



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver, BC V6Z 0B9

Bid Fax: (604) 775-7526

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

### Proposal To: Public Works and Government Services Canada

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 to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

### Proposition aux: Travaux Publics et Services Gouvernementaux 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 sur toute feuille ci-annexée, au(x) prix indiqué(s).

### Comments - Commentaires

### Vendor/Firm Name and Address

### Raison sociale et adresse du

### fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Pacific  
Region

219 - 800 Burrard Street

800, rue Burrard, pièce 219

Vancouver, BC V6Z 0B9

<b>Title - Sujet</b> Archeological Services	
<b>Solicitation No. - N° de l'invitation</b> EZ897-180649/A	<b>Date</b> 2017-12-14
<b>Client Reference No. - N° de référence du client</b> EZ897-180649	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VAN-584-8257	
<b>File No. - N° de dossier</b> VAN-7-40304 (584)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-01-26</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Standard Time PST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Perez, Elizabeth	<b>Buyer Id - Id de l'acheteur</b> van584
<b>Telephone No. - N° de téléphone</b> (604) 671-2613 ( )	<b>FAX No. - N° de FAX</b> (604) 775-7526
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 800 BURRARD ST. VANCOUVER British Columbia V6Z0B9 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

**\*THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT\***

**REQUEST FOR PROPOSAL  
ARCHAEOLOGICAL SERVICES TASK AUTHORIZATION  
PACIFIC REGION - BC & YT**

**TABLE OF CONTENTS**

<b>PART 1 - GENERAL INFORMATION.....</b>	<b>3</b>
1.1 INTRODUCTION .....	3
1.2 SUMMARY .....	3
1.3 DEBRIEFINGS.....	4
<b>PART 2 - BIDDER INSTRUCTIONS.....</b>	<b>5</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	5
2.2 SUBMISSION OF BIDS .....	5
2.3 FORMER PUBLIC SERVANT .....	5
2.4 ENQUIRIES - BID SOLICITATION.....	6
2.5 APPLICABLE LAWS.....	7
2.6 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD.....	7
2.7 BASIS FOR CANADA'S OWNERSHIP OF INTELLECTUAL PROPERTY .....	7
<b>PART 3 - BID PREPARATION INSTRUCTIONS .....</b>	<b>8</b>
3.1 BID PREPARATION INSTRUCTIONS .....	8
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.....</b>	<b>10</b>
4.1 EVALUATION PROCEDURES .....	10
4.2 BASIS OF SELECTION .....	10
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION.....</b>	<b>11</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	11
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION.....	11
<b>PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS .....</b>	<b>13</b>
6.1 SECURITY REQUIREMENTS .....	13
6.2 FINANCIAL CAPABILITY .....	13
6.3 INSURANCE REQUIREMENTS.....	13
<b>PART 7 - RESULTING CONTRACT CLAUSES.....</b>	<b>14</b>
7.1 STATEMENT OF WORK .....	14
7.2 STANDARD CLAUSES AND CONDITIONS.....	16
7.3 SECURITY REQUIREMENTS .....	17
7.4 TERM OF CONTRACT .....	17
7.5 AUTHORITIES .....	18
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	19
7.7 PAYMENT .....	19
7.8 INVOICING INSTRUCTIONS .....	20
7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION .....	21
7.10 APPLICABLE LAWS.....	22
7.11 PRIORITY OF DOCUMENTS .....	22

---

7.12	FOREIGN NATIONALS (CANADIAN CONTRACTOR <i>OR</i> FOREIGN CONTRACTOR).....	22
7.13	INSURANCE REQUIREMENTS .....	22
7.14	COMPREHENSIVE LAND CLAIMS AGREEMENT .....	22
7.15	SACC MANUAL CLAUSE .....	23
<b>ANNEX A.....</b>		<b>24</b>
	STATEMENT OF WORK .....	24
<b>ANNEX B.....</b>		<b>35</b>
	BASIS OF PAYMENT .....	35
<b>ANNEX C.....</b>		<b>38</b>
	SECURITY REQUIREMENTS CHECK LIST .....	38
<b>ANNEX D TO PART 3 OF THE BID SOLICITATION.....</b>		<b>40</b>
	ELECTRONIC PAYMENT INSTRUMENTS .....	40
<b>ANNEX E TO PART 5 OF THE BID SOLICITATION.....</b>		<b>41</b>
	FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION.....	41
<b>ANNEX F .....</b>		<b>42</b>
	INSURANCE REQUIREMENTS .....	42
<b>ANNEX G.....</b>		<b>46</b>
	TASK AUTHORIZATION FORM .....	46
<b>ANNEX H.....</b>		<b>47</b>
	EVALUATION CRITERIA AND BASIS OF SELECTION .....	47
<b>FORM 1 .....</b>		<b>56</b>
	BID SUBMISSION FORM .....	56
<b>BID RETURN LABEL .....</b>		<b>57</b>

---

## **PART 1- GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven (7) parts plus attachments and annexes, as follows:

- (i) Part 1 General Information: provides a general description of the requirement;
- (ii) Part 2 Bidder Instructions: provides the instruction clauses and conditions applicable to bid solicitation;
- (iii) Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- (iv) Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the bid, the security requirement, if applicable and the basis of selection;
- (v) Part 5 Certifications: includes the certifications to be provided;
- (vi) Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- (vii) Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Point Rated Evaluation Criteria & Basis of Selection, Security Requirements, Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the Task Authorization Form and any other annexes.

### **1.2 Summary**

PWGSC Environmental Services wishes to establish an Archaeological Services Contract with Task Authorizations to provide archaeological services for various federal departments in the Pacific and Yukon Region. The purpose of the Contract is to obtain archaeological services for both pre- and post-contract archaeology including overview studies, impact assessments, inventories, mitigation studies, and/or surveillance or monitoring services and reporting, as well as archaeological consultation and advice services on an as-required basis.

It is expected that PWGSC will award up to three (3) Contracts as a result of this Request for Proposal. The overall estimated volume of work to be distributed amongst successful bidders is up to \$5,250,000.00 (including applicable taxes). The period of the Contracts will be three (3) years from contract award.

1.2.1 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.2.2 The requirement is subject to the provisions of the World Trade Organization - Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA).

1.2.3 This procurement is subject to the following Comprehensive Land Claims Agreement(s):

- CAFN: Champagne and Aishihik First Nations Final Agreement
- CTFN: Carcross/Tagish First Nation Final Agreement
- FNNND: First Nation of Nacho Nyak Dun Final Agreement
- KDFN: Kwanlin Dun First Nation Final Agreement
- KFN: Kluane First Nation Final Agreement
- LSCFN: Little Salmon/Carmacks First Nation Final Agreement
- SFN: Selkirk First Nation Final Agreement
- TH: Tr'ondek Hwech'in Final Agreement
- TKC: Ta'an Kwach'an Council Final Agreement
- TTC: Teslin Tlingit Council Final Agreement
- VGFN: Vuntut G'wich'in First Nation Final Agreement

The Comprehensive Land Claims Agreements of up to eleven (11) Yukon First Nations may apply to this procurement, depending on where the services will be provided.

This bid solicitation is to establish a contract with task authorizations (TA) for the delivery of the requirement detailed in the bid solicitation, to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements.

1.2.4 The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled *Federal Contractors Program for Employment Equity - Certification.*"

### **1.3 Debriefings**

After contract award, 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 of 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-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(s).

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

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

**Insert: one hundred twenty (120) days**

### **2.2 Submission of Bids**

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) 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 transmission by facsimile or by electronic mail to PWGSC will not be accepted.**

### **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**

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 **fourteen (14)** 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 RFP 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 questions or may request that bidders do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies 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 contracts with task authorization 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.

## 2.6 Improvement of requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least **fourteen (14) calendar days** before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## 2.7 Basis for Canada's Ownership of Intellectual Property

Public Works and Government Services Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

- 2.7.1 Where the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.



---

## **PART 3 - BIDDER PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid (4 hard copies)  
Section II: Financial Bid (1 hard copy)  
Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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-policy-eng.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**

#### **Technical Bid**

In their technical bid, bidders should explain and demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

**The detailed point rated requirements for this bid solicitation are laid out in Annex H, Evaluation Criteria and Basis of Selection.**

## **Section II: Financial Bid**

### **3.1.1 Financial Bid**

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

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

### **3.1.2 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex D Electronic Payment Instruments, to identify which ones are accepted.

If Annex D Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### **3.1.3 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

## **Section III: Certifications**

Bidders must submit the certifications 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**

Point rated technical evaluation criteria are included in Annex H.

#### **4.1.2 Financial Evaluation**

Bidders will be assessed based on the information provided, as per Annex B - Basis of Payment, in accordance with the procedure set out in Annex H – Financial Evaluation – Part 2.

##### **4.1.2.1 Mandatory Financial Criteria**

Bidders must submit firm rates for all categories listed in Annex B – Basis of Payment.

##### **4.1.2.2 Evaluation of Price**

A0222T (2014-06-26), Evaluation of Price

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price**

Basis of Selection is included in Annex H - Evaluation Criteria and Basis of Selection – Part 3.

## **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 Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### **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 specified will render the bid non-responsive.

#### **5.2.1 Integrity Provisions – Required Documentation**

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of 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](https://www.canada.ca/en/employment-social-development/canada/esdc/labour's) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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.

### **5.2.3 Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

### **5.2.4 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

### **5.2.5 Workers' Compensation Certification - Letter of Good Standing**

The Bidder must have an account in good standing with each of the Workers' Compensation Boards in British Columbia (WorkSafeBC) and Yukon Territory (Yukon Workers' Compensation Health and Safety Board).

