

	<i>Demonstrated Experience (440 pts)</i>	Score Range	Weight Factor	Max Score
R1	Provide a summary of the Consultant's experience as it relates to underwater archaeology. Team members and their experience should be indicated as well as the supervisory tasks these individuals will undertake.	1-10	10	100
R2	The Consultant must demonstrate their experience in historical research in primary source documents from, museums, institutions provincial and/or national archives.	1-10	5	50
R3	Clearly demonstrate the Consultant's ability, through past experience, to provide the range of archaeological services outlined in Section 1.0 Work to be Performed and to complete the tasks outlined in Section 5.0 Archaeological Field Work and Recording, 6.0 Processing and Inventory of Archaeological Material and Associated Documentation, 7.0 Records Management, 8.0 Deliverables.	1-10	10	100
R4	The Consultant must clearly demonstrate the ability to prepare and deliver archaeological reports focusing on the evaluation, mitigation and interpretation of archaeological resources.	1-10	7	70
R5	The Consultant must clearly demonstrate the Consultant's ability to undertake projects of varying size and complexity.	1-10	4	40
R6	The Consultant must clearly demonstrate knowledge and understanding of Parks Canada's mandate regarding archaeological resources.	1-10	3	30
R7	The Consultant must clearly demonstrate their previous experience working on projects with diving components which complied with the <i>Occupational Health and Safety Act</i> Regulation for Diving Operations, Ontario Regulation 629/94 and with CSA Standards Z275.2-11, Z275.4-12.	1-10	5	50
	Totals		Maximum	440

2. Areas of Expertise Rated Criteria (AERC)

Area of expertise will be calculated individually separately from rated criteria, must have a **minimum score of 90 points to qualify for an Area of Expertise.**

Proponents should provide graphics and text to describe up to **6 projects** undertaken by the firm **within the last 10 years**, choosing projects that best show how their firm is capable of servicing the types of projects and services outlined in the Annex [A] - Required Services (RS) portion of this RFSO, and how their firm is best suited to Parks Canada's objective of archaeology.

1. Proponents should submit a **project example for each of the Area of Expertise** which the Proponents is applying for as indicated **below**, one project may be used for more than one area of expertise if applicable:
 - a) Indigenous Archaeology;
 - b) Historical Euro-Canadian Archaeology;
 - c) Industrial (eg. Milling, forestry, mining, ship construction);
 - d) Canals (construction, maintenance, dam and lock structures);
 - e) Geophysical Survey (side-scan sonar, sector scan sonar, magnetometer and/or multibeam echo sounder);
 - f) A Showcase project of the Proponent's choosing to demonstrate their abilities and experience.
2. Showcased projects should demonstrate the Proponent's excellence in heritage conservation.

- 3.** Proponents may include projects that are [completed] or [in process] but must clearly state the level of completion of the project.
- 4.** For each project, Proponents should provide detailed information including:
- a)** Summary of the project scope, objectives and activities;
 - b)** Names of the primary members of the project team, including their roles and responsibilities and the name(s) of sub-consultant(s) working in fields relevant to this RFSO;
 - c)** Name(s) of the main sub-contractors;
 - d)** Original project budget vs. final project cost (if slippage, indicate why);
 - e)** Original project schedule vs. actual project timeline (if slippage, indicate why).
 - f)** Reference Letter with name of the client company and client contact information, this will be used where clarifications are required.
 - i.** Reference information will be assessed by the following criteria: a) description of the project, b) adherence to budget, c) adherence to original contracted start and finish dates, d) flexibility and adaptability to projects evolving demands, e) ability to work with client in a professional manner.
- 5.** Criterion for areas of expertise **a)** Indigenous Archaeology, **b)** Historical Euro-Canadian Archaeology, **c)** Industrial, **d)** Canals and **f)** Showcase project will be evaluated based on:

	Areas of Expertise	Score Range	Weight Factor	Max Score
a)	The Proponent's overall role, scope of services, level of involvement etc. in the cited projects;	1-10	2	20
b)	The cited projects' relevance to the objective of this RFSO;	1-10	3	30
c)	The similarity of cited projects' environment and / or site type to those expected in this RFSO;	1-10	5	50
d)	The cited projects' complexity and diversity;	1-10	1	10
e)	The cited projects' alignment with the <i>Standards and Guidelines for the Conservation of Historic Places in Canada</i> ;	1-10	1	10
f)	The Proponent's observance of schedule, and budgetary controls on the cited project;	1-10	2	20
g)	Other indicators Parks Canada deems relevant;	1-10	1	10
h)	Reference letter information will be assessed by the following criteria: a) description of the project, b) adherence to budget, c) adherence to original contracted start and finish dates, d) flexibility and adaptability to projects evolving demands, e) ability to work with client in a professional manner.	1-10	3	30
	Totals		Maximum	180

- 6.** Criterion for areas of expertise **e)** Geo-physical Survey will be evaluated based on:

	Areas of Expertise (Geophysical Survey (side-scan sonar, sector scan sonar, magnetometer and/or multibeam echo sounder))	Score Range	Weight Factor	Max Score
a)	The Proponent's overall role, scope of services, level of involvement etc. in the cited projects;	1-10	2	20
b)	Project example is an underwater geophysical survey including one or more of the following techniques: side-scan sonar, sector scan sonar, multibeam echo sounder and/or magnetometer;	1-10	5	50
c)	Project example includes post-processing of collected data;	1-10	2	20
d)	Other indicators Parks Canada deems relevant;	1-10	1	10

e)	Reference information will be assessed by the following criteria: a) description of the project, b) adherence to budget, c) adherence to original contracted start and finish dates, d) flexibility and adaptability to projects evolving demands, e) ability to work with client in a professional manner.	1-10	2	20
Totals			Maximum	120

Area of Expertise		Area of Expertise	
a)	Indigenous Archaeology	d)	Canals (construction maintenance, dam and lock structures)
b)	Historical Euro-Canadian Archaeology	e)	Geophysical Survey (side-scan sonar, sector scanning sonar, multibeam echo sounder, magnetometer)
c)	Industrial (milling, forestry, mining, ship construction)		

Generic Evaluation Table

PCA Evaluation Board members will evaluate the strengths and weaknesses of the Proponent's response to the evaluation criteria and will rate each criterion using the generic evaluation table below:

	INADEQUATE	WEAK	ADEQUATE	FULLY SATISFACTORY	STRONG
0 point	1-2 points	3-4 points	5-6 points	7-8 points	9-10 points
Did not submit information which could be evaluated	Lacks complete or almost complete understanding of the requirements.	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements.	Demonstrates a good understanding of the requirements.	Demonstrates a very good understanding of the requirements.	Demonstrates an excellent understanding of the requirements.
	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	No significant weaknesses	No apparent weaknesses
	Proponent does not possess qualifications and experience	Proponent lacks qualifications and experience	Proponent has an acceptable level of qualifications and experience	Proponent is qualified and experienced	Proponent is highly qualified and experienced
	Team proposed is not likely able to meet requirements	Team does not cover all components or overall experience is weak	Team covers most components and will likely meet requirements	Team covers all components - some members have worked successfully together	Strong team - has worked successfully together on comparable projects
	Sample projects not related to this requirement	Sample projects generally not related to this requirement	Sample projects generally related to this requirement	Sample projects directly related to this requirement	Leads in sample projects directly related to this requirement
	Extremely poor, insufficient to meet performance requirements	Little capability to meet performance requirements	Acceptable capability, should ensure adequate results	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results

4.1.2 Financial Evaluation

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

4.2 Basis of Selection - Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required **minimum of 50 %** of the available overall points for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting (choose "(a) or (b) or (c)") will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be **70 %** for the technical merit and **30 %** for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of **70 %**.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of **30 %**.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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 **620 (DRC + 1 AERC)** and the lowest evaluated price is \$150,000 (150).

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

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		525/620	552/620	568/620
Bid Evaluated Price		\$ 173 000,00	\$ 150 000,00	\$ 156 000,00
Calculations	Technical Merit Score	525/620 x 70 = 59.3	552/620 x 70 = 62.3	568/620 x 70 = 64.13
	Pricing Score	150/173 x 30 = 26.01	150/150 x 30 = 30.00	150/156 x 30 = 28.85
Combined Rating		85.31	92.3	92.98
Overall Rating		3rd	2nd	1st

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **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 the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer non-responsive.

5.2.1 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, Offerors must provide the information required at Annex "E" to Part 5 of the Request for Standing Offers before issuance of a standing offer.

