



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À :
Parks Canada Agency Bid Receiving Unit
National Contracting Services
Suite 720, 220 – 4th Avenue S.E.
Calgary, AB T2G 4X3

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

Proposal to: Parks Canada Agency

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

Proposition à : l'Agence Parcs Canada

Nous offrons par la présente de vendre à sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et 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 Services
Suite 720, 220 – 4th Avenue S.E.
Calgary, AB T2G 4X3

Title - Sujet : Park Entry Pass System – Pacific Rim National Park Reserve	
Solicitation No. - N° de l'invitation : 5P420-19-0320/A	Date : November 08, 2019
Client Reference No. - N° de référence du client : N/A	
GETS Reference No. N° de référence du SEAG : PW-19-00895229	

Solicitation Closes - L'invitation prend fin : At - à : 14:00 On - le : December 18, 2019	Time Zone - Fuseau horaire MST
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F.O.B. - F.A.B. : Plant - Usine : <input type="checkbox"/> Destination : <input checked="" type="checkbox"/> Other - Autre : <input type="checkbox"/>		
Address Enquiries to - Adresser toutes demande de renseignements à : Kirsten Sage		
Telephone No. - N° de téléphone : 587-436-5795	Fax No. -N° de télécopieur : 1-866-246-6893	Email Address – Courriel : Kirsten.sage@canada.ca
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 :	
Telephone No. - N° de téléphone :	Fax No. - N° de télécopieur :
Name of person authorized to sign on behalf of the Vendor/ Firm (type or print) - Nom de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) :	
Signature :	Date :

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Contracting Authority - Autorité contractante :
Kirsten Sage

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n/a

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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 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for two (2) separate site visits to begin at the **Kwisitis Visitor Centre parking lot** on **November 19, 2019** and **November 26, 2019**. Both site visits will begin at **13:00 PST**.

Bidders are requested to communicate with the Contracting Authority no later than November 13, 2019 at 14:00 MST to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

1.4 Debriefings

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

1.5 Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

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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) (<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.

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

2.3 Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than fourteen (14) 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 British Columbia.

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

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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: Technical Bid (one (1) hard copy and one (1) soft copy on USB key)

Section II: Financial Bid (one (1) hard copy and one (1) soft copy on USB key)

Section III: Certifications (one (1) hard copy and one (1) soft copy on USB key)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](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: Technical Bid

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

Section II: Financial Bid

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

3.1.1 Exchange Rate Fluctuation

SACC Manual Clause [C3011T](#) (2013-11-06), Exchange Rate Fluctuation

Section III: 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 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Technical bids will be evaluated against the technical evaluation criteria at **Annex G**.

4.1.1.2 Point Rated Technical Criteria

Technical bids will be evaluated against the technical evaluation criteria at **Annex G**.

4.1.2 Financial Evaluation

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 – Highest Combined Rating of Technical Merit (60%) and Price (40%)

4.2.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all mandatory criteria;
- (c) obtain the required points specified for Criteria A and Criteria B; and
- (d) obtain the required minimum of 40 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 105 points.

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

4.2.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.

4.2.4 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.

4.2.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.

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

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

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000.

Basis of Selection – Highest Combined Rating Technical Merit (60%) and Price (40%)

		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	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

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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 E** 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](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html), must submit a list of names prior to award of a contract. Bidders must provide the information requested at **Annex F** 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/programs/employment-equity/federal-contractor-program.html#) 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"**.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2010C](#) (2018-06-21), General Conditions – 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 period of the Contract is from date of Contract to March 31, 2023 inclusive.

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 (1) year period being as follows: April 01, 2023 to March 31, 2024 inclusive and April 01, 2024 to March 31, 2025 inclusive 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 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:

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Kirsten Sage

Contracts, Procurement and Materiel Management Officer
Parks Canada Agency
Chief Financial Officer Directorate
Suite #720, 220 – 4th Avenue S.E.
Calgary, AB T2G 4X3

Telephone: (587) 436-5795

E-mail address: Kirsten.sage@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.

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:

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

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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: Cost Reimbursable – Limitation of Expenditure

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in **Annex B**, to a limitation of expenditure of \$ *(insert at time of contract award)*. Customs duties are included and Applicable Taxes are extra.

6.7.2 Limitation of Expenditure

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

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

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

whichever comes first.

