



**RETURN OFFERS TO:  
RETOURNER LES OFFRES À :**

By Mail:  
Parks Canada Agency Bid Receiving Unit  
National Contracting Services  
111 Water Street East  
Cornwall, ON K6H 6S2

**REQUEST FOR STANDING  
OFFERS**

**DEMANDE D'OFFRES À  
COMMANDES**

Canada, as represented by the Minister of the Environment and Climate Change for the purposes of the Parks Canada Agency, hereby requests a Standing Offer on behalf on the Identified Users herein.

Le Canada, représenté par le ministre l'Environnement et du Changement climatique aux fins de l'Agence Parcs Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

**Comments - Commentaires :**

**Issuing Office - Bureau de distribution :**

Parks Canada Agency  
National Contracting Services  
111 Water Street East  
Cornwall, ON K6H 6S2

<b>Title - Sujet :</b> Parka Costume (Parks Canada's mascot)	
<b>Solicitation No. - N° de l'invitation :</b> 5P047-19-0005/A	<b>Date :</b> December 12, 2019
<b>Client Reference No. - N° de référence du client :</b> N/A	
<b>GETS Reference No.   N° de reference de SEAG :</b> PW-19-00899263	

<b>Solicitation Closes - L'invitation prend fin :</b> <b>At - à :</b> 2 pm <b>On - le :</b> January 23, 2020	<b>Time Zone - Fuseau horaire</b> Eastern Standard Time EST
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**F.O.B. - F.A.B. :**  
**Plant - Usine :**     **Destination :**     **Other - Autre :**

**Address Enquiries to - Adresser toutes demande de renseignements à :**  
Laura Lawson

<b>Telephone No. - N° de telephone :</b> 613-938-5791	<b>Fax No. -N° de télécopieur :</b>	<b>Email Address – Couriel :</b> laura.lowson@canada.ca
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**Destination of Goods, Services, and Construction - Destination des biens, services, et construction :**  
See herein

**TO BE COMPLETED BY THE OFFEROR - À REMPLIR PAR LE L'OFFRANT**

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

**Address - Adresse :**

<b>Telephone No. - N° de telephone :</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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**Amd. No. - N° de la modif. :**  
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**Standing Offer Authority - Responsable de  
l'offre à commandes :** Laura Lowson

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

**Title – Titre :**  
Parka Costume (Parks Canada's mascot)

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## **IMPORTANT NOTICE TO OFFERORS**

### **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 standing offer 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>

### **Comprehensive Land Claim Agreement(s)**

This procurement is subject to the Nunavut Land Claims Agreement, Gwich'in Comprehensive Land Claim Agreement, Sahtu Dene and Metis Comprehensive Land Claim Agreement, Tlicho Land Claims and Self-Government Agreement, Inuvialuit Final Agreement, Vuntut Gwich'in First Nation, First Nation of Nacho Nyak Dun, Teslin Tlingit Council, Champagne and Aishihik First Nations, Little Salmon/Carmacks First Nation, Selkirk First Nation, Tr'ondëk Hwëch'in First Nation, Ta'an Kwach'an Council, Kluane First Nation, Kwanlin Dun First Nation, Carcross/Tagish First Nation, Maa-nulth Final Agreement, Nisga'a Final Agreement, Tsawwassen First Nation Final Agreement, James Bay and Northern Quebec Agreement, Northeastern Quebec Agreement, Nunavik Inuit Land Claims Agreement, Eeyou Marine Region Land Claims Agreement, Labrador Inuit Land Claims Agreement.

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Attachment 1 to Part 3 – Financial Proposal

**List of Attachments to Part 4 (Evaluation Procedures and Basis of Selection):**

Attachment 1 to Part 4 – Technical Evaluation Criteria

**List of Attachments to Part 5 (Certifications and Additional Information):**

Attachment 1 to Part 5 – List of Names for Integrity Verification Form

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## **PART 1 – GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

### **1.2 Summary**

- 1.2.1** Parks Canada has a requirement for the provision of Parka costumes to various Field Units located across Canada, on an as and when requested basis. Parka, as a Parks Canada brand ambassador, can be found on multiple platforms and is represented in a variety of ways.

The purpose of this Standing Offer is to first create and provide a prototype Parka costume to the Parks Canada Brand Team, then to produce and supply a four-season Parka costume.

This Standing Offer will be for a three-year period with the option to extend for an additional two, one year periods.

- 1.2.2** The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA) and the Canadian Free Trade Agreement (CFTA).
  - 1.2.3** The Request for Standing Offers (RFSO) is to establish one National Master Standing Offer for the delivery of the requirement detailed in the RFSO, to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs).
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### **1.3 Security Requirements**

There is no security requirement applicable to the Standing Offers.

### **1.4 Debriefings**

Offerors may request a debriefing on the results of the bid solicitation process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

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## PART 2 – OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2019-03-04), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions – Request for Standing Offers – Goods or Services – Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

### 2.2 Submission of Offers

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

Due to the nature of the Request for Standing Offers, offers transmitted by facsimile or email will not be accepted.

### 2.3 Enquiries – Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 10 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

### 2.4 Applicable Laws

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

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

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## 2.5 Basis for Canada's Ownership of Intellectual Property

The Parks Canada Agency has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#): the Intellectual Property in Foreground Information consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.



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## PART 3 – OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

Canada requests that the Offeror provide their bid in separately bound sections as follows:

Section I: Technical Offer 1 hard copy and 1 soft copy on USB key.

Section II: Financial Offer 1 hard copy and 1 soft copy on USB key.

Section III: Certifications 1 hard copy and 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 offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of their offer:

- (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, offerors 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 Offer

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

#### Section II: Financial Offer

Offerors must submit their financial bid in accordance with the Attachment 1 to Part 3 – Financial Proposal.

##### 3.1.1 Exchange Rate Fluctuation

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

#### Section III: Certifications

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

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## ATTACHMENT 1 TO PART 3 – FINANCIAL PROPOSAL

Bidders must provide pricing in the format specified for each component identified in this Attachment 1 to Part 3 – Financial Proposal. Failure to provide prices in the format specified will render the proposal non-responsive.

If pricing is not provided for a component, a price of zero will be assigned for the component and the Bidder will be provided an opportunity to agree with the zero amount. If the Bidder agrees, then the Basis of Payment will be considered compliant. However, if the Bidder disagrees then the bid will be found noncompliant and no further evaluation will be done.

