



**RETURN BIDS TO: RETOURNER LES
SUBMISSION À :**
Parks Canada Agency Bid Receiving Unit
National Contracting Services
Suite 1300, 635 – 8th Avenue S.W.
Calgary, AB T2P 3M3

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

Proposal to: Parks Canada Agency

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

Proposition à : l'Agence Parcs Canada

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

Comments - Commentaires

Issuing Office - Bureau de distribution :

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

Title - Sujet Restoring Forest Health Through Removal of Invasive Fallow Deer From Sidney Island, BC	
Solicitation No. - N° de l'invitation 5P420-17-5313/A	Date 11 January 2018
Client Reference No. - N° de référence du client n/a	
GETS Reference No. N° de référence de SEAG PW-18-00811638	
Solicitation Closes - L'invitation prend fin At - à : 14 :00 On - le : 22 February 2018	Time Zone - Fuseau horaire MST
F.O.B. - F.A.B. Plant - Usine : <input type="checkbox"/> Destination : <input checked="" type="checkbox"/> Other - Autre : <input type="checkbox"/>	
Address Enquiries to - Adresser toutes questions à Joanne S. Cuthbert	
Telephone No. - N° de telephone (403) 292-4558	Fax No. -N° de télécopieur 1-866-246-6893
Email Address - Courriel joanne.cuthbert@pc.gc.ca	
Destination of Goods, Services, and Construction - Destination des biens, services, et construction See Herein	

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

Vendor/ Firm Name - Raison sociale et adresse du fournisseur/ de l'entrepreneur	
Address - Adresse	
Telephone No. - N° de telephone	Fax No. - N° de télécopieur
Name of person authorized to sign on behalf of the Vendor/ Firm (type or print) - Nom de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION.....	4
1.1 SECURITY REQUIREMENTS.....	4
1.2 STATEMENT OF WORK.....	4
1.3 DEBRIEFINGS.....	4
1.4 TRADE AGREEMENTS.....	4
1.5 BIDDER'S CONFERENCE.....	4
1.6 BASIS FOR CANADA'S OWNERSHIP OF INTELLECTUAL PROPERTY.....	4
PART 2 - BIDDER INSTRUCTIONS.....	5
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.....	7
2.5 APPLICABLE LAWS.....	7
PART 3 - BID PREPARATION INSTRUCTIONS.....	8
3.1 BID PREPARATION INSTRUCTIONS.....	8
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.....	9
4.1 EVALUATION PROCEDURES.....	9
4.2 BASIS OF SELECTION.....	9
PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION.....	11
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	11
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION.....	11
5.3 ADDITIONAL CERTIFICATIONS PRECEDENT TO CONTRACT AWARD.....	12
PART 6 - RESULTING CONTRACT CLAUSES.....	13
6.1 SECURITY REQUIREMENTS.....	13
6.2 STATEMENT OF WORK.....	13
6.3 STANDARD CLAUSES AND CONDITIONS.....	13
6.4 TERM OF CONTRACT.....	13
6.5 AUTHORITIES.....	13
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	15
6.7 PAYMENT.....	15
6.8 INVOICING INSTRUCTIONS – PROGRESS PAYMENT CLAIM – SUPPORTING DOCUMENTATION REQUIRED.....	16
6.9 DIRECT DEPOSIT.....	17
6.10 CERTIFICATIONS.....	17
6.11 APPLICABLE LAWS.....	17
6.12 PRIORITY OF DOCUMENTS.....	17
6.13 SACC MANUAL CLAUSES.....	17
6.14 INSPECTION AND ACCEPTANCE.....	18
ANNEX "A" - STATEMENT OF WORK.....	19
ANNEX "B" - BASIS OF PAYMENT.....	29
ANNEX "C" - ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS).....	31

Solicitation No. - N° de l'invitation
5P420-17-5313/A

Amd. No. - N° de la modif.
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Contracting Authority - Autorité contractante
Joanne S. Cuthbert

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Title - Sujet
Restoring Forest Health Through Removal of Invasive Fallow Deer From Sidney Island, BC

ANNEX "D" - INTEGRITY PROVISIONS – LIST OF NAMES FOR INTEGRITY VERIFICATION FORM33

ANNEX "E" - TECHNICAL EVALUATION..... 35

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with the requirement.

1.2 Statement of Work

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

1.3 Debriefings

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

1.4 Trade Agreements

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA).

1.5 Bidder's Conference

A bidders' teleconference will be held on 25 January 2018. The conference will begin at 11:00 AM MST.

The scope of the requirement outlined in the bid solicitation will be reviewed during the teleconference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative.

Bidders are requested to communicate with the Contracting Authority before the teleconference to confirm attendance. **Bidders should provide, in writing, to the Contracting Authority, the names of the person(s) who will be attending and a list of issues they wish to table no later than 22 January 2018 at 14:00 PM MST.**

The teleconference call coordinates will be provided to confirmed participants following notification of attendance with the Contracting Authority.

Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

1.6 Basis for Canada's Ownership of Intellectual Property

The Parks Canada Agency 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:

1.6.1 the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination; and

1.6.2 the Intellectual Property in Foreground Information consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

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) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

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

The [2003](#) (2017-04-27) Standard Instructions – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

2.2 Submission of Bids

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

Due to the nature of the bid solicitation, bids transmitted by facsimile or email to PCA 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.

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.

Solicitation No. - N° de l'invitation
5P420-17-5313/A

Amd. No. - N° de la modif.
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Client Ref. No. - N° de réf. du client
n/a

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2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than fifteen (15) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (one (1) hard copy AND one (1) soft copy on on a USB flash drive, in Adobe PDF format)
- Section II: Financial Bid (one (1) hard copy)
- Section III: Certifications (one (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) (<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

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

Section II: Financial Bid

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

3.1.1 Exchange Rate Fluctuation

SACC Manual Clause [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

4.1.1.1 Mandatory Technical Criteria

Bids will be evaluated against the Mandatory Technical Evaluation Criteria at **Annex E** – Technical Evaluation.

4.1.1.2 Point Rated Technical Criteria

Bids will be evaluated against the Point Rated Technical Evaluation Criteria at **Annex E** – Technical Evaluation.

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (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

To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory criteria; and
- c. obtain the required minimum of 57 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 75 points.