5.2.2 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.3 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-](#)

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.2.4 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.4.1 Status and Availability of Resources

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

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

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

Security requirement will be determined at time of call-up issued under the Standing Offer.

7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

Security requirement will be determined at time of call-up issued under the Standing Offer.

7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

7.3.1 General Conditions

[2005](#) (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from **date of Standing Offer to March 31, 2022 inclusive**.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer by up to **three (3) additional one (1) year period(s)** under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority **thirty (30)** days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Sheldon Lalonde

Contracting Officer, National Contracting Services | Chief Financial Officer Directorate
Parks Canada Agency - 111 Water Street East
Cornwall, Ontario K6H 6S2

sheldon.lalonde@canada.ca

Telephone 613-938-5948

Facsimile 1-866-246-6893

www.parkscanada.gc.ca

Government of Canada

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Offeror's Representative

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

7.6 Proactive Disclosure of Contracts with Former Public Servants

Declaration is located at **Annex C**.

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

- a) Parks Canada Agency - National Contracting Services

7.8 Call-up Procedures

Call-ups will be issued to the contractor as specific projects arise, accompanied by the description of work and in accordance with the fixed rates as per Annex B of the Standing Offer.

1. Services will be called-up as follows:

- a) The Departmental Representative will establish the scope of services to be performed. For each individual Call-Up, consultants will be considered using a computerized distribution system. This system will track all call-ups assigned to each consultant and will maintain a running total of the dollar value of business distributed. The system will contain for each consultant an ideal business distribution percentage which has been established as follows; **[30]** % of the business for the top ranked consultant, **[25]** % for the 2nd ranked consultant, **[20]** % for the 3rd ranked consultant, **[15]** % for the 4th ranked consultant and **[10]** % for the 5th ranked consultant. In the event fewer than five (5) consultants are successful, the undistributed % of business will be redistributed amongst the offerors being recommended using the following formula:

$$\text{Revised Distributions \%} = \frac{\text{pre-established \%}}{100 \text{ less the non-distributed \%}} \times 100$$

The Consultant who is furthest under their respective ideal business distribution percentage in relation to the other consultants will be selected for the next call-up.

- b) The Consultant will be provided the scope of services and will submit a proposal to the Departmental Representative in accordance with the fixed hourly rates established under the Standing Offer. The Consultant's proposal shall include the category of personnel, name of personnel and the number of hours estimated/required to perform the services, as well as an estimate of proposed disbursements, if applicable. If the Consultant is unable to provide the services of an individual named in its proposal (submitted in response to the Request for Standing Offer), the Consultant may propose a substitute with at least the same qualifications and experience in the estimation of Canada. The Consultant must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement for Canada's approval in its sole discretion. If the Consultant is unable to provide a substitute with similar qualifications and experience, Canada may set aside the standing offer.
- c) For services from a Specialist Consultant that is not named or for which discipline is not identified in the Standing Offer, the Consultant's proposal shall include the category and name of personnel as well as their hourly rate(s) with the number of hours estimated/required by the Specialist Consultant to perform these services. A fixed fee or, where it is not possible or appropriate to agree upon a fixed fee, a time based fee to an upset limit will be established.
- d) For the preparation of bilingual documents, the Consultant shall estimate the required number of hours and multiply by the hourly rates established in the Standing Offer. If the services of a translation firm are required to produce bilingual documents, these costs shall be treated as a disbursement.
- e) A fixed fee or, where it is not possible or appropriate to agree upon a fixed fee, a time based fee to an upset limit will be established in accordance with the hourly rate(s) established in the Standing Offer.
- f) Standing Offer holders not possessing the required security clearance at time of call up, will be bypassed and PCA will proceed to the next consultant who possesses the required security clearance and it is furthest away from the ideal business distribution.

2. The Consultant will be authorized in writing by the Contracting Authority to proceed with the services by issuance of a Call-up against the Standing Offer.

3. Any proposed changes to the scope of work are to be discussed with the Departmental Representative but any resulting changes can only be authorized by an amendment issued by the Contracting Authority.

7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 1 and 2 below.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.

2. An equivalent form or electronic call-up document which contains at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;
 - confirmation that funds are available under section 32 of the Financial Administration Act;
 - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$ 400,000.00 (Applicable Taxes included).