The Bidder must submit firm all-inclusive unit prices in Canadian funds, Canadian customs duties and excise taxes included (if applicable), and applicable taxes extra. The quantity included in the evaluation quantities below is for evaluation purposes only. These quantities are not representational or indicative or guarantee of actual quantities that may be required in the future.

<b>Standing Offer Period Year 1: Award to March 31, 2021</b>					
<b>Item A</b>	<b>Description B</b>	<b>Unit of Measure C</b>	<b>Estimated Quantity D</b>	<b>Unit Price E</b>	<b>Total F (D X E)</b>
1	Development of prototype Parka Costume with up to three (3) revisions included	Each	1	\$	\$
2	Additional revisions of prototype (after initial three included with prototype)	Hourly Rate	10	\$	\$
3	Single order Parka Costume (head, inner body, jumpsuit, and feet) with vest, scarf, hat and transportation bag	Each	1	\$	\$
4	Single order Parka Costume (head, inner body, jumpsuit and feet) with transportation bag but without vest, scarf, hat	Each	1	\$	\$
5	Bulk pricing on multiple Parka Costume orders with transportation bag ( <b>locations wait for four (4) or more orders to be placed to receive bulk pricing</b> )	Each	4	\$	\$
6	<b>Costume Accessories</b>				
6 a	Cooling vest	Each	1	\$	\$
6 b	Ice packs	Each	1	\$	\$
6 c	Cooling neck bank	Each	1	\$	\$
6 d	Exhaust fan for the head	Each	1	\$	\$
6 e	Costume transportation bag	Each	1	\$	\$
7	<b>Costume Replacement Pieces</b>				
7 a	Three season feet	Each	1	\$	\$
7 b	Winter feet	Each	1	\$	\$
7 c	Head	Each	1	\$	\$
7 d	Hands	Each	1	\$	\$
7 e	Jumpsuit	Each	1	\$	\$
7 f	Inner body	Each	1	\$	\$
7 g	Scarf	Each	1	\$	\$
7 h	Vest	Each	1	\$	\$
7 i	Hat	Each	1	\$	\$

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8	Environmentally Friendly Recycling Services	Each	4	\$	\$
9	Discount for returning old costume (up-cycled/reused by the Contractor) when placing a new costume order	Each	4	\$	\$
10	Extended Warranty One (1) additional year	Each	N/A	\$	\$
<b>Total Standing Offer Period Year 1 (excluding applicable taxes)</b>					\$

<b>Standing Offer Period Year 2: April 1, 2021 to March 31, 2022</b>					
<b>Item A</b>	<b>Description B</b>	<b>Unit of Measure C</b>	<b>Estimated Quantity D</b>	<b>Unit Price E</b>	<b>Total F (D X E)</b>
1	Additional revisions of prototype	Hourly Rate	5	\$	\$
2	Single order Parka Costume (head, inner body, jumpsuit, and feet) with vest, scarf, hat and transportation bag	Each	1	\$	\$
3	Single order Parka Costume (head, inner body, jumpsuit and feet) with transportation bag but without vest, scarf, hat	Each	1	\$	\$
4	Bulk pricing on multiple Parka Costume orders with transportation bag ( <b>locations wait for four (4) or more orders to be placed to receive bulk pricing</b> )	Each	4	\$	\$
5	<b>Costume Accessories</b>				
5 a	Cooling vest	Each	1	\$	\$
5 b	Ice packs	Each	1	\$	\$
5 c	Cooling neck bank	Each	1	\$	\$
5 d	Exhaust fan for the head	Each	1	\$	\$
5 e	Costume transportation bag	Each	1	\$	\$
6	<b>Costume Replacement Pieces</b>				
6 a	Three season feet	Each	1	\$	\$
6 b	Winter feet	Each	1	\$	\$
6 c	Head	Each	1	\$	\$
6 d	Hands	Each	1	\$	\$
6 e	Jumpsuit	Each	1	\$	\$
6 f	Inner body	Each	1	\$	\$
6 g	Scarf	Each	1	\$	\$
6 h	Vest	Each	1	\$	\$
6 i	Hat	Each	1	\$	\$
7	Environmentally Friendly Recycling Services	Each	4	\$	\$
8	Discount for returning old costume (up-cycled/reused by the Contractor) when placing a new costume order	Each	4	\$	\$
9	Extended Warranty One (1) additional year	Each	N/A	\$	\$
<b>Total Standing Offer Period Year 2 (applicable taxes excluded)</b>					\$

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<b>Standing Offer Period Year 3: April 1, 2022 to March 31, 2023</b>					
<b>Item A</b>	<b>Description B</b>	<b>Unit of Measure C</b>	<b>Estimated Quantity D</b>	<b>Unit Price E</b>	<b>Total F (D X E)</b>
1	Additional revisions of prototype	Hourly Rate	5	\$	\$
2	Single order Parka Costume (head, inner body, jumpsuit, and feet) with vest, scarf, hat and transportation bag	Each	1	\$	\$
3	Single order Parka Costume (head, inner body, jumpsuit and feet) with transportation bag but without vest, scarf, hat	Each	1	\$	\$
4	Bulk pricing on multiple Parka Costume orders with transportation bag ( <b>locations wait for four (4) or more orders to be placed to receive bulk pricing</b> )	Each	4	\$	\$
5	<b>Costume Accessories</b>				
5 a	Cooling vest	Each	1	\$	\$
5 b	Ice packs	Each	1	\$	\$
5 c	Cooling neck bank	Each	1	\$	\$
5 d	Exhaust fan for the head	Each	1	\$	\$
5 e	Costume transportation bag	Each	1	\$	\$
6	<b>Costume Replacement Pieces</b>				
6 a	Three season feet	Each	1	\$	\$
6 b	Winter feet	Each	1	\$	\$
6 c	Head	Each	1	\$	\$
6 d	Hands	Each	1	\$	\$
6 e	Jumpsuit	Each	1	\$	\$
6 f	Inner body	Each	1	\$	\$
6 g	Scarf	Each	1	\$	\$
6 h	Vest	Each	1	\$	\$
6 i	Hat	Each	1	\$	\$
7	Environmentally Friendly Recycling Services	Each	4	\$	\$
8	Discount for returning old costume (up-cycled/reused by the Contractor) when placing a new costume order	Each	4	\$	\$
9	Extended Warranty One (1) additional year	Each	N/A	\$	\$
<b>Total Standing Offer Period Year 3 (applicable taxes excluded)</b>					\$

