



**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION / SOUMISSION**

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À :**

Bids must be submitted by email and must be submitted ONLY to the following email address:

Les soumissions doivent être présentées par courriel et UNIQUEMENT à l'adresse suivante :

soumission.bid@aadnc-aandc.gc.ca

**REQUEST FOR PROPOSALS
DEMANDE DE PROPOSITION**

Proposal to DIAND:

We hereby offer to sell to Her Majesty the Queen in right of Canada, as represented by the Minister of Indian Affairs and Northern Development, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux MAINC:

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, représenté par le Ministre des Affaires indiennes et du Nord, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Title - Titre CMTA Forest Management	
Solicitation Number - Numéro de l'invitation 1000191635	
Date (YYYYMMDD) - Date (AAAAMMJJ) 2017-09-18	
Solicitation Closes - L'invitation prend fin At - À 3:00 PM	Time Zone - Fuseau horaire Pacific Daylight Time (PDT)
On (YYYYMMDD) - Le (AAAAMMJJ) 2017-10-30	
Contracting Authority - L'autorité contractante	
Name - Nom Bonnie David	
Telephone Number - Numéro de téléphone (604) 562-6865	
Facsimile Number - Numéro de télécopieur (604) 775-7149	
Email Address - Courriel Bonnie.David@aadnc-aandc.gc.ca	
Destination(s) of Services - Destination(s) des services British Columbia	
Security - Sécurité THIS REQUEST DOES NOT INCLUDE SECURITY PROVISIONS	
Instructions: See Herein - Voir aux présentes	
Delivery Required - Livraison exigée See Herein - Voir aux présentes	
Person Authorized to sign on behalf of Bidder Personne autorisée à signer au nom du soumissionnaire	
Name - Nom	
Title - Titre	

Bidder - Soumissionnaire
Name - Raison sociale
Address - Adresse
Telephone Number - Numéro de téléphone
GST/HST Number - Numéro de la TPS/TVH
QST Number - Numéro de la TVQ

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TITLE *Development and Implementation of a 5 year CMTA Forest Management Plan, Operation Plans and the Purchase/Implementation of a LIDAR System*

PART 1 - GENERAL INFORMATION

1.1 Security Requirement

There is no security requirement applicable to the Contract.

1.2 Statement of Work

The Work to be performed is detailed at Annex "A".

1.3 Greening Government Operations

In April 2006, the Government of Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. The environmental impact assessment of a product and/or service considers the whole life cycle of the product and/or service. Department of Indian Affairs and Northern Development (DIAND) procurements will be including more demanding environmental criteria to encourage product/service suppliers to improve their operations to reduce their negative impact on the environment.

1.4 Comprehensive Land Claims Agreement(s) - Removed

1.5 Set-aside under the Federal Government Procurement Strategy for Aboriginal Business (PSAB)

This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business.

This procurement is set aside from the international trade agreements under the provision each has for set-asides for small and minority businesses.

Further to Article 800 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement.

1.6 Debriefings

After contract award, Bidders may request a debriefing on the results of the bid solicitation process. Bidders must make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person as determined by Canada.

1.7 Office of the Procurement Ombudsman (OPO) - Removed

1.8 Trade Agreements - Removed

1.9 Electronic Payment

Method of invoice payment by the Department of Indian Affairs and Northern Development is by direct deposit to the Bidders/Offerors' financial institution of choice.

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If not registered for direct deposit payments, by entering into this procurement process, the Bidder/Offeror agrees to provide the information required to establish direct deposit by registering with the Department of Indian Affairs and Northern Development Electronic Payment Request form (<http://www.aadnc-aandc.gc.ca/eng/1362499152985/1362499322435>) at contract award, and submit the form to the address provided.

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-and-guidelines/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 (2017-04-27), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation with the following adaptations:

- a) References to Public Works and Government Services Canada (PWGSC) are replaced by the Department of Indian Affairs and Northern Development (DIAND);
- b) Section 03 is amended as follows:

Delete: "Pursuant to the *Department of Public Works and Government Services Act* (S.C. 1996, c.16"
- c) Section 05, Subsection 2, is amended as follows and renumbered accordingly:

Delete: d. "send its bid only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified on page 1 of the bid solicitation or to the address specified in the bid solicitation. The facsimile number and related instructions for bids transmitted by facsimile are provided in section 08";

Insert: d. send its bid only to the Bid Receiving Address specified on page 1 of the bid solicitation;

Delete: e. "ensure that the Bidder's name, return address, the bid solicitation number, and bid solicitation closing date and time are clearly visible on the envelope or the parcel(s) containing the bid"
- d) Section 05, Subsection 4 is amended as follows:

Delete: 60 days
Insert: 180 days
- e) Section 08 is amended as follows:

Delete: Subsections 1 - 3

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- Insert: Due to the nature of the bid solicitation, bids transmitted by facsimile to DIAND will not be accepted.
- g) Section 12, Subsection 1 is amended as follows and renumbered accordingly:
- Delete:
- a. “the Bidder is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Corrective Measure Policy, which renders the Bidder ineligible to bid on the requirement;
 - b. an employee, or subcontractor included as part of the bid, is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Corrective Measure Policy, which would render that employee or subcontractor ineligible to bid on the requirement, or the portion of the requirement the employee or subcontractor is to perform”;
- h) Section 17, Subsection 1 c) is revised as follows:
- c) the name of the representative of the joint venture who will be named as the Lead Member in any resulting contract, i.e. the member chosen by the other members to act on their behalf, if applicable;
- i) Section 17, Subsection 3 is amended as follows:
- Delete: “The bid and any resulting contract must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Contracting Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the bid solicitation and any resulting contract. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of any resulting contract.”
- Insert: “The bid must be signed by all the members of the joint venture. The Contracting Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the bid solicitation and any resulting contract. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of any resulting contract.”
- j) Section 20, is amended as follows:
- Delete: Subsection 2.

