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The Articles contains in this document are mandatory in their entirety, unless otherwise indicated. Acceptance of these Articles, in their entirety, as they appear in this document, is a Mandatory requirement of this RFP. Suppliers submitting a proposal containing statements implying that their proposal is conditional on modification of these clauses or containing terms and conditions that purport to supersede these clauses or derogate from them will be considered non-responsive.

Bidders with concerns regarding the provisions of the Bid Solicitation document (including the Resulting Contract Clauses) should raise such concerns in accordance with the Enquiries provision of this RFP.



PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work and the Basis of Payment.

The Appendixes include the Evaluation Criteria and the Financial Proposal Form.

1.2 Summary

- 1.2.1 By means of this RFP, Natural Resources Canada (NRCan) is seeking proposals from bidders for the construction of a turn-key geological field camp for the Fury and Hecla Geoscience Project, along the Jungerson River, approximately 240 km northwest of Igloolik, Nunavut (Lat: 71°20' 48.00"N; Long: 84°17' 4.02"W). Professional logistics and camp construction support and personnel are required to build a temporary field camp at this site for inhabitation by June 27, 2019, with demobilization of the camp by August 6, 2019.
- 1.2.2 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA).
- 1.2.3 This procurement is subject to the following Comprehensive Land Claims Agreement(s):
 - Nunavut Land Claims Agreement

1.3 Debriefings

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



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation with the modifications to the text below. If there is a conflict between the provisions of 2003 and this document, this document prevails.

- **In the complete text content (except Section 3) Delete:** Public Works and Government Services Canada” and **Insert:** “Natural Resources Canada.” **Delete:** “PWGSC” and **Insert:** “NRCan”
- **Section 2:** **Delete:** “Suppliers are required to” and **Insert:** “It is suggested that suppliers”
- **Subsection 1 of Section 8:** Delete entirely
- **Under Subsection 2 of Section 20:** Not applicable

2.2 Submission of Bids

It is the Bidders responsibility to ensure that proposals are sent to the following e-mail address, by the time and date indicated on page 1 of this RFP document:

Len.Pizzi@Canada.ca

IMPORTANT

In the “Subject” of the e-mail write: **NRCan-5000043675 - Geological Field Camp**

Due to the nature of the bid solicitation, bids transmitted by mail or facsimile to NRCan will not be accepted.

NRCan will not assume responsibility for proposals directed to any other location.

The onus is on the Bidder to ensure that the proposal is submitted correctly to the above address. Not complying with the above instructions may result in NRCan’s inability to ascertain reception date and/or to consider the bid prior to contract award. Therefore, NRCan reserves the right to reject any proposal not complying with these instructions.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked “proprietary” at each relevant item. Items identified as “proprietary” will be treated as such except where Canada determines that the enquiry is not of a 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.

2.5 Improvement of Requirement during Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.



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 (1 electronic copy)

Section II: Financial Bid (1 electronic copy) in a separate file and document

Section III: Certifications (1 electronic copy) (Chapter 5)

Prices should appear in the financial bid only. No prices should 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) format;
- (b) use a numbering system that corresponds to the bid solicitation.

Section I: Technical Bid

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

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Financial Proposal Form in Appendix 2. The total amount of applicable taxes must be shown separately.

Exchange Rate Fluctuation

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

Point rated technical evaluation criteria are included in Appendix 1 - Evaluation Criteria.

4.1.2 Financial Evaluation

Mandatory financial evaluation criteria are included in Appendix 2 – Financial Proposal Form.

4.2 Basis of Selection

4.2.1 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. obtain the required minimum points for each rated criteria and overall for all of the rated criteria for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting (a) or (b) 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 equal 135 and the lowest evaluated price is \$45,000 (45).



Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.54$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating		84.17	73.15	77.7
Overall Rating		1st	3rd	2nd



PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Declaration of Convicted Offences

In accordance with the [Ineligibility and Suspension Policy \(http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html\)](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html), the Bidder must provide 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 specified will render the bid non-responsive.

5.2.1 Integrity Provisions – List of Names

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

- Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder or, in the case of a private company, the owners of the company.
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).
- Bidders bidding as partnerships do not need to provide lists of names.

Name of Bidder: _____

OR

Name of each member of the joint venture:

Member 1: _____



Member 2: _____
 Member 3: _____
 Member 4: _____

Identification of the administrators/owners:

SURNAME	NAME	TITLE

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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 Status and Availability of Resources

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

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

5.2.4 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work



history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

5.2.5 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.

