



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À :**

**Parks Canada Agency  
Bid Receiving Unit  
111 Water Street East  
Cornwall, Ontario K6H 6S2**

**Fax : 1-877-558-2349**

**REQUEST FOR QUOTATION**

**DEMANDE DE PRIX**

**Quotation to: Parks Canada Agency**

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

**Prix à : l'Agence Parcs Canada**

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

**Comments - Commentaires :**

**Issuing Office - Bureau de distribution :**

**Parks Canada Agency  
National Contracting Office  
111 Water Street East  
Cornwall, Ontario K6H 6S2**

<b>Title - Sujet :</b> Canada On Canvas – PEI NP	
<b>Solicitation No. - N° de l'invitation :</b> 5P300-19-0130	<b>Date :</b> July 16, 2019
<b>Client Reference No. - N° de référence du client :</b> N/A	
<b>GETS Reference No.   N° de référence du SEAG :</b> N/A	

<b>Solicitation Closes - L'invitation prend fin :</b> At - à : 14 :00 On - le : July 25, 2019	<b>Time Zone - Fuseau horaire</b>  EDT
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**F.O.B. - F.A.B. :**  
Plant - Usine :  Destination :  Other - Autre :

**Address Enquiries to - Adresser toutes demande de renseignements à :**  
**Lynn Kalp**

<b>Telephone No. - N° de téléphone :</b> 613-938-5803	<b>Email Address – Courriel :</b> lynn.kalp@canada.ca
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**Destination of Goods, Services, and Construction - Destination des biens, services et travaux de construction :**  
**See Herein**

**TO BE COMPLETED BY THE BIDDER - À REMPLIR PAR LE SOUMISSIONNAIRE**

**Vendor/ Firm Name - Nom du fournisseur/de l'entrepreneur :**

**Address - Adresse :**

<b>Telephone No. - N° de téléphone :</b>	<b>Fax No. - N° de télécopieur :</b>
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**Name of person authorized to sign on behalf of the Vendor/ Firm (type or print) - Nom de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) :**

<b>Signature :</b>	<b>Date :</b>
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Lynn Kalp

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N/A

**Title – Titre :**  
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## **IMPORTANT NOTICE TO BIDDERS**

### **Direct Deposit**

The Government of Canada has replaced cheques with direct deposit payment(s), an electronic transfer of funds deposited directly into a bank account. New vendors who are awarded a contract will be required to complete a Direct Deposit enrolment form in order to register their direct deposit information with Parks Canada to receive payment.

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

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

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## **PART 1 – GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirement associated with the bid solicitation.

### **1.2 Statement of Work**

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

### **1.3 Debriefings**

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

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## **PART 2 – BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

The 2003 (2019-03-04), Standard Instructions – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### **2.2 Submission of Bids**

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

The only acceptable email address for responses to bid solicitations is [pc.soumissioncornwall-cornwallquote.pc@canada.ca](mailto:pc.soumissioncornwall-cornwallquote.pc@canada.ca). Bids submitted by email directly to the Contracting Authority or to any email address other than [pc.soumissioncornwall-cornwallquote.pc@canada.ca](mailto:pc.soumissioncornwall-cornwallquote.pc@canada.ca) will not be accepted.

The maximum email file size that Parks Canada is capable of receiving is 6 megabytes. The Bidder is responsible for any failure attributable to the transmission or receipt of the emailed bid due to file size.

### **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 Prince Edward Island.

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.

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## **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: Financial Bid (one (1) hard copy)

Section II: Certifications (one (1) hard copy)

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

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment.

#### **Section II: Certifications**

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

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## **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 Financial Evaluation**

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

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

### **4.2 Basis of Selection**

#### **4.2.1 SACC Manual clause [A0069T](#) (2007-05-25), Basis of Selection**

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.



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## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

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

### **5.2 Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

#### **5.2.1 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 at Annex D to Part 5 of the Bid Solicitation before contract award.