2.1.1 SACC Manual Clauses

2.1.1.1 A9040T (2015-07-03) Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 06 October 2017 located at Old School Site (Toosey) 47 KM West of Williams Lake, British Columbia on Highway 20 and 1.5 km North up the Stack Valley Road at 0930 hrs (PDT) Lat: N 51.981790 Long W -122.531943.

Bidders must communicate with the Contracting Authority no later than 29 September 2017 @ 1200 hrs (PDT) to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. **Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive.** Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

2.1.1.2 A0070C (2007-11-30) Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

2.2 Submission of Bids

- 2.2.1 Bids (and any amendments thereto) must be submitted only by Email to the Department of Indian Affairs and Northern Development (DIAND) Bid Receiving Address by the date and time indicated on page 1 of the bid solicitation. DIAND will not assume responsibility for bids (and any amendments thereto) directed to any other locations. Bids submitted by any other means will not be accepted.
- 2.2.2 The total size of the Email, including all attachments, must not exceed 15 megabytes (MB). It is solely the Bidder's responsibility to ensure that the total size of the Email does not exceed this limit.
- 2.2.3 It is important to note that Email systems can experience systematic delays and, at times, large attachments may cause systems to hold or delay transmission of Emails. It is solely the Bidder's responsibility to ensure that the Contracting Authority receives a bid on time, in the mailbox that has been identified for bid receipt purposes. Date stamps for this form of transmission are not acceptable.

2.2.4 Email Submissions

In the Email containing their proposal, Bidders must clearly identify the RFP number in the Subject Line and must clearly identify the following in the body of the Email:

- Contracting Authority
- Closing Date:
- Bidder's Name and Address
- "Tender Documents Attached"

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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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 FPSs 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:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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

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proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary 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.

2.5 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 as separate attachments to their Email as follows:

Attachment I: Technical Bid in *.PDF format

Attachment II: Financial Bid in *.PDF format

Attachment III: Certifications in *.PDF format

Attachment IV: Additional Information in *.PDF format

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.

Section IV: Additional Information

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.

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(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

EVALUATION NUMBER	MANDATORY CRITERIA	SUPPORTING INFORMATION
M1	<p><u>Corporate References</u></p> <p>The Bidder must provide two (2) corporate references for projects where the Bidder has provided forestry management services and/or projects similar to that outlined in Annex A – Statement of Work.</p> <p>Note: One of the corporate references must be from a project from the Caribou-Chilcotin Forest District region.</p>	<p>Each reference should include the details of the project and in addition should the following information:</p> <ul style="list-style-type: none"> • Client Organization • Project Name (if applicable) • Duration of assignment mm-yyyy to mm-yyyy) • Brief Description • Client Contact Name • Client Title/Position • Phone Number and/or Email
M2	<p><u>Health and Safety</u></p> <p>The Bidder must demonstrate good standing with WorkSafeBC.</p>	<p>Provide a current, within the last thirty (30) days, letter from WorkSafeBC confirming that the bidder is “Active in good standing”. This can be obtained online at: http://www.worksafebc.com/insurance/managing_your_account/clearance_letters/default.asp</p>
M3	<p><u>First Nations Involvement</u></p> <p>The Bidder must include in their proposal a detailed outline of how local First Nation(s) will be sought, trained and hired.</p>	<p>Provide a detailed outline in the proposal of how local First Nation(s) will be sought, trained and hired.</p>

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EVALUATION NUMBER	MANDATORY CRITERIA	SUPPORTING INFORMATION
M4	<p>The Bidder must provide a qualified Forest Manager who meets the following Association of BC Forest Professionals (ABC FP) credentials to manage and coordinate the work assignments. The proposed resource must have the following qualification:</p> <ul style="list-style-type: none"> Registered Professional Forester (RPF) 	Provide educational qualifications and proof of current registration as a RPF.
EVALUATION NUMBER	MANDATORY CRITERIA	SUPPORTING INFORMATION
M5	<p>The Bidder must provide a qualified Forest Technologist who has the following minimum qualification:</p> <p>Association of BC Forest Professionals (ABC FP) credentials – registered as either of the following:</p> <ul style="list-style-type: none"> Registered Forest Technologist (RFT); or Forester in Training (FIT); or Technologist Forester in Training <p>OR</p> <ul style="list-style-type: none"> Diploma in Forest Technology <p>OR</p> <ul style="list-style-type: none"> Diploma in Natural Resources and Environmental Technology 	<p>Provide educational qualifications and proof of current registration as a RFT or FIT, or TFT</p> <p>OR</p> <p>Provide educational qualifications and a copy of Diploma in Forest Technology</p> <p>OR</p> <p>Provide educational qualifications and copy of Diploma in Natural Resources and Environmental Technology.</p>

4.1.1.2 Point Rated Technical Criteria

EVALUATION NUMBER	POINT RATED EVALUATION CRITERIA FOREST MANAGER RESOURCE	SUPPORTING INFORMATION	TOTAL POINTS
PR1	<p>Demonstrated professional work experience within the last fifteen (15) years as a Forest Manager.</p> <p>>8 years = 12 points >7 years up to 8 years = 9 points >6 years up to 7 years = 6 points >5 years up to 6 years = 3 points <5 years = 0 points</p>	Provide examples of projects, assignments, or employment for which the proposed resource has experience as a Forest Manager	12 points

