human consumption.

3. *Objective*

Utilizing some of the meat from deer that are removed is a key component of the project. The objective of the work is to liaise with Parks Canada Agency staff and contractors working on the Restoring Balance project to collect between 40-80 deer carcasses from restoration islands, transport the deer in a chilled or frozen state from Gwaii Haanas (Gandaawuu.ngaay Xyangs- Juan Perez Sound) to the processing site (likely Queen Charlotte or Skidegate), track the chain of custody on the meat for each carcass, butcher the meat in a Health Canada or provincially approved environment, and connect and distribute the meat to local food programs (Meals on Wheels, LF2S and Skidegate Band Council).

4. **Scope of Work**

The successful contractor will:

- Harvest between 40-80 deer carcasses (number could be higher than this range but cannot be lower than 40) between April 20th – May 12th on Ramsay Island and from May 5-18th on southern Lyell Island. Meat quality will be paramount for all harvested animals.
- Upon request the Contractor will provide a detailed budget that includes all aspects of the program delivery.
- Coordinate daily carcass recovery during a period of 5-10 days during the Ramsay Island shooting and for a period of 10-12 days during the Lyell Island shooting for a total of 18 days of harvest.
- Develop a plan and schedule for the harvest, transport and distribution of the meat. This plan will include how the meat will be distributed in a timely and fair-minded fashion to the local food programs and how it will be cut to comply with needs of the local food distribution programs.
- Provide all necessary crew and vessels or equipment to safely and within food standards requirements transport and track the meat from its harvest point until distribution.
- The licensed cut and wrap facility that processes the deer will need to have a written food safety plan submitted to Northern Health.
- Provide adequate freezer and cooler space to store the meat and provide a distribution point.
- Distribute meat from 40-80 carcasses to local food programs (e.g., LF2S and Meals on Wheels as well as 3 whole deer to Skidegate Band Council) and to local First Nations members identified by local councils as wishing to be on meat distribution list by the timelines identified in this statement of work.
- Will harvest hooves and hides from up to 10 deer for usage in cultural and artistic programs in the community.
- As per the standards for the donation of culled game meat, the final packaging will have to include labelling that reads 'not government inspected; for personal use only; not for resale'.
- Provide a logistics coordinator as part of their project team who will not be field bases, but will have the ability to communicate with their field crew.

5. **Constraints**

Government policy constraints apply to this work including its compliance with Parks Canada Agency policies and directives. All relevant Health Canada and provincial health and food safe guidelines will apply to the processing of meat.

It is understood that the number of deer to be harvested will be contingent on the quality of the animals obtained from Ramsay and Lyell Islands and that it may be possible to harvest animals in excess of this range. This is a desired outcome as long as the contractor remains within the specified budget and a distribution market is identified for the excess animals.

It is important that the meat obtained for the harvest program is gathered without jeopardizing the success of the eradication activities.

6. **Deliverables**

- a. Based on the contractors proposal a final project plan will be developed and approved by both PCA and the Contractor no later than March 31, 2017.
- b. Venison from 40-80 healthy animals is cut, wrapped and distributed within the communities of Haida Gwaii.
- c. A brief summary report (2-3 pages) describing the harvest, the distribution of the meat, what worked well and areas for potential improvement for future projects.

7. Contractor Responsibilities

The Contractor will:

- Coordinate the harvest, processing and distribution of 40-80 deer carcasses from Ramsay and Lyell islands in the April-May 2017 period as detailed in this Statement of Work.
- Provide all labour, equipment, and transportation required to perform the work.
- Perform work in compliance with applicable WorkSafe BC regulations and standards.
- Comply with all applicable codes, acts, bylaws, standards and regulations.
- Attend start-up meeting following contract signing within 2 weeks to ensure clarity of contract expectations.
- The successful contractors will take part in a project orientation to review project timelines and on-site safety and logistics prior to the first harvest trip.
- If the contractor uses subcontractors he/she will ensure that they are appropriately equipped with personal field and safety equipment as well as holding the necessary safety training certification to be in the field.
- Provide suitable refrigeration and transport for the meat so that all meat can be preserved in a high quality state
- Provide three whole carcasses in good condition to the Skidegate Band Council.
- Provision of cut and wrapped (in a certified facility) meat from the remainder of the deer from stream B for the LF2S program and Meals on Wheels programs or other appropriate and established local food distribution programs.
- Provision of high quality deer from stream A to the meal programs or to individuals identified through the local meal programs offered within Skidegate or Masset.
- Coordination with logistics manager from Parks Canada Agency in order to harvest meat from the bait stations without disrupting the process on Lyell and Ramsay islands.
- Coordinate with Parks Canada Agency personnel in order to dispose of all carcasses harvested from coastline sites, regardless of whether they are being put into the meat program.

8. Parks Canada Responsibilities

- Parks Canada Agency will provide a support crew of 2 staff and a boat in order to assist the contractor with gutting, and deer carcass pickup in the identified timing windows.
- Parks Canada Agency will provide radios pre-programmed with Parks Simplex channels on which to communicate to arrange carcass pickup.
- Parks Canada Agency will coordinate all safety and emergency response procedures for field personnel and will provide the necessary information on safety plans to the contractor in the field.
- Parks Canada Agency will obtain a MFLNRO General Wildlife Permit to allow the harvested meat to be moved across provincial lands legally.