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

6.7.3 Monthly Payment

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

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

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- c. the Work performed has been accepted by Canada.

6.8 Invoicing Instructions

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

6.8.2 Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

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 British Columbia.

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 [2010C](#) (2018-06-21), General Conditions – Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Commercial General Liability Insurance;
- (f) Annex D, Attestation and Proof of Compliance with Occupational Health and Safety (OHS); and
- (g) the Contractor's bid dated ***** to be inserted at contract award *****.

6.12 SACC Manual Clauses

[A1009C](#) (2008-05-12) Work Site Access
[A9068C](#) (2010-01-11) Government Site Regulations
[B1501C](#) (2018-06-21) Electrical Equipment
[B6802C](#) (2007-11-30) Government Property
[B9028C](#) (2007-05-25) Access to Facilities and Equipment

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6.13 Insurance – Specific Requirement

The Contractor must comply with the insurance requirements specified in **Annex C**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

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.

6.15 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at **Annex A** of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

ANNEX A

STATEMENT OF WORK

1.0 OBJECTIVE

The Parks Canada Agency requires the provision of services to supply, install, operate and maintain a national park entry pass system with an option to extend the contract at the end of the period identified. The services are required in Pacific Rim National Park Reserve (PRNPR), located near Ucluelet, British Columbia, for the purpose of issuing various national park entry passes at locations throughout PRNPR.

A minimum of one (1) national park entry pass machine at each of the fourteen (14) designated locations as identified below.

- Pacific Rim Visitor Centre (PRVC)
- Kwisis Visitor Center (KVC)
- Wickaninnish Day Use A Access
- Wickaninnish Day Use C Access
- Shorepine Bog
- Rainforest
- Combers Beach
- Long Beach South
- Long Beach North (mid)
- Long Beach North (north)
- Incinerator Rock
- Incinerator Washroom
- Schooner Cove
- Radar Hill

Locations of the designated areas provided in the map attached under a separate cover titled Park Location Map.pdf.

Note: All locations highlighted in the map have a power source (see Appendix 1 – Power Source Photos) and may or may not have the existing machine pedestal with power source.

2.0 CONSTRAINTS

- 2.1 The Contractor must take into account that PRNPR is located in a somewhat isolated location. Although cellular coverage exists, it is not 100% reliable in all areas of PRNPR. The Contractor is expected to implement the most reliable and cost-effective means to ensure real-time credit card processing and host software communication.
 - 2.2 The Contractor must understand that due to the climate found at PRNPR, the automated permit systems may be subject to heavy rainfall, strong wind with intermittent freezing temperatures resulting in snow and ice.
 - 2.3 The Contractor must understand that at the designated locations there is high salt water content in the air which may cause corrosion to automated permit systems.
 - 2.4 The Contractor must also take into account that the availability of electrical power is limited to locations listed by the Parks Canada Agency above.
-

2.5 The Contractor must also take into account that due to the surrounding environment, these machines could be exposed to mold and other high moisture issues.

3.0 MANDATORY REQUIREMENTS

The Contractor is responsible for the following:

3.1 GENERAL

Each national park entry pass machine must:

- 3.1.1 Have Automated Teller Machine (ATM) style operation and a “pay and display” system (i.e. the user pays at the machine which issues a national park entry pass that the user will then display on their vehicle dashboard);
- 3.1.2 Accept and process, at a minimum, VISA, MasterCard, and American Express.
- 3.1.3 Not have a cash payment option available to customers;
- 3.1.4 Have user-friendly screen/buttons and graphical display;
- 3.1.5 Have a multi-lingual user interface (At a minimum, all display instructions and ticket information must be issued in both English and French);
- 3.1.6 Meet ADA (American Disabilities Act) and Canadian Standards Association (CSA) accessibility standards;
- 3.1.7 Have a real-time clock displaying the local time;
- 3.1.8 Be able to automatically synchronize its clock for both local standard time and daylight savings time;
- 3.1.9 Have host software communication and editing capabilities;
- 3.1.10 Be constructed to be operational 24 hours a day, 7 days a week in all weather conditions experienced at its installed location;
- 3.1.11 Have proven successful operations in similar climatic conditions of its installed location which include very high humidity, heavy rainfall, airborne salt water and dust particles, strong wind with intermittent freezing temperatures resulting in snow and ice (i.e., must have a heated insulated case that is highly resistant to moisture and corrosion);
- 3.1.12 Have its hardware treated to prevent corrosion due to the high salt water content in the air;
- 3.1.13 Be programmable; and
- 3.1.14 Clearly display to the user the option to select the type of national park entry pass, (daily entry, 4-hour beach walk), categories of user (Family/Group, Adult, Youth and Senior) and number of users for each permit purchased.
Examples of national park entry pass purchases:

- Daily entry for one family group
- Daily entry for two adults
- 4-hour beach walk for one senior and one adult
- For more, see **3.12 AUDIT AND TRANSACTION REPORTS**

Pricing Scheme (taxes included) as of January 1 2020 (these prices are subject to change in the future):

Family/Group	\$20.00
Adult Individual	\$10.00
Senior Individual	\$8.40
Commercial Group	\$8.40
Beach Walk - Family/Group	\$12.50
Beach Walk - Adult Individ	\$6.20
Beach Walk - Senior Individ	\$5.30

3.2 SECURITY

Each national park entry pass machine must:

- 3.2.1 Have a multi-point locking system;
- 3.2.2 Have a high-security steel cabinet that must be vandal resistant with concealed recessed hinges;
- 3.2.3 Have durable and vandal-resistant screen and components;
- 3.2.4 Be able, via host communication software, to provide real-time email alerts in the case of attempted vandalism (e.g., if door is opened, excessive vibration, etc.);
- 3.2.5 Be securely and solidly attached to a pedestal (which is itself securely attached to the ground surface) or the ground surface, with no externally exposed fasteners; and
- 3.2.6 Not have any locks that are exposed beyond the flush mount of the cabinet of the automated national park entry pass machine.

3.3 KEYPAD

Each automated national park entry pass machine must have an alphanumeric, tactile keypad which must be:

- 3.3.1 vandal resistant;
- 3.3.2 weatherproof;
- 3.3.3 highly resistant to corrosion; and
- 3.3.4 modular, composed of standardized units or sections for easy construction or flexible arrangement and easily unplugged, removed, and replaced with basic tools for easy servicing.

3.4 DISPLAY SCREENS

Each automated national park entry pass machine must have an electronic flat-panel display screen (i.e. Liquid Crystal Display (LCD), Light Emitting Diode (LED) that must be:

- 3.4.1 easy to read in all lighting conditions;
- 3.4.2 vandal-resistant;
- 3.4.3 weatherproof;
- 3.4.4 corrosion-resistant;
- 3.4.5 protected by a Lexan (or equivalent) cover; and
- 3.4.6 modular and easily unplugged, removed, and replaced with basic tools for easy servicing.

The screens must be versatile and capable of displaying numerous options, depending on the group and pass type desired by the visitor. **They also need to be English/French bilingual – wording to be provided by Parks Canada. SEE National Park Entry Pass List in section 3.12.8. See Appendix 3 for example of screens.**

3.5 CREDIT CARD READER

The credit card reader of each automated national park entry pass machine must:

- 3.5.1 be flush-mounted with no part of the reader protruding outside the cabinet;
- 3.5.2 only partially ingest the card, thereby affording the consumer control of the card at all times; and
- 3.5.3 be modular and easily unplugged, removed, and replaced with basic tools for easy servicing.

3.6 TRANSACTION PROCESS

- 3.6.1 The Contractor supplied system software must provide remote management control and reporting of credit card process.
- 3.6.2 The Contractor equipment must meet the Payment Card Industry (PCI) Compliance standards as a Service Provider.
- 3.6.3 All hardware and software supplied by the Contractor must meet Payment Application Data Security Standards (PA-DSS).
- 3.6.4 All credit card transactions must be processed in real time, except during times of communications failure, at which time they will be stored and batched in accordance with PCI requirements and then automatically transmitted when communications are restored.
- 3.6.5 To comply with the following Acts and Directives, the supplied system must process (authorize and settle) all credit card transactions using the banking arrangements put in place by the Receiver General for Canada. The supplied system must interface with the Government of Canada's card acceptance acquirer (currently Moneris) linked to our

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Merchant Account using Tender Retailer and operate in accordance with the terms of engagement set out by the Receiver General for Canada:

- *Financial Administration Act, Part II Public Money;*
- *Treasury Board Directive on Receipt, Deposit, and Recording of Money; and*
- *Receiver General Directive 2008-2, Deposit of Public Money to the Credit of the Receiver General for Canada.*

3.7 PRINTER/PAPER

Each automated national park entry pass machine must utilize an included high-quality thermal printer that:

- 3.7.1 Performs both one-sided and double-sided printing depending on the programmed task;
- 3.7.2 Has a simple paper path;
- 3.7.3 Has a reliable cutting edge; and
- 3.7.4 Must be modular and easily unplugged and removed with basic tools for easy servicing. The paper supply/control mechanism (i.e. scroll) must be easily removed and replaced.

Each automated national park entry pass machine must have the capacity of producing a minimum of thirty-five hundred (3,500) permits prior to replacing the permit paper supply.

The supplied permit paper must:

- Be capable of pre-printing and double-sided printing so that every permit provides the pre-approved content (customized messages on the back and watermark logo on the front); and
- Be standard (min 2 inches' width) size that is widely available from alternative sources.

Issued national park entry passes must be:

- heat resistant;
- fade resistant;
- curl resistant; and
- capable of being left on a vehicle dashboard for up to seventy-two (72) consecutive hours in full sunlight.

3.8 PERMITS

- 3.8.1 The automated national park entry pass machine must dispense the permit into a user accessible cup-type component that has a protective shield to prevent water from entering the cup and machine.
- 3.8.2 National park entry passes must clearly identify:
 - That it is a Pacific Rim National Park Reserve entry pass;
 - The local date and time purchased;
 - The local valid until date, time and day of the week (large & bold for ease of reading);

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- Type/Category and number of entry passes purchased;
- Fee paid;
- Instructions (e.g. display on dashboard with expiry time visible, permit non-transferable); and
- Parks Canada Agency corporate identifiers (identifiers will be supplied by the Parks Canada Agency).

3.9 HEATER

Each automated national park entry pass machine must have an operational thermostatically-controlled heater that prevents internal condensation and mould.

3.10 POWER OPERATIONS AND RECHARGING

Each automated national park entry pass machine must have:

- 3.10.1 AC power (120 AC and/or 240 AC) with battery backup;
- 3.10.2 one spare battery;
- 3.10.3 battery system charger; and
- 3.10.4 monitoring function which send warning signals when battery is low.

3.11 OPERATING SYSTEM AND HOST SOFTWARE

At no additional costs:

- 3.11.1 The host software/CMS must provide audit and transaction reports on a system-wide or per-machine basis, in real-time to Parks Canada Agency staff from Parks Canada computers. Audit and Transaction reports must be in an easily understandable, human readable form. The system must come with host software or a secure web-based central management system (CMS) that communicates remotely with the installed automated national park entry pass machines in real-time.
- 3.11.2 The host software/CMS must allow for rate adjustment and configuration of machines in real-time.
- 3.11.3 The Contractor must provide all software updates or patches.
- 3.11.4 The host software/CMS must be intuitive and easy to use.
- 3.11.5 The host software/CMS must be Windows 10 and Internet Explorer Version 11 (AND newer) compatible.
- 3.11.6 The host software/CMS must be capable of providing a range of financial and statistical reports (see Audit and Transaction Reports section 12). The host software/CMS must be capable of saving reports in a variety of file formats, including .xls, .xlsx, and .pdf.
- 3.11.7 The Parks Canada Agency must be permitted unlimited queries/reports from the host software/CMS system at no additional cost.
- 3.11.8 All automated national park entry pass machines must be programmable (including functions to add, delete, and edit permit type, user categories and fees, and to add,

delete, reorganize and edit the information that is displayed on the permit), on-site (at each automated permit machine) and remotely (via the Contractor supplied host software/CMS) by the Parks Canada Agency. Programming must also be easy and intuitive. There must also be the ability to update all machines from a single configuration instead of having to configure each one individually.