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PR2	<p>Demonstrated professional work experience preparing forest management plans which may include budgetary forecasts and any related forest management activities.</p> <p>>5 years = 8 points >4 years up to 5 years = 6 points >3 years up to 4 years = 4 points >2 years up to 3 years = 2 points <2 years = 0 points</p>	<p>Provide examples of projects, assignments, or employment for which the proposed resource has experience preparing annual budgetary forecasts for forest management.</p>	8 points
PR3	<p>Demonstrated professional work experience working with the overseeing, reviewing and making recommendations on Timber Harvest Plans (THP).</p> <p>>5 years = 8 points >4 years up to 5 years = 6 points >3 years up to 4 years = 4 points >2 years up to 3 years = 2 points <2 years = 0 points</p>	<p>Provide examples of projects, assignments, or employment for which the proposed resource has experience overseeing, reviewing and making recommendations on Timber Harvest Plans (THP).</p>	8 points
PR4	<p>Demonstrated professional work experience developing communication plans which include engagement, community meetings, social media, progress reports and other related communication requirements.</p> <p>>4 years = 7 points >3 years up to 4 years = 5 points >2 years up to 3 years = 3 points >1 year up to 2 years = 1 point <1 year = 0 points</p>	<p>Provide examples of projects, assignments, or employment for which the proposed resource has experience developing communication plans which include engagement, community meetings, social media, progress reports and other related communication requirements.</p>	7 points
PR5	<p>Demonstrated professional working experience using Geographic Information System (GIS) and/or Global Positioning System (GPS) for forestry applications.</p> <p>>4 years = 5 points >3 years up to 4 years = 4 points >2 years up to 3 years = 3 points >1 year up to 2 years = 2 points <1 year = 0 points</p>	<p>Provide examples of projects, assignments, or employment for which the proposed resource has experience using Geographic Information System (GIS) and/or Global Positioning System (GPS) for forestry applications.</p>	5 points
PR6	<p>Demonstrated professional forest management work experience within the last five (5) years in the Caribou Chilcotin Forest District.</p>	<p>Provide examples of projects, assignments, or employment for which the proposed resource has previous forest management work experience within the Caribou Chilcotin Forest District.</p>	5 points

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PR7	Demonstrated professional work experience using spreadsheet and word processing software as part of their working role. >6 years = 5 points >5 years up to 6 years = 4 points >4 years up to 5 years = 3 points >3 years up to 4 years = 2 points >2 years up to 3 years = 1 points <2 years = 0 points	Provide examples of projects, assignments, or employment for which the proposed resource utilized spreadsheet and word processing software as part of their working role.	5 points
Forest Manager Resource – Total Points = A minimum pass mark of 70% is required =			50 POINTS 35 POINTS
EVALUATION NUMBER	POINT RATED EVALUATION CRITERIA FOREST TECHNOLOGIST RESOURCE	SUPPORTING INFORMATION	TOTAL POINTS
PR8	Demonstrated professional work experience within the last ten (10) years as a Forest Technologist. >5 years = 9 points >4 years up to 5 years = 6 points >3 years up to 4 years = 3 points <3 years = 0 points	Provide examples of projects, assignments, or employment for which the proposed resource has experience as a Forest Technologist.	9 points
PR9	Demonstrated professional work experience collecting information to build forest management and site plans >3 years = 6 points >2 years up to 3 years = 4 points >1 year up to 2 years = 2 points <1 year = 0 points	Provide examples of projects, assignments, or employment for which the proposed resource has experience with forest regeneration plans.	6 points
PR10	Demonstrated professional work experience providing oversight in the implementation of forest management annual operational plans. >3 years = 6 points >2 years up to 3 years = 4 points >1 year up to 2 years = 2 points <1 year = 0 points	Provide examples of projects, assignments, or employment for which the proposed resource has experience with tree planting.	6 points
Forest Technologist Resource – Total Points = A minimum pass mark of 70% is required =			21 POINTS 15 POINTS
OVERALL TOTAL			71 POINTS

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4.1.2 Financial Evaluation

PROFESSIONAL RESOURCES - FORESTRY SERVICES PRICING SPECIFICATONS INITIAL PERIOD (Contract Award to June 30, 2019)			
Resource Category	Per Diem	X 480 days	Total
Forest Manager			
Forest Technologist			
Initial Contract Period Total Evaluated Price			

PROFESSIONAL RESOURCES - FORESTRY SERVICES PRICING SPECIFICATONS OPTION PERIOD 1 (July 1, 2019 to June 30, 2020)			
Resource Category	Per Diem	X 240 days	Total
Forest Manager			
Forest Technologist			
Option Period 1 – Total Evaluated Price			

PROFESSIONAL RESOURCES - FORESTRY SERVICES PRICING SPECIFICATONS OPTION PERIOD 2 (July 1, 2020 to June 30, 2021)			
Resource Category	Per Diem	X 240 days	Total
Forest Manager			
Forest Technologist			
Option Period 2 – Total Evaluated Price			

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PROFESSIONAL RESOURCES - FORESTRY SERVICES PRICING SPECIFICATONS SUMMARY PRICING TABLE	
Professional Resources - Forestry Services	Total Evaluated Price
Initial 2 Year Contract Period	
Option Period 1	
Option Period 2	
TOTAL EVALUATED PRICE	

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection

4.2.1 SACC Manual Clause A0027T (2012-07-16), Basis of Selection – Highest Combined 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 criteria; and
 - c. obtain the required minimum of 35 points for the Forest Manager Resource **and** obtain the required minimum of 15 points for the Forest Technologist Resource to total a minimum of 50 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 71 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 60/40 ratio of technical merit and price, respectively. The total available point's equal 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

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 Required with the Bid

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

5.1.1 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 the required documentation, as applicable, to be given further consideration in the procurement process.

5.1.2 Additional Certifications Required with the Bid**5.1.2.1 Set-aside for Aboriginal Business**

1. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business, For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see Annex 9.4, Supply Manual.
2. The Bidder:
 - i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
 - ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
 - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Bidder must check the applicable box below:
 - i. The Bidder is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.
OR
 - ii. The Bidder is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.
4. The Bidder must check the applicable box below:
 - i. The Aboriginal business has fewer than six full-time employees.
OR
 - ii. The Aboriginal business has six or more full-time employees.
5. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.

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6. By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

If requested by the Contracting Authority, the Bidder must provide the following certification for each owner and employee who is Aboriginal:

1. I am _____ (insert "an owner" and/or "a full-time employee") of _____ (insert name of business), and an Aboriginal person, as defined in Annex 9.4 of the Supply Manual entitled "Requirements for the Set-aside Program for Aboriginal Business".
2. I certify that the above statement is true and consent to its verification upon request by Canada.