The Bidder must provide, within seven (7) calendar days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

If a Bidder is not operating in British Columbia or the Yukon Territory area, as an interim measure, a letter of good standing from the province/state in which the company resides will be acceptable until such time as a bidder becomes a successful candidate and a contract is awarded. The letter of good standing for British Columbia and Yukon Territory will need to be provided prior to any work commencing.

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### **6.2 Financial Capability**

SACC Manual clause A9033T (2012-07-16) Financial Capability

### **6.3 Insurance – Proof of Availability Prior to Contract Award**

- (a) The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex F.
- (b) If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

---

## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex A and the technical and management portions of the Contractor's bid dated (*To be Determined*).

#### **7.1.1 Task Authorization**

##### **7.1.1.1 Task Allocation Process**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

As more than one contract is expected to be awarded for this requirement, Canada will use the following approach to select/assign an appropriate contractor.

Unless a best fit exception is approved by the Contracting Authority, a Contractor will be selected based on which Contractor is farthest away from their predetermined maximum % distribution, therefore ensuring that work is evenly distributed as identified to the Contractors in the RFP/resulting contract. In the case where insufficient funds remain in a Contractor's contract to complete a proposed TA, the Contractor next farthest away from their % distribution, and with enough funds remaining, will be selected for the work.

The best fit exception is described as follows:

A Contractor may be considered based on their history in conducting previous phases of a client's project/program. For example, if a Contractor has completed a previous archaeological review then this Contractor may be considered for a subsequent phase. The rationale for this best-fit exception would be based on the Contractor's significant previous experience with the site, thereby reducing planning time and costs for subsequent projects.

##### **7.1.1.2 Task Authorization Process**

1. The Project Authority (PA) or Authorized Environmental Services Project Manager (AESPM), as defined in section 7.5.2.1, will provide the Contractor with a description of the task using a Task Authorization form specified in Annex G.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a summary of known on-site hazards, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority or AESPM, within the timeframe described in the SOW, a proposal outlining the proposed approach, methodology and project team to address the SOW of Task Authorization (TA) requirement, any proposed deviation(s) to the SOW for the specific TA, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the

---

Basis of Pricing specified in the Contract. Price Support for major disbursements must be provided with the Contractor's proposal.

4. The Contractor must not commence work until a TA is authorized by the Project Authority or the AESPM, or the Contracting Authority, using the Task Authorization Form specified in Annex G has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### 7.1.1.3 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of **\$250,000.00**, applicable taxes extra, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

#### 7.1.1.4 Task Authorization - Order of Distribution

(To be determined) contracts were awarded as a result of Public Works and Government Services Canada bid solicitation number EZ897-180649/A. The Contractor's order of distribution is as follows:

1 <sup>st</sup> (Best Overall)	= up to <u>(To be determined)</u>
2 <sup>nd</sup>	= up to <u>(To be determined)</u>
3 <sup>rd</sup>	= up to <u>(To be determined)</u>

#### 7.1.1.5 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means **5% (\$ To be determined)** of each Maximum Contract Value (**\$ To be determined**).

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### 7.1.1.6 Periodic Usage Reports - Contracts with Task Authorizations



The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report.

The data must be submitted on a "quarterly basis" to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;  
2nd quarter: July 1 to September 30;  
3rd quarter: October 1 to December 31; and  
4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

#### **Reporting Requirement- Details:**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For **each** authorized task:

- (i) the authorized task number or task revision number(s);
- (ii) a title or a brief description of each authorized task;
- (iii) the total estimated cost specified in the authorized Task Authorization (TA) of each task, Applicable Taxes extra;
- (iv) the total amount, Applicable Taxes extra, expended to date against each authorized task;
- (v) the start and completion date for each authorized task; and
- (vi) the active status of each authorized task, as applicable.

For **all** authorized tasks:

- (i) the amount (Applicable Taxes extra) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- (ii) the total amount, Applicable Taxes extra, expended to date against all authorized TAs.

Note: The Task Authorization Reporting form will be distributed at the time of award.

## **7.2 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>) issued by Public Works and Government Services Canada.

### **7.2.1 General Conditions**

---

2035 (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

## 7.2.2 Supplemental General Conditions

4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

## 7.3 Security Requirement

The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2. The Contractor/Offeror personnel requiring access to **PROTECTED** information, assets or sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror **MUST NOT** remove any **PROTECTED** information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - (b) Industrial Security Manual (Latest Edition).

## 7.4 Term of Contract

### 7.4.1 Period of the Contract

The Contracting Authority or Authorized Client may issue Task Authorizations between the date of Contract Award up to Midnight (to be determined). Contractual obligations and deliverable completion dates under the Task Authorizations may extend beyond (to be determined) and will end once the final Tasks has been fully completed and all outstanding obligations performed, such as payments (including interests), warranty obligations as well as audit rights.

### 7.4.2 Comprehensive Land Claims Agreements (CLCAs)

The Contract is subject to the following Comprehensive Land Claims Agreements(s):

- CAFN: Champagne and Aishihik First Nations Final Agreement
- CTFN: Carcross/Tagish First Nation Final Agreement
- FNNND: First Nation of Nacho Nyak Dun Final Agreement
- KDFN: Kwanlin Dun First Nation Final Agreement

- 
- KFN: Kluane First Nation Final Agreement
  - LSCFN: Little Salmon/Carmacks First Nation Final Agreement
  - SFN: Selkirk First Nation Final Agreement
  - TH: Tr'ondek Hwech'in Final Agreement
  - TKC: Ta'an Kwach'an Council Final Agreement
  - TTC: Teslin Tlingit Council Final Agreement
  - VGFN: Vuntut G'wich'in First Nation Final

The Contract with Task Authorizations is to establish the delivery of the requirement detailed under the Contract, to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements.

## **7.5. Authorities**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Elizabeth Perez  
A/Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch, Pacific Region  
219 - 800 Burrard Street  
Vancouver, BC V6Z 0B9

Telephone: 604-671-2613  
Facsimile: 604-775-7526  
E-mail address: Elizabeth.Perez@pwgsc.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.

### **7.5.2 Project Authority**

The Project Authority of 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.

#### **7.5.2.1 Authorized Environmental Services Project Manager (AESPM)**

Specific work requirements will be detailed in Task Authorization as issued by an Authorized Environmental Services Project Manager. The AESPM is the PWGSC Environmental Services Project Manager authorized by the Contracting Authority in writing to issue Task Authorizations.

---

### 7.5.3 Contractor's Representative (to be completed by Bidder)

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

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

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

Facsimile: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

### 7.7 Payment

#### 7.7.1 Basis of Payment - Limitation of Expenditure - Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included, and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

#### 7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under this Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ **(to be determined)**. Customs duties are included, and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. 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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. 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.

### **7.7.3 Method of Payment**

#### **7.7.3.1 Monthly Payments**

1. 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;
  - (c) the Work performed has been accepted by Canada.

#### **7.7.3.2 Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instruments(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (Internationally Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

### **7.7.4 SACC Manual Clauses**

A9117C (2007-11-30), T1204 - Direct Request by Customer Department  
C2000C (2007-11-30), Taxes - Foreign-based Contractor

### **7.7.5 Time Verification**

C0711C (2008-05-12), Time Verification

## **7.8 Invoicing Instructions**

### **7.8.1 Invoicing Instructions**

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 time sheets to support the time claimed if requested by the Project Authority;
- (b) a copy of the release document and any other documents as specified in the Contract;
- (c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses, and other disbursements;
- (d) a copy of the monthly progress report.
- (e) invoice date (corrected for amendments);
- (f) invoice number;
- (g) period invoice covers;
- (h) Contract number \_\_\_\_\_ (*number to be inserted at Contract Award*);
- (i) task number;
- (j) PWGSC project number;
- (k) total task amount (corrected for amendments);
- (l) amount previously invoiced;
- (m) current invoice amount;
- (n) amount remaining on task;
- (o) itemized list of fees, identifying category, resource, rate, hours, and extension. Categories, rates, resources and disbursements must be pre-approved by the Authorized Client. Canada reserves the right to not pay for categories, rates, resources or disbursements submitted on invoices that have not been pre-approved;
- (p) itemized list of travel expenses, identifying resource, dates and times of travel, location of travel, rates; and
- (q) itemized list of disbursements, cross-referenced to included back-up receipts.

2. Invoices must be distributed electronically as follows:

- (a) The Original copy must be forwarded to the addressee shown on page 1 of the Task Authorization for certification and payment.

## **7.9. Certifications and Additional Information**

### **7.9.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### **7.9.2 Federal Contractors Program for Employment Equity – Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

### **7.9.3 Workers Compensation**

---

The Contractor must maintain its account in good standing with the applicable provincial or territorial Workers' Compensation Board for the duration of the Contract.

#### **7.10 Applicable Laws**

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

#### **7.11 Priority of Documents**

If there is a discrepancy between the wordings 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 supplemental general conditions 4007 (2010-08-16) Canada to Own Intellectual Property;
- (c) the general conditions 2035 (2016-04-04), General Conditions - Services (Higher Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex F, Insurance Requirements;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated (*To be Determined*).

#### **7.12 Foreign Nationals (Canadian Contractor or Foreign Contractor)**

*SACC Manual* clause A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)  
*SACC Manual* clause A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)

#### **7.13 Insurance - Specific Requirements**

The Contractor must comply with the insurance requirements specified in Annex F. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements do not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfil its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

#### **7.14 Comprehensive Land Claims Agreements**

---

The Comprehensive Land Claims Agreements of up to eleven (11) Yukon First Nations may apply to this Contract, depending on where the services will be provided.