4.2.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive.

4.2.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.

4.2.4 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.

4.2.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.

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

4.2.7 Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000.

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)

	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135
Evaluated Bid Price	\$55,000	\$50,000	\$45,000
Technical Merit Score	$(115/135) \times 70 = 59.63$	$(89/135) \times 70 = 46.15$	$(92/135) \times 70 = 47.70$
Pricing Score	$(45,000/55,000) \times 30 = 24.55$	$(45,000/50,000) \times 30 = 27.00$	$(45,000/45,000) \times 30 = 30.00$
Combined Rating	$59.63 + 24.55 = 84.18$	$46.15 + 27.00 = 73.15$	$47.70 + 30.00 = 77.7$
Overall Rating	1st	3rd	2nd

PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. 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 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 provided will render the bid non-responsive.

5.2.1 Integrity Provisions - List of Names

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.

Section 17 of the Policy requires suppliers, regardless of their status under the Policy, to submit a list of names when participating in a procurement process. Bidders must provide the information requested at **Annex "D"**, Integrity Provisions – List of Names for Integrity Verification Form.

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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/eng/employment-equity/employment-equity-eng.html) website.

Solicitation No. - N° de l'invitation
5P420-17-5313/A

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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.

5.3 Additional Certifications Precedent to Contract Award

5.3.1 Status and Availability of Resources

SACC Manual clause [A3005T](#) (2010-08-16) Status and Availability of Resources

5.3.2 Education and Experience

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

Additional certifications required for evaluation of the technical bid (e.g. professional certifications, CVs, résumés, etc.) are to be included in *Section I: Technical Bid*.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

There is no security requirement applicable to this Contract.

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

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

6.3.2 Supplemental General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to 30 November 2018 inclusive.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

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

Solicitation No. - N° de l'invitation
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Telephone: (403) 292-4558
Facsimile: (403) 292-4475
E-mail address: joanne.cuthbert@pc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is:

***** To be determined at contract award *****

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

6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Representative's Name:		
Title:		
Vendor/ Firm Name:		
Address:		
City:	Province/ Territory:	Postal Code:
Telephone:		Facsimile:
Email Address:		
Procurement Business Number or Goods and Services Tax Number:		

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

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment – Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work as determined in accordance with the Basis of Payment at **Annex “B”**, to a limitation of expenditure of \$ **(inserted at contract award)**. Customs duties are included and Applicable Taxes are extra.

6.7.2 Limitation of Expenditure

6.7.2.1 Canada's total liability to the Contractor under the Contract must not exceed \$ **(inserted at contract award)**. Customs duties are included and Applicable Taxes are extra.

6.7.2.2 No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the contract expiry date, or
- (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

6.7.2.3 If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Progress Payments

6.7.3.1 Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to ninety (90) percent of the amount claimed and approved by Canada if:

- (a) an accurate and complete claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) the amount claimed is in accordance with the basis of payment;
- (c) the total amount for all progress payments paid by Canada does not exceed one hundred percent of the total amount to be paid under the Contract;
- (d) all certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives.

6.7.3.2 The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.

6.7.3.3 Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

6.8 Invoicing Instructions – Progress Payment Claim – Supporting Documentation Required

6.8.1 The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.

Each claim must show:

- a. all information required on form [PWGSC-TPSGC 1111](#);
- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;

Each claim must be supported by:

- a. a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;

6.8.2 Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.

6.8.3 The Contractor must prepare and certify one original and two (2) copies of the claim on form [PWGSC-TPSGC 1111](#), and forward it to the Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Project Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

6.8.4 The Contractor must not submit claims until all work identified in the claim is completed.

6.9 Direct Deposit

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

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

6.10 Certifications

6.10.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional 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 additional 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.

6.11 Applicable Laws

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

6.12 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions [4007](#) (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions [2010B](#) (2016-04-04), General Conditions – Professional Services (Medium Complexity);
- (d) Annex “A”, Statement of Work;
- (e) Annex “B”, Basis of Payment;
- (f) Annex “C”, Attestation and Proof of Compliance with Occupational Health and Safety (OHS); and
- (g) the Contractor's bid dated (*inserted at contract award*).

6.13 SACC Manual Clauses

[A1009C](#) (2008-05-12), Work Site Access

Solicitation No. - N° de l'invitation
5P420-17-5313/A

Amd. No. - N° de la modif.
00

Contracting Authority - Autorité contractante
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Client Ref. No. - N° de réf. du client
n/a

Title - Sujet
Restoring Forest Health Through Removal of Invasive Fallow Deer From Sidney Island, BC

[A2000C](#) (2006-06-16), Foreign Nationals (Canadian Contractor)

[A2001C](#) (2006-06-16), Foreign Nationals (Foreign Contractor)

[A7017C](#) (2008-05-12), Replacement of Specific Individuals

[A9068C](#) (2010-01-11), Government Site Regulations

[B6802C](#) (2007-11-30), Government Property

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

6.14 Inspection and Acceptance

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

ANNEX "A" - STATEMENT OF WORK

RESTORING FOREST HEALTH THROUGH REMOVAL OF INVASIVE FALLOW DEER FROM SIDNEY ISLAND, BC

1. Background

A compelling body of scientific information shows that deer have a significant impact on forest ecosystems worldwide, including in BC's southern Gulf Islands. In particular, introduced fallow deer on Sidney Island have extremely deteriorated the island's forests. Various management efforts have occurred on Sidney Island since 1981 to try and mitigate the impact of deer and improve its ecological health. Efforts have included First Nations hunting, recreational hunting, semi-professional hunts, large culls, and trapping. While conditions have improved, despite these efforts, fallow deer continue to thrive and ecosystems continue to suffer. Consequently, Parks Canada has been working with local landowners to explore further options, including removal of fallow deer, and is looking to develop a plan to eradicate fallow deer from Sidney Island. This plan will provide further information to aid in decision-making on how best to manage invasive fallow deer on Sidney Island. Because eradication involves a particular set of highly-developed skills, Parks Canada requires an expert contractor to develop a plan for removal of fallow deer from Sidney Island.