Printed name of owner and/or employee

Signature of owner and/or employee

Date

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 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).

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.

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5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

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

5.2.3.2 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 the contract:

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

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

[2035](#) (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract with the following adaptations:

- a) References to Public Works and Government Services Canada (PWGSC) are replaced by the Department of Indian Affairs and Northern Development (DIAND);
- b) "Pursuant to the *Department of Public Works and Government Services Act* (S.C. 1996, c.16," is deleted from the text under Section 2 – Standard Clauses and Conditions.
- c) Section 12, Subsection 1 is amended as follows:

Delete: "Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery".

Insert: "Invoices must be submitted by Email to the Project Authority in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery"; and
- d) Section 12, Subsection 2 , paragraph a. is amended as follows:

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Delete: "the date, the name and address of the client department, item or reference numbers, deliverable/description of the Work, contract number, Client Reference Number (CRN), Procurement Business Number (PBN), and financial code(s)".

Insert: "the contract title and number, the date, deliverable/description of the Work and financial code(s)".

e) Insert:

2035 46 (2015-04-01) Indemnification

The Contractor must indemnify and save harmless Canada from and against all claims, demands, losses, costs, damages, actions, suits or other proceedings by whomsoever made, brought or prosecuted in any manner based upon, occasioned by or attributable to the activities of the Contractor under this Contract.

6.3.2 Supplemental General Conditions - Removed

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to June 30, 2019 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three additional one year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.4.3 Comprehensive Land Claims Agreement(s)- Removed

6.4.4 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

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6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Bonnie David
 Title: Contracting Officer Specialist
 Department of Indian Affairs and Northern Development
 Address: 1138 Melville Street, Vancouver, BC V6E4S3

Telephone: 604 562 6865
 Facsimile: 604 666 2485
 E-mail address: Bonnie.David@aandc-addnc.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:

Name: _____
 Title: _____
 Department of Indian Affairs and Northern Development
 Directorate: _____
 Address: _____

Telephone: ____ ____ _____
 Facsimile: ____ ____ _____
 E-mail address: _____

The Project Authority is the representative of the department 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

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**

The Contractor will be paid in accordance with the Basis of Payment at Annex "B".

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Method of Payment – Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

6.7.4 SACC Manual Clauses - Removed

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6.7.5 Electronic Payment

Method of invoice payment by the Department of Indian Affairs and Northern Development is by direct deposit to the Contractor's financial institution of choice.

If not registered for direct deposit payments, to enable payment, the Contractor must complete the Department of Indian Affairs and Northern Development Electronic Payment Request form (<http://www.aadnc-aandc.gc.ca/eng/1362499152985/1362499322435>), and submit the form to the address provided.

6.7.6 T1204 – Direct Request By Department

6.7.6.1 Pursuant to paragraph 221 (1)(d) of the *Income Tax Act*, R.S. 1985, c. 1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.

6.7.6.2 To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions and under subsection 6.3.1 c) and d) of this contract. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Each invoice must be supported by:
 - a. a copy of the release document and any other documents as specified in the Contract;
 - b. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel expenses;
 - c. a copy of the monthly progress report.
3. Invoices must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.9 Certifications and Additional Information**6.9.1 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.

6.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor – Removed**6.9.3 SACC Manual Clauses**

SACC Manual Clause A3000C (2014-11-27), Aboriginal Business Certification

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2016-04-04), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s)*)

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6.12 Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

6.13 Official Languages

Any Contractor who carries out work on behalf of DIAND or Indian, Oil and Gas Canada (IOGC) in a location where the Department or Agency is required to provide services or communications to the public in both official languages, must also do so in both official languages. In DIAND, those locations are its regional offices located in Amherst, Quebec, the National Capital Region (NCR), Toronto, Winnipeg, Regina, Edmonton, Vancouver, Iqaluit, Yellowknife and Whitehorse and in IOGC, the Calgary regional office.

6.14 Foreign Nationals (Canadian Contractor)

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

6.15 Joint Venture

6.15.1 The joint venture (the "Joint Venture") is comprised of the following members:

[List Joint Venture members]

6.15.2 _____ has been appointed as the "**Lead Member**" of the Joint Venture and has full authority to act as agent for each member of the Joint Venture with respect to all matters relating to the Contract;

6.15.3 By giving notice to the Lead Member, Canada shall be deemed to have given notice to all members of the Joint Venture;

6.15.4 The payment of moneys under the Contract to the Lead Member will act as a release from all the members of the Joint Venture;

6.15.5 Canada may, at its discretion, in the event of disputes among the members of the Joint Venture or changes in its composition, terminate the Contract; and

6.15.6 All members of the Joint Venture are jointly and severally or solidarily liable for the performance of the Contract.

ANNEX "A" STATEMENT OF WORK

1. TITLE

Development and Implementation of a 5 year CMTA Forest Management Plan, Operation Plans and the Purchase/Implementation of a LIDAR System

2. BACKGROUND

The Chilcotin Military Training Area (CMTA), located north of the small community of Riske Creek and about 47 kilometres west of Williams Lake, consists of approximately 41,000 hectares of land owned by the Department of National Defence (DND) and is used as a military training area. The management of forest resources on this property is the responsibility of the Department of Indigenous and Northern Affairs Canada (INAC), through an Order-in-Council P.C. O.I.C 1961-807.

The Chilcotin Military Training Area (CMTA) is located:

- North of the small community of Riske Creek, BC;
- 47 kilometres west of Williams Lake
- 41,000 hectares of land owned by the Department of National Defence (DND); and
- More details will be provided on operational maps such as road maintenance and/or individual cut blocks for each work treatment assignment.