3.12 AUDIT AND TRANSACTION REPORTS

At no additional cost, the system must:

- 3.12.1 Produce on-demand hourly, daily, weekly, monthly, yearly and historical audit reports, at the machine and remotely via host software.
- 3.12.2 Be able to produce all required audit/transaction reports in real-time.
- 3.12.3 Have complete audit and transaction log capabilities, including:
 - (1) credit card use:
 - (2) types and numbers of permits sold (i.e., breakdown by each individual rate category); and
 - (3) a detailed breakdown that shows each transaction's details (i.e., permit type, number, and time).
- 3.12.4 Be able to produce differentiated reports for each individual machine, as well as for the system as a whole. Audit and transaction reports must be printable remotely, and at each automated permit machine ideally without opening its cabinet door.
- 3.12.5 Any information gathered from these machines with regard to statistic reports will be owned by Parks Canada Agency.
- 3.12.6 **Specific reports required monthly, to be provided by contractor:**
 - By location or combination of locations
 - By fee/rate/passes
 - By total amount of revenue
 - See Appendix 4 for example
- 3.12.7 **Specific reports below required as and when needed, to be provided by contractor:**
 - Any combination of all of the above
 - By a specific date range
- 3.12.8 For reporting purposes, specific passes must be broken down as such:

Regular Permit:

- 1 Day - Family/Group
- 1 Day - 2 Adults
- 1 Day - 2 Seniors
- 1 Day - 1 Adult
- 1 Day - 1 Senior
- 1 Day - 1 Youth

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2 Day - Family/Group

2 Day - 2 Adults

2 Day - 2 Seniors

2 Day - 1 Adult

2 Day - 1 Senior

2 Day - 1 Youth

3 Day - Family/Group

3 Day - 2 Adults

3 Day - 2 Seniors

3 Day - 1 Adult

3 Day - 1 Senior

3 Day - Youth

4 Day - Family/Group

4 Day - 2 Adults

4 Day - 2 Seniors

4 Day - 1 Adult

4 Day - 1 Senior

4 Day - Youth

5 Day - Family/Group

5 Day - 2 Adults

5 Day - 2 Seniors

5 Day - 1 Adult

5 Day - 1 Senior

5 Day - Youth

Beach Walk:

1 Day - Family/Group

1 Day - 2 Adults

1 Day - 2 Seniors

1 Day - 1 Adult

1 Day - 1 Senior

1 Day - 1 Youth

3.13 INSTALLATION AND TRAINING

At no additional cost:

3.13.1 Parks Canada would like to install and have fully functional Park Use machines within 30 calendar days of contract initiation.

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3.13.2 The Contractor must provide an on-site training session for a minimum of four (4) Parks Canada Agency staff, for duration of at least 1 day (8 hours), and must address all aspects of the system's use (i.e., installation, maintenance, operation, host software, report queries, troubleshooting, etc) within 30 calendar days of contract initiation.

3.13.3 The Contractor must provide training in English.

4.0 WARRANTY, SERVICING, AND SUPPORT

At no additional cost:

4.1 The Contractor must provide, as a minimum, a qualified technical support representative available by telephone and e-mail seven days a week (including holidays), for 8 hours per day between the hours of 08:00 am to 06:00 pm in the Pacific Time Zone) to provide technical support for the period of the Contract on an as and when required basis, to assist the Parks Canada Agency with technical support, troubleshooting, and guidance in making adjustments to ensure that the automated permit machines, transaction processing system, and system software are functioning properly.

4.2 Components and parts for the machine must be guaranteed to be available for a minimum of 5 years from the date of lease.

5.0 OPTIONAL SERVICES

The Contractor grants to Parks Canada the irrevocable option to acquire the same services described herein under the same conditions for one or more of the following options. The optional services may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

5.1 SOLAR POWER SUPPLY

The bidder may provide details about optional solar power supply, and provide a per unit quote for adding such a power supply per machine in the future.

5.2 PAY BY LICENSE PLATE OPTION

Permits sold via the automated permit machines are valid until a specified period (4:00 pm) the next day (expiry times could be subject to change). The Parks Canada Agency is interested in addressing the issue of users sharing/transferring permits by implementing, at a minimum, a license plate display system on the printed tickets.

5.2.1 The system should be capable, for future consideration, to accept North American license plate information, and to display this information on the printed permits.

5.2.2 If applicable, the bidder may elaborate on any current or future option to integrate with a license plate recognition system for mobile enforcement/compliance.