<b>Option Period 1: April 1, 2023 to March 31, 2024</b>					
<b>Item A</b>	<b>Description B</b>	<b>Unit of Measure C</b>	<b>Estimated Quantity D</b>	<b>Unit Price E</b>	<b>Total F (D X E)</b>
1	Additional revisions of prototype	Hourly Rate	5	\$	\$
2	Single order Parka Costume (head, inner body, jumpsuit, and feet) with vest, scarf, hat and transportation bag	Each	1	\$	\$

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3	Single order Parka Costume (head, inner body, jumpsuit and feet) with transportation bag but without vest, scarf, hat	Each	1	\$	\$
4	Bulk pricing on multiple Parka Costume orders with transportation bag ( <b>locations wait for four (4) or more orders to be placed to receive bulk pricing</b> )	Each	4	\$	\$
5	<b>Costume Accessories</b>				
5 a	Cooling vest	Each	1	\$	\$
5 b	Ice packs	Each	1	\$	\$
5 c	Cooling neck bank	Each	1	\$	\$
5 d	Exhaust fan for the head	Each	1	\$	\$
5 e	Costume transportation bag	Each	1	\$	\$
6	<b>Costume Replacement Pieces</b>				
6 a	Three season feet	Each	1	\$	\$
6 b	Winter feet	Each	1	\$	\$
6 c	Head	Each	1	\$	\$
6 d	Hands	Each	1	\$	\$
6 e	Jumpsuit	Each	1	\$	\$
6 f	Inner body	Each	1	\$	\$
6 g	Scarf	Each	1	\$	\$
6 h	Vest	Each	1	\$	\$
6 i	Hat	Each	1	\$	\$
7	Environmentally Friendly Recycling Services	Each	4	\$	\$
8	Discount for returning old costume (up-cycled/reused by the Contractor) when placing a new costume order	Each	4	\$	\$
9	Extended Warranty One (1) additional year	Each	N/A	\$	\$
<b>Total Option Period 1 (applicable taxes excluded)</b>					\$

<b>Option Period 2: April 1, 2024 to March 31, 2025</b>					
<b>Item A</b>	<b>Description B</b>	<b>Unit of Measure C</b>	<b>Estimated Quantity D</b>	<b>Unit Price E</b>	<b>Total F (D X E)</b>
1	Additional revisions of prototype	Hourly Rate	5	\$	\$
2	Single order Parka Costume (head, inner body, jumpsuit, and feet) with vest, scarf, hat and transportation bag	Each	1	\$	\$
3	Single order Parka Costume (head, inner body, jumpsuit and feet) with transportation bag but without vest, scarf, hat	Each	1	\$	\$
4	Bulk pricing on multiple Parka Costume orders with transportation bag ( <b>locations wait for four (4) or more orders to be placed to receive bulk pricing</b> )	Each	4	\$	\$
5	<b>Costume Accessories</b>				

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5 a	Cooling vest	Each	1	\$	\$
5 b	Ice packs	Each	1	\$	\$
5 c	Cooling neck bank	Each	1	\$	\$
5 d	Exhaust fan for the head	Each	1	\$	\$
5 e	Costume transportation bag	Each	1	\$	\$
6	<b>Costume Replacement Pieces</b>				
6 a	Three season feet	Each	1	\$	\$
6 b	Winter feet	Each	1	\$	\$
6 c	Head	Each	1	\$	\$
6 d	Hands	Each	1	\$	\$
6 e	Jumpsuit	Each	1	\$	\$
6 f	Inner body	Each	1	\$	\$
6 g	Scarf	Each	1	\$	\$
6 h	Vest	Each	1	\$	\$
6 i	Hat	Each	1	\$	\$
7	Environmentally Friendly Recycling Services	Each	4	\$	\$
8	Discount for returning old costume (up-cycled/reused by the Contractor) when placing a new costume order	Each	4	\$	\$
9	Extended Warranty One (1) additional year	Each	N/A	\$	\$
<b>Total Option Period 2 (applicable taxes excluded)</b>					\$

<b>Totals</b>		
<b>Item</b>	<b>Description</b>	<b>Total</b>
1	Standing Offer Period – Award to March 31, 2023	\$
2	Option Period 1 – April 1, 2023 to March 31, 2024	\$
3	Option Period 2 – April 1, 2024 to March 31, 2025	\$
<b>Total Evaluated Price (excluding Applicable Taxes)</b>		\$

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N/A

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## **PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Technical offers will be evaluated against the technical evaluation criteria at Attachment 1 to Part 4 – Technical Evaluation Criteria.

##### **4.1.1.2 Point Rated Technical Criteria**

Technical offers will be evaluated against the technical evaluation criteria at Attachment 1 to Part 4 – Technical Evaluation Criteria.

#### **4.1.2 Financial Evaluation**

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

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

1. To be declared responsive, a bid must:
    - a. comply with all the requirements of the bid solicitation; and
    - b. meet all mandatory criteria; and
    - c. obtain the required minimum of 130 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 185 points.
  2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
  3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
  4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
  5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
  6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
  7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.
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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 (45).

		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		1 <sup>st</sup>	3 <sup>rd</sup>	2 <sup>nd</sup>



## ATTACHMENT 1 TO PART 4 – TECHNICAL EVALUATION CRITERIA

### 1. It is the intention of the Crown to evaluate this requirement as follows:

Each bid will be examined to determine that it meets the Mandatory Technical Requirements detailed in section 2. Bids which fail to meet any of the Mandatory Technical Requirements will be given no further consideration and will be considered non-compliant. Bids meeting the Mandatory Technical Requirements will be further evaluated as per section 3 – Point Rated Technical Criteria.

### 2. Mandatory Technical Requirements

Submissions that do not meet the mandatory technical requirements set out below will be deemed non-compliant and be given no further consideration.

