



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À :

By mail:

**Parks Canada Agency
Bid Receiving Unit
111 Water Street East
Cornwall ON K6H 5R5**

or

By FAX : 1-877-558-2349

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Quotations 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 supplies and services listed herein or on any attached sheets at the price(s) set out therefore.

Prix 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 articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Issuing Office - Bureau de distribution

**Parks Canada Agency
National Contracting Services
111, Water Street East
Cornwall ON K6H 6S3**

Title-Sujet Franklin Expedition Inuit Oral History Project	
Solicitation No. - N° de l'invitation 5P300-17-5551	Date February 12, 2018
GETS Reference No. - N° de référence de SEAG NA	
Client Reference No. - N° de référence du client	
Solicitation Closes L'invitation prend fin - at - à 02:00 PM on - le March 27, 2018	Time Zone Fuseau horaire - Eastern Daylight Savings Time (EDT)
Address Inquiries to: - Adresser toute demande de renseignements à : Céline Morin	
Telephone No. - N° de téléphone 613-938-5940	Email Celine.morin@pc.gc.ca
Destination of Goods, Services, and Construction: Destination des biens, services et construction : Parks Canada Agency P.O. Box 278 Iqaluit NU X0A 0H0	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur : Telephone No. - N° de téléphone : Facsimile No. - N° de télécopieur : Email :	
Name and title of person authorized to sign on behalf of the Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie) <hr/> Name/Nom Title/Titre <hr/> Signature Date	

TABLE OF CONTENTS

3

PART 1 - GENERAL INFORMATION	4
1.1 SECURITY REQUIREMENTS	4
1.2 STATEMENT OF WORK.....	4
1.3 COMPREHENSIVE LAND CLAIMS AGREEMENT(S)	4
1.4 DEBRIEFINGS	4
1.5 TRADE AGREEMENTS	4
1.6 FORMER PUBLIC SERVANT.....	4
PART 2 - BIDDER INSTRUCTIONS	6
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	6
2.2 SUBMISSION OF BIDS.....	6
2.3 ENQUIRIES - BID SOLICITATION.....	6
2.4 APPLICABLE LAWS.....	6
PART 3 - BID PREPARATION INSTRUCTIONS.....	7
3.1 BID PREPARATION INSTRUCTIONS	7
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	8
4.1 EVALUATION PROCEDURES.....	8
4.2 BASIS OF SELECTION.....	11
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	12
5.1 CERTIFICATIONS REQUIRED WITH THE BID	12
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	12
PART 6 - RESULTING CONTRACT CLAUSES	14
6.1 SECURITY REQUIREMENTS	14
6.2 STATEMENT OF WORK.....	14
6.3 STANDARD CLAUSES AND CONDITIONS	14
6.4 TERM OF CONTRACT	14
6.5 AUTHORITIES	15
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	16
6.7 PAYMENT	16
6.8 INVOICING	17
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	18
6.10 APPLICABLE LAWS.....	18
6.11 PRIORITY OF DOCUMENTS	18
ANNEX "A"	19
STATEMENT OF WORK	19
ANNEX "B"	33
BASIS OF PAYMENT	33
ANNEX "C" INTEGRITY PROVISIONS.....	34

IMPORTANT NOTICE TO BIDDERS

Direct Deposit

In April 2012, the Government of Canada announced that it will be replacing cheques with electronic payments by April 2016. Contract payment(s) currently made by cheque will be replaced by Direct Deposit. Businesses are encouraged to proactively enrol with Parks Canada. Please contact Céline Morin at celine.morin@pc.gc.ca in order to obtain a Direct Deposit enrolment form.

Additional information on this Government of Canada initiative is available at:

<http://www.directdeposit.gc.ca>

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There are no security requirements associated with this Request for Proposal.

1.2 Statement of Work

The Contractor will work collaboratively with Inuit knowledge-holders, community members and Parks Canada experts to summarize, conduct and share oral history research related to Inuit knowledge of the 1845 Franklin Expedition and the wrecks of HMS *Erebus* and HMS *Terror*.

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

1.3 Comprehensive Land Claims Agreement(s)

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

Nunavut Agreement

1.4 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.

1.5 Trade Agreements

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).

1.6 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.

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.

All reference to Public Works and Government Services Canada (PWGSC) shall be deleted and replaced with the Parks Canada Agency (PCA).

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

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.

Bids may be sent by mail (Cornwall ON address on page 1) or by fax to 1-877-558-2349.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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.

2.4 Applicable Laws

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

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

Section II: Financial Bid

Section III: Certifications

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.

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

M1	The proposal demonstrates at least 3 years' experience and high degree of competency with respect to organizing, conducting and managing oral history and archival research projects.
M2	The proposal demonstrates at least 3 years' experience and high degree of competency in effectively sharing oral history research to a non-technical audience, including in a written format. One sample of work completed of a similar nature must be provided.
M3	The proposal demonstrates experience working with Inuit. At least one Inuit reference must be provided.