7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ **5,000,000.00** (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.12 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010B (2018-06-21), General Conditions - Professional Services (Medium Complexity)
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated _____ (*insert date of offer*).

7.13 Certifications and Additional Information

7.13.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default.

Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7.13.2 Status of Availability of Resources

If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror is unable to provide a substitute with similar qualifications and experience, Canada may set aside the standing offer.

7.14 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the **province of Ontario**.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

[2010B](#) (2018-06-21), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

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

7.3 Term of Contract

7.3.1 Period of the Contract

The period of the Contract is from date of Contract to **March 31, 2022** inclusive.

7.3.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

7.3.3 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Basis of Payment ☐ firm hourly rates

The Contractor will be paid firm hourly rates as indicated in **Annex ☐ B**, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

Travel and Living Expenses

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal and private vehicle allowances specified 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". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

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

Other Direct Expenses

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

Option to Extend the Contract

During the extended period of the Contract, the Contractor will be paid firm hourly rates as indicated in **Annex B**, to perform all the Work in relation to the contract extension.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.5.3 Monthly Payment

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

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

7.6 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.7 Insurance - No Specific Requirement

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.

7.8 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.

Solicitation No. - N° de l'invitation Amd. No. - N° de la modif
5P300-18-0320/A **000**

Buyer ID - Id de l'acheteur
Sheldon Lalonde

Client Ref. No. - N° de réf. du client : **000**

File No. - N° du dossier: **Archaeological services with under-water or marine specialization for the Ontario Waterways Unit**

ANNEX "A" – REQUIRED SERVICES (RS)

Request for Standing Offer

Underwater Archaeological Services for Parks Canada Ontario Waterways Unit

Annex A Required Services

Underwater Archaeological Services for Parks Canada Ontario Waterways Unit

Tasks

Typical Tasks that the consultant may be required to undertake for Parks Canada:

- 1.0** Work to be Performed
- 2.0** Requirements
- 3.0** Key Documents
- 4.0** Parks Canada Research and Collection Permit Application
- 5.0** Archaeological Field Work and Recording
- 6.0** Processing and Inventory of Archaeological Material and Associated Documentation
- 7.0** Records Management
- 8.0** Deliverables
- 9.0** Qualifications

1.0 Work to Be Performed

1.1 Archaeological Overview Assessment:

- A review of general history and any relevant documentation to identify known archaeological resources and determine the archaeological potential of the area of investigation. Resources may include, but are not limited to historic maps, aerial photographs, land registry records, historic documents, historic navigation charts and other materials available in the Library and Archives Canada or the Parks Canada Archives
- An overview identifies known archaeological resources on and nearby the area of investigation, including geographic features commonly associated with past human occupation and land use, and divides the area of investigation into high, medium and low potential areas for the occurrence of archaeological resources.
- Provide a report on the results obtained and provide recommendations based on the potential and nature of resources that exist and/or may be encountered within the area of investigation in relation to the nature of the proposed intervention (development).

1.2 Archaeological Inventory or Survey:

- A field study to identify archaeological resources and evaluate the threat to archaeological resources within an area of investigation.
- Methods for the inventory or survey may include (but are not necessarily limited to) SCUBA or surface-supply diving inspections, marine geophysical survey (side-scan sonar, sector-scanning sonar, multi-beam echo sounder surveys etc.), shoreline or shallow water snorkel surveys, bathyscope survey, shallow water test pitting and shoreline visual survey.
- Provide a report on the results obtained and recommendations as appropriate
- Provide copies of all geophysical survey data, photographs and video recordings collected during field work.
- Provide site plans and the detailed locations of any archaeological features.

1.3 Archaeological Impact Assessment:

- A detailed study of the impacts of an intervention on archaeological resources within an area of investigation based on recommendations made within the Archaeological Overview Assessment and the existing site inventory.
- Provide a report based upon results detailing method, archaeological resources and their cultural-historical context and provide recommendations and a mitigation plan appropriate to the proposed impacts to the resources.
- When appropriate the archaeological inventory or survey will be combined with the archaeological impact assessment report for a specific project.

1.4 Implement Mitigation Strategies:

- Implement proscribed mitigation strategies to eliminate or reduce adverse impacts on archaeological sites and/or collections including the following:
 - Further archaeological recording
 - Archaeological on site monitoring and recording of interventions.
 - Archaeological excavations.
- Provide a report detailing methods, results and interpretations including any further recommendations as appropriate.