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6.0 NEW TECHNOLOGY

The Canada Park Agency recognizes that there may be other technologies available and encourages vendors to include options or suggestions for providing additional services to enhance the overall user experience and functionality of the parking system provided at Pacific Rim National Park Reserve.

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Appendix 1 – Location Map

Under separate attachment.

Appendix 2 – Power Source Photos

Under separate attachment.

Appendix 3 – Example of Screens

Under separate attachment.

Appendix 4 – Example of Reports

Under separate attachment.

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ANNEX B

BASIS OF PAYMENT

Financial Bid Submission Requirements

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

For the purposes of evaluation, the evaluated bid price will be comprised of the combined total of Table A through Table F.

1. Contract – Date of Contract to March 31, 2023 inclusive

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
1.1	Monthly lease price per installed and functioning unit as per Annex A – Statement of Work	Per unit per month	546 (39 months x 14 units)	\$	\$
1.2	Installation	Per unit	14	\$	\$
1.3	Training	Lump sum	1	\$	\$
1.4	Administrative costs for the duration of the Contract (including but not limited to server hosting fee, software licensing, transaction processing, servicing or support, etc.)	Per month	12	\$	\$
1.5	Thermal paper rolls for printing with PCA provided branding	Per roll	300	\$	\$

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1.6	Travel associated with service calls for an estimated 9 trips	Lump sum	1	\$	\$
Replacement Parts					
Description		Firm % Rate (a)	Estimated Cost Value (b)		Extended Estimated Total (a) x (b)
Example		5% = 0.05	\$ 1,000.00		\$ 1,050.00
1.7	For the provision of all replacement parts	%	\$ 2,500.00		\$
A	Combined Estimated Total Firm Unit Price(s) (excluding applicable tax)				\$

2. Option Year One (1) – April 01, 2023 to March 31, 2024 inclusive

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

Note: For the roundtrip travel, no mileage rate or fuel costs will be paid. Roundtrip rate is to reflect all roundtrip costs inclusive but not limited to travel time, fuel and mileage from the time the Contractor leaves the Contractor's place of business until the Contractor arrives on site and vice versa. All technical support is expected to be completed in one (1) eight (8) hour day

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
2.1	Monthly lease price per installed and functioning unit as per Annex A – Statement of Work	Per unit per month	168 (12 months x 14 units)	\$	\$
2.2	Administrative costs for the duration of the Contract (including but not limited to server hosting fee, software licensing, transaction processing, servicing or support, etc.)	Per month	12	\$	\$
2.3	Thermal paper rolls for printing with PCA provided branding	Per roll	100	\$	\$
2.4	Travel associated with service calls for an estimated 3 trips	Lump sum	1	\$	\$

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Replacement Parts				
Description		Firm % Rate (a)	Estimated Cost Value (b)	Extended Estimated Total (a) x (b)
Example		5% = 0.05	\$ 1,000.00	\$ 1,050.00
2.5	For the provision of all replacement parts	%	\$ 500.00	\$
B	Combined Estimated Total Firm Unit Price(s) (excluding applicable tax)			\$

3. Option Year Two (2) – April 01, 2024 to March 31, 2025 inclusive

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

Note: For the roundtrip travel, no mileage rate or fuel costs will be paid. Roundtrip rate is to reflect all roundtrip costs inclusive but not limited to travel time, fuel and mileage from the time the Contractor leaves the Contractor's place of business until the Contractor arrives on site and vice versa. All technical support is expected to be completed in one (1) eight (8) hour day

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
3.1	Monthly lease price per installed and functioning unit as per Annex A – Statement of Work	Per unit per month	168 (12 months x 14 units)	\$	\$
3.2	Administrative costs for the duration of the Contract (including but not limited to server hosting fee, software licensing, transaction processing, servicing or support, etc.)	Per month	12	\$	\$
3.3	Thermal paper rolls for printing with PCA provided branding	Per roll	100	\$	\$
3.4	Travel associated with service calls for an estimated 3 trips	Lump sum	1	\$	\$

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Replacement Parts				
Description		Firm % Rate (a)	Estimated Cost Value (b)	Extended Estimated Total (a) x (b)
Example		5% = 0.05	\$ 1,000.00	\$ 1,050.00
3.5	For the provision of all replacement parts	%	\$ 500.00	\$
C	Combined Estimated Total Firm Unit Price(s) (excluding applicable tax)			\$

4. Optional Services - Firm Unit Price(s)

4.1 Contract – Date of Contract to March 31, 2023 inclusive

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s) in Canadian funds for all additional costs to the required services, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work section 5. Optional Services* as defined.