Requirement	Description	Met	Not Met
<b>M1</b>	<p>The bidder must provide:</p> <ul style="list-style-type: none"><li>a summary (maximum 4 pages) with images of two (2) examples of the design and fabrication of one of a kind mascot costumes based on images, illustrations, a current mascot costume, videos, etc. including concept illustrations to final product images, as well as images or specs showing the inner workings of costume, its mobility and final product;</li><li>two (2) references with a name and telephone number for the two examples provided in the summary.</li></ul> <p>References will be contacted to confirm information provided.</p> <p>Examples and references cannot be from Parks Canada.</p>		
<b>M2</b>	<p>The bidder must provide a minimum of a one (1) year warranty covering manufacturing defects and discoloration.</p>		
<b>M3</b>	<p>Bidder must have a minimum of 3 years' experience in the design and fabrication of mascot costumes.</p>		
<b>M4</b>	<p>The Contractor must demonstrate that it can ship mascot costumes anywhere in Canada.</p>		

### 3. Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the Point Rated Technical Criteria table below. Submissions must have met the mandatory criteria as noted above to be considered.

Bidders must supply detailed information for each of the evaluated criteria below. If no information is provided for any given criteria, a score of zero will be given in that particular criteria.

	<b>POINT RATED TECHNICAL CRITERIA</b>	<b>Total Points Available</b>
<b>R1</b>	<p><b>Qualifications and Experience</b></p> <p>The Contractor demonstrates it has experience in the design and fabrication of mascot costumes.</p> <p>Between 4 to 5 years (10 points) Between 6 to 8 years (15 points) Between 9 to 10 years (20 points) 10 + years (25 points)</p>	<b>25</b>
<b>R2</b>	<p><b>The examples provided in the bid demonstrate the following:</b></p> <ul style="list-style-type: none"> <li>• Ability to reproduce the exact same costume upon request when an order is placed. (25 pts)</li> <li>• Ability to produce costumes that provide optimum and safe mobility for the user (walking, arm and leg movements, head movements, gestures, etc.) (10 pts)</li> <li>• Ability to produce a costume that can fit a wide range of heights and still provides optimum and safe mobility. (10 pts)</li> <li>• Ability to produce a mascot costume head that allows air flow, can accommodate an exhaust fan or any other recommended option, and will fit a wide variety of head circumferences securely and comfortably enabling easy movement (nodding, etc.) of the head. (10 pts)</li> <li>• Ability to produce costumes that provide the user with the best possible field of vision/sight-lines in the head of the mascot costume. (10 pts)</li> <li>• Ability to produce custom costume feet (3 season and winter feet) (10 pts)</li> <li>• Resemblance between original product and final mascot costume. (10pts)</li> <li>• Demonstrates knowledge of safety standards and ergonomics in mascot costume design and fabrication. (10 pts)</li> </ul>	<b>95</b>

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<b>R3</b>	<b>Aftersales Services</b>  The Contractor demonstrates that it can provide quality aftersales service. (5 pts) The Contractor demonstrates it can supply costume accessories and reproduce costume replacement pieces upon request when ordered. (5 pts)	<b>10</b>
<b>R4</b>	<b>Catalogue and Instruction Documentation or Videos</b>  The Contractor demonstrates it can produce a catalogue (or something similar to a catalogue) with images, item descriptions for each costume piece and accessory, and cost. (5 pts)  The Contractor demonstrates it can produce and provide instructional documentation or videos for the mascot costume. (E.g. care and maintenance, how to dress in the costume, shipping and storage instructions, movements, gestures, safety, and interpretation tips, etc.). (5 pts)	<b>10</b>
<b>R5</b>	<b>Warranty</b>  The bidder's proposed extended warranty covers the following:  Year 1 - included in standing offer Year 2 – Extended year 1 warranty option (5 pts) Year 3 – Extended year 2 warranty option (5pts) Year 4 – Extended year 3 warranty option (5pts)	<b>15</b>
<b>R6</b>	<b>Recycling Services and Environmental Responsibility</b>  The Contractor demonstrates that it can provide environmentally and socially responsible recycling services (e.g. up-cycles useable materials from old costumes, takes materials to a recycling facilitate that reuses textiles, etc.) (5 pts)  The Contractor demonstrates it is environmentally responsible in its manufacturing process of costumes (5 pts)	<b>10</b>
<b>R7</b>	<b>Bulk Pricing</b>  The Contractor demonstrates it can provide bulk pricing (e.g. a discount for those who wish to wait for four (4) or more costume orders to be placed).	<b>10</b>
<b>R8</b>	<b>Packaging and Single Use Plastics</b>  The Contractor demonstrates that it uses recyclable packaging and shipping materials and has taken efforts to reduce the use of single use plastics in its packaging and shipping procedures.	<b>10</b>
<b>Total points</b>		<b>185</b>
<b>Minimum score required</b>		<b>130</b>

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N/A

Title – Titre :  
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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Offer

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

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

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

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

The Offeror, regardless of their status under the [Ineligibility and Suspension Policy](#), must submit a list of names prior to issuance of a standing offer. Offerors must provide the information requested at Attachment 1 to Part 5 of the Request for Standing Offers.

#### 5.2.2 Federal Contractors Program for Employment Equity – Bid Certification

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

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N/A

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



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N/A

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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.

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**Signature**

**Date**

Please include with your bid or offer.

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N/A

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## **PART 6 – SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **6.1 Security Requirements**

There is no security requirement applicable to the Standing Offers.



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N/A

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## **PART 7 – STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **7.1 Offer**

The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex A.

#### **7.2 Security Requirements**

There is no security requirement applicable to the Standing Offer.

#### **7.3 Comprehensive Land Claims Agreement(s)**

This procurement is subject to the Nunavut Land Claims Agreement, Gwich'in Comprehensive Land Claim Agreement, Sahtu Dene and Metis Comprehensive Land Claim Agreement, Tlicho Land Claims and Self-Government Agreement, Inuvialuit Final Agreement, Vuntut Gwich'in First Nation, First Nation of Nacho Nyak Dun, Teslin Tlingit Council, Champagne and Aishihik First Nations, Little Salmon/Carmacks First Nation, Selkirk First Nation, Tr'ondëk Hwëch'in First Nation, Ta'an Kwach'an Council, Kluane First Nation, Kwanlin Dun First Nation, Carcross/Tagish First Nation, Maa-nulth Final Agreement, Nisga'a Final Agreement, Tsawwassen First Nation Final Agreement, James Bay and Northern Quebec Agreement, Northeastern Quebec Agreement, Nunavik Inuit Land Claims Agreement, Eeyou Marine Region Land Claims Agreement, Labrador Inuit Land Claims Agreement.