3. OBJECTIVES

INAC seeking to establish a contract for an initial two (2) year period with three (3) one year option periods for the services to develop, manage and implement a five year CMTA forest management plan resulting in annual operational plans. The contractor will carry out professional forestry services to support the development planning of forest resources on the CMTA lands.

4. SCOPE OF WORK

The contractor shall perform the following to the satisfaction of the Project Authority over the initial two (2) contract period and any subsequent option periods exercised.

NOTE: The Contractor will undertake the following tasks on INAC's behalf and will consult with representatives from the Department of National Defence (DND) and local First Nations.

4.1. Five (5) Year CMTA Forest Management Plan

The Contractor will develop a five year Forest Management Plan consistent with best forestry practices.

This will include but not be limited to the following:

- Provide a general description of the forest land base;
- Provide CMTA maps;
- Perform an analysis of current and long term availability of harvestable timber to develop the annual allowable cut;
- Identify long-term and intensive silviculture requirements;
- Identify protection requirements of lakes, streams, riparian zones, community watershed and other significant water bodies that may be impacted during harvesting;

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- Identify the wildlife habitat, range, corridors and how they will be managed;
- Identify Species at Risk and Migratory Birds;
- Identify and outline areas affected by pests and diseases and how they will be managed;
- Identify terrain stability;
- Develop road access management plan;
- Identify lands that have ecological and geologically importance and how they will be protected;
- identify and protect any significant cultural and heritage values;
- Identify and manage the visual impact of harvesting and identify any recreational potential;
- Develop a communications strategy and plan (which will include engagement and reporting)for local first nations, DND and INAC Departmental Representatives;
- Develop traditional use studies including a gap analysis related to First Nations interests identifying points of interest related to traditional use;
 - Up to a maximum of 14 First Nations who claim an interest within the CMTA lands; and
- Management of any other aspect of sustainable forest management that may be identified in the course of development of the 5 year plan.

4.2 Annual Operational Plans

Based on the five year CMTA Forest Management Plan, the Contractor will develop annual plans that will include but not be limited to the following:

- Make recommendations to INAC and subsequently develop the annual operational plans which will guide timber harvesting, silviculture and other forest development activities for the upcoming year;
 - Timber harvesting to include location, timing, species and volume;
 - Silviculture to include location, timing, types of activities and volume; and
 - Other forest development work such as roads, forest ecology inventories, etc.

Notes:

Safe operating procedures must be incorporated into all work plans – WorkSafeBC. (www.worksafebc.com); and

A copy of the Environmental and Emergency Management Plan is included in Appendix A.

- Develop the goals and objectives for the designated year consulting with Local First Nations, DND and the INAC Project Authority;
- Develop annual communication requirements which will include the following activities/tasks (Engagement, community meetings, social media, progress reports and other related communication requirements) consulting with local First Nations, DND and the INAC Project Authority;
- Monitor the terms and conditions of timber permits and provide reporting to the INAC Project Authority;
- Make recommendations to INAC on annual forest management budgets that would include the following:
 - Development of assumptions used to project expected revenues and expenditures;
 - Identification of the expected revenues and expenditures forecast for the upcoming year for all forest activities;
 - Identification of the human resource requirements; and
 - Identification and recommendations to INAC of capital expenditures for:
 - Equipment;
 - Road building and maintenance;

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- Bridges; and
 - Other expenditures that may be needed to maintain a viable operation; and
- Implementation of annual communication activities as outlined in the 5 year CMTA plan.

4.3 Implementation of the Annual Operational Plans

In support of the implementation of the annual operational plans the Contractor may be required to perform or sub-contract some or all of the following:

- Provision of operational guidance, technical and professional advice and on-the-ground fieldwork related to silviculture, entomological issues, forest protection, forest operations and forest measurements;
- Provision of monthly monitoring reports to the Departmental representative related to the implementation activities of the annual operational plan; and
- Ensure the collection of forest data and prepare data in support of forest management planning and reporting.

4.4 LIDAR (Light Detection and Ranging) Purchase and Implementation

The LIDAR system is an optical remote-sensing technique that uses laser light to densely sample the surface of the earth, producing highly accurate x, y, z measurements. INAC will use this tool to perform tree level and plot analysis and to derive a forest inventory. Task that will be required include but are not limited to the following:

- Development of statistical models to predict forest attributes using LIDAR metrics;
 - Combination of a height and cover metrics;
- Application of statistical models to gridded LIDAR metrics to predict forest attributes across the specified study areas; and
- Other forestry applications.

The Contractor will assist INAC departmental officials in the following:

- Review INAC Departmental requirements;
- Analyze existing suppliers of LIDAR Systems to determine system offerings;
- Develop high level specifications and recommendations for the purchase of an INAC Departmental LIDAR system and/or data and review with the INAC technical and contracting authorities; and
- Following the INAC purchase of the LIDAR system, incorporate the LIDAR data into the relevant operational plans and update the CMTA 5 year forest management plan.
- Management of data from the LIDAR system

5. Resources

The following outlines the high level services and/or deliverables and qualifications that will and may be required as part of this contract:

5.1 Forest Manager

As part of this contract to augment forest management requirements, the services of a Forest Manager will be required. The Forest Manager must have a minimum of 5 years professional work experience and should hold a valid driver's license. The Forest Manager will be responsible but not limited to the following services:

- Develop the 5 year CMTA forest management plan;

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- Make recommendations to INAC and subsequently develop the annual operational plans which will guide timber harvesting, silviculture and other forest development activities for the specified year;
- Support and/or implement the annual operational plans;
- In support of the purchase and implementation of the LIDAR Systems, review INAC Departmental requirements;
- Analyze existing suppliers of LIDAR Systems to determine system offerings;
- Develop high level specifications and recommendations for the purchase of an INAC Departmental LIDAR system and/or data and review with the INAC technical and contracting authorities; and
- Following the INAC purchase of the LIDAR system, incorporate the LIDAR data into the relevant operational plans and update the CMTA 5 year forest management plan; and
- Other forest management related duties

5.2 Forest Technologist

As part of this contract to augment forest management requirements, additional services of a Forest Technologist may be required. The Forest Technologist must have a minimum of 3 years professional work experience and should hold a valid driver’s license. The following outlines the high level services and/or deliverables and qualifications that may be required:

- Provide operational and on-the-ground fieldwork;
- Provide technical forestry functions in silviculture, forest protection, forest operations and forest measurements;
- Provide services and support for forest regeneration plans;
- Provide oversight for tree planting, site preparation, erosion control seeding, seedling protection;
- Road monitoring; and
- Other related technical and operational forestry services.