4.1.1.2 Point Rated Technical Criteria

Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

		Total Points Available	Required Minimum Points
R1	<p>Knowledge (40) The proposal demonstrates adequate knowledge and understanding of:</p> <ul style="list-style-type: none"> a) Intent and scope of project (10) b) Expected results (10) c) Oral history research strategies and methods (10) d) Strategies and methods of effectively sharing oral history research with non-technical audiences (10) e) Strategies to engage Inuit, including Elders, youth and other community members (10) 	50	25
R2	<p>Qualifications and Experience (50) The proposal clearly outlines the qualifications and experience of the Contractor or the project lead(s). Specifically, the proposal outlines the Contractor's or project lead(s)':</p> <ul style="list-style-type: none"> a) Experience in organizing, conducting and managing oral history research projects (10) b) Experience effectively sharing oral history research with non-technical audiences in various digital formats, such as web content (10) c) Experience effectively sharing oral history research with non-technical audiences in print formats, such as in books and exhibits (10) d) Experience working in Nunavut communities and with Inuit (10) e) Experience working with Elders and youth (10) 	50	25
R3	<p>Proposed Approach, Work Plan and Team (20)</p> <p>The proposal includes a proposed approach and work plan that will meet the expected results of the contract and clearly demonstrates how Inuit team member(s) are engaged throughout the project. There is a master work plan for completion of work phases and tasks. The work plan details how the team is structured and illustrates commitment to meeting the assignment's objective, deliverable and target dates for reporting. All individuals who will be involved in the project as part of the working team must be listed with their role and qualifications. Any later additions to this list must be approved by Parks Canada.</p> <p><i>Scale :</i> <i>Excellent, complete and insightful response: Inuit team member(s) fully integrated into planning and delivery of project (16 - 20 points)</i></p>	20	10

	<p><i>More than adequate response: Inuit team members engaged in planning and delivery of project (11 - 15 points)</i></p> <p><i>Adequate response, no special insights: Inuit team members somewhat engaged in planning and delivery of project (7 - 10 points)</i></p> <p><i>Inadequate response (0 – 6 points)</i></p>		
R4	<p>Quality of Technical Proposal</p> <p>a) Proposal is clear and well-written (10) b) Proposal is realistic and feasible given the Statement of Work, reporting requirements and budget (10)</p>	20	10
R5	<p>Additional qualifications</p> <p>a) An Inuit-owned business (5) b) Inuit on project team (10) c) Multilingual – staff who speak and write Inuktitut (5)</p>	20	N/A
R6	<p>References and sample project</p> <p>1 Sample project will be provided (URL, via FTP site or on USB)</p> <p>3 References will be provided, including at least one Inuit reference</p> <p>a) Sample project is very relevant, high quality, successful at sharing oral history with a non-technical audience, and demonstrates excellent writing skills (20)</p> <p>b) References are relevant and positive, at least one is Inuit (20)</p>	40	20
	Total points	200	90

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

4.2.1 Highest Combined Rating Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum points specified for rated criteria for the technical evaluation, and
 - d. obtain the required minimum of 90 points overall for the technical evaluation criteria which are subject to point rating.
 The rating is performed on a scale of 200 points.
2. Bids not meeting (a), (b), (c) or (d) will be declared non-responsive.
3. The evaluation will be based on the highest responsive combined rating of technical merit and price. The ratio will be 80 % for the technical merit and 20 % for the price.
3. 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 80 %.
4. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 20 %.
5. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
6. 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 **80/20** ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45 000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (80%) and Price (20%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 80 = 68.00$	$89/135 \times 80 = 52.80$	$92/135 \times 80 = 54.40$
	Pricing Score	$45/55 \times 20 = 16.40$	$45/50 \times 20 = 18.00$	$45/45 \times 20 = 20.00$
Combined Rating		84.40	70.80	74.40
Overall Rating		1st	3rd	2nd

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, 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 – Required Documentation

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

5.2.2 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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

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

5.2.3.2 Education and Experience

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

The Contractor will work collaboratively with Inuit knowledge-holders, community members and Parks Canada experts to summarize, conduct and share oral history research related to Inuit knowledge of the 1845 Franklin Expedition and the wrecks of HMS *Erebus* and HMS *Terror*.

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.

6.4 Term of Contract

6.4.1 Period of the Contract

The Work is to be performed during the period of _____ (*date of contract award*) to December 17, 2019.

6.4.2 Comprehensive Land Claims Agreement(s)

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

- Nunavut Agreement

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Céline Morin
Advisor
National Contracting Services
Parks Canada Agency
111 Water Street East
Cornwall ON K6H 6S3

Telephone 613-938-5940
Facsimile 866-246-6893
celine.morin@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: *(will be provided upon Contract award)*

Name: _____
Title: _____
Organization: _____
Address: _____

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

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

Bidders are to please complete and submit with their proposals

Representative's Name: _____

Title: _____

Vendor/Firm Name: _____

Mailing Address: _____

City:	Province/ Territory:	Postal Code:
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Telephone No.:	Fax No.:
-----------------------	-----------------

Email Address:

Procurement Business Number (PBN) or Goods and Services Tax (GST) Number:

Instructions 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 at: <https://buyandsell.gc.ca>. 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

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 in Annex B, to a limitation of expenditure of \$ _____ (**to be inserted at contract award**). Customs duties are included and Applicable Taxes are extra.

6.7.2 Canada's Total Liability

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

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

6.7.3 Authorized travel and living expenses

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.

6.7.4 Method of Payment

Canada will pay the Contractor for work performed during the period 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.

6.7.5 Advance Payment

Canada will pay the Contractor in advance for the Work, if applicable, 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.

6.8 Invoicing

- b. 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.
2. Invoices must be distributed as follows:
The original and one (1) copy must be forwarded to the following address for certification and payment:

By mail:
Parks Canada
P.O. Box 278
Iqaluit NU X0A 0H0

By email:
nunavut.finance@pc.gc.ca

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010B (2016-04-04), General Conditions - Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) the Contractor's bid dated _____ (*date will be inserted at contract award*)

6.12 Government Site Regulations

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

6.13 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.

6.14 Insurance – No Specific Requirements

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

ANNEX "A"

STATEMENT OF WORK

Franklin Expedition Inuit Oral History Project

1.0 Scope

The Contractor will work collaboratively with Inuit knowledge-holders, community members and Parks Canada experts to summarize, conduct and share oral history research related to Inuit knowledge of the 1845 Franklin Expedition and the wrecks of HMS *Erebus* and HMS *Terror*.