1.5 Archaeological Analysis:

- Carry out analytical work on archaeological collections including but not limited to:
 - Processing, inventorying and analysing material culture
 - Compiling and analysing previous archaeological research.
- Provide a report based on the work carried out detailing methods, interpretations and recommendations as appropriate
- This report may be combined with other archaeological survey or mitigation reports as deemed appropriate for a project

1.6 Monitor the condition of Archaeological Resources:

- A field study which may be conducted on a regular basis to monitor the condition of archaeological resources.
- Provide a report and/or update archaeological records/information as appropriate

2.0 Requirements

- Statement of Work (SOW) will be provided for each call up for archaeological services. All tasks/items in the statement of work should be included in the Consultant proposal.
- Research and Collection Permit is required for all archaeological field work. (see 4.0 Research and Collection Permit Application).
- The consultant will be required to obtain the necessary Marine Archaeological licenses pertaining to either provincial and/or federal jurisdiction.
- All work will be supervised by Parks Canada.
- For all archaeological field work the Principal Investigator must be present in the field for at least 100% of the time. With large projects where field and lab supervisors are needed they must be present in a supervisory role 75% of the time. PCA reserves the right to request timesheets.
- A list of all team members and sub-consultants with their qualifications must be provided with the proposal for each call-up. Please note that no volunteers can work on these projects, and only team members qualified as per the *Occupational Health and Safety Act* Regulation for Diving Operations, Ontario Regulation 629/94 can perform diving operations.
- All Divers must be under the supervision and archaeological direction of the Principal Investigator at all times, and must comply with Ontario Regulation 629/94.
- Depending on the complexity of the work to be undertaken, meetings with Parks Canada Department Representative (PCDR) and Parks Canada Underwater Archaeology Team Representative (UAT) may be required on a regular basis. A pre-work site visit may be required.

- Certain projects may require stakeholder consultation(s) and presentation(s).
- Human remains are not considered archaeological resources. Should human remains be encountered, all activities must be halted and the Parks Canada Project Manager must be notified. The Consultant must await further direction from the Parks Canada Project Manager.
- All cemeteries, burial grounds, human remains, funerary objects, and grave markers found in the project area are subject to the Management Directive 2.3.1: Human Remains, Cemeteries and Burial Grounds (Parks Canada 2000). The directive applies to all human remains, and their associated sites and material culture, Indigenous and non-Indigenous alike.
- All archaeological data and artifacts collected in the field, within Parks Canada jurisdiction, are under the custody of the Crown. The artifacts and records are considered to be on loan to the Consultant until the archaeological work and final archaeological report are completed, in accordance with the allotted time period specified in the contract.
- The consultant will be made aware that Parks Canada Agency is the custodian of the site and has authority to give direction during site investigations. The Consultant must also be aware that the work and recommendations of the Consultant will be subject to the review of the UAT.
- The consultant must receive authorization from the Parks Canada Project Manager and UAT of any adjustments in work location, work plan and method, implementation schedule, etc., during the course of the project.
- The site must continuously be available for inspection by the Parks Canada Project Manager, who has authority to stop the work.

3.0 Key Documents

- The following documents are essential documents that will guide the Consultants work and will form the basis for how archaeological services are provided and recommendations are made regarding the conservation of archaeological resources.

For National Historic Sites, National Parks, and National Marine Conservation Areas:

- Parks Canada Cultural Resource Management Policy.
- Standards & Guidelines for the Conservation of Historic Places in Canada.
- Parks Canada Archaeological Resource Management Guidelines.
- Parks Canada Archaeological Recording Manual: Excavations and Surveys.
- National Park Cultural Resource Value Statements (if completed).
- Parks Canada Collections Management Directives.
- National Historic Site Commemorative Integrity Statements.

4.0 Research and Collection Permit Application

- The Principal Investigator representing the Consultant must apply for a Parks Canada Research and Collection Permit online at: http://www.pc.gc.ca/apps/rps/page1_e.asp, receive approval for a permit and abide by all terms and conditions specified in the permit. The Consultant is responsible for securing permit approval at the time of each call-up in conjunction with 1.0 Work to be Performed and prior to the commencement of archaeological project field work taking place.