5.3 Additional Technical Service Requirements

Additional work may result from the Operational Plan outcomes and services may be required on an “as and when required basis” as part of this contract to augment forest management service requirements. Should these additional services be required, the Contractor will be responsible for sub-contracting and overseeing these services. The types of services may include but not be limited to the following:

5.3.1 Forestry Entomologist/Pathologist

The Forestry Entomologist/Pathologist must have a minimum of 3 years professional work experience. The services required may include the following:

- Provide technical and professional advice on entomological issues;
- Conduct studies on Insect population dynamics and insect ecology;
- Provide assessments and analyses of insect impacts on trees/stands/ecosystems;
- Differentiate between insect injury and damage;
- Provide advice on pest outbreaks;
- Provide advice on defoliator ecology and management and aerial spray operations; and
- Other related forestry entomological services and deliverables.

5.3.2 **First Nations Assistant**

The First Nations Assistant must have a minimum of 2 to 5 years work experience identifying traditional ecological use of the Caribou Chilcotin Forest District. The services required may include the following:

- Participate in the INAC governance committees related to forest management;
- Conduct inventory of TEK (traditional ecological knowledge);
- Provide advice on harvesting practices based on traditional ecological knowledge;
- Identify cultural and ecological values of importance to be incorporated into forest management plans; and
- Provide consultation and traditional advice on the development of the forestry management plans.

5.3.3 **Forester in Training**

The Forester in Training must have a minimum of 1 year professional work experience. The services required may include the following:

- Provide support in GPS Traversing;
- Provide support in timberland improvement;
- Provide services in wilderness protection;
- Support ecological data collection;
- Provide reconnaissance services when required;
- Assist in road and block layout; and
- Other related field services and deliverables.

5.3.4 **GIS Technician**

The GIS Technician must have a minimum of 3 years professional work experience. The services required may include the following:

- Prepare forest data in support of forest management planning and reporting (spatial and tabular mapping and reporting; and
- Other related GIS forestry services and deliverables.

5.3.5 **Archeologist**

The Archeologist must be a Professional Archaeologist with the British Columbia Association of Professional Archaeologists (BCAPA) and have five field seasons experience supervising and/or working on Archaeological Impact Assessments within British Columbia. The services required may include the following:

- Conduct Preliminary Field Reconnaissance (PFR);
- Provide field evidence of archaeological features and assess for cultural heritage values;
- Obtain an Archaeological Site Inspection Permit, under the Heritage Conservation Act to conduct the services;
- Conduct documentary background research as it pertains to the study areas;
- Perform archaeological impact assessments;
- Consult with those First Nations with traditional territory located within the designated areas;
- Identify, assess, inventory, photograph, record and report any archaeological resources within those areas;
- Evaluate the significance of any such archaeological resources found;
- Develop and submit interim/final archaeological reports; and
- Provide guidance and recommendations in respect of the significance and potential impact to cultural heritage resources identified by First Nation's.

6. OUTPUTS

The following outlines the outputs derived from the scope of work.

6.1 Five (5) Year CMTA Forest Management Plan

- Preliminary draft forest management outline and framework for review; and
 - Delivery date 60 days following contract award;
- 5 Year CMTA Forest Management Plan Communications strategy;
 - Delivery date: 90 days following contract award; and
 - Implementation of the communications strategy – Monthly over the initial 2 year period;
- Traditional use studies including a gap analysis related to First Nations interests identifying points of interest;
 - Up to 14 studies to be completed and incorporated into 5 Year CMTA Forest Management Plan; and
 - Delivery date: 1 year following contract award.
- Finalized 5 Year CMTA Forest Management Plan;
 - Delivery Date: 1 year following contract award.

6.2 Annual Operational Plans

Based on the draft outline and framework of the 5 Year Forest Management Plan:

- Preliminary draft annual operational plan(s) for review;
 - 90 days following contract award;
- Finalized annual operational plan(s);
 - 1st annual operational plan - 120 days following contract award; and
 - 2nd annual operation plan – 1st fiscal year quarter (June 30th, 2018).

6.3 LIDAR System

- High Level Specifications and Recommendations for INAC to purchase the system;
 - 120 days following contract award; and
- Incorporation of LIDAR data into the operational and 5 year CMTA forest management plans;
 - On-going following contract award of the LIDAR system.

6.4 Other Related Services

- Monthly status reports to the INAC Departmental Representative which will include at a minimum the following status items;
 - Work completed during the reporting period;
 - Work planned for the next reporting period; and
 - Issues, risks and delays encountered or anticipated.
- Forestry management presentations to the INAC Departmental Representative(s) and other stakeholders as required.

7. DEPARTMENTAL SUPPORT

The department will:

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- Provide relevant CMTA background information electronically as required;
- Provide office and meeting room space when required;
- Review and provide feedback and approval of all forestry management plans prior to implementation;
- Supply the necessary CMTA survey maps and diagrams required for each assigned project; and
- Be available for consultation as required.

8. CONSTRAINTS

The Contractor and any sub-contractors that may be involved with the recommendations for the CMTA 5 Year Plan and/or Operational Plan and /or LIDAR purchase/implementation may be precluded from submitting proposals/bids for any tenders resulting from the recommendations.

8.1 Schedules

- Work may be modified and or postponed due to unforeseen DND training exercise requirements.

8.2 Site Conditions

- The project area within this contract is accessible via four wheel drive vehicle; and
- Winter conditions may apply.