1.1 Objectives

The objectives of the project are:

1. To conduct a bibliographical, archival and oral history research project into Inuit oral history of the 1845 Franklin expedition, and specifically the associated shipwreck sites of HMS *Erebus* and HMS *Terror*. Given the volume of material already published on this topic, the focus shall be on addressing gaps in existing published material.
2. To produce professional interpretive materials—including video clips, audio clips, and a book—for Parks Canada on this topic. These materials will help Parks Canada present to the public a history of Inuit knowledge of the Franklin expedition, and will contribute to an understanding of the shipwreck sites as part of Inuit homelands.
3. To provide opportunities for Inuit Elders to share their knowledge about the 1845 Franklin Expedition and to document that knowledge, as well as their broader traditional knowledge of the areas around the shipwreck sites of the HMS *Erebus* and HMS *Terror*.
4. To provide capacity-building opportunities for Inuit youth and adults related to oral history collection and presentation.

1.2 Background

In 1845, the Royal Navy ships *Erebus* and *Terror* set sail from England in search of a Northwest Passage. Sir John Franklin was in command, with a crew of 134 officers and men. When the ships failed to return home, many searches were launched, but no survivors were found. The wrecks of the *Erebus* and *Terror* were only recently discovered: the *Erebus* in 2014 in Wilmot and Crampton Bay (within an area traditionally known as *Ugjulik* or, "it has bearded seals"), and the *Terror* in 2016 in Terror Bay. They now comprise the Wrecks of HMS *Erebus* and HMS *Terror* National Historic Site of Canada.

Inuit in the nineteenth century saw at least one of Franklin's ships afloat (*Erebus*) after its desertion in April 1848 and separately encountered crew members in the southwest corner of King William Island before they perished. Nineteenth-century searchers, notably John Rae, Leopold McClintock, Charles Francis Hall, and Frederick Schwatka gathered invaluable evidence about the expedition from Inuit living in what is now the Kitikmeot Region of Nunavut. The collection of Inuit knowledge on the expedition continued into the early twentieth century, for instance by explorers Roald Amundsen and Knud Rasmussen. By the 1960s modern-day searchers began to apply the nineteenth-century Inuit knowledge about the fate of the ships, in particular, to search the waters of *Ugjulik* for traces of a wreck reported to be there. Researchers and authors such as David Woodman (himself a wreck searcher) and Dorothy Eber have further gathered, synthesized and analysed oral history evidence regarding the expedition. In 1998, following a 1997 shipwreck search in *Ugjulik*, Parks Canada commissioned researchers Darren Keith and Louie Kamookak to gather and compile Inuit knowledge of the Franklin Expedition, the shipwrecks and the thoughts of Gjoa Haven elders on a selection of artefacts found in 1997.

In Inuit communities today, stories about Franklin, the crew, and the ships survive, and the areas of *Ugjulik* and Terror Bay are also home to centuries of Inuit history that have little or nothing to do with Franklin. Since 2008, when Parks Canada launched a renewed search for the wrecks, following in the footsteps of previous shipwreck searches, it has relied upon Inuit oral history evidence to frame search areas. Furthermore, it has consulted with Inuit in Gjoa Haven, Cambridge Bay and Taloyoak throughout the process of searching for the shipwrecks (see <http://www.pc.gc.ca/en/culture/franklin/inuit>). Members of Parks Canada's Underwater Archaeology Team and Parks Canada historians for their part have gathered, studied and analysed available nineteenth-century Inuit oral history evidence to support their ongoing archaeological research.

The present challenge is that, apart from some website and exhibition content (by Parks Canada and partners) we have not pulled this information together in one place to create public products and exhibits specifically focused on Inuit knowledge of the 1845 Franklin Expedition and the wrecks of HMS *Erebus* and HMS *Terror*. As well, the traditional knowledge we wish to gather can tell us a great deal about the setting and traditional use of the natural setting of the wrecks.

2.0 Selected Bibliography and Reference Documents

Parks Canada will provide the contractor with access to the following, for research purposes.

2.1 Selected Bibliography

Lyle Dick

2017 *Erebus Official Record Project: History of the Search for and Discovery of the Wreck of HMS Erebus in 2014*. Manuscript, Indigenous Affairs and Cultural Heritage Directorate, Parks Canada, Gatineau.

Darren Keith and Louie Kamookak

1999 *Franklin Oral History Project October 12-19, 1998*. Underwater Archaeology Service, Parks Canada, Ottawa.

2.2 Reference documents

- Select Franklin Outreach Project materials (including training manual, fact sheets, maps)
- Franklin Expedition-related oral histories collected by Parks Canada including 1999 report by Darren Keith and Louie Kamookak, with maps showing traditional place names of the region
- Nunavut Agreement, available online at <http://nlca.tunnngavik.com/?lang=en>
- Nunavut Research Institute website (see information on research licencing): <http://www.nri.nu.ca/>
- Parks Canada Indigenous Affairs Branch's publication, *Promising Pathways* (a guide to Indigenous engagement and consultation at Parks Canada, to be provided to winning bidder or upon request)
- Susan Buggey, "An Approach to Aboriginal Cultural Landscapes" (Historic Sites & Monuments Board of Canada, 1999). Available online at http://www.pc.gc.ca/docs/r/pca-acl/images/Aboriginal_Cultural_Landscapes_e.pdf
- Nunavut Parks draft guide to consultation in Nunavut
- Oral History Association Principles and Best Practices (note that this is a US organization and not all of these apply to work in Nunavut): <http://www.oralhistory.org/about/principles-and-practices/>
- Concordia University's statement on oral history research ethics (does not cover issues specific to work in Nunavut): <http://storytelling.concordia.ca/toolbox/ethics>

3.0 Requirements

3.1 Scope of Work

Contractor must refer to the detailed description of tasks and deliverables below, but in summary they include:

3.1.1 Full records of an oral history project to be conducted by the contractor

3.1.2 An annotated bibliography of any archival records, publications, reports or source material not already in Parks Canada's research collections, accompanied by extracts or full versions of select materials.