Professional fees	Amount
_____	_____
_____	_____

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.

5.2.6 Aboriginal Designation

Who is eligible?

- a) An Aboriginal business, which can be:
 - i. a band as defined by the Indian Act
 - ii. a sole proprietorship
 - iii. a limited company
 - iv. a co-operative
 - v. a partnership
 - vi. a not-for-profit organization

in which Aboriginal persons have at least 51 percent ownership and control,



OR

- b. A joint venture consisting of two or more Aboriginal businesses or an Aboriginal business and a non-Aboriginal business(es), provided that the Aboriginal business(es) has at least 51 percent ownership and control of the joint venture.

When an Aboriginal business has six or more full-time employees at the date of submitting the bid, at least thirty-three percent of them must be Aboriginal persons, and this ratio must be maintained throughout the duration of the contract.

The bidder must certify in its submitted bid that it is an Aboriginal business or a joint venture constituted as described above.

- Our Company is NOT an Aboriginal Firm, as identified above.
- Our Company is an Aboriginal Firm, as identified above. The supplier must complete the certificate in the appropriate clause below.

SACC Manual clauses [A3000T](#), [A3001T](#), [M3030T](#), [M9030T](#), [S3035T](#) and [S3036T](#) contain a certification that suppliers must complete and submit with their bid/offer/arrangement. Failure by suppliers to submit this completed certification form with their bids/offers/arrangements will render the bid/offer/arrangement non-responsive.



PART 6 - SECURITY REQUIREMENTS

6.1 Security Requirements

There is no security requirement applicable to this Contract.



PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "____" and the Contractor's technical bid entitled _____, dated _____. (*to be completed at contract award*)

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

- As applicable, replace references to Public Works and Government Services Canada (PWGSC) with Natural Resources Canada (NRCan).

7.3 Dispute Resolution

Mediation

If a dispute arising from this contract cannot be settled amicably through negotiation, then the parties agree in good faith to submit the dispute to mediation as administered by the Arbitration and Mediation Institute of Canada Inc. (AMIC). The parties acknowledge receipt of the rules of AMIC. The cost of mediation shall be borne equally by the parties.

Arbitration

If the parties cannot resolve the dispute through mediation within sixty (60) days, the parties agree to submit the dispute to arbitration pursuant to the Commercial Arbitration Act (Canada). The party requesting such arbitration shall do so by written notice to the other party/parties. The cost of the arbitration and fees of the arbitrator shall be borne equally by the parties. The arbitration shall take place in the city where the contractor carries on business before a single arbitrator to be chosen jointly by the parties. If the parties cannot agree on the choice of arbitrator within thirty (30) days of written notice to submit the dispute to arbitration, each party will choose a representative who will select the arbitrator. The parties may determine the procedure to be followed by the arbitrator in conducting the proceedings, or may ask the arbitrator to do so. The arbitrator shall issue a written award within thirty (30) days of hearing the parties. The award may be entered in any court having jurisdiction and enforced as a judgment of that court.

Meaning of "Dispute"

The parties agree that the word "dispute" in this clause refers to a dispute of fact or of law, other than a dispute of public law.

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request or consent of the parties to participate in an alternative dispute resolution process to resolve any dispute between the parties



respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

7.4 Security Requirements

7.4.1 There is no security requirement applicable to this Contract.

7.5 Term of Contract

7.5.1 Period of the Contract

The period of the Contract is from date of Contract to August 9, 2019 inclusive.

7.6 Comprehensive Land Claims Agreements (CLCAs)

7.6.1 The Contract is subject to the following Comprehensive Land Claims Agreement:

- Nunavut Land Claims Agreement

7.7 Authorities

7.7.1 Contracting Authority

The Contracting Authority for the Contract is:

Len Pizzi
Senior Procurement Officer
Natural Resources Canada
183 Longwood Road South
Hamilton, ON
L8P 0A5
(905) 645-0676
(905) 645-0831
Len.Pizzi@Canada.ca

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

7.7.2 Project Authority *(to be provided at contract award)*

The Project Authority for the Contract is:

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.

7.7.3 Contractor's Representative (to be provided at contract award)

Name:
Title:
Organization:
Address:
Telephone:
Facsimile:
E-mail address

7.8 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.

7.9 Payment

7.9.1 Basis of Payment – Firm Price, Firm Unit Price(S) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex B for a cost of \$ _____. Customs duties are included and applicable taxes are extra.

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.

7.9.2 Method of Payment

Multiple Payments

Canada will pay the Contractor upon completion and delivery of units 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 delivered has been accepted by Canada.