#### **7.4 Standard Clauses and Conditions**

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

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

##### **7.4.1 General Conditions**

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

##### **7.4.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex A entitled "Statement of Work". If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

The data must be submitted on a yearly basis to the Standing Offer Authority.

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N/A

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The data must be submitted to the Standing Offer Authority no later than 7 calendar days after the end of the reporting period.

## **7.5 Term of Standing Offer**

### **7.5.1 Period of the Contract**

The period for making call-ups against the Standing Offer is from Standing Offer award to March 31, 2023.

### **7.5.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for 2 additional 1 year periods, from April 1, 2023 to March 31, 2024 and April 1, 2024 to March 31, 2025 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

## **7.6 Authorities**

### **7.6.1 Standing Offer Authority**

The Standing Offer Authority is:

Laura Lowson  
Contracting Officer  
Parks Canada Agency  
Chief Financial Officer Directorate  
111 Water Street East, Cornwall, ON K6H 6S2

Telephone: 613-938-5791  
E-mail address: laura.lowson@canada.ca

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

### **7.6.2 Project Authority**

The Project Authority for the Standing Offer is:

**\*\*\* to be provided at issuance of a standing offer \*\*\***

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

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### 7.6.3 Offeror's Representative

The Offeror's Representative for the Standing Offer 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>		

### 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Parks Canada Agency.

### 7.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer or SAP generated Call-up Against a Standing Offer.

### 7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Applicable Taxes included).

### 7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$100,000.00 (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or one (1) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

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## 7.11 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 call up against the Standing Offer, including any annexes;
- (b) the Articles of the Standing Offer;
- (c) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- (d) the supplemental general conditions [4007](#) (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information;
- (e) the general conditions [2010A](#) (2018-06-21) Goods (medium complexity);
- (f) Annex A, Statement of Work;
- (g) Annex B, Basis of Payment;
- (h) the Offeror's offer dated \*\*\* to be inserted at issuance of a standing offer \*\*\*.

## 7.12 Certifications and Additional Information

### 7.12.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

## 7.13 Applicable Laws

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

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## **B. RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

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

#### **7.2.2 Supplemental Conditions**

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

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

The period of the Contract is from date of Contract to March 31, 2023 inclusive.

#### **7.3.2 Delivery Date**

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

### **7.4 Payment**

#### **7.4.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B. Customs duties are included and Applicable Taxes are extra.

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

#### **7.4.2 Prepaid Transportation Cost**

The Contractor must prepay transportation costs. Prepaid transportation costs must be shown as a separate item on the invoice, supported by a certified copy of the prepaid transportation bill of lading.

#### **7.4.3 Single Payment**

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

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

#### **7.5 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

#### **7.6 Insurance – No Specific Requirement**

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

#### **7.7 Excess Goods**

SAAC Manual clause [B7500C](#) (2006-06-16), Excess Goods

#### **7.8 Inspection and Acceptance**

The Technical 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.

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## **ANNEX A**

### **STATEMENT OF WORK**

#### **1.0 TITLE**

Parka Costume (Parks Canada's mascot)

#### **2.0 BACKGROUND**

The Parks Canada Agency protects and presents 215 locations across the country with the goal of preserving their ecological and commemorative integrity for present and future generations. Parka, the official Parks Canada mascot, plays a key role in our mandate by building lasting relationships with young children and their families, and creating a generation of Canadians who know, value and support Parks Canada.

Parka, as a Parks Canada brand ambassador, can be found on multiple platforms and is represented in a variety of ways. She is found in an animated television series, in an activity booklet, on the web, and in a mobile application. She is also found in plushie form, on some official merchandise products sold in gift shops and online, and an inflatable and statuette in her likeness are used as photo opportunity tools at various events and sites. But it's the costumed mascot that plays the greatest role. Parka, in her various forms, is the official mascot of Parks Canada. The mascot costume is the key element in providing that value-added experience families and young children are seeking, as well as generating direct contact with this entertaining character.

#### **3.0 OBJECTIVE**

The purpose of the project is to first create and provide a prototype Parka costume to the Parks Canada Brand Team, then to produce and supply a four-season Parka costume offer to field units who are interested in ordering a costume. For a consistent Parka look and feel, the prototype Parka costume will be true to the character based on the current costume, pictures, videos, and illustrations of Parka.

Once the new prototype of the Parka costume has been created and approved by the Parks Canada Brand Team, field units across the country will be able to order a new costume through the established Standing Offer. The Contractor will produce the costume based on the approved prototype. The total quantity of Parka costumes to be ordered is to be determined and will depend on cost and interest from field units (Parks Canada parks and sites). Orders could be for one or multiple costumes. The Contractor must be able to accommodate any request.

#### **4.0 REFERENCE DOCUMENTS**

- Appendix 1: Costume Description and Specifications
- Appendix 2: Parka images and illustrations
- Appendix 3: Parka Colour Specifications

Note: A Parks Canada representative will be available for any questions and additional information related to the reference documents above.

#### **5.0 SCOPE OF WORK**

Within 6 months of standing offer (SO) award, the Contractor will have completed all the necessary steps outlined below to supply Parka costumes to Parks Canada field units wishing to order one. These steps include, but are not limited to: producing a prototype costume that meet all Parks Canada requirements,

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and revising the prototype, if necessary, following feedback from Parks Canada. The Contractor must also be able to supply all costume accessories, and produce bilingual documentation or instructional videos (outlined below) that will be available to download from Parks Canada's Intranet site.

## REQUIREMENTS

The Contractor must produce the Parka costume by following all the requirements listed in the table below.