5.0 Properties under Provincial Jurisdiction

- Some projects may take place on lands which are not owned by the federal government and which therefore fall within the jurisdiction of the Province of Ontario. Projects may also be conducted on properties which include both provincial and federal lands. In such cases the Principal Investigator is required to obtain a marine archaeological license through the province of Ontario's Ministry of Tourism, Culture and Sport and abide by all terms and conditions specified in the license.
- For projects conducted outside of Parks Canada Jurisdiction, within the province of Ontario the Principal Investigator representing the Consultant must secure a Marine Archaeological License from the Ontario Ministry of Tourism, Culture and Sport at the time of each call-up in conjunction with the work to be performed and prior to the commencement of archaeological field work taking place.

- Property ownership must be confirmed by the Principal Investigator prior to commencement of the project to determine jurisdiction.

6.0 Archaeological Field work and Recording

6.1 Archaeological Recording

- During all stages of archaeological work, the Consultant shall record all archaeological resources encountered during the project. All recording will follow the Parks Canada Archaeological Recording Manual: Excavations and Surveys (<http://www.pc.gc.ca/eng/docs/pc/guide/fp-es/titre-title.aspx>). Recording will include all work instruments and requirements that are mandatory and recommended in the manual.
- The consultant must use the Parks Canada provenience system in all aspects of archaeological recording including information on excavations and mapping. The consultant must submit for approval from the UAT a plan on how operations, sub-operations and lots are to be used. The UAT will provide the consultant with the provenience numbers to be used.
- Archaeological control through stratigraphic excavation is required for all excavation units and test pits. Within stratigraphic layers arbitrary layers can be assigned. The size, location and spatial distribution of test units, controlled excavation units and surface finds must be photographed and mapped with reference to provenience. Site maps must include all surface exposed archaeological features.
- Scale as found plan view drawings of cultural features and structural remains, encountered during the investigations, are to be produced by the Consultant. These drawings are to be clearly labelled with the appropriate provenience information.
- Scale as found profile drawings of cultural features and structural remains, encountered during the investigations, are to be produced by the Consultant. These drawings are to be clearly labelled with the appropriate provenience information.
- Photographs of all cultural features and structural remains shall be taken and catalogued with the appropriate provenience information. Video stills do not count as photographs.

6.2 Artifact Collection

- Unless otherwise discussed with the UAT artifacts should not be removed from any submerged archaeological site.
- Artifacts recovered from the field are subject to the Management Directive 2.1.22 Collection Management System: Conservation Services, Guidelines for Archaeological Field Conservation (Parks Canada 1991).
- All artifacts in each lot must be conserved and kept separate according to their provenience.

6.3 Survey and Mapping

- The final report shall include a plan (s) of the project area that clearly illustrates the location of all excavations and all archaeological resources encountered during the course of the project.
- All survey and mapping data collected should be submitted along with the final report in a format compatible with ArcGIS with the appropriate metadata as determined by the UAT.
- The standards and expectations for survey work shall be discussed with the Project Manager and UAT prior to commencement of work and shall be included in the cost estimate/proposal to be approved prior to work commencing.
- Datums and coordinates (geodetic, assumed or otherwise) used for the mapping must be approved by the Project Manager and UAT.

6.4 Processing and Inventory of Archaeological Material and Associated Documentation

- No artifacts are to be recovered from a submerged site without prior discussion with the UAT.

- The processing and inventory of all archaeological material will be undertaken following Parks Canada standards. The Consultant will be provided with processing, recording and packaging procedures by the UAT.
- UAT will provide the next catalogue number for artifacts, samples, images, and drawings to be used by the Consultant.
- Artifacts recovered from a wet, frozen or other special environment may require specialized intervention. Consultation with a Parks Canada Conservator, through the UAT may be required. Any artifact requiring special treatment or handling must be put into a separate container and identified on the corresponding label as such for proper, subsequent care and attention. Such special artifacts are to be packaged in such a way as to ensure their continued survival.
- All artifacts will be cleaned in a manner appropriate to their material and condition and potential for future analysis (e.g., residue analysis, etc.).
- Artifacts will be numbered with the appropriate provenience information (eg, 131H25A3) as appropriate.
- An inventory of all artifacts collected is to be carried out. The inventory of artifacts will be held in a database provided by the UAT.
- After the artifacts are processed and inventoried, all artifacts must be packaged. Packaging must be tagged clearly and permanently with the appropriate provenience information.
- All errors that do not respect the start numbers provided must be corrected by the consultant at their cost.