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
4.1.1	Solar power supply	Per unit	14	\$	\$
4.1.2	Pay by license plate	Per unit	14	\$	\$
D	Combined Estimated Total Firm Unit Price(s) (excluding applicable tax)				\$

4.2 Option Year One (1) – April 01, 2023 to March 31, 2024 inclusive

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s) in Canadian funds for all additional costs to the required services, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work section 5. Optional Services* as defined.

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
4.2.1	Solar power supply	Per unit	14	\$	\$
4.2.2	Pay by license plate	Per unit	14	\$	\$

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E	Combined Estimated Total Firm Unit Price(s) (excluding applicable tax)	\$
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4.3 Option Year Two (2) – April 01, 2024 to March 31, 2025 inclusive

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s) in Canadian funds for all additional costs to the required services, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work section 5. Optional Services* as defined.

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
4.3.1	Solar power supply	Per unit	14	\$	\$
4.3.2	Pay by license plate	Per unit	14	\$	\$
F	Combined Estimated Total Firm Unit Price(s) (excluding applicable tax)				\$

5. Estimated Travel and Living Expenses – National Joint Council Travel Directive

Items 1.6, 2.4, 3.4 must be claimed in accordance with the following:

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

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

All payments are subject to government audit.

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

6. Estimated Total Combined Evaluated Bid Price

The total bid evaluated bid price is the sum of Table A through Table F.

ESTIMATED TOTAL COMBINED EVALUATED BID PRICE (A + B + C + D + E + F) (excluding applicable tax)	\$
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Notes:

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

ANNEX C

COMMERCIAL GENERAL LIABILITY INSURANCE

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than **\$2,000,000** per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Parks Canada Agency.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

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ANNEX D

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

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

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

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

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

Location of Work

General Description of Work to be Completed

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Mark “Yes” where applicable.

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

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

Name

Signature

Date

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ANNEX E 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 ()
---	-----------------------

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 F 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

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

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 G

TECHNICAL EVALUATION

1. Technical Bid Format

The technical bid must address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient.

In order to facilitate the evaluation of the bid, **Canada strongly requests that bidders address and present topics in the order of the evaluation criteria under the same headings.**

To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

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

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

2. Submission Requirements

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

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

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

3. Mandatory Technical Criteria

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

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

Item No.	Evaluation Criteria	Met / Not Met		Remarks / Notes
		Remarks/Notes	Remarks / Notes	
		To Be Completed by Evaluation Team		
3.1	The Bidder must demonstrate how the proposed automated permit machines will meet every requirement in section 3.0 Mandatory Requirements of Annex A – Statement of Work.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	

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3.2	The Bidder must provide two (2) references which indicate the proposed automated permit machines performance in similar climatic conditions of the designated installation locations which include high humidity, heavy rainfall, airborne salt water and dust particles, strong wind with intermittent freezing temperatures resulting in snow and ice.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
3.3	The Bidder must provide the approximate annual power consumption rate of each unit based on installed locations.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
3.4	The Bidder must provide a detailed approach and methodology that outlines how the Bidder's proposal will meet the objects and deliverables outlined in the RFP.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	

Bids that do not demonstrate and meet all of the mandatory technical criteria will be given no further evaluation.

4. Point Rated Technical Criteria

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

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

Each point rated technical evaluation criterion has a weight that reflects its importance in the proposal submission. The degree to which the proposal satisfies the requirement of each criterion will be assessed and a score will be assigned in accordance with Scoring in Criteria A and ranging from 0 to 10 as outlined under 5. Generic Evaluation Criteria for Criteria B, with 0 meaning the proposal completely fails to satisfy the requirements, and 10 meaning the proposal fully meets the outlined criterion. This score will then be multiplied by the weight indicated for that point rated evaluation criterion.