#### **7.15 SACC Manual Clauses**

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



## **ANNEX A**

### **STATEMENT OF WORK**

This is a general Statement of Work which describes the various types of work which the Contractor may be requested to perform during the Contract. Specific work requirements for each Task Authorization will be detailed in that Task Authorization issued by an Authorized Environmental Services Project Manager (AESPM). An Authorized Environmental Services Project Manager, as defined in Section 7.5.2.1 of the contract, is the PWGSC Environmental Services Project Manager authorized by the Contracting Authority in writing to issue and administer Task Authorizations within the authority levels granted to them.

#### **A. Background**

PWGSC wishes to establish an Archaeological Services Contract with Task Authorizations to provide archaeological services for various federal departments in the Pacific and Yukon Region. The purpose of the Contract is to obtain archaeological services including overview studies, impact assessments, inventories, mitigation studies, and/or surveillance or monitoring services and reporting, as well as archaeological consultation and advice services on an as-required basis.

##### **A.1 Scope of Work**

The Contractor must perform the Work in accordance with this Statement of Work and in accordance with PWGSC or other federal clients' requirements. Contractors must perform the work in accordance with this Statement of Work. Contractors must in general adhere to regulations, guidelines and principles established for conducting of archaeological studies within the Province of British Columbia and in Yukon. Where work is to be performed in lands managed by Parks Canada the Contractor must adhere to the appropriate federal legislation and guidelines. It is expected that Contractors must establish and maintain a close working relationship with First Nations as well as the federal, British Columbia and Yukon agencies responsible for archaeological resource protection.

##### **A.2 Terminology**

The following terminology will be used throughout this Statement of Work:

- Contract with Task Authorizations - a method of supply for services under which all of the work or a portion of the work will be performed on an "as and when requested basis" through predetermined conditions including an administrative process involving Task Authorizations. The Contract is issued to successful Bidders after completion of the solicitation process.
- Task Authorization – the instrument issued by an Authorized Environmental Services Project Manager to allow a Contractor to complete a Task.
- Task – the 'project', e.g., an archaeological impact assessment.
- Task activity – a specific work element in the workplan, e.g., 'mapping of archaeological resources'.

## **B. Archaeological Assessment Services**

### ***B.1 Overview Assessment***

The archaeological overview report is intended to identify and assess archaeological resource potential or sensitivity. Identification of options concerning the appropriate methodology and scope of work for inventory and/or impact assessment studies must be included.

Overviews may include a site visit where there are known locations of potentially highly sensitive areas or where background information is lacking. Maps of the project area must be included in the report showing locations of previously known and newly found sites, and stratigraphic profiles, if applicable. As applicable, the overview study must address:

- A background library and records search of ethnographic, archaeological and historical documents pertinent to the study area,
- a statement of archaeological resource potential and distribution in the study area,
- a judgmental assessment of anticipated impacts in light of proposed development plans, and
- identification of a "preferred" project alternative (where applicable), as well as recommendations for further archaeological impact assessment studies.

### ***B.2 Archaeological Impact Assessment***

Impact assessment studies are only required where potential conflicts have been identified between archaeological resources and a proposed development. These studies require an evaluation of the significance of the archaeological resource to be adversely affected, as well as an assessment of the nature and extent of the impacts expected. The purpose of the assessment is to provide recommendations as to the most appropriate manner in which the resource may be managed in light of the identified impacts.

Management options may include:

- alteration of proposed development plans to avoid resource impact;
- mitigative studies directed at retrieving resource values prior to impact; or
- compensation for the unavoidable loss of resource values.

The archaeological impact assessment will typically include a sub-surface investigation and field documentation of archaeological features and findings, including field notes, photographs, sketches, and field maps.

### ***B.3 Archaeological Inventory***

---

Identify archaeological sites which are known to exist in the area/property of interest, and identify any potential conflicts with current land use practices and proposed developments. The archaeological inventory may also be used to identify the current preservation status of sites and may be used to develop a management plan for the property.

#### **B.4 Mitigation study**

Studies involving mitigation and/or compensation are only undertaken in situations where unavoidable conflicts between archaeological resources and a proposed development are identified. The nature and extent of these studies will have been determined in the impact assessment.

In the case of mitigative management, some form of systematic data recovery, analysis and interpretation of specific archaeological resources must be involved.

#### **B.5 Surveillance or Monitoring Studies**

During project implementation, conduct surveillance or monitoring to identify and mitigate / avoid adverse impacts to archaeological resources.

#### **B.6 Assessments to support Soundness of Claim reviews**

Completion of Assessments to support Soundness of Claim reviews: these assessments may include identification of First Nations with a potential interest in a subject property and an assessment of the potential aboriginal interests in the property. These assessments may also include identification of specific potential aboriginal rights that may or may not be infringed-upon by owner activities conducted on a subject property.

These Assessments must be conducted in accordance with the stages of consultation outlined in the British Columbia *Provincial Policy for Consultation with First Nations* (since there is currently no Federal policy). The pre-consultation assessment is intended to determine the potential soundness of a First Nation claim with respect to potential aboriginal rights and aboriginal title, even if such rights have not been asserted or proven. The scope of work will include:

- Identifying which First Nation(s) has/have interests in the region/property;
- Reviewing the historical and ethnographic context; have there been aboriginal groups that continually occupy the relevant area? Do aboriginal groups still occupy that area? If aboriginal groups do not still occupy the area, at what period of time did they occupy it?
- What were their traditional practices historically and what are their practices today?
- Identifying publicly-reported archaeological and traditional use sites;
- Providing a description of the nature and scope of asserted aboriginal interests/rights and aboriginal places which have been identified,
- Evaluating the quality of available data and identifying data gaps;
- Assessing the potential aboriginal rights and title for the properties including identification of potential First Nations claimants, analysis of aboriginal sites, and provision of a written professional opinion regarding soundness of potential claim(s). Are the aboriginal groups alleging

that the claimed rights were exercised prior to European contact? Do they continue to exercise these rights today in a traditional or modernized form?

- Identification of potential Aboriginal rights infringement on a subject property by the owner's activities.

### **B.7 Traditional Knowledge/Use Studies**

In consultation with the First Nations, completion of traditional aboriginal use studies: using existing information, determine a) the probable historical aboriginal uses within a specific property and/or within the general area surrounding that property, and b) the probability of finding archaeological resources on the property. Completion of the historical aboriginal use overview studies may require review of existing historical knowledge, consultation with aboriginal groups, and identification of any other relevant cultural resources.

The historical aboriginal use overview report will typically include\*:

- a brief description of the property and surrounding area;
- description of the aboriginal groups that may have a connection to the property;
- description of the historical aboriginal uses on the property and/or in the surrounding area (pre-contact and post-contact);
- description of any current uses on the property and/or in the area;
- discussion on the probability of finding archaeological resources on the property and the likely sensitivity of those resources; and
- maps showing the location of the site and the study area; and a complete listing of information sources and personnel contact information.

\* PWGSC recognizes that any traditional knowledge considered sensitive to the applicable First Nation(s) should be managed by the Contractor in accordance with cultural requirements.

### **B.8 Other Services**

Other services that may be required under the Contract include:

1. Development and/or delivery of archaeology training sessions to federal employees or their contractors.
2. Gathering community knowledge and aboriginal traditional knowledge which may be relevant to a concurrent or subsequent environmental impact assessment.
3. Assessments of past Aboriginal cultural activity may involve consultation. The consultations will typically occur throughout the assessment process and involve the Contractors, representatives of the client Department, and representatives of First Nations with an expressed interest in the project. Consultations will be conducted to a) disclose known information concerning Aboriginal archaeological sites and b) to obtain Aboriginal people's initial assessments of cultural significance. Permits may be required.

- 
4. Assistance with coordinating, and participation in, burning and burial services as requested by Aboriginal groups.

## **C. Methodology**

### **C.1 Document Search Method**

Documentary research must include a search of background library and archival records of ethnographic, archaeological and historic documents pertaining to all sections of land, properties and areas identified by the AESPM. The work may include (but is not be limited to):

- Review of existing records including the B.C. archaeological site inventory, legal land survey records, and other pertinent records and inventory files;
- Review of all previous archaeological investigations in the study and adjacent areas;
- Review of relevant information from published and unpublished sources, including local and regional history, prehistory and ethnography;
- Review of relevant paleoecological studies to assess past environmental conditions which may have influenced cultural adaptations; and
- Examination and interpretation of air photographs and geomorphologic / pedologic information to assess the potential for human habitation.

Assessment of the significance of the archaeological sites must conform to any current federal, British Columbia or Yukon guidance or protocol, where available.

### **C.2 Archaeological Field Investigation Method**

Surface reconnaissance will focus on identification of exposed evidence of cultural activity including (but not limited to) artifacts, features, structures and culturally-modified trees.

All archaeological sites, including those previously known and those located during the present survey must be assessed through methods such as detailed probing and/or shovel testing, controlled excavation of small test units, or other intrusive methods as appropriate. Soil probes, shovel testing, and other excavation methods may penetrate to the level of bedrock, glacial deposits or (in areas of significant Holocene sediment deposition) to at least 1 metre depth. Non-intrusive methods (such as ground-penetrating radar) may be employed as appropriate. All sites must be recorded and mapped using GPS or land survey methods.