#### **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 Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

The Bidder, regardless of their status under the [Ineligibility and Suspension Policy](#), must submit a list of names prior to award of a contract. Bidders must provide the information requested at Annex E to Part 5 of the Bid Solicitation.

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### **5.2.3 Federal Contractors Program for Employment Equity – Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/canada-esdc-labour/s) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

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## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Security Requirements**

There is no security requirement applicable to the Contract.

### **6.2 Statement of Work**

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

#### **6.2.1 Task Authorization Process (B9054C)**

*Task Authorization:*

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

*Task Authorization Process:*

1. The Project Authority will provide the Contractor with a description of the task using the Task Authorization form specified in Annex F.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within two (2) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### **6.2.2 Task Authorization Limit (C9011C)**

The Project Authority may authorize individual task authorizations up to a limit of \$3,000.00, Applicable Taxes included, inclusive of any revisions.

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

#### **6.2.3 Canada's Obligation – Portion of the Work – Task Authorizations (B9031C)**

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

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## 6.3 Standard Clauses and Conditions

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

### 6.3.1 General Conditions

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

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

## 6.4 Term of Contract

### 6.4.1 Period of the Contract

The Work is to be performed during the period of \_\_\_\_\_ to \_\_\_\_\_.

### 6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one year periods, 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 days (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.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

**Lynn Kalp**

**Contracting Officer, National Contracting Services  
Chief Financial Officer Directorate  
Parks Canada Agency / Government of Canada  
111 Water St. East, Cornwall, ON K6H 6S2**

**613-938-5803**

**lynn.kalp@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

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work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 6.5.2 Project Authority

The Project Authority for the Contract is: **\*\*\* to be provided at contract award \*\*\***

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

### 6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

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

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

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

### 6.7 Payment

#### 6.7.1 Basis of Payment

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In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$\_\_\_\_\_ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

For the firm price portion of the Work only, 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.

### Limitation of Expenditure

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

### 6.7.2 Basis of Payment – Firm Price - Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit price of \$\_\_\_\_\_ in accordance with the basis of payment, in Annex B, as specified in the authorized TA. 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

### 6.7.3 SACC Manual clause [H1001C](#) (2008-05-12), 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;

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- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

## 6.8 Invoicing Instructions

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.

## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

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

## 6.10 Applicable Laws

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

## 6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2010B](#) (2018-06-21), General Conditions – Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Attestation and Proof of Compliance with Occupational Health and Safety (OHS);
- (f) the Contractor's bid dated

## 6.12 SACC Manual Clauses

[A9068C](#) (2010-01-11), [Government Site Regulations](#)  
[B6802C](#) (2007-11-30), [Government Property](#)

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### **6.13 Insurance Requirements**

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

### **6.14 Inspection and Acceptance**

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



## ANNEX A

### STATEMENT OF WORK

#### Canada on Canvas

#### Background

Present in every province and territory, Parks Canada Agency (PCA) manages national parks, national park reserves, national historic sites and national marine conservation areas on behalf of Canadians. Parks Canada welcomes visitors from across Canada and around the world to engage in a variety of visitor experiences – from restorative opportunities, recreational activities and learning experiences to special events and basic and enhanced camping experiences, among others. The agency's vision states that "Canada's treasured natural and historic places will be a living legacy, connecting hearts and minds to a stronger, deeper understanding of the very essence of Canada." Parks Canada's visitor experience products play a key role in achieving this vision by connecting Canadians to their heritage and by providing quality visitor experiences that are both meaningful and memorable.

Prince Edward Island National Park, situated along the island's north shore and fronting the Gulf of St Lawrence, is the only national park in the province and measures approximately 60 km in length. It varies from several hundred meters to several kilometers across in width, encompassing an overall area of 22 square kilometers and protects a representative example of the Maritime Plain Natural Region.

Established in 1937, in traditional Mi'kmaq territory, Prince Edward Island National Park's mandate is to protect and present the ecosystems and species found within them and to foster public enjoyment, appreciation, and understanding, by facilitating meaningful visitor experiences in ways that leave the park's resources unimpaired for future generations and for all time.