7.10 Invoicing Instructions

Invoices shall be submitted using one of the following methods:

<p><u>E-mail:</u></p> <p>nrcan.invoiceimaging-servicedimageriedesfactures.nrcan@canada.ca</p> <p>Note: Attach "PDF" file. No other formats will be accepted</p>
--



OR
<u>Fax:</u> Local NCR region: 613-947-0987 Toll-free: 1-877-947-0987 Note: Use highest quality settings available.

Please do not submit invoices using more than one method as this will not expedite payment.

Invoices and all documents relating to a contract must be submitted on the Contractor's own form and shall bear the following reference numbers: Contract number: _____ *(to be inserted at contract award)*

Invoicing Instructions to suppliers: <http://www.nrcan.gc.ca/procurement/3485>

7.11 Certifications

7.11.1 Compliance

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

7.12 Applicable Laws

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

7.13 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 \(2018-06-21\)](#) Professional Services - Medium Complexity;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____ *(bid date to be inserted here)*.

7.14 Foreign Nationals (Canadian Contractor OR Foreign Contractor)

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

OR

SACC Manual clause [A2001C](#) (2016-06-16) Foreign Nationals (Foreign Contractor)



7.15 Insurance

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

7.16 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.



ANNEX A - STATEMENT OF WORK

SW1 Title

Construction of Turn-Key Geological Field Camp for Fury and Hecla Geoscience Project

SW2 Background

The Canada-Nunavut Geoscience Office (CNGO) wishes to conduct geological mapping and research over a large region on northwestern Baffin Island, Nunavut, north of Igloolik and the Fury and Hecla Strait. The helicopter-supported field work will commence on June 22, and end on August 6, 2019. Mapping will be conducted by a team of approximately 14 people (geologists and support personnel) out of a proposed field camp along the Jungerson River, approximately 240 km northwest of Igloolik. The CNGO requires support to build and remove the temporary camp, before and after the start and end dates of the field work, respectively, using both field equipment and supplies provided by Natural Resources Canada's Field Equipment Unit (NRCan/FEU), and rented or purchased field equipment and supplies provided by the contracted company who will build and remove the camp.

SW3 Objectives

The goal is to establish a cost-effective "turn-key" remote field camp prior to the arrival of the scientific field team on June 27, and have the "turn-key" camp removed following the end of the scientific field work, after August 1, 2019 (possibly after July 25th dependent on field work status and weather).

SW4 Project Requirements

SW4.1 Tasks, Deliverables, and Schedule

A reconnaissance flight is scheduled for May 31st to identify a suitable campsite location. Currently our target campsite is located approximately 240 km northwest of Igloolik, Nunavut (Lat: 71°20' 48.00"N; Long: 84°17' 4.02"W) along a river bar off the Jungerson River. Professional logistics and camp construction support and personnel are required to build a temporary field camp at this site. The requirements for Jungerson River Camp are detailed in Table SW4 below.

The field camp must be ready for inhabitation by June 27, 2019, and in accordance with applicable Nunavut land and water use regulations. The contractor will also be responsible for removing all camp equipment and return the site to a natural state following the end of the field work on August 6, 2019.

The CNGO has approximately 11 skids, total volume 24'x8'x7' (1344cu.ft) weighting approximately 3300kg, of field equipment and supplies that include components required to build the camp. Exact weight and volume is subject to change though not significantly. Dangerous goods are present in several categories but none that are cargo aircraft only. These pallets will be transported by NRCan using road transportation to a storage facility that must be provided by the contractor and is located within a road distance of 5,000 km from Ottawa, Ontario, within Canada. The contractor will receive the pallets of field equipment and supplies from NRCan/FEU by the end of May to early June, and store them in a secure facility until such time that the contractor can organize further shipment (via chartered aircraft) of the pallets of field equipment and supplies, along with equipment and supplies being provided by the contractor, to Igloolik, Nunavut, in preparation for camp mobilization. Most supplies provided by NRCAN is currently ready to be shipped to the successful contractor.

In Igloolik, the contractor will have to contract a local forklift/loader and qualified operator to load/unload gear to enable expediting of camp equipment to Jungerson River camp. The CNGO will also need local operator and loader to load/unload personal equipment in/out of aircraft and seacan (e.g., fuel drums, field gear) during mobilization and demobilization.