3.1.3 Publication-ready manuscript in English, French and Inuktitut (Parks Canada to lead publishing, see below) that shares the Franklin oral history and Inuit history of the wreck sites through text, interview transcripts and images. The contractor will be a co-author on the book, along with Parks Canada and the Elders who participate in the project.

3.1.4 Selected excerpts of text, audio recordings, and video recordings for use in exhibits and online, produced in English, French and Inuktitut.

3.2 Tasks

Note: Please refer to the "Constraints" section below for important information on requirements related to completing project tasks.

<p>3.2.1</p>	<p>Obtain a Nunavut Research Licence for this project and provide a copy of all files submitted to the Nunavut Research Institute (NRI) to Parks Canada, as well as a copy of the licence if received. Parks Canada (name to come) must be named as a co-investigator and must review the licence application before it is submitted. Application should include sample consent and release forms as separate documents, as per current oral history best practices (although NRI requires only one permission form). Contractor is responsible for filing annual reports to NRI on the project for as long as they remain under contract.</p>
<p>3.2.2</p>	<p>Complete an Oral History Research Summary, consisting of an annotated bibliography and identification of gaps in current Parks Canada resources relating to the following topics:</p> <ul style="list-style-type: none"> • Inuit oral history of the Franklin expedition; • History (oral or written) of the Uqjulik area; • History (oral or written) of the Terror Bay/King William Island areas. <p>Prior to commencing this task, the contractor shall meet with Parks Canada representative(s) including from the Underwater Archaeology Team (Indigenous Affairs and Cultural Heritage Directorate (IACHD), Ottawa) for guidance on in-hand bibliographical, archival, field research information in order to identify both gaps and avoid duplication of previous effort, in particular with regard to nineteenth and early twentieth century source material.</p>

<p>3.2.3</p>	<p>Complete an Oral History Archival Research Scoping Report. Following a review of available sources in hand at Parks Canada, the contractor shall perform an archival distance search to identify materials that will redress information gaps, and a recommendation of which materials to view and/or acquire. While the following archives and repositories must be included in the search, additional repositories can be identified:</p> <ul style="list-style-type: none"> • Inuit Broadcasting Corporation (Iqaluit) • Canadian Museum of History (Gatineau) • Prince of Wales Northern Heritage Centre (Yellowknife) • Canadian Museum of Nature, Nunavut Collection (Gatineau) • Winnipeg Art Gallery (Winnipeg) • Hudson Bay Company Archives (Winnipeg) • Glenbow Museum (Calgary) • Scott Polar Research Institute (Cambridge, UK) <p>The report must break the sources down by archive (location), and contain the following information:</p> <ul style="list-style-type: none"> • Title and call number of the source, fonds or collection (as assigned by the archives) • Brief description of the fonds or collection, including creators, dates, and scope of material (Contractor is encouraged to copy from the archives' website or finding aid, but must note where this is the case). • Restrictions on access and use (if any). • Estimate of how much material and what type (e.g. 8 transcripts, 7 audio tapes, 50 colour 5x7 photographs). • Brief description in the contractor's own words of how this material may relate to the project topics: Inuit oral history of Franklin, Uggjulik, and/or Terror Bay/King William Island. (Parks Canada understands that without having viewed the material, the contractor cannot make definitive assessments). • Contractor's subjective rating from 1-10 on how directly this material relates to Parks Canada project (e.g., how important it is that we obtain copies of it). <p>The contractor will make a list of key archives or other repositories that they recommend for in-person visits to view and copy material, and will propose a plan for obtaining this material. Parks Canada will determine which material will be acquired, how the material will be acquired and will assume all costs related to acquiring the material.</p>
<p>3.2.4</p>	<p>Conduct interviews with Designated Lead Inuit Historian from Gjoa Haven: Interview Designated Lead Inuit Historian (name to be provided by Parks Canada) to record his knowledge of the oral history surrounding Franklin, the lost ships, and the Franklin expedition members' journeys. Also solicit Designated Lead Inuit Historian's advice on up to six other individuals to interview in Gjoa Haven and neighbouring communities.</p>