Results from Parks Canada's ecological integrity monitoring program at Gulf Islands National Park Reserve (GINPR) as well as local research (e.g. Arcese et al. 2014) estimate deer density for islands in the Southern Gulf Islands to be well beyond what can be considered a healthy ecological level. Specifically, invasive non-native deer have dramatically impacted forest ecosystem health in Gulf Islands National Park Reserve (GINPR) (Martin et al. 2011). Invasive deer impact plant richness, diversity, and cover (Stockton et al., 2005; Martin et al. 2011; Arcese et al. 2014) as well as other species dependent on forest ecosystems including invertebrates (Allombert et al., 2005a) and songbirds (Allombert et al. 2005b; Martin et al. 2011; Chollet and Martin 2013). Within the southern Gulf Islands, invasive fallow deer have been confirmed on Sidney Island and neighbouring James Island, as well as Mayne Island and Saturna Island.

Within GINPR, forest ecosystems on Sidney Island have been severely degraded by overgrazing and trampling due to invasive fallow deer (*Dama dama*) (Gonzales et al., 2014). Fallow deer have been present on the island since the early 20th Century (Moody et al 1994; Pearse 2014) and their population has risen dramatically. Fallow deer may also outcompete native deer: experts with the US Geological Survey estimate that for every 2 non-native deer, 1 native deer is lost in California (PRNS 2008). Management efforts to reduce fallow deer populations on Sidney Island have occurred since 1981. Between 1981 and 2011 nearly 12,000 deer were removed from the island (Golumbia 2010). Despite intensive efforts on the part of private landowners, the Province of BC, and Parks Canada, deer populations on Sidney Island continue to be well above what is considered ecologically sustainable. Various options have been considered to improve forest ecosystem health. Eradication of fallow deer from Sidney Island was reviewed and assessed as a feasible option (Coastal Conservation and Native Range 2012).

Parks Canada is embarking on a multi-year project to restore forest ecosystem health within GINPR. Management actions will focus on three objectives: 1) in collaboration with island landowners, managing and potentially removing invasive fallow deer from Sidney Island. This will involve planning for eradication and the development of a biosecurity program to prevent reinvasion of fallow deer to Sidney Island; 2) management of hyperabundant black-tailed deer populations in GINPR with a focus on operational sustainability and effectiveness; and 3) restoration of native forest vegetation including invasive vegetation management, species at risk and culturally important species. To address objective 1), Parks Canada is currently collaborating with Sidney Island landowners to develop an eradication operation plan for fallow deer on Sidney Island, in order to explore options to restore forest ecosystems on Sidney Island and manage invasive fallow deer. Successful removal of

fallow deer would require a variety of techniques, consideration of the semi-urban environment, and consideration of the perspectives and rights of residents and First Nations.

Located approximately 4 km from the Town of Sidney, the island is roughly 900ha in size, of which 172ha is under the jurisdiction of Parks Canada and the remainder is managed by the Sallas Strata Council ("Sallas"). Parks Canada maintains a popular campsite and day use area, public dock, and private mooring buoys accessible to visitors during the summer months. The land managed by the Strata Council consists of 111 strata lots totalling approximately 116ha as well as 590ha of commonly managed lands. 8 conservation covenants totalling 53ha exist on Sallas Lands and are held by the Islands Trust. Services provided by Sallas include: a road and trail network, a private dock and boat ramp, and an air field. Sidney Island exists below a popular flight path for Victoria International Airport and is located approximately 7km from the airport itself. See included documents for further background information.

1. Objective

The objective of the work is to provide scientific and technical advice to Parks Canada Agency to explore a range of suitable, evidence-based eradication methods and to develop a detailed plan for operations to eradicate fallow deer ("Eradication Operation Plan") under two scenarios: i) eradication of fallow deer from the whole of Sidney Island, and ii) removal of fallow deer from the area of Sidney Island under jurisdiction of Parks Canada. This will include all necessary plans to proceed to a fallow deer eradication operation on Sidney Island. Given that Sidney Island is partially privately owned and falls within the traditional territory of several Coast Salish Nations, the plan must consider and reflect the perspectives and rights of both Sidney Island residents and Coast Salish Nations.

2. Scope of Work

The scope of work includes the provision of technical advice for the possible eradication of fallow deer in order to restore the ecological health of Sidney Island. Specifically, this includes:

- a) A Scoping Document that identifies key opportunities and challenges (and proposed techniques) associated with: i) eradication of fallow deer from the whole of Sidney Island, and ii) removal of fallow deer from the area of Sidney Island under jurisdiction of Parks Canada (see *Appendix 1 – Scoping Document: Proposed Table of Contents*).
- b) A detailed plan to guide fallow deer eradication on Sidney Island if this option is subsequently supported by Parks Canada, landowners, and First Nations. This plan would involve the two scenarios identified in section 3.a above (see *Appendix 2 – Eradication Operation Plan for Fallow Deer on Sidney Island: Proposed Table of Contents*). Development of the plan will also include the following milestones:
 - i) Partnerships – in cooperation with Parks Canada staff, obtain support in the form of partnering agreements or other instruments (e.g. letter of support) from identified partners and stakeholders with interest and/or responsibility for fallow deer on Sidney Island, including (but not limited to): Government of BC (Forest, Lands, and Natural Resource Operations), Sallas Strata Council, Islands Trust, and the Society for the Prevention of Cruelty to Animals (SPCA).
 - ii) First Nations Engagement - Provide supporting information to Parks Canada for consultation with local First Nations on the fallow deer plan for Sidney Island, including attendance to at least 2 meetings with each of Parks Canada's Aboriginal consultative committees at GINPR (currently 2 committees).
 - iii) Permitting – in cooperation with Parks Canada staff, determine necessary permitting requirements additional to internal Parks Canada permits, which may include: necessary provincial permits; exemptions for recommended eradication techniques; animal care and welfare; and exemptions for low-level helicopter flights within airspace of Victoria airport.
 - iv) Site visit – at least 2 site visits to Sidney Island to aid in development of the plan.
 - v) Stakeholder engagement – participate in 3 planned workshops with Sidney island landowners: 1

- workshop in March 2018 in Vancouver BC, 1 workshop in March 2018 in Sidney BC; and, 1 workshop in July 2018 on Sidney Island.
- vi) Eradication Operation Plan – complete operation plan including recommended techniques and methods, identified permit requirements, roles and responsibilities, detailed schedules, and costs estimates, as well as resourcing and logistical requirements. Plan will identify potential risks and outline strategies for managing risks. Plan will also include recommendations for future biosecurity needs to prevent recolonization of fallow deer, and recommendations regarding future management native black-tailed deer (see Appendix 2 for a proposed table of contents).