7.0 Records Management

- All records management associated with the archaeological project will comply with the Parks Canada Archaeological Recording Manual: Excavations and Surveys.

8.0 Deliverables

- A draft report will be submitted to the UAT for review prior to completion of the project. The consultant must consider and implement all reasonable requests prior to finalization of the report.
- Deliverables requirements for each project may vary based on project complexity, site sensitivity and/or any other specific requirements deemed applicable to the project. All deliverables will be submitted to the UAT along with the approved project final report unless otherwise stated. The Consultant will receive final payment after all the deliverables have been accepted.

8.1 Artifacts & Samples

- All artifacts and samples collected from Parks Canada jurisdiction are to be delivered to the UAT.

8.2 Field Records

- A copy of all original records (field notes, photographs, drawings etc.) both paper and digital files are to be delivered to the UAT.

8.3 Maps

- Digital maps are to be included in the final report. The Consultant is to provide the collected data set in an ArcGIS compatible format.

8.4 Photographs

- Photographs are to be supplied in electronic format. Conventional photographs that are scanned must be scanned at a resolution of not less than 300 dots per inch. Digital photographs must be of a resolution no less than the largest, most detailed picture available from a 7.0 megapixel digital camera.

- Photographs are to be catalogued using the appropriate provenience information. UAT will provide the next catalogue number to be used by the Consultant.

8.5 Reports

- Following the completion of each project the Consultant must produce a report summarizing the substantive results of the archaeological work conducted during the project, including but not necessarily limited to:
 - Introduction: stating the scope of the archaeological work and context within which it was undertaken.
 - Historical Background: outlining the temporal phases of occupation for the study area.
 - Method: describing documentary, field, laboratory, and analytical methods employed.
 - Results: detailing the archaeological resources identified
 - Analysis and Interpretation: of the archaeological resources encountered in the study area.
 - Conclusions: what archaeological resources are present, the significance of their presence and their location (s).
 - Recommendations: additional investigations required, monitoring or recording required to preserve sufficient record of the archaeological resource.
- A final report for the archaeological work will be signed and submitted by the Principal Investigator, who was granted the Parks Canada Research and Collection Permit. The Final report will be reviewed and approved by the UAT.
- Once approved the consultant will provide three original hard copies, each accompanied by an electronic copy on an FTP site, hard drive or data stick of the report to the UAT.
- Unless otherwise specified, all electronic copies of the final report, including embedded images and tables, submitted on an FTP site, hard drive or data stick must be:
 - Free of computer viruses;
 - Formatted;
 - Submitted in Microsoft Word and Adobe Acrobat format (pdf);
 - Submitted in high resolution;
 - Compatible with standard Microsoft Windows fonts;
 - Clearly labeled, including title, permit number, project name, site number, consultant group name, and the date;
 -
- When creating the Adobe Acrobat format (pdf), ensure that all fonts required by the document are embedded;
- It is acceptable to submit the various sections of the report as appropriately labelled and organized separate files. However, a single, consolidated file that is easily reproducible in hard copy must also be submitted;
- Provide a directory key or legend for the digital files both in the packaging and in an electronic file;
- Organize/label the files in a logical, user-friendly fashion;
- Test the electronic files before submission.

APPENDIX B - PRICE PROPOSAL

INSTRUCTIONS

1. Complete price proposal form and submit in a separate sealed envelope, with the Proponent's name, Solicitation Number, and "Price Proposal Form" typed on the outside.
2. Price proposals are not to include Applicable Taxes and will be evaluated in Canadian Dollars.
3. Proponents are not to alter or add information to the form.
4. It is MANDATORY that offerors submit firm prices/rates for the period of the proposed Standing Offer for **all** items listed. **This section, when completed, will be considered as the offeror's Financial Offer.**
5. **Rates quoted must remain firm for the period of the Standing Offer.** GST/HST, if applicable, is not included and is to be shown as a separate item on any resulting invoice
6. In order to ensure that fair and competitive hourly rates are received for each of the positions listed, the following requirement must be strictly adhered to: Proponents must provide an hourly rate for each listed position. In the event that the firm consists of fewer personnel than listed, provide an hourly rate that corresponds with each position listed. The hourly rate provided must be equal to or greater than the hourly rate provided for the position listed below it. For example, if the firm does not have an Intermediate Personnel, the hourly rate provided must be equal to or greater than the hourly rate provided for the Junior Personnel. The hourly rate for any given category of personnel cannot be \$0 or nil value. Failure to insert an hourly rate for each position listed will render your proposal non-responsive.
7. There will be no extra payment made for overtime.
8. All travel must have the prior authorization of the Project Authority and are subject to government audit.
9. Fixed hourly rates for each category are to be provided and are then multiplied by the weight factor. Weight Factors are for evaluation purpose only, actual usage may vary.
10. Should there be an error in the extended pricing of the offer, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the offer shall be changed to reflect the quantities stated in this document. In the event that a mathematical error occurs in carrying over the totals, PCA will correct the totals to ensure the fairness of the Proposals