Survey coverage must include all areas within the defined project area. All areas must be examined, with particular attention paid to areas presently in proximity to wetlands (lagoon, creeks, ponds, etc.) and paleolandforms such as former beaches and terraces.

If required, recording must include completion of Provincial Archaeological Site Inventory forms with a detailed map, in metric, showing site bounds, elevations above sea level, depth of cultural deposits, features, vegetation communities, excavation records forms and any other information deemed necessary. Map baselines must be tied to readily-locatable natural features or to a semi permanent marker placed for that purpose such that persons unfamiliar with the site in question may readily relocate

---

archaeological features. At a minimum, one person from each crew must maintain and record a field notes containing detailed commentary and records of artifacts and photos.

For the purposes of assessment, unless otherwise indicated by the relevant jurisdiction, archaeological resources must be considered as any evidence of cultural activity of an age of 40 years or greater, but also including resources and features directly related to the history of the site. All such resources must be geolocated, recorded, and sketched or photographed.

Collection of cultural artifacts must be according to the federal and / or provincial guidelines and in respect of agreements with individual Aboriginal groups.

Should human remains be encountered, the remains must be recorded and left *in situ* where practical. If it is determined that the remains are not a consequence of criminal action or are not recent remains, the Contractor may be asked to assist PWGSC (working in conjunction with the applicable First Nation) to develop a plan to prevent and/or mitigate impacts.

Detailed photo and artifact records must be maintained.

Excavated test pits must be re-vegetated with native vegetation or as directed by the AESPM.

### ***C.3 Disposition of Artifacts, Records, Samples, and Other Materials***

The client, in consultation with the Contractors, will identify the facility which will receive any archaeological artifacts, records, samples, and other materials resulting from the project in keeping with current archaeological practices. Disposition of Aboriginal human remains and cultural resources must be conducted in consultation with appropriate Aboriginal peoples.

## **D. General Requirements**

### ***D.1 Reporting***

Reports must include copies of plans and documents, design drawings and sections, photographs (site, significant environmental and archaeological features, and artifacts as applicable), maps, interview records, references to original sources, and any other information compiled and used to derive the reports' findings and conclusions. Field notes must be retained for later review by the AESPM.

Upon request by the AESPM Contractors must provide a verbal or email report of the initial findings to the AESPM immediately after the field activities have been completed.

Written or emailed progress reports must be provided to the AESPM upon request for periods determined by them. The progress reports must include a synopsis of work completed during the latest report period and the projected work plan for the following period. Contractors must be prepared to meet with the PWGSC AESPM and discuss any matter concerning the progress and findings of the project.

Applicable federal, provincial/territorial, local legislation and published guidelines, which have been used as basis for findings or conclusions, must be referenced. Where it is unclear which environmental quality

---

guide-lines or criteria are to be used, the AESPM must identify the appropriate standards. As directed by the AESPM, Contractors may be required to provide site information and reporting which will satisfy provincial or other non-federal agency requirements.

Site plans or area maps must be included in any assessment report. The information content of any plan or map must be confirmed with the AESPM. Plan or map information may include (but is not limited to):

- the legal boundaries of the property;
- project footprint and location;
- all existing structures, roads, pathways, significant underground utilities and other buried structures, and other cultural features as relevant to the project;
- significant physical features including slope, wetlands and surface water bodies (including stream flow direction), soil or sediment substrate types (if relevant), and other features as appropriate;
- significant archaeological features and any other archaeological information relevant to the project;
- sampling and specimen collection points;
- archaeological and property information superimposed onto orthophotographs of the property or area; and
- orientation of the map (i.e., a north arrow must be shown) and map scale.

Where plan or map information is derived from a secondary source, the information source must be explicitly referenced both on the plan or map and in the report References.

Contractors must submit paper and / or electronic copies of the drafts (typically a minimum of 2 drafts) and final reports as directed by the AESPM. All reports must have double-sided printing, and have tabbed dividers to separate appendices from the main body of the report. At a minimum, one complete electronic copy (i.e., a single file containing all text, photographs, tables, plans, and scanned documents) of the final report must be submitted in Adobe Acrobat (.pdf) format. Any signature pages with signatures and professional stamps that are present in a paper copy of the report must be included in the electronic copy. In addition to the final electronic copy of the report, all figures, drawings, tables, graphs, photos, appendices, etc. which have been included in the paper copy of the report must be provided electronically as separate files. Site plans and all design drawings drafted by the Contractor must be provided in AutoCAD (.dwg) format. The report text must be produced in Microsoft Word (.doc) format, photos in .jpg format, and data tables in Microsoft Excel (.xls) format, unless otherwise directed by the AESPM.

Any statement of limitations or similar clauses in the report must comply with, and is subsidiary to, all Contract terms and conditions.

All final reports are subject to acceptance by Canada and must be signed by all authors, and sealed as appropriate.

The final invoice must be identified as such.

## ***D.2 Scheduling***

---

Contractors must prepare a schedule for all project events including various on-site assessment activities, meetings and report submissions. Any proposed revision of the schedule must be subject to the approval of the AESPM.

Schedules may be required in the form of Gantt charts or other presentation methods and will be provided to the AESPM in electronic and/or hard copy formats.

### ***D.3 General Communication***

The AESPM will be identified on the task authorization document sent to a Contractor. The Contractor must communicate with the AESPM as required by project circumstances and at regular intervals throughout the project as determined by the AESPM. The Contractor's correspondence with other PWGSC personnel or personnel from other Departments or jurisdictions must be through the AESPM or as authorized by the AESPM. All invoices must be sent to the AESPM for authorization.

All correspondence related to the project must be copied to the AESPM. The Contractor must be responsible for preparing the minutes of all meetings including action items, and providing copies to all participants.

If additional work is necessary due to a change in field conditions or requirements, or as a result of findings during the site visit, the Contractor must notify the AESPM immediately by telephone and / or in writing. Work or activities which are additional or supplemental to or in substitution of the work and budget specified in the Contractor's approved work plan must not be undertaken without the approval of the AESPM.

Under certain and very limited circumstances (e.g., site work in a remote location where instantaneous communication with the AESPM or the ability to obtain verbal or written approval may be problematic), the AESPM may, in advance, authorize fieldwork additional to that specified in the work plan if it may reasonably be required to complete the fieldwork. In these cases, the Contractor must exercise good field judgment, bearing in mind potential constraints to budget and the overall objectives of the project. Where additional work of this nature is deemed necessary, the Contractor must provide a full description of and rationale for this work to the AESPM at the earliest opportunity.

Contractors must participate in or conduct meetings as requested by the AESPM. Contractors must prepare minutes of the meetings with a draft sent to the AESPM for review and approval prior to their dissemination for action. At the discretion of the AESPM, Contractors may be required to maintain an action item list.

Where the Contractor is requested to conduct public and agency notification and public information and consultation sessions, the Contractor must record and communicate any public or agency concerns to the AESPM.

All formal communication (e.g. letters of direction, approvals, etc.) will be between the AESPM and the Contractor. All formal communication must be maintained solely between the AESPM and the Contractor.



The Contractor may be expected to liaise with the appropriate federal, provincial and regional / local agencies to gather information and identify implications of the proposed projects. The Contractor must notify the AESPM prior to any liaison and outline the intended scope of the discussion and any other relevant details.

#### ***D.4 Permits***

The Contractor must (unless otherwise directed by the AESPM), to obtain applicable permits/approvals required to conduct the assessment(s). Prior to submitting the application, the application must be reviewed and approved by the AESPM.

#### ***D.5 Site Operations***

The Contractor's on-site visits / activities must not disrupt the normal function, access, and working environment of the site within reason. No on-site visits / activities must be completed without authorization by the AESPM.

Any aspect of the property that is perceived by the Contractor to be unsafe or unusual (e.g. damaged conduits, unsecured buildings, evidence of recent vandalism, environmental releases/spills) must be documented, photographed, and reported to PWGSC.

#### ***D.6 Repair of Damaged Surfaces or Structures***

The assessor or Contractor must repair all damaged surfaces or structures arising from Contractor activities. If a Contractor has been retained and the work has the potential to damage other site features such as fences or other obstructions, prior approval must be received from the AESPM.

#### ***D.7 Health and Safety***

The Contractor must ensure the health and safety of all assessor personnel at the site during the project. Accordingly, a Health and Safety Plan must be developed prior to the field work and must be in effect during the field activities. The Health and Safety Plan must be approved by the AESPM prior to start of on-site work.

The Contractor must ensure that all relevant safety policies, guidelines, and emergency response actions are re-viewed with site personnel and that the Health and Safety Plan is easily accessible to staff during all field activities. Contractors must complete all utility locates prior to completing any intrusive investigations at the property to avoid damage to underground utilities.

#### ***D.8 Site Security***

Work in sensitive security areas (e.g., federal penitentiaries, RCMP, National Defence facilities) may require project personnel to have a requisite level of security clearance prior to examining pertinent site documents and/or actual work on site. In those cases, all project personnel must provide written confirmation of the appropriate security clearances to the AESPM and client department prior to any

sensitive phase of the project. If they do not already have the clearance they must take to the steps necessary to obtain clearance.

Where required, the Contractor will be given access to the subject property. The Contractor must ensure that upon leaving, all buildings and/or gates are secured as found and the keys returned without undue delay to PWGSC / other client department.