3. Constraints

Government policy constraints apply to this work including its compliance with Parks Canada Agency legislation, policies and directives such as the *Canada National Parks Act* and regulations, Hyperabundant Wildlife Population Management Directive, Integrated Pest Management Directive, Parks Canada Directive on Impact Assessment, *Species at Risk Act* and other related policies. In addition, eradication operations will extend to Provincial Lands and therefore need to be in compliance Provincial Acts and regulations including, but not limited to, the *Environmental Assessment Act* and the *Wildlife Act*.

4. Resources

A number of relevant studies and plans exists to inform this work including: the Eradication of Fallow Deer Feasibility Study prepared for GINPR; ecological integrity (EI) monitoring work undertaken by Parks Canada on Sidney Island; restoration work undertaken for Sidney Island (specifically for Eagle Islet); academic research regarding deer impacts undertaken in the southern Gulf Islands (including on Sidney Island), specifically work undertaken by researchers from the University of BC including Peter Arcese, Tara Martin, and Lorraine Campbell; and information regarding previous deer management programs. These will be shared with the successful Contractor to support development of the deliverables.

5. Deliverables

The Contractor must:

- (a) Provide a Scoping Document for Sidney Island Fallow Deer Eradication as outlined in the Scope of Work (see *Appendix 1 – Scoping Document: Proposed Table of Contents*);
- (b) Provide an Eradication Operation Plan for Fallow Deer on Sidney Island as outlined in the Scope of Work (see *Appendix 2 – Eradication Operation Plan for Fallow Deer on Sidney Island: Proposed Table of Contents*). Parks Canada will co-write the following sections of the Eradication Operation Plan with the contractor to ensure fit with the operational requirements of GINPR: Project Management / Roles & Responsibilities; Operational Timeline; Logistical Requirements; Personnel Requirements; Deer Population Monitoring; Logistics; and Budget.
- (c) Provide a detailed list of Required Permits and Exemptions required to undertake fallow deer eradication as proposed in the Eradication Operation Plan, along with any draft forms, recommendations, and contacts to aid in the completion of the permits and exemptions.

6.1 Contractor Responsibilities

The Contractor must:

- (a) Work closely with Parks Canada in development and completion of all deliverables. The contractor will coordinate regular project team meetings to ensure regular communication on the project. Meetings can be in-person or via teleconference or similar means, and must occur at minimum once per month, but may be more frequent depending on requirements.

- (b) Gather accurate and up-to-date information in order to produce a realistic and effective Eradication Operation Plan, drawing on a combination of their own technical expertise as well as through the consultation and convening of technical experts, stakeholders, residents, and local knowledge holders who have experience in methods of deer eradication, control and management, and literature review, and/or who would be directly affected by any eradication operations to take place on Sidney Island. Specifically, at a minimum, the contractor is required to attend the following meetings and site visits:
- i) At least 2 meetings with each of Parks Canada's Aboriginal consultative committees (currently 2 committees – minimum total of 4 meetings)
 - ii) At least 2 site visits to Sidney Island to aid in the development of the Eradication Operation Plan
 - iii) At least 3 meetings with Sallas residents and other stakeholders.
- During the meetings, the contractor is to provide information regarding the elements of the Eradication Operation plan and answer questions posed as well as solicit feedback on the plan to aid in development of the plan. The contractor can also involve others and convene additional meetings as determined necessary and upon approval of the PCA Project Authority in order to produce a realistic and effective Eradication Operation Plan.
- (c) Produce draft and final documents of both a Scoping Document and Eradication Operation Plan. A minimum of 1 draft will be produced for each document. Draft documents will be reviewed Parks Canada Agency as well as First Nations, Sallas Residents, and stakeholders (as determined by Parks Canada) to solicit feedback. The contractor will be responsible for revising draft documents based on provided feedback to produce a final version of both a Scoping Document and an Eradication Operation Plan.

6. Parks Canada Responsibilities

Parks Canada Agency shall:

- (a) Work closely with the Contractor to provide guidance on development of the key planning documents outlined in this Statement of Work (SOW), including the identification and development of non-Parks Canada permits and exemptions. Parks Canada will coordinate the applications, submission and permitting process for such additional permits. Parks Canada will co-write the following sections of the Eradication Operation Plan with the contractor to ensure fit with the operational requirements of GINPR: Project Management / Roles & Responsibilities; Operational Timeline; Logistical Requirements; Personnel Requirements; Deer Population Monitoring; Logistics; and Budget.
- (b) Coordinate meetings with partners, stakeholders, and First Nations, with input and review from the contractor. Parks Canada will attempt to group meetings to manage cost and time requirements of the contractor.
- (c) Conduct reviews of draft documents produced by the contractor and provide draft documents to partners and stakeholders for their review. Reviews will be completed 2-4 weeks after being provided to the PCA Contracting Authority. Parks Canada will then collate and provide all comments to the contractor, and pass on outstanding comments to the contractor for review and consideration in final versions. Subsequent from and separate to this contract, Parks Cana will coordinate an independent external review of the Eradication Operation Plan.
- (d) Provide logistical support for travel to/ from project site by marine vessel from Sidney, BC. This logistical support will also include all maintenance of vessels, fuel, and required safety equipment for transportation;

Solicitation No. - N° de l'invitation
5P420-17-5313/A

Amd. No. - N° de la modif.
00

Contracting Authority - Autorité contractante
Joanne S. Cuthbert

Client Ref. No. - N° de réf. du client
n/a

Title - Sujet
Restoring Forest Health Through Removal of Invasive Fallow Deer From Sidney Island, BC

- (e) Provide to Parks Canada personnel to coordinate and assist with the successful completion of this contract. This includes a dedicated project manager to assist with coordination and review of this contract; Parks Canada staff to assist with logistics and provide review of documentation; Parks Canada staff to assist in gathering information ;
- (f) Participate in start-up and regular project meetings as well as visit and meetings with relevant stakeholders as appropriate.