All camp field gear, equipment, fuel, and personnel will be mobilized from Igloolik to Jungerson River Camp using a Twin Otter aircraft equipped with tundra tires. The Twin Otter support is already contracted by the CNGO through the Polar Continental Shelf Project. The Twin Otter will arrive in Igloolik on June 22 and will be available for use by the contractor until June 28. The Twin Otter will also be used to cache fuel drums for the project, so loads will need to be prioritized and a schedule organized between the contractor and the pilots. The Twin Otter will return to Igloolik for camp demobilization on July 25 or August 2 (dependent on weather and work progress), and will be available to the contractor to backhaul field equipment, rock samples, personnel and empty fuel drums through August 6. The Jungerson River Camp must be completely demobilized by the contractor and returned to a natural state by August 6, 2019.

Note – All Twin Otter support is subject to weather delays, therefore Twin Otter charter dates may change.

Following demobilization of the Jungerson River Camp, gear and equipment provided by NRCan/FEU that must be returned to Ottawa will be packed by CNGO staff into a sea-container rented by the CNGO. Shipment of the sea-container will also be organized and paid by the CNGO. The contractor will organize and pay for the return of their own gear and equipment back to their place of business, as necessary.

Table SW4 - Requirements for Gifford River Camp

CAMP COMPONENT	DESCRIPTION
<p>KITCHEN MESS FACILITY</p>	<p>Setup of 2x ~12' X 14' tents back-to-back as a continuous unit with kitchen/mess/pantry capabilities.</p> <p>Required from the contractor: all components of the tents, wood and building supplies to build kitchen counters, pantry shelving, and any cookware that is not supplied by NRCAN (specified below) will need to be supplied and built by contractor. The kitchen facility should be set up with a double sink, grease trap, and all plumbing to connect inflow of fresh water and outflow of grey water. Fresh water should be stored in the Dry Facility (see below), and would require heating, and plumbing to pump the water to the kitchen. The kitchen will also require 8x 110-volt outlets, lighting, and a carbon monoxide and smoke detector. All electrical work must be done to code.</p> <p>NRCan/FEU will provide:</p> <p>various cooking utensils are supplied by NRCan including: dining table, mixing bowls, wooden spoon, whisk, spatula, ladle, food turner, baking sheet, electric food mixer, can opener, frying pans, pots, toaster, apron, wash basin, colander, measuring cups, cutlery, cutting board, dish set, griddle, oven mits peeler, percolator, kettle, dish towels). 2x propane-powered 4-burner cook stoves with ovens, 2x electrical/propane-powered 7.8 cubic-foot refrigerators, a propane-powered 12 cubic-foot deep freezer, folding dining tables and benches. These items will need to be set up by the contractor.</p>
<p>DRY FACILITY</p>	<p>Setup of 1x 10' X 12' canvas gable tent containing a shower, wash basin, water heater, water reservoir, and water pump.</p> <p>Required from the contractor: all plumbing and supplies to pump hot and cold water from a reservoir to a shower, wash basin, and the kitchen sink (see above), a water heater or hot-water-on-demand system, water pump from reservoir to hot-water system and sinks/shower, plastic shower surround (including curtain and hooks) with an elevated base to allow for outflow and a dressing stall with door, and a wash basin (approximately 4 cubic foot). This tent will require 4x 110-volt power, lights, carbon monoxide and smoke detector. All electrical work must be done to code.</p>