9. Schedule

This work will commence on March 1st and will include:

- Development and final approval of a project plan with input from Restoring Balance project manager by mid-late -March, 2017
- Purchase of necessary equipment in March 2017
- Provision of a suitable and seaworthy boat and Transport Canada approved crew and vessel or equivalent equipment for chilled meat storage and transport from Juan Perez Sound to the processing location.

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- Provision of a suitable and seaworthy and Transport Canada approved skiff with adequate plug in spotlights or installed lights for nighttime operation for carcass pickup from island bait station locations
- 5-10 days harvesting meat from operations on Ramsay Island completed by May 12, 2017
- 11 days harvesting meat from operations on Lyell Island completed by May 18, 2017
- Transport of meat back in freezer boat or cooled conditions and cold storage at a certified meat cut and wrap facility by May 21, 2017
- All meat from Stream A distributed by June 30, 2017
- Distribution of meat from Stream B to local community food programs completed by September 1, 2017.

10. Security Requirements

The Contractor and any sub-contractors will not be utilizing Gwaii Haanas warden stations for accommodation so will not be required to obtain security clearances.

11. Official Languages

The language required for communication verbally and in writing is English. All progress and final reports, including deliverables outlined will be in English.

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ANNEX B – BASIS OF PAYMENT

1. Firm Price

In consideration of the Contractor satisfactorily meeting all of its obligations under the Contract, the Contractor will be paid firm price for all costs, including but not limited to, all labour, travel, materials, disbursements and administration, as specified below.

Item No.	Description	Lump Sum Price	Quantity	Estimated Amount (PU x EQ)
01	All inclusive lump sum price for completion of the work as per Annex A - Statement of Work and in accordance with the proponents technical proposal	\$_____	1	\$_____
Total Estimated Price GST/HST excluded				

Notes:

- (a) Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
- (b) 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.

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ANNEX C – TECHNICAL EVALUATION CRITERIA

BID EVALUATION METHODOLOGY

This bid will be evaluated on the basis of a combination of mandatory and point rated criteria: to be considered responsive, a bid must meet all the specified mandatory requirements and obtain the required minimum score on the point rated criteria. If the mandatory requirements are not met, the point rated criteria will not be evaluated and the bid will not be considered for further review since any bidder without the mandatory requirements will not have the minimum necessary competence and capability for undertaking the work.

MANDATORY TECHNICAL CRITERIA

Item No.	Evaluation Criteria
1.1.	The proposed Project Team must include access to a certified cut and wrap facility or abattoir for processing the meat for community food programs. The proposal must identify how the proponent meets or will meet this requirement.
1.2	The bidder must submit a detailed project schedule that outlines the significant activities, milestones, and deliverables of the project.
1.3	The bidder must identify how they will meet the needs of tracking the meat from point of harvest to delivery to end user, and how they will meet the logistical challenges of moving the meat from Gwaii Haanas to the local communities in a cold food safe environment and distributing the food in the community.
1.4	Any vessels used by the contractors must meet Transport Canada standards for crew certifications, safety standards and operational requirements. The proposal must demonstrate the proponent meets or will meet this requirement.
1.5	Proposals must demonstrate their knowledge of the regulatory environment for the safe handling and distribution of meat.

POINT RATED TECHNICAL CRITERIA

Item No.	Evaluation Criteria	Point Criteria	Weight	Maximum Weighted Points
2.1.	Education, experience, certifications and other relevant qualifications of project team members in their respective roles for this project, including safe food handling, planning and logistics experience in a remote field environment.	<p>0 points: The information provided is unsuitable or insufficient.</p> <p>1 – 4 points: Limited (Less than 1 year to 1 year) experience and/or certifications, limited or non-relevant qualifications of team members in their respective roles.</p> <p>5 – 7 points: Some (1 to 2 years) experience and/or certifications and sufficient qualifications of team members in their respective roles.</p> <p>8 – 9 points: Appropriate (2 to 4 years) level of</p>	4.0	40

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		experience and certifications and good qualifications of team members in their respective roles. 10 points: Extensive experience (4 or more years) and qualifications of team members in their respective roles, detailed knowledge of the Gwaii Haanas ocean environment, comprehensive engagement with local food initiatives and programs on Haida Gwaii.		
2.2.	Familiarity and experience with local food programs on Haida Gwaii.	0: No experience with local food programs on Haida Gwaii. 1-4: Experience over the past 1-2 years with (1) or more local food programs on Haida Gwaii. 5-7: Experience over the past 3-4 years with (1) or more local food programs on Haida Gwaii. 8-10: Experience over the past 3-4 years with (2) or more local food programs on Haida Gwaii.	1.0	20

Total Weighted Points Available	60
Minimum Weighted Points Required	30

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ANNEX D - ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)

The following form must be completed and signed prior to commencing work on Parks Canada Sites.

Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.

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		
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

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ANNEX E - INTEGRITY PROVISIONS – LIST OF NAMES FORM

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

Bidder's business structure:

(Sole proprietorship, corporation, joint venture, partnership, etc.)

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.