As such, Parks Canada's mandate in Prince Edward Island National Park includes the protection of many broad sand beaches and their resources, the fragile sand dunes, both freshwater and saltmarsh ecosystems as well as the forest ecosystems, which includes restoration of the original Acadian forest

Despite the fact that Prince Edward Island National Park is one of the smallest national parks in Canada, it receives one of the highest visitation outside of the mountain parks of Western Canada. The Gulf of St. Lawrence borders the park to the north while five large coastal bays and their surrounding upland watersheds are located on the park's southern boundary. On the Gulf of St. Lawrence side of Prince Edward Island National Park, the red sandstone cliffs, beaches, and sand dunes are continually sculpted by the forces of wind and waves.

In addition to its ecological significance, most of the area that now comprises Prince Edward Island National Park has been under significant human use for generations and has more recently been treasured for its recreational value for what is now more than 100 years. It remains one of the major tourist attractions in the province and plays a significant role in the local economy. Visitors continue to be attracted to the park for the warm, sandy beaches, the beautiful scenery of rolling, soft dunes and red sandstone cliffs, and the varied network of trails for walking, cycling or roller-blading. The peak visitor season for Prince Edward Island National Park occurs from mid-June through late September with the highest visitation occurring in July and August.

In order to remain current and attractive to our current visitor base and to attract new visitors, PEI National Park strives to offer new, dynamic and engaging products to the visiting public and some of Prince Edward Island National Park's priority target markets include Fledgling Families, Millennials (Locals and Travelers), including the Single Scene, Young Metro Mix, Young Active Participants, the Country Seniors and New Canadians, among others.

As such, Parks Canada is calling for proposals from professional businesses to jointly develop and deliver an immersive "Art in the Park" experience that enhances visitor experience and connection to PEI National Park and National Historic Sites on PEI. This art and story-telling experience is to be delivery at various locations within PEI National Park and at Green Gables Heritage Place to engage visitors in the setting of place and the stories connected to that sense of place or thematic framework.

Proposals shall include:

- ❖ A brief description of the proposed "Art in the Park" experience and development process including a description of the proposed method of delivery including flexible options for delivery to diverse audiences of varying abilities.
- ❖ Identify program minimum and maximum requirements
- ❖ A summary of known and recommended promotional opportunities
- ❖ A description of services including capacities for bilingual delivery of art instruction and program material supplied
- ❖ A description of the proposed method of capturing and reporting attendance levels to the authorized Parks Canada representative
- ❖ A per person estimate based upon:
  - A twice a week program delivery schedule, and;
  - A per-program rate for additional program offerings for special events, travel media, familiarization (fam) tours, and/or other specified Parks Canada Agency needs, etc.

## Objective

The objective of this enhanced program is to encourage visitor connection to the region's natural and cultural landscapes by:

- engaging visitors through visual arts and storytelling;
- providing opportunities to create an artwork in some of the park/site's iconic settings;
- creating connections to PEI National Park and National Historic Sites through a collaborative delivery arrangement.

The work to be achieved consists of 16 artist-led paint programs delivered in collaboration with Parks Canada interpretation via a set schedule of dates and based on the following themes:

- Imagination and Nature (delivered at Green Gables Heritage House) – iconic image that represents the setting of Green Gables Heritage House
- Conservation and Climate Change (delivered in the Park) -North Shore Coastal image of beach, red cliffs and water
- Wildlife (Delivered in the Park or Historic Sites) -species at risk
- Indigenous Culture and History/Reconciliation (Delivered at Skmaq--Port-la-Joye--Fort Amherst or the park) Image connected to Indigenous culture and history developed in collaboration with Indigenous partners

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Each paint night would be accompanied by an element of story-telling/interpretation that is coordinated by Parks Canada staff and related to the thematic framework so that visitors not only take away their memory of their visit but have the stories to share as well.