CAMP COMPONENT	DESCRIPTION
	<p>NRCan/FEU will provide: the 10' X 12' canvas gable tent (poles, outer layer, tarp, and floor), water reservoir container, a Honda WH15X 98 GPM water pump and 4x 1.5" diameter 200' hose, and a 32,000 BTU diesel stove with chimney piping. These items will need to be set up by the contractor.</p>
<p>OFFICE TENT</p>	<p>Setup 2x ~12' X 14' tents back-to-back as a continuous unit to contain all office electronics and desk spaces.</p> <p>Required from the contractor: all components to build the tents, 8x 110-volt power outlets, lighting, carbon monoxide and smoke detectors. All electrical work must be done to code.</p> <p>NRCan/FEU will provide: a 64,000 BTU diesel stove with chimney piping, office tables and chairs. These items need to be set up by the contractor.</p>
<p>VIP SLEEPER TENTS</p>	<p>Setup of 2x 10' X 12' tents, and 1x 12'x14' separately, to house Camp Staff: 1-(10x12) camp cook/first aid station (2 cots), 2-(10x12) bear monitor(s) (2 cots), 3-(12x14) pilots/engineers (4 cots).</p> <p>Required from the contractor: 4x 110-volt power outlets, lighting, carbon monoxide and smoke detectors in each tent. All electrical work must be done to code.</p> <p>NRCan/FEU will provide: the 2x 10' X 12' canvas gable tents and 1x 12'x14' gable tent (poles, outer layers, tarps, and floors), sleeping bags, and mattresses, one 32,000 BTU diesel stove with chimney piping, a small table and folding chair in each tent. These items will need to be set up by the contractor.</p>
<p>SAMPLE PREP/STORAGE TENT</p>	<p>NRCan/FEU will provide: 1x 10' X 12' canvas gable tent (poles, outer layer, and tarp) and 1 large table for storage of rock sample buckets and aircraft tools near the helicopter pad/runway/fuel berm. No heat or electricity is required. The tent and table need to be set up by the contractor.</p>
<p>PIT OUTHOUSE</p>	<p>Required from the contractor: build a standard wood outhouse with full door, and dig a large pit over which the outhouse will be placed. The outhouse must be placed in a location that is at least 50m from the high-water mark of any nearby waterbodies, and downstream (5-10m) from any water intake hoses, as per Nunavut Water Board regulations and permits. Avoid building in low/wet areas where ground water will be high, higher ground preferred. The ground should slope away from outhouse to avoid pit flooding. The outhouse should be well ventilated (screened window, duct from pit to a point above roof). The pit should be dug to a depth above the groundwater table or bedrock, approximately 3ft wide, depth is variable (ideally to last long enough for ~14 people over 4-5 weeks). Abandonment of pit shall be backfilled to 30cm above the original ground level, and graded to shed water.</p>



CAMP COMPONENT	DESCRIPTION
GENERATOR SHELTER AND POWER INFRASTRUCTURE	<p>Required from the contractor: build 1x small wooden generator shelter to dampen/redirect noise and exhaust and protect the generator from precipitation. The contractor will also provide the necessary electrical components to ensure that all electrical outlets and lighting are connected to the generator through a power-regulating fuse box or surge protector according to electrical codes.</p> <p>NRCan/FEU will provide: 1x 5000-kw Honda gas-powered generator and 1x 2000-kw Honda gas powered. These items will need to be set up by the contractor.</p>
COMMUNICATIONS HARDWARE AND SETUP	<p>Required from the contractor: Satellite dish, Internet modem, Wi-Fi router, and VOIP phone system hardware and setup. All electrical work must be done to code.</p>
GREY WATER PIT	<p>Required from the contractor: Large waste water pits (5 cubic foot minimum) must be dug to receive outflow from kitchen sink (beyond the grease-trap) and shower plumbing. These pits must be dug in sandy (porous) soil at least 50m away from the high-water mark of any nearby water bodies, and must be large enough to effectively contain and drain greywater inputs.</p>
OTHER COSTS	<p>Contractor will also:</p> <ul style="list-style-type: none"> • receive approximately 11 to 13 pallets weighing approximately 3300 kg from the NRCan/FEU Ottawa warehouse by ground transport, containing all the provided field equipment and supplies mentioned above in early June, 2019 (date to be determined). • supply temporary storage of the 13 pallets of field equipment and supplies until such time that they can be transported to Igloodik, Nunavut, in preparation for camp build. • provide transportation via air charter of the 13 pallets of field equipment and supplies provided by NRCan/FEU, and building materials, and plumbing, electrical and kitchen equipment provided by the contracted camp-build company to Igloodik, Nunavut. • supply a construction Team Leader with a minimum of ten (10) years of experience in setting up field camps, as well as personnel with previous technical camp-build experience (Labourer and/or tradesman as appropriate) to conduct building and removal of Jungerson River Camp from approximately June 22-28, and July 25th – August 2nd, 2019, respectively. • supply consumable materials, including lumber and building supplies, plumbing and electrical components. • supply non-consumable equipment (rented or loaned) for the duration of the camp, including hot water tank or hot-water-on-demand system, reusable electrical components and panel, tents, and telecommunications equipment. • be responsible for contractor’s crew travel, accommodations, and meal per diems while in Igloodik.

SW4.2 Method and Source of Acceptance

All deliverables and services rendered under any contract are subject to inspection by the Project Authority. The Project Authority shall have the right to reject any deliverables that are not considered satisfactory, or require their correction before payment will be authorized.

SW5 Other Terms and Conditions of the SOW

SW5.1 Location of Work, Work Site and Delivery Point



The field camp site is located in Nunavut, along the Jungerson River, located approximately 240 km northwest of Igloolik (Lat: 71°20' 48.00"N; Long: 84°17' 4.02"W). Location will be further confirmed after reconnaissance flight May 31st, 2019.