### **D.9 Confidentiality**

Information, data, photos, drawings, etc. gathered as part of this project must be treated as confidential and must be made available only to PWGSC or as authorized in writing by the AESPM. All original photos, video, documents, and reports produced within the terms of the Contract will be the property of the federal Crown. Some projects may require the Contractor to sign confidentiality agreements. These will be signed prior to the start of the project. Where requested in writing, PWGSC may make accommodation for confidentiality agreements with First Nations.

Any photos, plans or documents provided as reference materials by PWGSC to a Contractor remain the property of PWGSC, and must not be used, shared, or sold to any group for any other project except upon written authorization of the AESPM. All such reference materials must be returned to the AESPM with the final report where requested.

The Contractor must direct all public or media enquiries to the AESPM.

### **D.10 Categories of Work**

The following are the generally-expected responsibilities and duties for the categories of personnel required to be provided for this Contract. Other personnel with more specialized attributes may be required for specific Task Authorizations and the rules for their incorporation into a Task Authorization are detailed in Annex B, Basis of Payment.

Category Name	Typical Duties
Project Manager	Responsible for the management of archaeological assessment project management, including adherence to project scope, time, and budget. The AA Project Manager is responsible for ensuring quality of work and deliverables; assigning appropriate types and levels of human resources; maintaining clear and consistent communications between the PWGSC ES Project Manager and all other appropriate parties; managing project risk; procurement of supplementary equipment or services as required to complete the project. The AA Project Manager provides technical advice and senior technical review.
Field Supervisor	Responsible for field supervision of multidisciplinary project teams; completion of overview archaeological studies, archaeological inventories, archaeological impact assessment, and archaeological mitigative studies and monitoring in accordance with applicable legislation; consultation with First Nation groups as applicable.

---

Field Technician	Responsible for supporting field sampling, data compilation and data review. Assists Technical Scientist with field studies, data compilation, and other related studies.
CADD/Drafting Technician	Responsible for production of CADD site and facility plans and as-built drawings using AutoCAD software.
GIS Specialist	Establishes and maintains a geographic information system. Provides GIS support to projects as required.
Technical Specialist	Responsible for specialist field scientific data-gathering in support of an archaeological assessment.
First Nations Assistant	Supports archaeological assessment data-gathering activities, and provides liaison with First Nations groups as appropriate.

## **ANNEX B**

### **BASIS OF PAYMENT**

#### **B.1 Labour Rates**

B.1.1 The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract. Customs duties are included and taxes is extra, if applicable.

Category Name	Names	Weighting in Evaluation	Firm Hourly Rate (\$CDN) Contract Award To March 31, 2019 Year 1	Firm Hourly Rate (\$CDN) April 1, 2019 To March 31, 2020 Year 2	Firm Hourly Rate (\$CDN) April 1, 2020 To March 31, 2021 Year 3
Project Managers	Two Named Individuals meeting applicable criteria from Annex H (H.3.2), and rates to be inserted at Contract Award.	35%	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
Field Supervisors	Three Named Individuals meeting applicable criteria from Annex H (H.3.3), and rates to be inserted at Contract Award.	45%	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____
Field Technicians	Four Named Individuals meeting applicable criteria from Annex H (H.3.4.1), and rates to be inserted at Contract Award.	20%	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____
Drafting Technician	No name required.	N/A	\$ _____	\$ _____	\$ _____
Geographic Information System Specialist (GIS)	No name required.	N/A	\$ _____	\$ _____	\$ _____
Technical Specialist	No name required.	N/A	\$ _____	\$ _____	\$ _____
First Nations Assistant	No name required.	N/A	\$ _____	\$ _____	\$ _____

B.1.2 Hourly rates will remain firm for the full period of the Contract. The hourly rates for each person in a specific category of personnel must be the same.

- 
- B.1.3 The hourly rates quoted must include all overhead, including administrative time, field supplies, internal equipment charges (including equipment charges considered to be internal although they may be rented), clerical support and other indirect support such as report printing costs for 3 hardcopies.
- B.1.4 Extraordinary printing costs (e.g. high quality photograph reproduction not possible on standard laser printers or plotters) may be charged only if specific prior approval from PWGSC is obtained.
- B.1.5 Time worked which is more or less than an hour must be prorated to reflect actual time worked.
- B.1.6 The Contractor will only be allowed to charge for the categories of personnel identified above. If other personnel, such as clerical support, are normally charged out for these services then the bidder must include their estimated costs in the hourly rates of one of the categories above.
- B.1.7 Overtime, holidays, weekend and evening work must be charged at the firm hourly rate.

## **B.2 New or Replacement Personnel**

- B.2.1 If the Contractor plans to use any personnel who have not previously received approval by PWGSC, the Contractor must get PWGSC approval prior to allowing the person to work on, or be chargeable to, the project. The Contractor must provide detailed justification documenting the necessity for the substitution. Resumes and cover letters must be submitted evidencing that the individual(s) proposed as substitution(s) have qualifications and experience **equal to or better than** the individual(s) originally proposed in the Task Authorization. PWGSC reserves the right not to make payment for personnel not pre-approved by PWGSC.
- B.2.2 The rates for the new and replacement personnel must be the same rate as the category their replacement was in or whichever category is appropriate based on their skills.

## **B.3 Personnel Moving to Different Category**

- B.3.1 If the Contractor plans to move a pre-approved personnel listed in a certain category into another category, they must get pre-approval by PWGSC. PWGSC reserves the right not to make payment for personnel not pre-approved into a different category.

## **B.4 Other Direct Expenses**

- B.4.1 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 with mark-up, upon submission of an itemized statement supported by receipt vouchers as per B.7 Disbursements.
- B.4.2 Non-allowable field supplies and internal equipment charges include the following:
- .1 Health and safety equipment and supplies (e.g. Personal Protective Equipment) including: hard hats, protective goggles, safety footwear, gloves, disposable gloves, coveralls, respirators, life jackets, survival suits, first aid kits.
  - .2 Water monitoring equipment and supplies including: pH meters, conductivity meters, turbidity meters, dissolved oxygen meters, water level meters, interface probes.
  - .3 Water and biota sampling equipment and supplies including: grabs and cores, pump tubing, filters, bottles and preservatives.
  - .4 Surveying equipment and supplies including: measuring wheel, GPS unit (non-differential), tapes, stakes, spray paint.

- .5 Miscellaneous equipment and supplies including: telephone charges, cell phone, fax charges, computer, software, plotter, camera, common hand tools, batteries, stationary, printing charges.

- B.4.3 Extraordinary field supplies, field equipment, and internal equipment charges may be allowed on a case by case basis with prior approval from PWGSC.
- B.4.4 Extraordinary field supplies and internal equipment charges will be paid for actual costs incurred with no mark-up. If the extraordinary field supplies or internal equipment charge is Contractor - owned, proof that Contractor rates are industry competitive must be provided. Extraordinary field supplies and internal equipment charges must be specifically identified in the work plan and prior approval from PWGSC is required. All extraordinary field supplies purchased for Work under the Contract becomes the property of PWGSC.

## **B.5 Sub-contractors**

- B.5.1 Sub-contractors required to complete the activities may be hired by the Contractor if the work is less than \$25,000 (inclusive of taxes). The successful sub-contractor must be approved by PWGSC.
- B.5.2 Sub-contractors required to complete the activities greater than \$25,000 (inclusive of taxes) must undergo a competitive process involving at least three potential sub-contractors. PWGSC reserves the right to approve/not approve the successful sub-contractors based on expertise.
- B.5.3 Work which requires construction or demolition activities greater than \$25,000 (inclusive of taxes) is not permitted under the task authorization.

## **B.6 Travel and Living**

- B.6.1 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 markup, in accordance with the meal, private vehicle specified in Appendices B,C and D of the National Joint Council Travel Directive, : <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Charges for air travel must not exceed that for economy class.
- B.6.2 All travel must have the prior authorization of PWGSC. All payments are subject to government audit.
- B.6.3 For projects located in British Columbia (excluding Vancouver Island) and Yukon, travel-related expenses associated with the delivery of services will be calculated from the PWGSC's Vancouver Office, 800 Burrard Street, Vancouver, BC V6Z 0B9 or from the Contractor's project personnel's office to the project site, whichever is closer.

For projects located on Vancouver Island, travel-related expenses associated with the delivery of services will be calculated from the PWGSC's Victoria Office, 1230 Government Street, Victoria, BC V8W 3X4 or from the Contractor's project personnel's office to the project site, whichever is closer.

All travel related expenses within 50kms of the above locations will be included in the Contractor's hourly fee structure.

Solicitation No. - N° de l'invitation  
EZ897-180649/A  
Client Ref. No. - N° de réf. du client  
EZ897-180649

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VAN-7-40304

Buyer ID - Id de l'acheteur  
VAN584  
CCC No./N° CCC - FMS No./N° VME

---

Travel to/from Vancouver and Victoria will be paid, or the equivalent cost of travel between the two will be paid if travel is from another location. All travel is subject to PWGSC approval. PWGSC reserves the right to require any of the personnel on the Consultant's team to attend the project site or in-person meetings.