3.2.5	Conduct interviews with up to six other individuals in Gjoa Haven and neighboring communities as recommended by Designated Lead Inuit Historian and Franklin Interim Advisory Committee. Interviews should focus on knowledge of the oral history surrounding Franklin, the lost ships, and the Franklin expedition members' journeys. Interviews in Gjoa Haven must be done in person; interviews with people in other communities can be done over the phone if necessary.
3.2.6	Nattilik Heritage Centre Meeting: Meet with the Board of Directors and Executive Director of the Nattilik Heritage Centre to determine which people could best provide information about the history of Ugjulik, and about the history of Terror Bay. We are looking for up to 10 knowledge holders for each place. This knowledge includes: living, travel, hunting, trapping and fishing in the area, stories of encounters with nineteenth and twentieth century explorers and anything else about the history of the area. Some of the same people may be selected for both topics, but they should still be interviewed separately on each topic.
3.2.7	Ugjulik Oral History: Follow up with the recommended individuals (up to 10). If they are interested in participating, conduct individual interviews and follow up to review transcripts.
3.2.8	Terror Bay Oral History: Follow up with the recommended individuals (up to 10). If they are interested in participating, conduct individual interviews and follow up to review transcripts.
3.2.9	Field trip to Terror Bay and/or Ugjulik Area with Elders: Depending on the health of the Elders being interviewed (i.e., their ability to travel), Parks Canada will support one field trip each to Terror Bay and Ugjulik Area to gather additional knowledge on the land. (The Terror Bay trip may also include land-based sites on King William Island). Parks Canada staff, Designated Lead Inuit Historian, up to 4 youth, and interested Elders would be invited to participate. The Contractor is expected to come on these trips, to record knowledge being shared, and to incorporate this knowledge into his/her deliverables. If the Contractor conducts any formal interviews, he/she is responsible for following all the interview protocols detailed below. Parks Canada will help to organize these trips and cover honoraria and costs apart from the Contractors' return travel from home to Gjoa Haven and accommodation/living costs while in Gjoa Haven (see "Support Provided by Canada" section below for details).
3.2.10	Provide interim report: Analyse, evaluate and synthesise collected data. Provide an interim report and recommendations for next steps to Parks Canada.
3.2.11	Produce audio clips and text: In consultation with Parks Canada and the Nattilik Heritage Centre, select and edit audio clips (20-30) that can be used as part of the Franklin exhibit at the Nattilik Heritage Centre, for social media posts, and for short online stories. Provide audio clips in their original language, along with transcript in the original language and a translation into English (if original is not in English). Translations of quotes must be redone from the original Inuktitut, not by simply writing out the consecutive interpretation from the interview.
3.2.12	Provide archival quotes: In consultation with Parks Canada, select excerpts of text from archival or published materials (20-30) that can be used as part of the Franklin exhibit at the Nattilik Heritage Centre, for social media posts, and for short online stories. If quotes are in Inuktitut, include translation into English. Include full documentation about the original source, as if providing a full footnote in Chicago style (consult Parks Canada for examples if needed).

3.2.13	Identify and transcribe selected video clips: In consultation with Parks Canada and the Nattilik Heritage Centre, identify video clips by filename and time code (up to 10) that can be used online and as part of the Franklin exhibit at the Nattilik Heritage Centre. These clips should focus on Elders telling their stories, although a few could show other aspects of the project (e.g. youth, footage of field trip, etc.) Provide files containing video clips in their original language, along with a written translation of selected clips into English (if original is not in English).
3.2.14	Produce web content: In consultation with Parks Canada and the Nattilik Heritage Centre, create engaging web content consisting of images, maps, text, audio and video. The web content should feature several different people and be targeted to a general public audience.
3.2.15	<p>Book manuscript: The contractor will prepare a book manuscript for publication that shares the Inuit oral history (past and present) of the Franklin expedition and of the sites where the wrecks of the <i>Erebus</i> and <i>Terror</i> were found. The book should be aimed at a popular audience and must take into account advice provided by Parks Canada and the Franklin Interim Advisory Committee. Parks Canada shall have final editorial control over content of text and images and shall retain copyright of the finished product. The manuscript must include:</p> <ul style="list-style-type: none"> • 100-150 pages of text, approximately 30,000 words (including image captions) incorporating lengthy quotes from oral histories and archival sources, and contextual information about the Franklin expedition and the history of the region (including both Inuit culture and European exploration/colonization). • 50-100 images. Images should be a combination of contemporary images taken on this project, Parks Canada archaeological activities, and archival images. • Maps, as necessary to reference points discussed in the text (minimum one overview map and detailed maps of the area around each wreck site) • A table of contents • A bibliography • Acknowledgements • A “Foreword” section to be drafted in cooperation with the Franklin Interim Advisory Committee or joint management committee in place at the time • Full footnoting
3.2.16	<p>Book publishing: The contractor is responsible for some aspects of seeing the book through to publication. These are:</p> <ul style="list-style-type: none"> • Addressing comments received on the manuscript from reviewers (Parks Canada will choose reviewers, send the manuscript out for review, and assemble the feedback). Where the contractor does not feel the comments should result in changes, he/she must discuss this with Parks Canada. • Securing permissions to publish all non-Parks Canada images chosen for the book on behalf of, and in the name of Parks Canada • Reviewing copy-edits from the publisher • Answering questions from the publisher that cannot be answered by Parks Canada staff <p>As noted above, Parks Canada and the Franklin Interim Advisory Committee (or the joint management committee in place at the time) shall have final editorial control over text and image content and shall retain copyright for the finished product. All authors and contributors shall be appropriately credited.</p>
3.2.17	Translation of all public-facing products (texts, audios, videos, web content, book) into English, French and Inuktitut
3.2.18	Engaging youth: Contractor is required to engage youth in the process

Please see below for detailed information on how to submit/deliver these materials, including required file formats.

3.3 Deliverables and Acceptance Criteria

The contractor is requested to propose a schedule and to add other milestones as needed that includes the following:

Deliverable Name	Description
3.3.1 Regular phone meetings, communications	Throughout the project, the contractor will have at least monthly phone meetings with Parks Canada to provide updates on progress. Other regular communications will be undertaken as required.
3.3.2 Presentations	Throughout the project, the contractor will make regular presentations to the Franklin Interim Advisory Committee (or the joint management committee in place at the time)
3.3.3 Research application	Send draft of Nunavut Research Institute licence application and all supporting documents to Project Authority Submit Nunavut Research Licence application for approval. Notify Parks Canada of Nunavut Research Institute's decision on research licensing. All oral history research deliverables are subject to receiving a Nunavut Research Licence.
3.3.4 Initial consultations with Parks Canada staff	Consult Parks Canada staff as recommended by the Project Authority at the start of the project, prior to embarking on research. This will include Underwater Archaeology Team and historians
3.3.5 Oral History Research Summary	Submit the Oral History Research Summary, consisting of an annotated bibliography of existing research and gaps that remain.
3.3.6 Oral History Archival Research Scoping Report	Submit report on the distance search for archival resources, with an identification of materials that will redress information gaps, and a recommendation of which materials to view and/or acquire.
3.3.7 Archival Research Plan	Phone meeting with Parks Canada to discuss plans for conducting physical research in archives. Present Parks Canada with a draft written plan, timeline, and budget for archival research. Phone meeting with Parks Canada to finalize plans for conducting physical archival research.
3.3.8 Archival Research Report	Submit a draft version of the report on archival research to Parks Canada. Submit final version of report on archival research, and attach all copies of archival materials.
3.3.9 Oral History Plan	Provide Parks Canada with a draft plan for conducting oral history research related to Gjoa Haven, Uqjulik and Terror Bay/King William Island
3.3.10 Youth Engagement Plan	Provide Parks Canada with a plan that engages youth meaningfully throughout the project.
3.3.11 Gjoa Haven Oral History Research Files	Provide Parks Canada with a complete package of the oral history interviews with Designated Lead Inuit Historian and other people recommended by him (Task 3.2.4 and 3.2.5). This includes: release and consent forms, interview recordings (audio and/or video), interview summaries, interview transcripts, biographical info sheets, record of meetings.