8.3 Known Field Safety Hazards

The following known field safety hazards associated with this project have been identified:

- Rolling logs, rocks, and debris may present hazards to the operator;
- The Contractor shall operate around and adjacent to Danger trees and must take the appropriate action to have trees assessed prior to operations commencing;
- Snow and icy conditions from November 1st to April 30th; and
- Wildlife within the CMTA.

Note: This list does not identify routine safety hazards associated with forestry operations.

Appendix A to the Statement of Work Environmental and Emergency Management Plans

Part A - General Environmental Field Procedure (EFP)

Purpose and Scope

This EFP applies to all workers involved in any field activities within the CMTA Lands, including Chilcotin Military Training Area Road Building, Maintenance and Snow Plowing Services and related activities. It describes general requirements to minimize impacts on the environment. This EFP (Part A) and ERP (Part B) does not replace the requirements of legislation, licences, permits, contracts and SAFE Companies Certification as per the BC Forest Safety Council Requirements.

Pre-Work and General Procedures

Complete a pre-work of the project plan with your supervisor and the Departmental Representative.

- Ensure you understand **your role** in the project plan prior to commencing work.
- Obtain site or road maps, prescriptions and other project documents. Have them readily available.
- Know the **flagging or marking** standards employed on the CMTA Lands

Look ahead and make sure that the project plan is appropriate.

- View the area as required to familiarize yourself with the project plan including, map content, field marking and the location of any hazardous or sensitive areas.
- Ensure that **all resource features** identified on the site map can be located by you on the ground and are identified on the site map. Know the associated management strategies.
- Report any previously unidentified resource features, values or sensitive areas to your Contractor Representative/Supervisor and Departmental Representative.

Monitor your work and ensure that the completed work has met the project objectives.

- Conduct operations to minimize the impact on sensitive areas, resource features, water quality, and site productivity.
- Operate during favorable weather conditions.
- Have the Site Plan or Road Maintenance Plan Map(s) available to you and **know your location** at all times.
- Inspect equipment regularly and repair as required.

Keep the site clean and be prepared for emergencies

- Maintain all drainage systems. Fix or report any blocked drainages.
- Ensure the safe transportation, storage, handling and disposal of fuel, oil and chemical products
- Keep your equipment maintained to prevent any spills or leaks.
- When a risk of fire exists, conduct operations in consideration of local fire restrictions and daily fire hazard ratings. Ensure that sufficient fire tools are available.
- Understand the Emergency Response Plan and your responsibilities in it.
- Maintain spill kits. Replace used supplies promptly.

Know the project shutdown criteria, if applicable.

Contain and dispose of Industrial Waste (waste petroleum products, filters, batteries, coolant, etc.)

- Contain all waste daily and remove from the site on a regular basis.
- Recycle wastes if facilities are available. Dispose of wastes only at appropriate disposal facilities.
- Provide waste storage areas and spill control measures to prevent contamination of the environment.

STOP WORK**And contact your project supervisor or the Departmental Representative if:**

- You are uncertain of map content, field marking or the location of hazardous or sensitive areas.
- A previously unidentified cultural, resource feature, value or sensitive area is found.
- You experience unfavorable weather or site conditions that could cause environmental damage.
- You believe the project plan will not work.

- 1) The Contractor will conduct and document pre-work meetings and inspection reports at the pre-work meeting conducted prior to commencement of operations. The Contractor will maintain records of the all daily pre-work meetings and the results of all inspections and provide proof that operations are conforming or that corrective and preventative action is taking place as per BC Forest Safety Council and SAFE Companies Guidelines and Procedures. The requirement to conduct and document inspections does not preclude the requirement for the contractor to monitor the works to ensure that all requirements contained within the Statement of Work and Work Area are being met.
- 2) The Contractor must, before commencing operations on any of the Work Area must notify the Departmental Representative of the name of the person(s) who will be responsible for supervising operations on those sites and who will be present on site at all times (“the Supervisor”) and the name of an alternate(s) should the Supervisor not be on site, and must notify the Departmental Representative of any change to the Supervisor or alternate within 5 calendar days of making the change.
- 3) The Contractor must ensure that Environmental Field Procedures (EFPs) and Environmental Operating Procedures (EOPs) checklist/report forms applicable to the phases of work as required by the EMS are made available at the Work Area to be viewed and read.
- 4) The Contractor must ensure that operations are conducted at the Work Area in accordance with the requirements of all applicable EFPs, EOPs and checklists/reports
- 5) The Contractor is required to conduct its operations in compliance with all applicable federal and provincial laws.

PART B – Emergency Response Plan (ERP)

- 1) The Contractor, including the Contractor’s Subcontractors or Agents, if providing an activity or service with associated risks related to hazardous material spills, fuel, oil and pesticides, forest fires, landslides or other major erosion events, must comply with the Contractor’s environmental “Emergency Response Plan”, as outlined in the BC Forest Safety Council and SAFE Companies Guidelines and Procedures

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- 2) The Contractor must, before commencing operations at the Work Area, prepare an environmental emergency response plan (ERP) consistent with the BC Forest Safety Council and SAFE Companies Guidelines and Procedures. A copy of the plan is to be submitted to the Departmental Representative upon request.
- 3) The Contractor must ensure that the Contractor and the Contractor's Subcontractors or Agents conduct operations at the Work Area in accordance with the ERP.
- 4) The Contractor must make the ERP available at the Work Area for viewing by the Contractor's Subcontractors or Agents.
- 5) The Contractor must ensure that the Contractor and the Contractor's Subcontractors or Agents conduct operations at the Work Area in compliance with the BC Wildfire Act and the Wildfire Regulation.
- 6) The Contractor must test emergency preparedness in accordance with the ERP and maintain documentation of such tests, identifying the date of the test, start and end times, names of people involved, results, and any actions to be taken.
- 7) The Contractor must report and document any incident in accordance with environmental "Emergency Response Plan", identifying the time and date of the incident, location of the incident, description of the incident, impact(s), contributing factors, action taken and agencies the incident was reported to.