Solicitation No. - N° de l'invitation  
EZ897-180649/A  
Client Ref. No. - N° de réf. du client  
EZ897-180649

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VAN-7-40304

Buyer ID - Id de l'acheteur  
VAN584  
CCC No./N° CCC - FMS No./N° VME

---

### **ANNEX C**

#### **SECURITY REQUIREMENTS CHECK LIST**

(See attached)



## **ANNEX D to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

*As indicated in Part 3, clause 3.1.2, the Bidder must identify which electronic payment instruments they are willing to accept for payment of invoices.*

The Bidder accepts any of the following Electronic Payment Instrument(s):

- ( ) VISA Acquisition Card;
- ( ) MasterCard Acquisition Card;
- ( ) Direct Deposit (Domestic and International);
- ( ) Electronic Data Interchange (EDI);
- ( ) Wire Transfer (International Only);
- ( ) Large Value Transfer System (LVTS) (Over \$25M)

---

## **ANNEX E to PART 5 OF THE BID SOLICITATION**

### **FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION**

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit Employment and Social Development Canada (ESDC) – Labour's website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

**OR**

- ☐ A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

**OR**

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

---

## **ANNEX F**

### **INSURANCE REQUIREMENTS**

#### **F.1 Insurance**

##### **F.1.1 Insurance – Specific Requirements G1001C (2013-11-06)**

The Contractor must comply with the insurance requirements specified herein. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

##### **F.1.2 Commercial General Liability Insurance G2001C (2014-06-26)**

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

- 
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises
  - o. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
  - p. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents

### **F.1.3 Environmental Impairment Liability Insurance G2040C (2014-06-26)**

- 1. The Contractor must obtain Contractors Pollution Liability insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$1,000,000 per accident or occurrence and in the annual aggregate.
- 2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- 3. The Contractors Pollution Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
  - b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - c. Separation of Insureds: The policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

- 
- d. **Contractual Liability:** The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - e. **Incidental Transit Extension:** The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.

#### **F.1.4 Errors & Omissions/Professional Liability Insurance G2002C (2008-05-12)**

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

Solicitation No. - N° de l'invitation  
EZ897-180649/A  
Client Ref. No. - N° de réf. du client  
EZ897-180649

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VAN-7-40304

Buyer ID - Id de l'acheteur  
van584  
CCC No./N° CCC - FMS No./N° VME

## CERTIFICATE OF INSURANCE

Description and Location of Work Archaeological Services					Contract No. EZ897-180649	
					Project No.	
Name of Insurer, Broker or Agent		Address (No., Street)		City	Province	Postal Code
Name of Insured (Contractor)		Address (No., Street)		City	Province	Postal Code
Additional Insured <b>Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services</b>						
Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
<b>Commercial General Liability</b>				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
				\$	\$	\$
<b>Umbrella/Excess Liability</b>				\$	\$	\$
<b>Environmental Impairment Liability Insurance</b>				\$ <input type="checkbox"/> Per Incident <input type="checkbox"/> Per Occurrence		Aggregate \$
<b>Errors &amp; Omissions / Professional Liability Insurance</b>						
I certify that the above policies were issued by insurers in the course of their Insurance business in Canada, are currently in force and include the applicable insurance coverage's stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.						
<div></div>				<div></div>		
Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)				Telephone number		
<div></div>				<div></div>		
Signature				Date D / M / Y		
<div></div>						

Solicitation No. - N° de l'invitation

EZ897-180649/A

Client Ref. No. - N° de réf. du client

EZ897-180649

Amd. No. - N° de la modif.

File No. - N° du dossier

VAN-7-40304

Buyer ID - Id de l'acheteur

van584

CCC No./N° CCC - FMS No./N° VME

---

## **ANNEX G**

### **TASK AUTHORIZATION FORM**

**(See SIGMA form attached)**

---

## ANNEX H

### EVALUATION CRITERIA AND BASIS OF SELECTION

#### **PART 1 - TECHNICAL EVALUATION**

##### **H.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. An evaluation team composed of representatives of Canada will evaluate the bids.

(b) Each responsive offer will be evaluated against the point rated criteria listed below. The information should be detailed enough so as to allow a complete evaluation. It would assist in the evaluation if each section clearly indicates the specific criteria it is addressing.

(c) For each rated criterion, where a maximum number of points is shown, evaluators may award any whole number in the range of points from zero up to the maximum number of points.

(d) Bidders' responses will be evaluated against the definitions and information requirements as described by these Evaluation Criteria.

(e) Bidders shall ensure that all responses provide the necessary details regarding dates, education and credentials, and demonstrative project experience.

(f) Points will be awarded solely on the basis of information as explicitly written in the Bidder's response.

(g) For all demonstrative project descriptions, the Bidder ~~shall~~ must provide:

- 1) the project name or a brief project descriptor as applicable;
- 2) the date of completion of the project; and
- 3) client name and name of a client contact.

(h) Bidders should note where clients have requested that their project be confidential. Confidential clients may be contacted by PWGSC only to confirm details of the demonstrative projects as relevant to this solicitation.

##### **H.2 Bid Preparation Instructions**

###### ***Definitions***

**"Completed Project"** is a project for which the final report has been submitted to the client (NOTE: A project where a) only the draft project report has been submitted to the client, or b) the final project report is in preparation is NOT acceptable as "completed project" for the purpose of this solicitation).

**"First Nations Consultation"** refers to solicitation of information or guidance from Aboriginal groups or individuals with respect to archaeological resources or traditional knowledge. First Nations consultation does not refer to discussions with Aboriginal groups or members in the context of a legal decision-making process, nor does it refer to a business relationship where the Bidder has been retained to provide services to Aboriginal groups or members.



“**Multi-disciplinary Project Teams**” are project teams comprised of personnel from two or more technical / scientific areas such as ethnohistory, geology, paleontology, archaeology, etc.

### H.3 Mandatory and Point rated Requirements:

#### H.3.1 Mandatory Requirements

(a) Bidders must include the following with their submission:

Resumes for proposed personnel in each category:

- 1) Project Manager (two [2] individuals),
- 2) Field Supervisor (three [3] individuals),
- 3) Field Technician (four [4] individuals),

**Maximum three (3) pages** for each proposed personnel to describe the relevant education and demonstrated experience.

(b) It is requested that copies of required educational diplomas or certificates be provided to PWGSC with the proposal at bid close. If copies are not provided with the proposal, Canada will request them and the Bidder will have 24 hours from the time of the request to provide them. The required education must have been completed and certificates dated before bid close.

(c) For the Project Manager and Field Supervisor personnel categories, a minimum of **75% of the total available technical points must be awarded for each personnel category in order for the bid to be deemed responsive**. Failure to achieve a minimum of 75% of the available points in either of these two categories will render the bid non-responsive, and the bid will not be considered further.

#### H.3.2 PROJECT MANAGERS

##### A. Mandatory Requirement

The Bidder must specify **TWO** Project Managers meeting the education (or education plus experience) standard and having acceptable demonstrated experience.

##### B. Point Rated Requirement, Education

**Each** Project Manager is expected to meet an applicable educational standard, which PWGSC has established as:

- i. a Bachelor Degree (or higher) with an acceptable formal coursework specialization in archaeology or other science relevant to the position, **and**
- ii. 5 or more years experience between January 2011 and the closing date of this solicitation in the field of archaeological assessment.

For each Project Manager, provide details of relevant education (or educational coursework plus experience) interpreted by PWGSC as:	<b><u>20 pts</u></b>
<ol style="list-style-type: none"> <li>i. a Bachelor Degree (or higher) with an acceptable formal coursework specialization in in archaeology or other science relevant to the position, <b>and</b></li> <li>ii. 5 or more years experience between January 2011 and the closing date of this solicitation in the field of archaeological assessment.</li> </ol>	(10 pts for each Project Manager)

Proof of Education (e.g. a photocopy or scanned copy of the relevant Degree) should be submitted with the Bid in order for points to be awarded.

### **C. Point Rated Requirements, Demonstrated Experience**

For **each** of the two Project Managers, it is requested that the Bidder provide examples of archaeological projects (must have been completed between January 2011 and the closing date of this solicitation to be considered) which demonstrate the required project management experience as described below. **One project example may be used to demonstrate experience with more than one criterion.**

For <b><u>each</u></b> Project Manager, provide <b><u>TWO</u></b> examples of projects which were wholly managed by the Project Manager. For each project, identify specific methods or tools which were utilized to monitor and manage: <ul style="list-style-type: none"> <li>i. project schedule;</li> <li>ii. project budget;</li> <li>iii. client and project team communications; and</li> <li>iv. health and safety.</li> </ul>	<b><u>40 pts</u></b>  (10 pts/ project)
For <b><u>each</u></b> Project Manager, provide <b><u>ONE</u></b> example which describes methods used by that Project Manager to <ul style="list-style-type: none"> <li>i. resolve problems; and</li> <li>ii. adapt to changing project circumstances or conditions.</li> </ul>	<b><u>20 pts</u></b> (10 pts/ project)
For <b><u>each</u></b> Project Manager, provide <b><u>ONE</u></b> example of a project demonstrating personal experience with formation and management of a multidisciplinary project team.	<b><u>20 pts</u></b> (10 pts/ project)

**Project Managers, total possible points: 100 Points    MIN 75% (75 Points)**

## **H.3.3 FIELD SUPERVISORS**

### **A. Mandatory Requirement**

The Bidder must specify **THREE** Field Supervisors meeting the education (or education plus experience) standard and having acceptable demonstrated experience.

### **B. Point Rated Requirements, Education**

**Each** Field Supervisor is expected to meet an applicable educational and experience standard, interpreted by PWGSC as a Bachelor's Degree with an acceptable specialization in archaeology or other relevant science **with** 5 or more years experience between January 2011 and the closing date of this solicitation in field assessments of archaeological resources or monitoring or planning for protection of archaeological resources.