Item No.	Evaluation Criteria	Scoring	Points Awarded <i>**To Be Completed by Evaluation Team**</i>
A.	Delivery, Installation and Optional Features		
A.1	Delivery and Installation PCA ideally would like to install and have fully functional, the proposed automated permit machines by the following schedule:	25 Points: Delivery and installation per request schedule 10 Points: Additional 1-4 weeks needed	/25

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	<ul style="list-style-type: none"> Installation of all 14 units within 30 days of contract award 	<p>5 Points: Additional 5-8 weeks needed 3 Points: Additional 9-12 weeks needed 1 Point: Additional 13-16 weeks needed 0 Points: Additional 16+ weeks needed</p>	
A.2	<p>Solar Power Supply The Bidder may provide details about optional solar power supply</p>	<p>15 Points: Option available immediately 10 Points: Option available within 12 months of contract award 5 Points: Option available within 12-24 months of contract award 0 Points: Option not available</p>	/15
A.3	<p>Pay by License Plate The Bidder may provide details on how the Bidder can implement a license plate display system on the printed permits</p>	<p>15 Points: Option available immediately 10 Points: Option available within 12 months of contract award 5 Points: Option available within 12-24 months of contract award 0 Points: Option not available</p>	/15
<p>Total Score for Criteria A **To Be Completed by Evaluation Team**</p>			/55
<p>Minimum Points Required for Criteria A</p>			10

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Item No.	Evaluation Criteria	Weight	Points Awarded <i>**To Be Completed by Evaluation Team**</i>
B. Approach, Methodology and Understanding			/90
B.1	<p>In their proposal the bidder should clearly demonstrate an understanding of the scope and objective of the work required to complete all tasks and deliverables identified in the RFP by including but not limited to the following:</p> <ul style="list-style-type: none"> • Proposed Work Plan; • Approach; and • Methodology 	2.0	/10 x 2.0 = /20
B.1 <i>**To Be Completed by Evaluation Team**</i>	Reference(s):		
	Strengths:		
	Weaknesses:		

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B.2	<p>Understanding of the Project</p> <p>In their proposal the bidder should demonstrate understanding of the goals of the project; the constraints and the issues that will shape the end product. <u>Information that should be supplied:</u></p> <ul style="list-style-type: none"> Understanding of the environmental conditions (ex. heavy rain events) that occur on the West Coast of Vancouver Island Remoteness – travel time from major centres Significant issues, challenges, and constraints that could occur as a result of these conditions 	3.0	<p>/10 x 3.0 = /30</p>
	<p>Reference(s):</p> <hr/> <p>Strengths:</p> <hr/> <p>Weaknesses:</p> <hr/>		
		<p>Total Score for Criteria B **To Be Completed by Evaluation Team**</p>	
		/50	
		Minimum Points Required for Criteria B	
		30	

Maximum Points Available for Point Rated Criteria	105
Minimum Points Required for Point Rated Technical Criteria	40

Bids that do not obtain the required minimum of 40 points overall for the point rated technical criteria will be given no further evaluation.

5. Generic Evaluation Criteria

Parks Canada Agency (PCA) Evaluation Board members will individually evaluate the strengths and weaknesses of the Proponent's response to the evaluation criteria and will rate each criterion using the generic evaluation table below. The PCA Evaluation Board may award an odd number for evaluation criterion once consensus has been reached.

Non Responsive	Inadequate	Weak	Adequate	Fully Satisfactory	Strong
0 Point	2 Points	4 Points	6 Points	8 Points	10 Points
No information submitted	Lacks complete or almost complete understanding of the requirements	Some understanding of the requirements but lacks adequate understanding in some areas of the requirements	Demonstrates a good understanding of the requirements	Demonstrates a very good understanding of the requirements	Demonstrates an excellent understanding of the requirements
Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	Proponent is qualified and experienced	No significant weaknesses	No apparent weaknesses
Sample projects not related to this requirement	Proponent lacks qualifications and experience	Proponent has an acceptable level of qualifications and experience	Sample projects generally related to this requirement	Proponent is highly qualified and experienced	Proponent is a leader in their field
Extremely poor, insufficient to meet performance requirements	Sample projects generally not related to this requirement	Sample projects generally related to this requirement	Satisfactory capability, should ensure effective results	Sample projects directly related to this requirement	Sample projects precisely related to this requirement
	Little capability to meet performance requirements	Acceptable capability, could ensure adequate results		Superior capability, should ensure very effective results	Exceptionally capable, no doubt of efficacy