7. Schedule

All work is to be completed by November 30, 2018. A draft version of Eradication Operation Plan is to be provided to Parks Canada by August 17, 2018. Further detailed schedules are to be developed by Parks Canada and the Contractor during initial meetings.

8. Intellectual Property

The Parks Canada Agency has determined that any intellectual property arising from the performance of the Work under the Contract will vest in Canada, on the following grounds: The main purpose of the deliverables contracted for is to generate knowledge and information for public dissemination. The full policy is available on the Treasury Board Secretariat website at the following address: <http://www.tbs-sct.gc.ca> under Policies in the Contracting Policy Section. The terms of PCA's ownership of intellectual property are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada at the following address: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/4/4007/3>.

9. Official Languages

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

Solicitation No. - N° de l'invitation
5P420-17-5313/A

Amd. No. - N° de la modif.
00

Contracting Authority - Autorité contractante
Joanne S. Cuthbert

Client Ref. No. - N° de réf. du client
n/a

Title - Sujet
Restoring Forest Health Through Removal of Invasive Fallow Deer From Sidney Island, BC

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Appendix 1 – Scoping Document: Proposed Table of Contents

1. Background
2. Goal and Objectives
3. Options for Fallow Deer Eradication including Advantages & Disadvantages & Risk
 - 3.1. Shoreline Shooting
 - 3.2. Ground Shooting
 - 3.3. Barrier Fencing
 - 3.4. Capture Pens
 - 3.5. Hunting Dogs
 - 3.6. Aerial Support
 - 3.7. Ground Baiting
 - 3.8. Lures
 - 3.9. Sterilization, Contraception, and Immunocontraception
 - 3.10. Other Methods
4. Key Logistical Consideration
 - 4.1. Access
 - 4.2. Victoria Airport Airspace
 - 4.3. Remote Cameras and Radio Transmitters
5. Key First Nation and Resident Considerations
6. Recommended population census techniques for fallow deer
7. Recommended Eradication Methods
 - 7.1. Recommended eradication methods for the whole of Sidney Island
 - 7.2. Recommended removal methods for portions of Sidney Island under Parks Canada jurisdiction
 - 7.3. Recommended actions to support successful eradication efforts
 - 7.4. Recommended trials to confirm efficacy of proposed options
 - 7.5. Recommended complementary actions to manage black-tailed deer
8. Budget (based on recommended methods)
9. Regulatory Considerations
 - 9.1. Compliance with non-Parks Canada Regulation

Appendix 2 –Eradication Operation Plan for Fallow Deer on Sidney Island: Proposed Table of Contents

1. Background
 2. Goal and Objectives
 3. Background
 4. Site description
 5. Project Management
 - 5.1. Roles and Responsibilities (See Appendix 3)
 - 5.2. Team Communications
 6. Partners and stakeholders
 - 6.1. Jurisdictional Overlap
 - 6.2. Required permits and/or agreements
 7. Possible Removal Operations
 - 7.1. Recommended Deer Control Phases and Methods
 - 7.1.1. Recommended Phases, Timing, and Methods for eradication of fallow deer from whole of Sidney Island;
 - 7.1.2. Recommended Phases, Timing, and Methods for removal of fallow deer from the portion of Sidney Island under jurisdiction of Parks Canada
 - 7.2. Mitigative Measures
 - 7.2.1. Animal welfare and non-target animals
 - 7.2.2. Visitor Safety
 - 7.2.3. Occupational health and safety
 - 7.2.4. Ecological & Cultural impacts
 - 7.3. Meat Recovery / Processing and carcass disposal
 - 7.4. Required Permits and Exemption
 - 7.5. Operational Timeline
 - 7.6. Logistical requirements
 - 7.6.1. Facilities
 - 7.6.2. Transportation
 - 7.6.3. Communication
 - 7.6.4. Equipment
 - 7.6.5. Staging and phasing of equipment
 - 7.7. Personnel Requirements
 - 7.7.1. General Staff / Overhead team
 - 7.7.2. Operational teams
 - 7.7.3. Staging
 - 7.7.4. Scheduling and Rotation
 - 7.8. Risk Management
 - 7.8.1. Contingencies
 8. Recommended actions to support successful fallow deer eradication
 - 8.1. Managing existing hunting opportunities
 - 8.2. Determining efficacy of proposed methods
 - 8.3. Determining accurate and precise population measures
 9. Deer Population Monitoring
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Solicitation No. - N° de l'invitation
5P420-17-5313/A

Amd. No. - N° de la modif.
00

Contracting Authority - Autorité contractante
Joanne S. Cuthbert

Client Ref. No. - N° de réf. du client
n/a

Title - Sujet
Restoring Forest Health Through Removal of Invasive Fallow Deer From Sidney Island, BC

- 9.1. Pre-eradication monitoring
- 9.2. Operational effectiveness monitoring
- 9.3. Post-eradication monitoring
- 10. Prevention of fallow deer recolonization
 - 10.1. Considerations for managing native black-tailed deer
- 11. Logistics
- 12. Detailed Budget (substantive or pre-tender estimate)

Solicitation No. - N° de l'invitation
5P420-17-5313/A

Amd. No. - N° de la modif.
00

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Client Ref. No. - N° de réf. du client
n/a

Title - Sujet
Restoring Forest Health Through Removal of Invasive Fallow Deer From Sidney Island, BC

Appendix C

Attached as a separate document

ANNEX "B" - BASIS OF PAYMENT

Financial Bid Submission Requirements

- (a) Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- (b) The Bidder must submit their financial bid in accordance with the Basis of Payment.
- (c) All prices are in Canadian dollars, FOB destination
- (d) Customs duties are included and Applicable Taxes are extra.
- (e) Total Combined Evaluated Estimated Bid Price Calculation:

For the purposes of evaluation, the evaluated bid price will be comprised of the combined total of Table 1 and Table 2.

1. Firm Price - Contract

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid in Canadian funds **for all costs excluding estimated travel and living expenses (item 2. below)**, including but not limited to all professional fees, all related project expenses - printing, photocopying, long distance phone call, and administration costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

TOTAL FIRM BID PRICE (excluding applicable tax)	\$
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2. Estimated Travel and Living Expenses – National Joint Council Travel Directive

During the term of the contract the Contractor must meet with Project Authority and/or the project team (as determined by the Client) and, as necessary, other members of the Contractor's Team, on an estimated nine (9) occasions.