In addition to this weekly offer the service provider may also be asked to deliver a program for additional special events and for familiarization tours and travel media visits. The maintenance of participant statistics and the submission of progress and final reports and invoices are also a part of the scope of work of this contract.

### **Scope of Work**

The twice a week scheduled Canada on Canvas offer for visitors in Prince Edward Island National Park amounts to 16 deliveries.

An essential element of this product is the contractor's ability to engage a diverse audience at various skill levels.

In addition to the 16 regularly-scheduled programs the successful bidder shall present a mechanism to provide the same or a similar experience for the purposes of promotions through travel media visits, familiarization tours or other occasional specified Agency needs, etc.

### **Responsibilities**

Parks Canada will:

1. Coordinate a pre-season planning session with the successful bidder and remain available by telephone and email throughout the duration of the contract to provide direction on contract and scope of work, weather conditions in national park, etc as may be required;
2. Provide interpretation and bilingual capacity when required for program delivery;
3. Provide remuneration on a per participant basis for all program participants; and
4. Provide promotional support for programming via social media, print media (Parks Canada Guide, poster boards, info bulletins).

The contractor will:

1. Attend one pre-season planning session with the authorized Parks Canada representative and remain available for in-person meetings, by telephone or by e-mail throughout the duration of the contract to provide updates and participate in discussions relating to the product and its delivery;
2. Design 4 signature Parks Canada images based on the 4 themes identified for the program delivery and provide a qualified artist to co-facilitate with Parks Canada each of the 8 sessions;
3. Provide all artist materials for the completion of the painted images including set up requirements (such as but not limited to paint, brushes, table coverings, canvas boards, easels etc.);

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4. Collaboratively deliver sixteen (16) regularly scheduled Canada on Canvas sessions for visitors in Prince Edward Island National Park (to occur twice a week);
5. Feed into written reports including statistics and anecdotal information such as participant feedback and provide observations to the Project Manager via e-mail in Microsoft Word or Excel format;
6. Provide promotional support for the program on the contractor's website;

#### Task Authorization

1. Deliver additional programs upon request and with mutually agreed upon notification for the purposes of promotions through travel media visits or special events (up to 4 additional programs).

#### Schedule

Proposed dates for 2019, subject to change with notice

Date	Deliverable
TBD	Attend Pre-season planning session/QVE – Ardgowan or Dalvay (TBC)
Monday July 29 <sup>th</sup> , 2019	Cavendish Campground –Indigenous Theme
Wednesday July 31 <sup>st</sup> , 2019	Green Gables Heritage Place-Imagination Theme
Thursday August 1, 2019	Stanhope Campground – Species at Risk Theme
Monday August 5 <sup>th</sup> , 2019	Cavendish Campground –Indigenous Theme
Thursday August 8 <sup>th</sup> , 2019	Stanhope Campground – Species at Risk Theme
Monday August 12 <sup>th</sup> , 2019	Cavendish Campground –Indigenous Theme
Wednesday August 14 <sup>th</sup> , 2019	Green Gables Heritage Place-Imagination Theme
Thursday August 15 <sup>th</sup> , 2019	Stanhope Campground – Species at Risk Theme
Monday August 19 <sup>th</sup> , 2019	Cavendish Campground –Indigenous Theme
Thursday August 22 <sup>st</sup> , 2019	Stanhope Campground-Climate Change and Conservation Theme
Monday August 26 <sup>th</sup> , 2019	Cavendish Campground –Indigenous Theme
Wednesday August 28 <sup>th</sup> , 2019	Green Gables Heritage Place-Imagination Theme
Thursday August 29 <sup>th</sup> , 2019	Stanhope Campground – Species at Risk Theme
Completed by September 7 <sup>th</sup> , 2019	Provide seasonal report regarding participation, recommendations and insights

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## ANNEX B

### BASIS OF PAYMENT

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to this Contract. For the provision of services as described in Annex A - Statement of Work, the bidder must include all costs such as travel, supplies, labour etc..