REQUIREMENTS	
<b>Look</b>	<p>The <b>Parka costume</b> must be true to the character based on the current costume, pictures and illustrations of Parka (a female brown beaver wearing a bright green vest, a bright yellow scarf and a bright yellow hat). A detailed Parka Costume description, and the current costume specifications are available in Appendix 1. A list of Parka images and illustrations are available in Appendix 2. A list of Parka colour specifications are available in Appendix 3.</p> <p>NOTE: Costume specifications provided in Appendix 1 can be reproduced in full, or used as an inspiration to produce the prototype costume for approval. The Contractor must demonstrate that all materials and components proposed are of equivalent or higher quality to that of the current costume to achieve a similar or greater quality costume.</p>
<b>Branding</b>	<p>The Parka costume will be branded according to the Parka Colour Specifications as presented in Appendix 3.</p> <p>In general, (refer to images for a visual):</p> <ul style="list-style-type: none"><li>• the Parks Canada green beaver logo is embroidered and centered on the front of the yellow hat (refer to images and colour standards for coloring. Note that the crest currently on the hat is to be changed to the green beaver logo as seen on the illustrations of Parka);</li><li>• the Parks Canada green Beaver logo is embroidered on the right side of the bright green vest pocket;</li><li>• the wording "PARKA" in upper case letters is embroidered vertically in green starting with the letter "P" at the top and "A" at to bottom, and centred on the yellow scarf, using the Series Orbit font; and</li><li>• the wording Parks Canada/Parcs Canada is embroidered in green and centred near the top on the back of the bright green vest, using the Helvetica Neue font.</li></ul>
<b>Bilingualism</b>	<p>Parks Canada is obliged to respect the <i>Official Languages Act</i>. As such, the Contractor must be able to personalize the order of wording (Parks Canada / Parcs Canada in English first or French first) for all Parka costume orders.</p> <p>English or French first wording will depend on the Parks Canada location ordering the costume and will be indicated on the request for quote form.</p>



<b>Mobility</b>	<p>The costume must be made of materials that allow for good mobility by the user.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Easy leg and arm movements (walking, skipping, opening/raising/bending arms, hugging, etc.)</li> <li>• Easy to perform gestures (nodding the head, opening the arms, waving, etc.)</li> <li>• Ability to squat down to the height of a child</li> <li>• Easy hand movements (blow kiss, wave, etc.)</li> <li>• Easy walking - the feet must be constructed in a manner that allows for easy and safe walking</li> </ul>
<b>Durability of Material</b>	<p>The costume must be made of durable materials able to withstand, to a reasonable extend, Canadian outdoor weather conditions (sun, rain, wind, snow, etc.)</p>
<b>Breathability</b>	<p>All costume pieces should, if possible, be made of breathable materials, as per recommendations of the Contractor.</p> <p>Material used to construct the body of the costume (including the arms and legs) <b>must</b> be, where possible, made of breathable material.</p> <p>The head <b>must</b> be made in a way that allows good air flow, with the possibility of adding a small, silent, battery operated powerful fan unit, or any other recommendations to keep the user's head cool, and to exhaust stale air.</p> <p>The head <b>must</b> be, where possible, made of breathable materials or have options (e.g. mesh openings) to allow for good air flow and breathability.</p>
<b>The Costume Head</b>	<p>The head must be constructed in a way that fits securely on a wide variety of head circumferences. The fit must be padded and adjustable.</p> <p>The head must be able to accommodate a small, silent, battery operated exhaust fan or any approved recommendation that will help keep the user's head cool and exhaust stale air.</p> <p>The costume head must fit securely on the user's head enabling the user to nod easily, move the head from side to side, and provide a good field of vision/sight-lines.</p>
<b>Vision / Sight-lines</b>	<p>The head must provide the best possible field of vision for the user, especially at the bottom to see small children.</p> <p>Materials used for sight (to see through) must provide the best possible sight-lines and vision.</p>
<b>Feet</b>	<p>The feet must:</p> <ul style="list-style-type: none"> <li>• be able to accommodate a variety of sizes;</li> <li>• allow the user to use their own shoes;</li> <li>• be made of a material that keeps the users feet warm and dry (e.g. waterproof or other recommendations); and</li> <li>• be constructed in a manner that allows for easy and safe walking.</li> </ul>

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	<p>There must be two options for the feet:</p> <ul style="list-style-type: none"><li>• 3 season feet (spring, summer, fall);</li><li>• Winter feet (for cold winter weather, ice, snow, etc., allow the user to wear their own winter boots for traction and grip while still providing the look of the beaver feet.)</li></ul>
<b>Adaptability</b>	<p>The costume must be able to accommodate heights from 5'4" to 6' tall (or of similar dimensions depending on the Contractor's expertise and recommendations). Parks Canada must approve the height dimensions.</p> <p>The costume must be easy to manipulate so that the user can fairly quickly and easily dress and undress with minimal assistance in all seasons.</p>
<b>Care and Maintenance</b>	<p>The costume must be easy to clean, and the majority of the pieces must be machine washable.</p> <p>The costume must be easy to store while not in use.</p> <p>The Contractor must provide care, maintenance and storage instructions (instructional videos or written document).</p>
<b>Field Testing and Fit Assessment of Prototype</b>	<p>Parks Canada will conduct field testing and a fit assessment of the prototype Parka costume prior to approval.</p> <p>The Contractor will be responsible for revisions as stated in the basis of payment.</p> <p>The Contractor will ship, at their expense, the prototype costume to Parks Canada National Office (Gatineau, Quebec).</p>
<b>Costume Accessories and Costume Replacement Pieces</b>	<p>The following costume accessories and replacement pieces will be made available to order as and when requested:</p> <ul style="list-style-type: none"><li>• Cooling accessories (cooling vest, cooling neck band, ice packs, etc., or other approved cooling accessories as recommended by the Contractor);</li><li>• Small, quiet, battery operated fan unit (or other recommended option) to exhaust stale air from the head and help keep the users head cool;</li><li>• Costume transportation bag (included with each costume order and available as an accessory if needed)</li></ul> <p>Description of the transportation bag: Large well-made and solid transportation bag with sturdy zippers and 2 handles to lift. Should fit in the trunk of a hatch back car.</p> <ul style="list-style-type: none"><li>• Feet (winter and 3 season): the 3 season feet will be included with each costume ordered; winter feet to be available as an option.</li><li>• Other replacement costume pieces (hands, head, body, scarf, vest, hat, etc.).</li></ul>

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<b>Catalogue and Instructional Documentation or Videos</b>	<p>The Contractor must supply the following in both official languages:</p> <ul style="list-style-type: none"><li>• A catalogue with images, item name, brief description, cost, etc.</li><li>• Instructions on how to dress in the costume (video or PDF instructional document)</li><li>• Care and Maintenance Instructions (video or PDF instructional document)</li><li>• Shipping and Storage Instructions (video or PDF instructional document)</li><li>• Movements, Gestures, Safety, and Interpretation Tips (videos or PDF instructions documents)</li></ul>
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## 6.0 CONSTRAINTS