- Two (2) meetings with each of Parks Canada's Aboriginal consultative committees (currently 2 committees – minimum total of four (4) meetings) to be held at Sidney, BC. Estimated to take a half day each for a total of 2 days overall.
- Two (2) site visits to Sidney Island to aid in the development of the Eradication Operation Plan. Estimated to take a one full day each for a total of 2 days overall.
- Three (3) meetings with Sallas residents/landowners/stakeholders. Estimated to take three (3) hours each, to be held as follows:
 - 1. 1 workshop in March 2018 in Vancouver BC,
 - 2. 1 workshop in March 2018 in Sidney BC; and
 - 3. 1 workshop in July 2018 on Sidney Island.

Solicitation No. - N° de l'invitation
5P420-17-5313/A

Amd. No. - N° de la modif.
00

Contracting Authority - Autorité contractante
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Client Ref. No. - N° de réf. du client
n/a

Title - Sujet
Restoring Forest Health Through Removal of Invasive Fallow Deer From Sidney Island, BC

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

Should additional meetings be required as a result of the Contractor's performance, the Contractor will be responsible for their own travel costs.

ESTIMATED TRAVEL AND LIVING EXPENSES FOR SCHEDULED MEETINGS (excluding applicable tax)	\$
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3. Estimated Total Combined Evaluated Bid Price

The total bid evaluated bid price is the sum of (1) *Firm Price – Contract* and (2) Estimated Travel and Living Expenses – National Joint Council Travel Directive.

ESTIMATED TOTAL COMBINED <u>EVALUATED</u> BID PRICE (A + B) (excluding applicable tax)	\$
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Notes:

- (a) Unidentified costs will not be allowable under the Contract unless there is a change to the work requirements and addressed by a contract amendment issued by the Contracting Authority;
- (b) Additional payment terms and conditions will not apply to the contract; and
- (c) Customs duties are included and Applicable Taxes are extra.

Solicitation No. - N° de l'invitation
5P420-17-5313/A

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Contracting Authority - Autorité contractante
Joanne S. Cuthbert

Client Ref. No. - N° de réf. du client
n/a

Title - Sujet
Restoring Forest Health Through Removal of Invasive Fallow Deer From Sidney Island, BC

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

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

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

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

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

Location of Work

General Description of Work to be Completed
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Solicitation No. - N° de l'invitation
5P420-17-5313/A

Amd. No. - N° de la modif.
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Contracting Authority - Autorité contractante
Joanne S. Cuthbert

Client Ref. No. - N° de réf. du client
n/a

Title - Sujet
Restoring Forest Health Through Removal of Invasive Fallow Deer From Sidney Island, BC

Mark "Yes" where applicable.

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

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

Name

Signature

Date

ANNEX “D” - INTEGRITY PROVISIONS – LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Requirements

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names when participating in a procurement process. The required list differs depending on the bidder or offeror’s organizational structure:

Instructions

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners’ names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

Organizational Structure:	<input type="checkbox"/> Corporate Entity
	<input type="checkbox"/> Privately Owned Corporation
	<input type="checkbox"/> Sole Proprietor
	<input type="checkbox"/> Partnership

List of Names (see instructions above)

Name	Title

Solicitation No. - N° de l'invitation
5P420-17-5313/A

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00

Contracting Authority - Autorité contractante
Joanne S. Cuthbert

Client Ref. No. - N° de réf. du client
n/a

Title - Sujet
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Declaration

I, (name) _____, (position) _____
_____, of (supplier's name) _____

_____, declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the contracting authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

Signature

Please include with your bid or offer.

ANNEX "E" - TECHNICAL EVALUATION

1. Technical Bid Format

The technical bid must 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 strongly 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 Bidder is advised to pay careful attention to the wording used throughout this Request for Proposal (RFP). Failure to satisfy a term or condition of this RFP may result a bid being deemed non-responsive.

All information required for evaluation purposes must be included directly in the Bidder's technical bid. The evaluation team cannot consider information not provided directly in the technical bid (e.g. links to additional website content, references checks, etc.).

2. Submission Requirements

The Bidder must submit one (1) hard copy AND one (1) soft copy of its technical bid on a USB flash drive, in Adobe PDF format. Both the hard copy and the soft copy of the technical bid should be identical in content.

A USB flash drive is the preferred media type for the one (1) soft copy of the technical bid required.

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.

3. Mandatory Technical Criteria

Technical bids will be evaluated against the mandatory technical criteria below.

For a bid to be declared responsive to the solicitation requirements it must demonstrate and meet all of the mandatory technical criteria. Bids declared non-responsive to the mandatory technical criteria will be given no further evaluation.

Item No.	Evaluation Criteria
3.1	The bidder must provide three relevant project examples, including a brief summary of each project no more than two (2) pages in length in demonstration of their experience.
3.2	The Bidder must have a minimum of 5 years' experience in eradication of IAS from island ecosystems from introduced wildlife species.
3.3	The Bidder must have a minimum of 5 years' experience in data collection, analysis and summarizing of technical information.

3.4	The bidder must have a minimum of 5 years' experience working with stakeholders and/or Indigenous groups on IAS eradication projects from island ecosystems.
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Bids that do not demonstrate and meet all of the mandatory technical criteria will be given no further evaluation.

4. Point Rated Technical Criteria

Technical bids will be evaluated against the point rated technical criteria below.

For a bid to be declared responsive to the solicitation requirements it must meet or exceed the minimum weighted points required for the point rated technical criteria. Bids that do not meet or exceed the minimum weighted points required for the point rated technical criteria will be given no further evaluation.

Each point rated technical evaluation criterion has a weight that reflects its importance in the proposal submission. The degree to which the proposal satisfies the requirement of each criterion will be assessed and a score will be assigned ranging from 0 to 10 as outlined under the Point Criteria, with 0 meaning the proposal completely fails to satisfy the requirements, and 10 meaning the proposal fully meets the outlined criterion. This score will then be multiplied by the weight indicated for that point rated evaluation criterion.