For <b><u>each</u></b> Field Supervisor, provide details of relevant education, interpreted by PWGSC as a Bachelor's Degree with an acceptable specialization in archaeology or other relevant science <b><u>with</u></b> 5 or more years experience between January 2011 and the closing date of this solicitation in field assessments of archaeological resources or monitoring or planning for protection of archaeological resources.	<b><u>30 pts</u></b>  (10 pts for each Field Supervisor)
--	---

**Each** Field Supervisor is expected to demonstrate a commitment to sound, ethical archaeological practice. This commitment is demonstrated by current membership in the British Columbia Association of Professional Archaeologists (BCAPA) or current registration with the Register of Professional Archaeologists (RPA).

For <b>each</b> Field Supervisor, provide evidence of a current membership in the British Columbia Association of Professional Archaeologists (BCAPA) or current registration with the Register of Professional Archaeologists (RPA).	<b>30 pts</b> (10 pts for each Field Supervisor)
---	---

Proof of education (e.g. a photocopy or scanned copy of the relevant Degree) and proof of a) current membership in the British Columbia Association of Professional Archaeologists (BCAPA) **OR** b) current registration with the Register of Professional Archaeologists (RPA) should be submitted with the Bid in order for points to be awarded.

### **C. Point Rated Requirement, Demonstrated Experience**

For **each** of the three Field Supervisors, it is requested that the Bidder provide examples of archaeological projects (must have been completed between January 2011 and the closing date of this solicitation to be considered) which demonstrate the required experience as described below. **One project example may be used to demonstrate experience with more than one criterion.**

#### **Maximum three (3) pages per Field Supervisor.**

For <b>each</b> Archaeological Assessment Field Supervisor, identify <b>ONE</b> project example (completed between January 2011 and the closing date of this solicitation) demonstrating field supervisory experience for a heritage investigation.	<b>30 pts</b> (10 pts for each Field Supervisor)
For <b>each</b> Archaeological Assessment Field Supervisor, identify <b>ONE</b> project example (completed between January 2011 and the closing date of this solicitation) demonstrating field supervisory experience for an archaeological impact assessment.	<b>30 pts</b> (10 pts for each Field Supervisor)
For <b>each</b> Archaeological Assessment Field Supervisor, identify <b>ONE</b> project example (completed between January 2011 and the closing date of this solicitation) demonstrating supervisory experience in archaeological resource protection planning and/or monitoring.	<b>30 pts</b> (10 pts for each Field Supervisor)
For <b>each</b> Archaeological Assessment Field Supervisor, identify <b>ONE</b> project example (completed between January 2011 and the closing date of this solicitation) demonstrating experience in consultation with First Nations. Each example shall include the name of the First Nations and a description of the consultation process.	<b>30 pts</b> (10 pts for each Field Supervisor)

**Field Supervisors, total possible points: 180 Points      MIN 75% (135 Points)**

### **H.3.4 OTHER CATEGORIES OF PERSONNEL**

PWGSC requires other categories of personnel that may be involved in archaeological assessment projects namely:

Field Technicians  
Drafting Technician  
Geographic Information System Specialist  
Technical Specialist  
First Nation Assistant

### H.3.4.1 FIELD TECHNICIAN

#### **A. Mandatory Requirement**

The Bidder must specify **FOUR** Field Technicians meeting an applicable educational and experience standard, interpreted by PWGSC as a university degree or technical diploma, training courses, and a minimum of 3 years experience between January 2013 and the closing date of this solicitation with fieldwork related to archaeological assessment services which is anticipated in the Contract.

**Maximum two (2) pages per Field Technician.**

#### **B. Point Rated Requirement, Education**

For <b>each</b> Field Technician, provide details of relevant education, interpreted by PWGSC as a university degree or technical diploma, training courses, and a minimum of <u>3 years experience</u> between January 2013 and the closing date of this solicitation with fieldwork related to archaeological assessment services which is anticipated in the Contract.	<b><u>40 pts</u></b> (10 pts for each Field Technician)
---	--

Proof of Education (e.g. a photocopy or scanned copy of the relevant Degree/diploma) should be submitted with the Bid in order for points to be awarded.

#### **C. Point Rated Requirement, Demonstrated Experience**

For each Field Technician, provide <u>TWO</u> examples of projects which demonstrates personal on site experience in fieldwork relevant to archaeological services anticipated in the Contract.	<b><u>80 pts</u></b> (10 pts / project for each Field Technician)
---	--

**Field Technician, total possible points: 120 Points**

### H.3.4.2 DRAFTING TECHNICIAN

Bidder must provide an hourly rate for Drafting Technician. It is not necessary to specify technical or educational experience for this Category.

### H.3.4.3 GEOGRAPHIC INFORMATION SYSTEM SPECIALIST

Bidder must provide an hourly rate for Geographic Information System Specialist. It is not necessary to specify technical or educational experience for this Category.

### H.3.4.4 TECHNICAL SPECIALIST

PWGSC recognizes some projects require specialists to provide advice, analyze sites and / or data, or to provide specialist services. The technical specialist category will be for specialists such as, but not limited to: ethnohistorians, maritime archaeologists, paleolithic archaeologists, and osteo-archaeologists. Due to the diverse education and experience required for these specialties the consultant shall provide only an hourly rate. Prior to acceptance of the Technical Specialist to work on an individual Task Authorization the Consultant must provide the name of the persons

with specialized skills who will be judged and pre-approved as appropriate by the AESPM. A resume outlining the relevant education and experience demonstrating the specialist expertise must be provided.

#### H.3.4.5 FIRST NATIONS ASSISTANT

Bidder must provide an hourly rate for First Nations Assistant. It is understood that the First Nations Assistant will likely be hired from a local First Nations to provide local knowledge and in-field assistance and guidance; therefore, it is not necessary to specify technical or educational experience for this Category.

The First Nations Assistant rate will not be included in the financial bid evaluation.

### H.4. TECHNICAL EVALUATION

#### H.4.1. Point Rated Criteria

Bidders **must** achieve the minimum score for each of the rated technical criteria. **In order to be considered for contract award, the Bidder's technical proposal must score a minimum of 75% of the maximum points available for sections H.3.2 Project Managers and H.3.3 Field Supervisor. Proposals which fail to score the minimum 75% for each of these two sections will be declared non-responsive and not considered further.**

**No further consideration will be given to bidders not achieving the minimum pass scores.**

Item#	Description	Maximum Points	Minimum Points
H.3.2	Project Manager	/100	75/100
H.3.3	Field Supervisor	/180	135/180
H.3.4.1	Field Technician	/120	Not Applicable
H.3.4.2	Drafting Technician	Not Applicable	Not Applicable
H.3.4.3	Geographic Information System Specialist (GIS)	Not Applicable	Not Applicable
H.3.4.4	Technical Specialist	Not Applicable	Not Applicable
H.3.4.5	First Nations Assistant	Not Applicable	Not Applicable
	<b>Possible Total Technical Score</b>	<b>/400</b>	<b>210/280</b>

#### H.4.2 PWGSC Evaluation Board and Generic Evaluation Table

PWGSC Evaluation Board members will evaluate the strengths and weaknesses of the Bidder's response to the evaluation criteria and will rate each criterion with even numbers (0, 2, 4, 6, 8 or 10) using the generic evaluation table below. The final score will be a single score agreed to by the entire board

##### (a) Generic Evaluation Table

<b>Non Responsive</b>	<b>Inadequate</b>	<b>Weak</b>	<b>Adequate</b>	<b>Fully Satisfactory</b>	<b>Strong</b>
<b>0 Point</b>	<b>2 Points</b>	<b>4 Points</b>	<b>6 Points</b>	<b>8 Points</b>	<b>10 Points</b>
Did not submit information which could be evaluated	Lacks complete or almost complete understanding of the requirements.	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements.	Demonstrates a good understanding of the requirements.	Demonstrates a very good understanding of the requirements.	Demonstrates an excellent understanding of the requirements.
	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	No significant weaknesses	No apparent weaknesses
	Proponent do not possess qualifications and experience	Proponent lacks qualifications and experience	Proponent has an acceptable level of qualifications and experience	Proponent is qualified and experienced	Proponent is highly qualified and experienced
	Team proposed is not likely able to meet requirements	Team does not cover all components or overall experience is weak	Team covers most components and will likely meet requirements	Team covers all components - some members have worked successfully together	Strong team - has worked successfully together on comparable projects
	Sample projects not related to this requirement	Sample projects generally not related to this requirement	Sample projects generally related to this requirement	Sample projects directly related to this requirement	Leads in sample projects directly related to this requirement
	Extremely poor, insufficient to meet performance requirements	Little capability to meet performance requirements	Acceptable capability, should ensure adequate results	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results

## **PART 2 – FINANCIAL EVALUATION**

### **H.5 Financial Evaluation**

H.5.1 The price of the bid will be evaluated in Canadian dollars, applicable taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

H.5.2 Bidders must submit their price/rate proposal as outlined in Annex B – Basis of Payment.

H.5.3 Bidders must submit their price/rate proposal in a **separate sealed envelope**.

H.5.4 For rate evaluation purposes, a blended hourly rate will be developed based on the anticipated percentage of involvement. The firm offering the lowest blended rate will receive the full 25 points and the other bidders will be prorated accordingly.