3.3.12 Ugjulik Oral History Research Files	Provide Parks Canada with a complete package of the oral history interviews related to Ugjulik (Task 3.2.7). This includes: release and consent forms, interview recordings (audio and/or video), interview summaries, interview transcripts, biographical info sheets, record of meetings. If there was a field trip to Ugjulik, also include a summary of information gathered during the trip (and full transcripts if any formal interviews conducted there).
3.3.13 Terror Bay/King William Island Oral History Research and Files	Provide Parks Canada with a complete package of the oral history interviews related to Terror Bay/King William Island (Task 3.29). This includes: release and consent forms, interview recordings (audio and/or video), interview summaries, interview transcripts, biographical info sheets, record of meetings. If there was a field trip to Terror Bay/King William Island, also include a summary of information gathered during the trip (and full transcripts if any formal interviews conducted there).
3.3.14 Interim Research Report	Analysis, evaluation and synthesis of collected data in order to prepare for next steps in collaboration with Parks Canada.
3.3.15 Selection of annotated audio, video and text clips	Phone meeting with Parks Canada to discuss selection of audio/video/text clips. Provide Parks Canada with a draft list of audio/video/text clips that includes the speaker, date, general topic covered. Provide Parks Canada with a full package of 20-30 audio clips, along with transcript in the original language and a complete translation into English (if required). Package must include a written list that provides full reference information for each audio file name. Provide Parks Canada with a full package of 20-30 quotes, with a complete translation into English (if required), and full references. Provide Parks Canada with a full package of up to 10 video clips in their original language, with a written translation in English (if required). Package must include written list that provides full reference information for each video file name.
3.3.16 Interim Project Community Presentation	Once all material has been gathered and compiled, deliver a presentation of the project and sample content to the community of Gjoa Haven and the Franklin Interim Advisory Committee (or joint management committee in place at the time)
3.3.17 Web content plan and web content production	Create a plan for web content that effectively engages with non-technical audiences. Create content that can be added to a web site, or for a stand-alone web site.
3.3.18 Book plan	Provide Parks Canada with a proposed table of contents for the book manuscript, and a list of key archival sources and oral histories that will be quoted at length. Phone meeting with Parks Canada to discuss proposed table of contents and list of key sources.
3.3.19 Table of contents	Send revised table of contents and list of key sources to Parks Canada.
3.3.20 First draft of manuscript	Send first draft of book manuscript to Parks Canada.

3.3.21 Second draft of manuscript	Send second draft of book manuscript to Parks Canada including low-res versions of images and maps. Phone meeting with Parks Canada to discuss internal and external reviews of book manuscript. Parks Canada may request more changes or decide to proceed with sending manuscript out for review.
3.3.22 Third draft of manuscript	Submit revised book manuscript to Parks Canada that addresses comments received from reviewers.
3.3.23 Book image selection	Phone meeting with Parks Canada (and possibly with publisher) to discuss final image and map selection for the book. Submit high-resolution files for all images and maps chosen for the book, and a list of captions and complete credit lines. Submit full documentation of permission to publish, including confirmation that all user fees have been paid.
3.3.24 Review book edits	Review copy-edits from the publisher and resubmit manuscript with any changes.
3.3.25 Translations (English, French and Inuktitut)	All content aimed at a public audience will be translated into English, French and Inuktitut, to the satisfaction of Parks Canada.
3.3.26 Final presentation and project wrap-up: December 17, 2019	Final presentation to Parks Canada, Community of Gjoa Haven and FIAC (or joint management committee in place at the time). All files to be delivered.
3.3.27 Additional work for researchers	Extra work could be required beyond the scope of this contract.

The contractor must provide all deliverables in the formats below, or in an equivalent format to be approved by Parks Canada:

- All written documents must be provided as digital files in MS Word and PDF in Times New Roman and/or Pigiarniq font.
- Audio recordings must be in WAV format at a minimum of 16-bit/44.1 KHz.
- Video recordings must be in RAW format. (If there is a compelling reason to include lower resolution video, for example existing video from personal collections, this can be discussed with Parks Canada).
- Images must be in RAW, TIFF or jpg, format. Selected images must be crisp/in focus, and reproducible at minimum 8"x10." (If there is a compelling reason to include poorer quality images, for example slightly blurry archival photos or digital JPEGs from personal collections, this can be discussed with Parks Canada).
- Maps must be in TIFF or high resolution jpg
- Audio and video recordings must be renamed with the interviewee's name and the date of the interview. A, B, etc. can be added if there is more than one file per day. Sample file names are:
 - FIRST NAME LAST NAME 08-NOV-16-A.wav
 - FIRST NAME LAST NAME 08-NOV-16-B.wav
 - FIRST NAME LAST NAME 09-NOV-17.wav
- Whenever (as in the case of transcripts) there is one file in Inuktitut and another identical one in English, file names should be identical apart from IN (for Inuktitut) and EN (for English) Sample file names are:
 - FIRST NAME LAST NAME EN.docx
 - FIRST NAME LAST NAME IN.docx
- All transcripts and other interview documentation files must open with: project name (Parks Canada Franklin Expedition Inuit Oral History Project), name of interviewer, name of interviewee, interview date, interview place, audio/video files name(s).