Item No.	Evaluation Criteria	Point Criteria	Weight	Maximum Weighted Points
4.1	Understanding of Requirement and Work Plan			
4.1.1	<p>Understanding of Scope and Objectives</p> <p>In their proposal the bidder should clearly demonstrate an understanding of the scope and objective of the work required to complete all tasks and deliverables identified in the RFP by including but not limited to the following:</p> <ul style="list-style-type: none"> • Proposed Work Plan; • Approach; and • Methodology 	<p>0 points: Not addressed or not acceptable</p> <ul style="list-style-type: none"> • No details provided • Demonstrates lack of understanding of the requirement • Evaluated as not meeting the requirement or the requirement's intent <p>1-3 points: Limited</p> <ul style="list-style-type: none"> • Major deficiencies exist • Demonstrates a limited understanding of the requirement • Insufficient for the effective performance of the work <p>4-6 points: Good</p> <ul style="list-style-type: none"> • Minor deficiencies exist • Demonstrates the capability to meet most of the requirement • Demonstrates a good understanding of the requirement <p>7-9 points: Excellent</p>	0.5	5

		<ul style="list-style-type: none"> • Demonstrates a complete and accurate understanding of the requirement • Demonstrates a clear understanding and appreciation of the work <p>10 points: Outstanding</p> <ul style="list-style-type: none"> • Demonstrates a clear, accurate and in-depth understanding of the requirement • Demonstrates a very good understanding and appreciation of the work • Details provided are original, specific and innovative 		
<p>4.1.2</p>	<p>Proposed Work Plan, Approach and Methodology: ecological and social considerations</p> <p>In their proposal the bidder should demonstrate understanding ecological and social considerations and a proposed methodology to address these areas.</p> <p>The proposed methodology should:</p> <ul style="list-style-type: none"> • outline sufficient detail to demonstrate a clear understanding of ecological restoration principles; • present, scientifically sound and logistically reasonable methods of Invasive Alien Species (IAS) eradication and control of 	<p>0 points: Not addressed or not acceptable</p> <ul style="list-style-type: none"> • No details provided • No approach or methodology proposed or insufficient • No mention of principles, challenges of island ecosystems, stakeholder perspectives, ungulate species or major deficiencies exist • No demonstration of understanding and appreciation of anticipated problems or options for resolution • Does not meet the requirement or the requirement's intent <p>1-3 points: Limited</p> <ul style="list-style-type: none"> • Demonstrated very few principles and/ or methods for ecological restoration, unique challenges of island ecosystems, recognition of logistical challenges, stakeholder perspectives, and/ or ungulate species and some elements were not clearly addressed • Major deficiencies exist with the methods provided • Unclear or insufficient detail provided of understanding and appreciation of anticipated problems or options for resolution • Limited description of challenges and risk mitigation <p>4-6 points: Good</p> <ul style="list-style-type: none"> • Demonstrates sufficient understanding of ecological principles, logistical challenges, stakeholder perspectives, unique challenges of island ecosystems, and methods for ungulate control and eradication 	<p>1.5</p>	<p>15</p>

	<p>ungulate species from island ecosystems;</p> <ul style="list-style-type: none"> • an understanding of community, stakeholder, and First Nation rights and perspectives. 	<ul style="list-style-type: none"> • The approach and methodology are structured and coherent and most of the necessary details are provided • Demonstrates a clear understanding and appreciation of anticipated problems with detailed options for resolution • Minor deficiencies exist with the methods • All the necessary details were provided including challenges and risk mitigation with some additional insights regarding methods and principles <p>7-9 points: Excellent</p> <ul style="list-style-type: none"> • Demonstrates a clear understanding of ecological principles, logistical challenges, stakeholder perspectives, unique challenges of island ecosystems, and methods for ungulate eradication and control • Approach and methodology are structured, coherent and all necessary details are provided, no deficiencies exist • Demonstrates a clear understanding and appreciation of anticipated problems with detailed options for resolution • Demonstrates clear detailed challenges and risk mitigation with some additional insights regarding methods and principles <p>10 points: Outstanding</p> <ul style="list-style-type: none"> • Demonstrates a superior understanding of ecological principles, logistical challenges, stakeholder perspectives, unique challenges of island ecosystems, and methods for ungulate eradication and control • Demonstrates a creative and innovative approach and methodology, coherent with in-depth and specific details provided. no deficiencies exist • Demonstrates appreciation of anticipated challenges and risk mitigation with keen insight regarding methods and principles and creative options for resolution 		
<p>4.1.3</p>	<p>Proposed Work Plan, Approach and Methodology: risk management</p>	<p>0 points: Not addressed or not acceptable</p> <ul style="list-style-type: none"> • No details provided • No approach or methodology was proposed or insufficient • No mention of challenges and risk mitigation or major deficiencies exist 	<p>1.0</p>	<p>10</p>