A blended hourly rate will be calculated for each categories as follow:

For example:

Category Name	Names	Weighting in Evaluation	Firm Hourly Rate (\$CDN) Contract Award To March 31, 2019 Year 1	Firm Hourly Rate (\$CDN) April 1, 2019 To March 31, 2020 Year 2	Firm Hourly Rate (\$CDN) April 1, 2020 To March 31, 2021 Year 3
Project Manager	Two Named Individual	35%	\$40.00	\$45.00	\$48.00
Field Supervisors	Three Named Individual	45%	\$32.00	\$35.00	\$38.00
Field Technicians	Four Named Individual	20%	\$20.00	\$25.00	\$28.00

1. Project Manager – Rates for Year 1, 2, 3 will be totaled then multiplied by 35% = blended hourly rate
2. The same calculation will be done for all the categories with weight percentage.
3. All the blended rates will then be added together and the sum of that will be your Total Evaluated Price.

***Note: The weighting percentage column is for evaluation purposes only and will be removed in the resulting contract.***

## **PART 3 – BASIS OF SELECTION**

### **H.6 Basis of Selection**

H.6.1 Basis of Selection - Weighted Technical/Financial Split

H.6.1.1 To be declared responsive, a bid must:

- (1) comply with all the requirements of the bid solicitation;
- (2) meet all mandatory technical evaluation criteria; and
- (3) obtain the required minimum of 75 percent of the available points for each of the Project Manager (75 points) and Field Supervisor (135 points) categories.

H.6.1.2 Bids not meeting (1), (2) and (3) will be declared non-responsive.

H.6.1.3 The evaluation will be based on the highest responsive combined rating of technical merit and price. **The ratio will be 75% for the technical merit and 25% for the price.**

H.6.1.4 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 75%.

H.6.1.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 25%.

H.6.1.6 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

H.6.1.7 Canada intends to award THREE Contracts.

The **THREE** highest-ranking responsive bids will be recommended for award of Contracts totaling **\$5,000,000.00** as follows:

1. The **first-ranked bid** will be awarded a Contract with a total value of **\$2,250,000.00** of the overall available contract value;
2. The **second-ranked bid** will be awarded a Contract with a total value of **\$1,500,000.00** of the overall available contract value;
3. The **third-ranked bid** will be awarded a Contract with a total value of **\$1,250,000.00** of the overall available contract value;

**Dollar values do not include Goods and Services Tax (GST).**

The table below illustrates an example where two bids are responsive and the selection of the contractor is determined by a 75/25 ratio of technical merit and price, respectively. The total available points equal 400 and the lowest evaluated price is \$100.

**Basis of Selection - Highest Combined Rating Technical Merit (75%) and Price (25%)**

	BIDDERS		
	Bidder 1	Bidder2	Bidder3
Overall Technical Score	310/400	158/400	365/400
Bid Evaluated Price	\$120	Not technically Compliant	\$100
Calculations			
Technical Merit Score	$310/400 \times 75 = 58.12$		$365/400 \times 75 = 68.44$
Pricing Score	$100/120 \times 25 = 20.83$		$100/100 \times 25 = 25$
Combined Rating	78.95		93.44
Overall Rating	<b>2nd</b>		<b>1st</b>



**FORM 1 - Bidder's Submission Information**

<b>Bidder's full legal name</b>			
<b>Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)</b>	Name		
	Title		
	Address		
	Fax #		
	Email		
<b>Bidder's Procurement Business Number (PBN)</b> [see the Standard Instructions 2003]			
<b>Jurisdiction of Contract:</b> Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)			
<b>Federal Contractors Program for Employment Equity (FCP EE) Certification:</b>		<b>See Annex E</b>	
<b>COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE CURRENT BOARD OF DIRECTORS OF THE BIDDER:</b>			
<b>NAME</b>		<b>TITLE</b>	
_____		_____	
_____		_____	
_____		_____	
_____		_____	
_____		_____	
<p>On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none"> <li>1. The Bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;</li> <li>2. This bid is valid for the period requested in the bid solicitation;</li> <li>3. All the information provided in the bid is complete, true and accurate; and</li> <li>4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.</li> </ol>			
<b>Signature of Authorized Representative of Bidder</b>			

Solicitation No. - N° de l'invitation  
EZ897-180649/A  
Client Ref. No. - N° de réf. du client  
EZ897-180649

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VAN-7-40304

Buyer ID - Id de l'acheteur  
van584  
CCC No./N° CCC - FMS No./N° VME

**NOTE TO BIDDERS:** Please use ONE of the two mailing labels below and affix it securely to the outside of the envelope or package containing your bid submitted by mail or courier. Always ensure your company name, return address, solicitation number and closing date appear legibly on the outside of your bid submission.

**AVIS AUX FOURNISSEURS:** Pour le retour par la poste ou par messenger, veuillez utiliser UNE des étiquettes d'envoi ci-dessous et apposez-la à l'extérieur de votre enveloppe ou du colis contenant votre offre. Assurez-vous que le nom de votre compagnie, l'adresse de retour, le numéro de l'invitation et la date de clôture soient lisibles à l'extérieur de votre offre.

-----  
**Bid Receiving  
Public Works & Government Services Canada  
219 - 800 BARRARD STREET  
VANCOUVER BC V6Z 0B9**

**Solicitation No. : EZ897-180649/A**

**Solicitation Closes at: 2:00 PM PST  
on: 26 January, 2018**

-----  
**Réception des soumissions  
Travaux publics et services gouvernementaux Canada  
800 rue Burrard, 219 étage  
Vancouver (C.-B) V6Z 0B9**

**N° de l'invitation : EZ897-180649/A**

**La réception des soumissions prend fin le: 26 Janvier, 2018  
à: 14:00 PM PST**  
-----


**SECURITY REQUIREMENTS CHECK LIST (SRCL)**  
**LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**
**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine <b>PSPC</b>		2. Branch or Directorate / Direction générale ou Direction <b>RPS/PTS Environmental Services</b>	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work - Brève description du travail Archaeological services including overview studies, impact assessments, inventories, mitigation studies, surveillance and/or monitoring services and reporting, consultation and advisory services.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. Indicate the type of access required - Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciales sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
		Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>			TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>





**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité : ☒ No ☐ Yes  
Non Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets:  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes  
Non Oui
- Short Title(s) of material / Titre(s) abrégé(s) du matériel :
- Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |
- Special comments:  
Commentaires spéciaux :
- NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.
10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
Non Oui
- If Yes, will unscreened personnel be escorted:  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes  
Non Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes  
Non Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non Oui

**PART C (continued) / PARTIE C (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential NATO Confidentiel	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media Support TI																
IT Link Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée.

12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).





**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

**13. Organization Project Authority / Chargé de projet de l'organisme**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Tim Sackmann	Manager, Environmental Quality & Sustainability	
Telephone no. - N° de téléphone (604) 775-6828	Facsimile - Télécopieur ( ) -	E-mail address - Adresse courriel tim.sackmann@pwgsc.gc.ca
		Date 2017-07-13

**14. Organization Security Authority / Responsable de la sécurité de l'organisme**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
DANNY KILROE	A/Chief, Security	
Telephone no. - N° de téléphone (604) 666-1192	Facsimile - Télécopieur ( ) -	E-mail address - Adresse courriel danny.kilroe@pwgsc.gc.ca
		Date JUL 14 2017

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? ☐ No / Non ☐ Yes / Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
ELIZABETH PEREZ	A/Supply Specialist	
Telephone no. - N° de téléphone (604) 671-2613	Facsimile - Télécopieur (604) 775-7526	E-mail address - Adresse courriel elizabeth.perez@pwgsc-tpsgc.gc.ca
		Date 2017-07-14

**17. Contracting Security Authority / Autorisé contractante en matière de sécurité**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone no. - N° de téléphone ( ) -	Facsimile - Télécopieur ( ) -	E-mail address - Adresse courriel
		Date



To: - A :		PST Exempt No. - No. d'exemption de la TVP		Contract - Personne ressource		Tel. No - No. du tél.		Fax No. - No. de télécop.		Order No. No. de la commande	
		As per Contract Selon le contrat		RP/SI - PACIFIC						Order date Date de la commande	
		Contract number / Numéro du contrat								Date required Demandé pour le	
Vendor No. No. fournisseur	Contact Name - Nom du contact	Acc. No. - No. comp.	Tel. No - No. du tél.	Fax No. - No. de télécop.							
Item No. No. de l'art	Item Description Description de l'article			U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Esc.	Ext. Price Prix calculé			
Delivery Address - Adresse de livraison  PWGSC/TPSGC 800 Burrard Street Vancouver BC V6Z 2V8		Invoicing Address - Adresse de facturation  PWGSC/TPSGC REGIONAL DIRECTOR PACIFIC 800 BURRARD ST UNIT 219 VANCOUVER BC V6Z 0B9									
Special Instructions - Instructions spéciales Security: This task authorization includes security provisions. If yes, an SRCL shall accompany all PWGSC documents. Sécurité: Cette autorisation des tâches comprend des exigences en matière de sécurité. Si oui, on doit joindre une LVERS à toutes les commandes du TPSGC. <input type="checkbox"/> Yes <input type="checkbox"/> Non				Pursuant to subsection 32(1) of the Financial Administration Act, funds are available. En vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques, des fonds sont disponibles.							
The order number must appear on invoices, billing lists, packing lists, correspondence and outside containers. Le numéro de la demande doit être indiqué sur les factures, les connaissements, les listes d'emballage, la correspondance et à l'extérieur des contenants.  Please note additional instructions attached if applicable. Veuillez consulter les instructions supplémentaires s'il y a lieu.				Signature(Mandatory - Obligatoire) PWGSC Authorization / Autorisation de TPSGC				Date			
				Signature(Mandatory - Obligatoire) Contractor Entrepreneur				Date			
				Signature(Mandatory - Obligatoire)				Date			