<b>Safety Features</b>	<p>The Contractor must:</p> <ul style="list-style-type: none"><li>• Be knowledgeable and respectful of best practices in current safety standards and ergonomics for mascot costumes.</li><li>• Ensure that the head can be easily and quickly remove by the user (with the costume hands on), especially in case of an emergency or potentially dangerous situations.</li><li>• Ensure the feet, although large, are designed in a way that allows the user to walk easily and in a safe manner.</li></ul>
<b>Warranty and Aftersales Service</b>	<p>The Contractor must:</p> <ul style="list-style-type: none"><li>• Provide a minimum of a one (1) year warranty on any and all manufacturing defects and material discolorations. In the event of breakage/damage or discoloration due to poor choice of materials or fabrication defects, Parks Canada will notify the Contractor immediately. The Contractor will immediately, and at its own expense, perform the repairs or replace the Parka costume as soon as possible. The Contractor will be responsible for all costs associated with return shipment.</li><li>• The Contractor will provide Parks Canada with an extended warranty option with the same terms and conditions as the first year.</li><li>• Provide aftersales service for repairs, use and care tips, etc., or any questions/recommendations Parks Canada may have. Services to be available for the entire validity of the standing offer.</li></ul>
<b>Recycling Services for Old Costumes</b>	<p>Parks Canada is committed to respecting the environment by recycling, in a socially responsible manner, all materials and textiles where possible.</p>

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	The Contractor should provide Parks Canada with environmentally and socially responsible recycling services for old costumes.
<b>Shipping of Costumes and accessories/replacement pieces to Parks Canada Locations</b>	<p>The Contractor must be able to ship costume(s) and costume accessories/replacement pieces to any Parks Canada location across Canada.</p> <p>Upon receiving a request for quote from a Parks Canada location, the Contractor must provide a quote including shipping costs.</p> <p>Note: it is not expected that costumes will be shipped in large quantities. It is expected that each order placed will be for one, possibly two Parka costumes and any associated accessories or replacement pieces.</p>
<b>Single Use Plastics</b>	<p>The Contractor will, in consultation with Parks Canada:</p> <ol style="list-style-type: none"> <li>i. Agree upon an approach to reduce packaging during shipping.</li> <li>ii. Agree upon an approach to reduce or eliminate the use of single use plastics, or use a more environmentally friendly product (i.e. recyclable) in shipping products.</li> </ol>

## 7.0 Deliverables and Timeframe

The following timeline provides deliverables and deadlines for work under the Contract.

Deliverables	Date
Participate in Start Up Meeting (most likely by teleconference)	No later than two weeks after contract award.
Parka costume prototype for Parks Canada field testing, fit assessment, and feedback (including the body of the costume (jumpsuit), the inner body, the head, the feet, the hat, the vest and the scarf, as well as the transportation bag.)	No later than four months after contract award.
<p>Revisions/re-design of prototype in accordance to Parks Canada feedback</p> <ol style="list-style-type: none"> <li>a. Should the revision be minor (ex: aesthetic change to the colour or the type of material on a non-visible or minor part of the costume), no further sample will be required</li> <li>b. Should the revision be major (ex: change to the shape of the head or the overall look of the mascot, change to the colour or the type</li> </ol>	<ol style="list-style-type: none"> <li>a. two weeks for minor alterations</li> <li>b. one month for major alterations, or required time to be discussed with and approved by Parks Canada Project Authority, based on modifications required.</li> </ol>

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of material on an important part of the costume, etc), the contractor will be required to send a revised sample to Parks Canada for approval.	
Final approved Parka costume prototype completed and delivered to Parks Canada	No later than six months after contract award.
Bilingual Documentation / Instructional Videos delivered to Parks Canada	Three weeks after final approval of Parka costume delivery to Parks Canada.
Commencement of Standing Offer Orders	No later than seven months after contract award.
Parka costume delivery to a Parks Canada location	Eight to 10 weeks from placement of an order
Parka costume accessories or replacement pieces	Within two to three weeks from placement of an order

## 8.0 RESPONSIBILITIES

### 8.1 Responsibilities of the Contractor

The Contractor will:

- Manage all production aspects of the work under the Contract.
- Provide all labour, facilities, technical expertise and materials required to deliver the work under the Contract.
- Advise Parks Canada as soon as they become aware of any delays or setbacks that may affect deliverables and timeframe set out in section 6.0.
- Inform Parks Canada, on a regular basis, of the progress of the work under the contract.
- Respect Parks Canada's Parka Colour Guide in designing the costume. If colouring or branding is incorrect, the Contractor will be responsible for any subsequent work to correct inaccuracies at their expense.
- Revise/re-develop the Parka costume prototype to Parks Canada's satisfaction (maximum of 3 revisions with prototype development). Additional revisions required by Parks Canada will be in accordance with the Basis of Payment.
- Respond to queries and concerns from Parks Canada within 2 business days.
- Participate in meetings (face to face or via telephone conference) at the request of Parks Canada.

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## **8.2 Responsibilities of Parks Canada**

- Parks Canada will send all required files to the Contractor in order for them to fully understand the Parks Canada Brand and the character of Parka (graphic files, images, videos, color guide, branding specification, etc.).
- Parks Canada will be available during the entire process. Should any questions or concerns arise, Parks Canada will respond to queries and concerns from the Contractor within 2 business days of receipt.
- Parks Canada will provide functional support and direction to the Contractor regarding costume design, branding guidelines and the Parka colour guide.
- Parks Canada will review and provide feedback, direction and approvals in a timely matter.
- Parks Canada will approve the final design of the Parka costume including the final costume prototype.
- Parks Canada will place orders early enough for the goods to be delivered on time. We will thrive to avoid any rush orders.

### Appendix 1: Costume Description and Specifications

Note:

- Refer to images of the Parka Costume for visual
- Any suggestions or modifications are welcomed and must be approved by the Project authority.