	<p>In their proposal the bidder should demonstrate understanding risk management and an approach for risk management to mitigate such risks.</p> <p>The proposed risk management approach should:</p> <ul style="list-style-type: none"> • propose an approach based on sound principles and methods for risk management; • include risk management for non-native species and ecosystem components; • identify logistical and environmental risks, and other project risks 	<ul style="list-style-type: none"> • Does not meeting the requirement or the requirement's intent <p>1-3 points: Limited</p> <ul style="list-style-type: none"> • Limited explanation of how the bidder will manage risk management • Very few elements are provided and some elements were not clearly addressed • Major deficiencies exist with risk identification and approach to management • Minimal, unclear or insufficient detail provided • Limited description of risk identification and mitigation <p>4-6 points: Good</p> <ul style="list-style-type: none"> • Good explanation of how the bidder will manage risk this requirement • Risks outlined and approach to management detailed • Minor deficiencies exist with risk management • Clear and sufficient detail provided • All necessary details are provided including risks identified and mitigation with some additional insights <p>7-9 points: Excellent</p> <ul style="list-style-type: none"> • detailed and specific explanation on how the bidder will manage risk this requirement • The approach to risk identification and management is structured, coherent and all necessary details are provided; no deficiencies exist • Demonstrates a clear understanding and appreciation of risks with detailed options for resolution <p>10 points: Outstanding</p> <ul style="list-style-type: none"> • Demonstrates a creative and innovative approach to managing risk with in-depth and specific details provided; no deficiencies exist • The approach to risk identification and management is well structured and coherent, great details are provided • Demonstrates a clear and in-depth understanding and appreciation of risks with detailed options for resolution, including creative options for mitigation and management 		
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<p>4.1.4</p>	<p>Proposed Work Plan, Approach and Methodology: operational considerations</p> <p>In their proposal the bidder should demonstrate understanding of operational considerations and a proposed approach to address these.</p> <p>The proposed operational considerations should include:</p> <ul style="list-style-type: none"> • an appropriate work plan, • timelines for completion of the work. • outline appropriate resources and their capabilities • logistical considerations • risk mitigation 	<p>0 points: Not addressed or not acceptable</p> <ul style="list-style-type: none"> • No details provided • No work plan, timelines proposed • No mention of challenges and risk mitigation • Does not meeting the requirement or the requirement's intent <p>1-3 points: Limited</p> <ul style="list-style-type: none"> • Limited detailed operational considerations provided, some elements not clearly addressed • Major deficiencies exist with work plan, timelines, resources, and logistics. • Level of effort and availability of logistics and resources was poorly outlined for the tasks • Limited description of challenges and risk mitigation <p>4-6 points: Good</p> <ul style="list-style-type: none"> • Good operational considerations and most of the necessary details are provided • Minor deficiencies exist with work plan, timelines, resources, and logistics • Level of effort and availability of logistics and resources was outlined for most of the tasks • All the necessary details were provided including challenges and risk mitigation with some additional insights <p>7-9 points: Excellent</p> <ul style="list-style-type: none"> • Detailed work plan, appropriate timelines, resources, and logistics, no deficiencies exist • Level of effort and availability of logistics and resources was outlined for all of the tasks • Demonstrates a clear understanding and appreciation of anticipated problems with detailed options for resolution • Demonstrates clear understanding of logistical and resource requirements, capabilities, and limitations <p>10 points: Outstanding</p> <ul style="list-style-type: none"> • Clear, in-depth work plan with specific details provided, no deficiencies exist • Level of effort and availability of logistics and resources was well detailed and outlined for all of the tasks 	<p>1.0</p>	<p>10</p>
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		<ul style="list-style-type: none"> • Appropriate timelines and clear understanding and appreciation of anticipated problems with creative options for resolution • Demonstrates in-depth understanding of logistical and resource requirements, capabilities, and limitations 		
4.1.5	<p>Proposed Work Plan, Approach and Methodology: partner collaboration</p> <p>In their proposal the bidder should demonstrate understanding of partner collaboration and a proposed approach to address these.</p> <p>The Bidder should demonstrate:</p> <ul style="list-style-type: none"> • a commitment to work in close consultation and collaboration with the Parks Canada Agency (PCA) during project planning and in field operations. • an understanding of applicable federal and provincial regulations, directives and policies for natural and cultural resource management. 	<p>0 points: Not addressed or not acceptable</p> <ul style="list-style-type: none"> • No or few details provided • Demonstrates lack of commitment and/ or understanding of partner collaboration, regulatory requirements and policies. • Does not meeting the requirement or the requirement's intent. <p>1-3 points: Limited</p> <ul style="list-style-type: none"> • Major deficiencies exist • Demonstrates a limited commitment and/ or understanding of partner collaboration, regulatory requirements and policies. • Poor detail demonstrating effective performance measures and capability in partner collaboration to meet the complete requirement <p>4-6 points: Good</p> <ul style="list-style-type: none"> • Minor deficiencies exist • Demonstrates good commitment and understanding of the regulatory requirements, policies and the capability to meet most of the requirement. • Good detail demonstrating effective performance measures and capability in partner collaboration to meet the complete requirement <p>7-9 points: Excellent</p> <ul style="list-style-type: none"> • Demonstrates commitment and a complete and accurate understanding of regulatory requirements and policies. • No deficiencies exist • In-depth detail demonstrating effective performance measures and capability in partner collaboration to meet the complete requirement 	0.5	5

		<p>10 points: Outstanding</p> <ul style="list-style-type: none"> • Demonstrates a clear, accurate and in-depth understanding of the regulatory and policy requirements and commitment. • No deficiencies exist • Excellent detail demonstrating effective performance measures and capability in partner collaboration to meet the complete requirement • Details regarding collaboration with PCA provided are original, specific and innovative. 		
4.2	Project Team Experience			
4.2.1	<p>Bidder should demonstrate their experience in eradication of IAS from island ecosystems from introduced wildlife species.</p> <p>The bidder must provide three relevant project examples, including a brief summary of each project no more than two (2) pages in length in demonstration of their experience.</p> <p>The examples provided should:</p> <ul style="list-style-type: none"> • be of similar scope and scale of this project. • demonstrate successful track record of ungulate eradication and control of IAS from island ecosystems. <p>NOTE: For the purpose of this evaluation the definition of successful track record is 75% or more of ungulate</p>	<p>1-4 points: 5 years' experience or more in eradication of IAS from island ecosystems from introduced wildlife species.</p> <p>5-7 points: 5 years' experience or more in eradication of IAS from island ecosystems from introduced wildlife species that includes ungulate populations.</p> <p>8-10 points: 5 years' experience or more in eradication of IAS from island ecosystems, solely with introduced ungulate populations.</p>	2.0	20

	eradication projects, if failed, for reasons resulting outside of the control of the contractor.			
4.2.2	Bidder experience in data collection, analysis and summarizing of technical information.	<p>8 points: More than 5 years of experience in data collection, analysis and summarizing of technical information</p> <p>9 points: More than 5 years of experience in data collection, analysis and summarizing of technical information that includes invasive alien species.</p> <p>10 points: More than 5 years of experience in data collection, analysis and summarizing of technical information that specifically includes introduced ungulate populations.</p>	0.5	5
4.2.3	Bidder experience working with stakeholders and/or Indigenous groups on IAS eradication projects from island ecosystems.	<p>8 points: More than 5 years of experience working with stakeholders and/or Indigenous groups on IAS eradication projects from island ecosystems</p> <p>9 points: More than 5 years of experience working with stakeholders and/or Indigenous groups on IAS eradication projects from island ecosystems that includes invasive alien species.</p> <p>10 points: More than 5 years of experience working with stakeholders and/or Indigenous groups on IAS eradication projects from island ecosystems that includes introduced ungulate populations.</p>	0.5	5

Total Points Available	75
Minimum Points Required	57

Bids that do not obtain the required minimum of 57 points overall for the point rated technical criteria will be given no further evaluation.