ANNEX B - PRICE PROPOSAL

Name of Proponent: _____

Address: _____

Procurement Business Number (PBN): _____

You must indicate which Area of Expertise to which you are applying:

Area of Expertise		Area of Expertise	
a)	Indigenous Archaeology	d)	Canals (construction maintenance, dam and lock structures)
b)	Historical Euro-Canadian Archaeology	e)	Geophysical Survey (side-scan sonar, sector scanning sonar, multibeam echo sounder, magnetometer)
c)	Industrial (milling, forestry, mining, ship construction)		

Table 1 - Fixed Hourly Rate Table Year 1, 2, 3:

Category of Personnel	Year 1 (2020)	Year 2 (2021)	Year 3 (2022)	Weight (W) Factor	Total (1+2+3*W)
Senior Archaeologist (Oversight)	\$	\$	\$	50	\$
Principal Investigator (Field)	\$	\$	\$	100	\$
Assistant Archaeologist (Field)	\$	\$	\$	100	\$
Lab Supervisor (Lab)	\$	\$	\$	50	\$
Archaeological Technician (Lab)	\$	\$	\$	50	\$
Principal Investigator (Office)	\$	\$	\$	25	\$
Assistant Archaeologist (Office)	\$	\$	\$	50	\$
Administration	\$	\$	\$	25	\$
Geomatics/Mapping	\$	\$	\$	25	\$
Other if applicable (provide details Table 3)	\$	\$	\$	25	\$
Total for Evaluation (1)					

Table 2 - Fixed Hourly Rate Table □ Option Year 1, 2, 3:

Category of Personnel	Option Year 1 (2023)	Option Year 2 (2024)	Option Year 3 (2025)	Weight (W) Factor	Total (1+2+3*W)
Senior Archaeologist (Oversight)	\$	\$	\$	50	\$
Principal Investigator (Field)	\$	\$	\$	100	\$
Assistant Archaeologist (Field)	\$	\$	\$	100	\$
Lab Supervisor (Lab)	\$	\$	\$	50	\$
Archaeological Technician (Lab)	\$	\$	\$	50	\$
Principal Investigator (Office)	\$	\$	\$	25	\$
Assistant Archaeologist (Office)	\$	\$	\$	50	\$
Administration	\$	\$	\$	25	\$
Geomatics/Mapping	\$	\$	\$	25	\$
Other if applicable (provide details Table 3)	\$	\$	\$	25	\$
Total for Evaluation (2) □					

Table 3 □ Fixed Hourly Rate Table - Other Services:

Category of Personnel	Year 1 (2020)	Year 2 (2021)	Year 3 (2022)	Option Year 1 (2023)	Option Year 2 (2024)	Option Year 3 (2025)
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
Total □	\$	\$	\$	\$	\$	\$

Note: Rates in Table 3 are to be totaled and transferred to respective year in Tables 1 and 2.

Grand Total for Evaluation (Table 1+Table2) \$ _____

ANNEX "C" - 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 ()
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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 ()
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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.

Please include with your bid or offer.

ANNEX D - 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:

- 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.

Supplier Information

Supplier's Legal Name:		
Organizational Structure: <input type="checkbox"/> Corporate Entity <input type="checkbox"/> Privately Owned Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership		
Supplier's Legal Address:		
City:	Province / Territory:	Postal Code / ZIP Code:
Supplier's Procurement Business Number (optional):		

List of Names

Name	Title

--	--

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

Date

Please include with your bid or offer.