<b>Period:</b> From Contract Award to September 7, 2019				
<b>Item</b>	<b>Description</b>	<b>Estimated QTY of sessions</b>	<b>Unit Price</b>	<b>Total</b>
<b>1</b>	"Canada on Canvas" sessions as described in Annex A – Statement of Work	16	\$	\$
<b>Total Evaluated Bid Price</b> GST/HST excluded				\$

<b>Task Authorization</b>				
<b>Period:</b> From Contract Award to September 7, 2019				
<b>Item</b>	<b>Description</b>	<b>Estimated QTY of sessions</b>	<b>Unit Price</b>	<b>Total</b>
<b>1</b>	"Canada on Canvas" Additional sessions (Special Events)	4	\$	\$
<b>Total Evaluated Bid Price</b> GST/HST excluded				\$

<b>Option Year One / Period: June 2020 to September 2020 (dates TBD)</b>				
<b>Item</b>	<b>Description</b>	<b>Estimated QTY of sessions</b>	<b>Unit Price</b>	<b>Total</b>
<b>1</b>	"Canada on Canvas" sessions as described in Annex A – Statement of Work	16	\$	\$
<b>Total Evaluated Bid Price</b> GST/HST excluded				\$

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<b>Task Authorizations</b>				
<b>Option Year One / Period: June 2020 to September 2020 (dates TBD)</b>				
<b>Item</b>	<b>Description</b>	<b>Estimated QTY of sessions</b>	<b>Unit Price</b>	<b>Total</b>
<b>1</b>	"Canada on Canvas" Additional sessions (Special Events)	4	\$	\$
<b>Total Evaluated Bid Price</b> GST/HST excluded				\$

<b>Option Year Two / Period: June 2021 to September 2021 (dates TBD)</b>				
<b>Item</b>	<b>Description</b>	<b>Estimated QTY of sessions</b>	<b>Unit Price</b>	<b>Total</b>
<b>1</b>	"Canada on Canvas" sessions as described in Annex A – Statement of Work	16	\$	\$
<b>Total Evaluated Bid Price</b> GST/HST excluded				\$

<b>Task Authorizations</b>				
<b>Option Year Two / Period: June 2021 to September 2021 (dates TBD)</b>				
<b>Item</b>	<b>Description</b>	<b>Estimated QTY of sessions</b>	<b>Unit Price</b>	<b>Total</b>
<b>1</b>	"Canada on Canvas" Additional sessions (Special Events)	4	\$	\$
<b>Total Evaluated Bid Price</b> GST/HST excluded				\$

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<b>Totals</b>				
<b>Item</b>	<b>Description</b>			<b>Total</b>
<b>1</b>	<b>Contract year 2019</b>			<b>\$</b>
<b>2</b>	<b>Task Authorization 2019</b>			<b>\$</b>
<b>3</b>	<b>Option year 1 2020</b>			<b>\$</b>
<b>4</b>	<b>Task Authorization 2020</b>			<b>\$</b>
<b>5</b>	<b>Option year 1 2021</b>			<b>\$</b>
<b>6</b>	<b>Task Authorization 2021</b>			<b>\$</b>
<b>Total Evaluated Bid Price</b> GST/HST excluded				<b>\$</b>

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### ANNEX C

#### ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)

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

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

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

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

**Location of Work**

**General Description of Work to be Completed**

**Mark "Yes" where applicable.**



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

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

---

**Name**

**Signature**

**Date**

## ANNEX D to PART 5 OF THE BID SOLICITATION

### 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](#).

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### 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.

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## ANNEX E to PART 5 OF THE BID SOLICITATION

### 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

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

#### List of Names

Name	Title

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**Declaration**

I, (name) \_\_\_\_\_, (position) \_\_\_\_\_, of

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

**Signature**

**Date**

Please include with your bid or offer.

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## **ANNEX F**

### **TASK AUTHORIZATION**

See Attachment.