Greening Government Operations

Canada is committed to greening its supply chain. In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. Environmentally preferable goods and services are those that have a lesser or reduced impact on the environment over the life cycle of the good or service, when compared with competing goods or services serving the same purpose. Environmental performance considerations include, among other things: the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; reduced waste and support reuse and recycling; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances.

Furthermore, in June 2008 the [Federal Sustainable Development Act](#) was passed to provide the legal framework for developing and implementing a Federal Sustainable Development Strategy that will make environmental decision making more transparent and accountable to Parliament. A Federal Sustainable Development Strategy is developed every three years that includes shrinking the environmental footprint of government operations. Green procurement is a key enabler of these objectives.

In accordance with the [Policy on Green Procurement](#) and Federal Sustainable Development Strategy, for this requirement:

General

- a) The Contractor is encouraged to offer or suggest green solutions whenever possible.
- b) The Contractor should consider the complete lifecycle of products and services provided to favor strategies, processes, and materials that assure sustainable development.
- c) The Contractor should use green meetings practices when conducting workshops and meetings. Guides to green meeting practices are available through [Environment Canada](#) and the [United Nations Environment Program](#).

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Travel

- a) The Contractor is encouraged to work off-site to reduce commuting requirements where security requirements allow.
- b) The Contractor is encouraged to use video and/or teleconferencing where possible to cut down unnecessary travel.
- c) Where transportation is required, the Contractor is encouraged to use environmentally preferred modes of transportation, where feasible.
- d) The Contractor is encouraged to use accommodations with environmental ratings: Contractors of the Government of Canada may access the [PWGSC Accommodation Directory](#) to search for accommodations with Green Key and/or Green Leaf ratings that will honor the pricing for Contractors.

Paper Consumption

- a) The Contractor is requested to provide all correspondence including (but not limited to) their bid, documents, reports and invoices in electronic format unless otherwise specified by the Contracting Authority or Project Authority, thereby reducing printed material. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Contracting Authority or Project Authority.
- b) Printed material is requested on paper that is EcoLogo certified or equivalent, certified as using fibre originating from a sustainably managed forest and/or minimum recycled content of 30%. Paper is also to be processed chlorine free, whenever possible.
- c) The Contractor should recycle (shred) unneeded copies of non-classified/secure documents (taking into consideration the Security Requirements).

Goods Used in Service Delivery

- a) It is desirable that the Contractor, in provisioning the Service, procure equipment, such as computer equipment, peripherals and telephony equipment that meet the most current environmental specifications used by the Government of Canada when procuring similar equipment, without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for Government of Canada customers. Government of Canada environmental specifications can be found in the Green Procurement Plans available [online](#) or by contacting AchatsEcologiques.GreenProcurement@tpsgc-pwgsc.gc.ca.
- b) It is desirable that the Contractor, in provisioning the Service, procure equipment and implement solutions that minimize the overall energy use without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for Government of Canada customers.
- c) The Contractor is required to use provincial e-waste recycling programs for the disposal of electronic assets owned by the Contractor and used to deliver the Service to Canada. In provinces where provincial programs do not exist or where equipment does not qualify for disposal by the provincial program, electronic assets should be disposed of via recyclers that have been approved under any other province's e-waste recycling program.

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ANNEX "B"
BASIS OF PAYMENT

The Contractor will be paid firm per diem rates as follows, for work performed in accordance with the Contract. Customs duties are Included and Applicable Taxes are extra.

PROFESSIONAL RESOURCES - FORESTRY SERVICES PRICING SPECIFICATONS INITIAL PERIOD (Contract Award to June 30, 2019)	
Resource Category	2 Year Total Costs Per Diem
Forest Manager	
Forest Technologist	
Total Estimated Cost	

Travel and Living Expenses

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the *Treasury Board Travel Directive*, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

Estimated cost: \$ _____

Other Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

Estimated cost: \$ _____

Sub-Contracting Expenses

Sub-Contracting fees, including travel and miscellaneous expenses directly related to the Work under this agreement as may be authorized by the Project Authority.

Estimated Cost \$ _____

Total Estimated Cost - Limitation of Expenditure: _____ (*Applicable Taxes extra.*)

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Option to Extend the Contract

During the extended period of the Contract, the Contractor will be paid the following firm per diem rates to perform all the Work in relation to the contract extension.

PROFESSIONAL RESOURCES - FORESTRY SERVICES PRICING SPECIFICATONS OPTION PERIOD 1 (July 1, 2019 to June 30, 2020)	
Resource Category	Option Period 1 Total Costs Per Diem
Forest Manager	
Forest Technologist	
Option Period 1 - Total	

Travel and Living Expenses

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the *Treasury Board Travel Directive*, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

Estimated cost: \$ _____

Other Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

Estimated cost: \$ _____

Sub-Contracting Expenses

Sub-Contracting fees, including travel and miscellaneous expenses directly related to the Work under this agreement as may be authorized by the Project Authority.

Estimated Cost \$ _____

Total Estimated Cost - Limitation of Expenditure: _____ (*Applicable Taxes extra.*)

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PROFESSIONAL RESOURCES - FORESTRY SERVICES PRICING SPECIFICATONS OPTION PERIOD 2 (July 1, 2020 to June 30, 2021)	
Resource Category	Option Period 2 Total Costs Per Diem
Forest Manager	
Forest Technologist	
Option Period 2 - Total	

Travel and Living Expenses

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the *Treasury Board Travel Directive*, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

Estimated cost: \$ _____

Other Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

Estimated cost: \$ _____

Sub-Contracting Expenses

Sub-Contracting fees, including travel and miscellaneous expenses directly related to the Work under this agreement as may be authorized by the Project Authority.

Estimated Cost \$ _____

Total Estimated Cost - Limitation of Expenditure: _____ (*Applicable Taxes extra.*)