ANNEX B - BASIS OF PAYMENT

(to be completed at contract award)



APPENDIX 1 - EVALUATION CRITERIA

Bidders are advised to address these criteria in the following order and in sufficient depth in their proposals to enable a thorough assessment. NRCan’s assessment will be based solely on the information contained within the proposal. NRCan may confirm information or seek clarification from bidders.

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the criteria could not be considered demonstrated for the purpose of this evaluation.

The Bidder should provide complete details as to where, when (month and year) and how (through which activities/ responsibilities) the stated qualifications/experience were obtained. Experience gained during formal education shall not be considered work experience. All criteria for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

Bidders are also advised that the month(s) of experience listed for a project whose time frame overlaps that of another referenced project will only be counted once. For example: project one time frame is July 2001 to December 2001; project two time frame is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

1. TECHNICAL CRITERIA

1.1 EVALUATION OF RATED CRITERIA

The criteria contained herein will be used by NRCan to evaluate each proposal that has met all of the mandatory criteria.

Proposals must achieve the stated minimum points required for each rated criteria and overall for the rated criteria to be assessed as responsive under the point rated technical criteria section; proposals not meeting the minimum required points will be deemed non-responsive.

Proposals will be evaluated based on the following criteria:

Criterion No.	Point Rated Technical Criteria	Maximum Points Available	Minimum Points Required	Illustrated Compliance
	<p><i>Note for the Point Rated Technical Criteria</i></p> <p><i>Points will be given to experiences sufficiently demonstrated. The Bidder should therefore provide sufficient information to allow for a complete evaluation of each stated experience. If the information provided is insufficient to confirm the relevance of the experience with the requirement of the criteria, points will not be given to the Bidder.</i></p>			



Criterion No.	Point Rated Technical Criteria	Maximum Points Available	Minimum Points Required	Illustrated Compliance
R1	<p>The Bidder should demonstrate that the Construction Team Leader has a minimum of ten (10) years of experience setting up field camps, with knowledge and similar experience related to the requirements identified in the Statement of Work.</p> <p>A copy of the curriculum vitae including the list of projects completed is required.</p> <p>1 point for each year of experience up to the maximum of 15 years. A minimum of 10 years' experience is required.</p>	15	10	
R2	<p>The Bidder should have constructed camps in a similar Arctic/tundra environment that required the use of Turbo or Twin Otter (or similar) aircraft to mobilize all equipment and supplies to camp, with similar requirements in terms of camp size, style of construction, and infrastructure to what is described in this request.</p> <p>Please provide the following information for each project summary:</p> <ul style="list-style-type: none"> - Name of client - Location of camp - Brief description of camp, ideally with photos - Dates and duration of the camp - # of occupants in the camp - Description of tents, electrical, plumbing, waste management, and kitchen infrastructure <p>3 points for each project up to a maximum of 8 projects. A minimum of 3 projects is required.</p>	24	9	
Total Points		39	19	



APPENDIX 2 - FINANCIAL PROPOSAL FORM

The Bidder hereby offers to NRCan, as requested by the Minister, to furnish all necessary expertise, supervision, materials, equipment and other items necessary to performing the work as described in the statement of work of this Request for Proposal and in accordance with the terms and conditions of the Request for Proposal, to the satisfaction of the Minister, or his or her authorized representative, for the following price(s).

Bidders must provide financial details as requested in this Appendix. Proposals which do not contain pricing details as requested below shall be considered incomplete and non-responsive.

Table 1 - Fees and costs:

Requirement	Rate	Quantity (as applicable)	Total (Excluding Taxes)
Labour	\$		\$
Cost for hiring local labourers	\$		\$
Transportation to/from, and accommodation and meal per diems of construction crew while in, Igloolik, Nunavut	\$		\$
Rental or purchase of construction equipment and supplies (plumbing, electrical, lumber, kitchen supplies, tents, etc.)	\$		\$
Cost of air charter required to transport gear, equipment, and construction materials from the contractor's storage to Igloolik (including both NRCan/FEU supplied equipment, and required plumbing, electrical, lumber, kitchen supplies, tents, etc.)	\$		\$
Costs for receiving and storing NRCan/FEU-provided field equipment and gear until such time that it can be transported to Igloolik (up to approximately 1 month of storage)	\$		\$
Other – please specify	\$		\$
Total Tendered Price for Financial Proposal Evaluation (Taxes Extra) :			\$