	Visual Description of the Costume	Current Costume Specifications
<b>HEAD</b>	<ul style="list-style-type: none"> <li>• Happy, kind expression</li> <li>• Two white front beaver-like buckteeth and one long narrow horizontal lower white tooth</li> <li>• Open mouth smile with a bit of the pink tongue showing</li> <li>• Green eyes with three long eyelashes on the outer sides</li> <li>• Two small, fairly thin arched eyebrows</li> <li>• Two medium brown coffee coloured ears at the top of the head framing the hat</li> <li>• Large, inverted, round triangular shaped black nose</li> <li>• Soft, fluffy faux fur</li> <li>• Light caramel brown coloured faux fur</li> </ul>	<ul style="list-style-type: none"> <li>• Vac-formed base with carved ethafoam features covered in faux fur with vented eyes, nose and mouth.</li> <li>• Includes an adjustable helmet to fit a variety of head circumferences</li> <li>• Battery operated removable exhaust fan attached inside the head to remove stale air and keep the users head cool.</li> <li>• Three slots at the top of the head (one at the front and two at the back) to insert the yellow hat's tabs that attached inside the head.</li> </ul>
<b>INNER BODY</b>	<ul style="list-style-type: none"> <li>• 3 pieces (round belly shape and two detachable leg panels)</li> </ul>	<ul style="list-style-type: none"> <li>• Reticulated foam sewn between sports mesh with removable tubing to maintain body shape.</li> <li>• Velcro fasteners to attach the leg panels to the round belly shape</li> <li>• Stretchable suspenders on the round belly shape that fit over the users shoulders</li> </ul>
<b>JUMPSUIT</b>	<ul style="list-style-type: none"> <li>• Light caramel brown coloured faux fur</li> <li>• Fluffy, soft faux fur</li> </ul>	<ul style="list-style-type: none"> <li>• Jumpsuit in matching faux fur that fits over the inner body and closes with Velcro</li> <li>• Full figured around the abdomen</li> <li>• Two metal rings at the bottom front (behind bottom vest pocket) to clip the vest to the jumpsuit</li> </ul>
<b>TAIL</b>	<ul style="list-style-type: none"> <li>• Medium brown coffee colour</li> <li>• Large oval shape</li> <li>• Diamond like pattern (see image)</li> </ul>	<ul style="list-style-type: none"> <li>• Detachable tail (attached to the jumpsuit with Velcro)</li> <li>• Quilted fleece fabric</li> <li>• Flat and thin (about an inch thick)</li> </ul>
<b>FEET</b>	<ul style="list-style-type: none"> <li>• Medium brown coffee colour</li> <li>• Large webbed feet</li> </ul>	<ul style="list-style-type: none"> <li>• Esther foam feet covered in matching fleece fabric. The inside</li> </ul>

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		<p>core includes a neoprene booty and rubber soles.</p> <ul style="list-style-type: none"><li>• Feet are attached to the jumpsuit with Velcro.</li><li>• Large webbed feet (3 toes per foot)</li><li>• Feet are not facing straight ahead (45 degree outward angle)</li></ul>
<b>HANDS</b>	<ul style="list-style-type: none"><li>• Medium brown coffee colour</li><li>• 3 fingers, 1 thumb</li><li>• Slightly larger than a normal sized hand.</li></ul>	<ul style="list-style-type: none"><li>• Padded detachable hands that fit over the users hands like gloves.</li><li>• Attached to the jumpsuit with snaps</li><li>• Matching fleece</li></ul>
<b>VEST</b>	<ul style="list-style-type: none"><li>• Bright green</li><li>• Four fake pockets (two front chest pockets and two bottom pockets)</li><li>• Parks Canada / Parcs Canada is written on the back of the vest, using Helvetica Neue font.</li></ul>	<ul style="list-style-type: none"><li>• Two front chest pocket with rounded flaps and a dark green button</li><li>• Two rounded bottom pockets (no flaps)</li><li>• Beaver logo on the right bottom pocket in dark green</li><li>• Front clip closure (is hidden by the tie)</li><li>• Inside of the vest, (behind the two bottom pockets), a metal clip to fasten the vest to the jumpsuit.</li></ul>
<b>SCARF</b>	<ul style="list-style-type: none"><li>• Bright yellow</li><li>• Tied around the neck and falls into two leaf shaped pieces</li><li>• The word "PARKA" in capital letters vertically down the front piece in dark green, using Series Orbit font.</li></ul>	<ul style="list-style-type: none"><li>• Scarf knotted at the front</li><li>• Attached to the bottom of the head using Velcro</li></ul>
<b>HAT</b>	<ul style="list-style-type: none"><li>• Bright yellow (same as scarf)</li><li>• Bucket hat/ sunhat shape</li><li>• Dark green Parks Canada beaver logo centred on the front (same colour as the wording on scarf and vest)</li></ul>	<ul style="list-style-type: none"><li>• Attached to the head with tabs on the interior (one tab at the front and two at the back).</li></ul>





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## 2. Front View



## 3. Back View



## 4. Parka Plushie



## 5. Parka Illustrations



## Appendix 3

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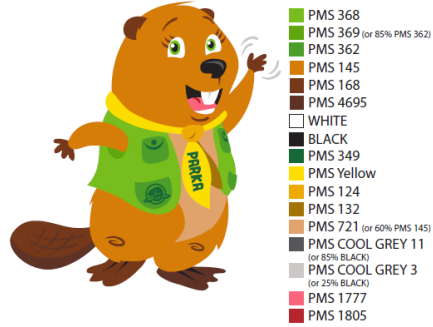
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## Parka Colour Specifications

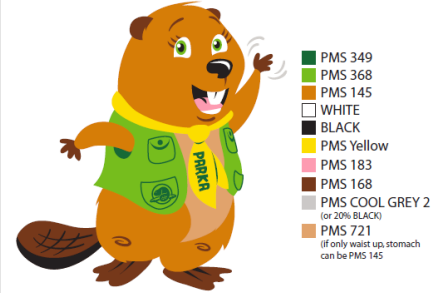
### Full Colour • CMYK WITH GRADIENTS



### Full Colour • Pantone WITHOUT GRADIENTS



### Reduced Colour • Pantone



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## ANNEX B

### BASIS OF PAYMENT

**\*\*\* TO BE INSERTED AT TIME OF STANDING OFFER AWARD BASED ON ATTACHMENT 1 TO  
PART 3 – FINANCIAL PROPOSAL \*\*\***