- Transcripts and interview summaries must have time stamps. If you require a sample of this please ask Parks Canada.
- Transcripts should mark any unclear sections of the recording with the symbol [???].
- Digital files of all materials must be delivered to Project Authority in one of two ways:
 1. Emailed to Project Authority OR
 2. mailed on CD or on a USB stick at the above address OR
 3. dropped off with Project Authority in person at the Parks Canada office in Iqaluit or Gatineau.

The contractor is responsible for confirming with the Project Authority that all files have been received and are readable by the deadline dates.

3.4 Constraints

- *Nunavut Research Licence:* A Nunavut Research Licence is required for this project. Oral history work cannot begin until a licence is obtained from the Nunavut Research Institute. Contractor is responsible for obtaining this licence and for filing annual progress reports for as long as he/she remains under contract for this project.
- *Venue for meetings in Gjoa Haven:* The contractor is responsible for booking and paying for a venue for meetings in Gjoa Haven.
- *Equipment:* The contractor must provide his or her own equipment, including but not limited to clothing, computer hardware and software, and recording devices that enable him or her to meet the acceptance criteria for deliverables. The contractor must have topographical maps and hydrographic charts of the area during any in-person interviews; Parks Canada can assist by providing suitable maps and charts.
- *Travel and living requirements:* The contractor is responsible for booking his/her own travel and accommodation and covering all travel and living costs, and will be reimbursed per the [National Joint Council Travel Directive](#). The only exception is if the contractor is out on the land on Parks Canada-sponsored field trips. The successful execution of this contract requires substantial travel:
 - If contractor does not live in Gjoa Haven, at least four (4) trips to Gjoa Haven for the purpose of meeting with community members, conducting interviews, holding follow-up meetings, participating in field trips, and presenting to the Franklin Interim Advisory Committee, or the joint management board that has replaced the FIAC, as described above in the task list.
 - One trip to Ottawa to meet Parks Canada researchers and review existing materials.
- *Language requirements:* All interviews and other communication must be offered in the language of choice of the project participants. Nunavut Research Institute also requires applications in English and Inuktitut. Throughout this project (except on field trips organized by Parks Canada), the contractor is expected to provide (or sub-contract) quality interpretation, transcription, and translation in the Gjoa Haven dialect of Inuktitut, with the exception of any interviews conducted with participants from other communities, in which case services should be provided in their own dialect. If the contractor does not have the necessary language skills, he/she is responsible for :
 - Hiring and paying interpreters, transcribers, and translators according to their quoted rates.

- *Place names:* Where possible the contractor should cite, reference, record, and employ *both* English and Inuktitut place names.
- *Nunavut Agreement:* The contractor is responsible for abiding by all terms of the Nunavut Agreement. Parks Canada and the Kitikmeot Inuit Association are currently negotiating an Inuit Impact and Benefit Agreement (IIBA) for this project, and the contractor must abide by its terms if it comes into force during the duration of this contract. In the current absence of an IIBA, Parks Canada uses the Kitikmeot Inuit Association's honorarium rates as detailed below.
- *Honoraria for project participants:* The contractor is responsible for directly paying interviewees or other project participants according to the rates set by the Kitikmeot Inuit Association: \$450 per day, or \$225 for any meeting or interview of up to 4 hours. There are only two exceptions:
 - Parks Canada will pay the honoraria for meetings with the Franklin Interim Advisory Committee that are scheduled by Parks Canada for the purpose of providing updates or seeking advice on this project.
 - Parks Canada will cover honorarium payments to all eligible participants on field trips organized by Parks Canada
- *Financial and safety risks associated with travel and meetings in Canada's North:* The contractor must be willing to undertake travel, including in small aircraft and/or open boats in Canada's Arctic, with the understanding that travel involves inherent risks. Furthermore, travel delays can be frequent in Nunavut and airlines do not generally provide accommodation or compensation during weather delays. Community participants can also experience their own travel delays or other constraints that make them unavailable for meetings on short notice (medical issues, hunting opportunities, etc.)
- *Interview recording and protocols:* Interview protocols to be followed are in Appendix A. Interviews must be audio-recorded and consent and release forms secured (unless the interviewee decides not to release the recording, in which case the recording must be destroyed). The contractor is responsible for following current ethical standards and best practices in oral history, taking into account the context of working in Nunavut. Contractor is responsible for familiarizing him/herself with best practices.
- *Loss of files:* As with any computer-based project there is potential for hardware failure, accidental deletion of files, etc. The contractor is fully responsible for backing up all hardcopy and digital files for the duration of the project.
- *General Parks Canada questions:* The contractor may be in situations where he/she receives questions or feedback from community members that relate to Parks Canada work that is beyond the scope of this contract. The contractor should not attempt to answer these questions or address this feedback, and instead must inform the Project Authority.

3.5 *Support provided by Canada*

- *Support for field trips:* Parks Canada will take the lead on organizing field trips to Uqjulik, as well as to Terror Bay and/or land-based sites on King William Island. This means that Parks Canada is responsible for: organizing all logistics; inviting participants; securing permission forms from participants; hiring outfitters and interpreters; providing food and accommodation as necessary while on the land; providing survival suits if travelling by boat; paying all honoraria and interpreter/outfitter costs. On these trips, the contractor is still responsible for his/her own return

travel to Gjoa Haven, accommodation and food while in Gjoa Haven, and for having appropriate clothing for the trip.

- Providing advice to the best of staff's ability on questions related to the project, including but not limited to Franklin project background, oral history protocols, and dealing with any questions from the community that the contractor cannot answer. Parks Canada will seek the advice of the Franklin Interim Advisory Committee where appropriate.
- Providing access free of charge, but subject to availability, to the Parks Canada transient unit (temporary apartment housing) in Iqaluit, if the contractor is there to do work related to the contract. Contractor should contact Project Authority to book this as far in advance as possible.
- Providing the contractor with background materials (digital) related to the project and access to hard copy materials available in offices in Ottawa and Gatineau.
- Providing the contractor with copies of topographical maps, hydrographic charts and other geomatic data of the region and immediate vicinity of the wrecks that will be helpful during interviews as well as completed maps (high resolution TIFF or jpg) that can be used in the book.
- Sending the book manuscript out for internal and external review.
- Securing a publisher for the book project and assuming any costs of publishing not detailed in this document.
- Making a reasonable effort to schedule meetings and field trips at a time when the contractor is available, and informing the contractor as soon as possible of any changes or delays.

3.6 *Timeframe and Delivery Dates*

The final delivery milestone is December 17, 2019. The contractor is requested to propose milestones and a schedule of payment.

If the contractor is unable to meet a deadline, he or she must notify Parks Canada as far in advance as possible. Parks Canada reserves the right to amend or cancel the contract if the contractor fails to meet a deadline.

The contractor must invoice Parks Canada to request payment. In accordance with the Financial Administration Act and the *Treasury Board Contracting Policy*, payment can only be made once the acceptance criteria have been met.

Appendix A: Parks Canada Interview Protocols

Many of the tasks described above involve conducting interviews. We expect the contractor to describe their process for conducting interviews based on the following:

1. Conduct a pre-interview to familiarize the interviewee with the project and give them a chance to think about whether they wish to participate, and what they wish to say. This can be either in person or on the phone, with an interpreter present as necessary.
2. Conduct a face-to-face interview with the interviewee (except for interviewees who live outside Gjoa Haven, in which case interviews may be conducted by phone). Interviewees must be asked to sign consent forms before being interviewed, and it must be clear to them that they can decide at any time to stop the interview, or to withdraw from the project. They must also sign release forms if they wish to release the interviews and transcripts for the project.
3. Ask interviewees to fill out a basic biographical information sheet including: full name, birthplace, birthdate (or approximate), places lived, names of parents, names of spouse, names of children.
4. If interviewees agree to be audio-recorded, record the interview in .WAV format at a minimum setting of 16-bit/44.1 KHz using a high-quality digital recorder and an external microphone. (If an interviewee wishes to be interviewed but not recorded, the contractor must write up notes from the interview and review these later with the interviewee).
5. If interviewees agree to be photographed, take high-resolution colour digital photographs of each interviewee (suitable for printing as at least 8x10s).
6. If interviewees agree to be video-taped, the contractor can either videotape the entire session (in addition to audio), or the interviewee can select one or more stories to tell on camera. Video recordings may take place at a separate session from the main interview if desired. In the video recordings, the audio must also be of high (archival/professional) quality.
7. Fully transcribe the interview in its original language (English and/or Inuktitut). (For interpreted interviews, both the English and Inuktitut must be in the transcript). Have interviewees review the transcripts. Transcripts must be timestamped (minimum of 5-minute increments).
8. Have the biographical info sheets translated into English (if in Inuktitut).
9. Write a short (~1 page) summary of each interview listing the main points covered. Summaries must be timestamped (minimum of 5-minute increments).
10. Hold a follow-up meeting with each interviewee (in person unless they live outside of Gjoa Haven or this otherwise proves impossible) to review the transcripts, ensure they are comfortable with the material they shared, and clarify any outstanding questions from the contractor or Parks Canada.
11. Return a copy of Inuktitut and English transcripts, audio recordings, photographs, and video recordings (if applicable) to interviewees.
12. Keep a record of meetings (who, date, place, approximate length of meeting) and submit to Parks Canada with the final package. Contractor must also inform Parks Canada of any issues that may delay progress as soon as they are identified and be prepared to discuss solutions.

ANNEX "B"

BASIS OF PAYMENT

1. Bidders must provide pricing, in their financial bid, in the format specified in this Annex "B" – Basis of Payment.
2. Bidders must provide their price as per the requirement detailed in Annex "A" -Statement of Work. The Bidder must submit all inclusive prices, GST/HST is excluded. They must factor any other financial costs into their bid, as required to complete the work, for example:
 - See section 3.2 Tasks
 - See section 3.4 Constraints (Language Requirements, Honoraria, Financial and Safety Risks associated with travel and meetings)
 - Engaging youth in the process

3. Price Breakdown

Bidders must provide a detailed price breakdown of the total price submitted. **A price for each deliverable in section 3.3. of the Statement of Work must be provided.** Please attach an additional sheet(s) for the price breakdown. The total lump sum must be provided below.

Contract Period – from award of contract to December 17, 2019

Description		Estimated All-Inclusive Price
1	Completion of the work described in Annex A, Statement of Work, to the satisfaction of the Parks Canada Project Authority	\$
2	Estimated travel and living expenses as per section 3.4 of the Statement of Work	\$
Estimated Total of Bid: (taxes excluded)		\$

For additional work that could be required for this contract, please provide:

Fixed Per Diem rate for researchers: \$ _____ / day

Definition of a Day/Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$(\text{Hours worked} \times \text{applicable firm per diem rate}) \div 7.5 \text{ hours}$$

NAME OF BIDDING COMPANY: _____ REPRESENTATIVE: _____

SIGNATURE: _____ DATE: _____

