



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 : Fire Chief, Waskesiu Volunteer Fire Department – Prince Albert National Park	
Solicitation No. - N° de l'invitation : 5P420-19-0429/A	Date : 12 February 2020
Client Reference No. - N° de référence du client : n/a	
GETS Reference No. N° de référence du SEAG : PW- 20-00906924	
Solicitation Closes - L'invitation prend fin : At - à : 14 :00 On - le : March 24, 2020	Time Zone - Fuseau horaire MDT
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 : Andrea McGraw-Alcock Andrea.mcgraw-alcoc@canada.ca	
Telephone No. - N° de téléphone : (587) 436-5908	Fax No. -N° de télécopieur : 1-866-246-6893
Destination of Goods, Services, and Construction - Destination des biens, services et travaux de construction : Prince Albert National Park	
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 :

Solicitation No. - N° de l'invitation :
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Contracting Authority - Autorité contractante :
Andrea McGraw-Alcock

Client Ref. No. - N° de réf. du client :
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Title – Titre :
Fire Chief, Waskesiu Volunteer Fire Department – Prince Albert National Park

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>

Security Requirements

This document contains a security requirement. For further instructions consult Part 1 – General Information clause 1.1, and Part 6 – Resulting Contract Clauses clause 6.1, Security Requirements.

Solicitation No. - N° de l'invitation :
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TABLE OF CONTENTS

PART 1 – GENERAL INFORMATION	4
1.1 SECURITY REQUIREMENTS.....	4
1.2 STATEMENT OF WORK.....	4
1.3 OPTIONAL SITE VISIT.....	4
1.4 DEBRIEFINGS.....	4
1.5 TRADE AGREEMENTS.....	4
PART 2 – BIDDER INSTRUCTIONS	5
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	5
2.2 SUBMISSION OF BIDS.....	5
2.3 ENQUIRIES – BID SOLICITATION.....	5
2.4 APPLICABLE LAWS.....	5
PART 3 – BID PREPARATION INSTRUCTIONS	6
3.1 BID PREPARATION INSTRUCTIONS.....	6
PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION	7
4.1 EVALUATION PROCEDURES.....	7
4.2 BASIS OF SELECTION – HIGHEST COMBINED RATING OF TECHNICAL MERIT (55%) AND PRICE (45%).....	7
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	9
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	9
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION.....	9
PART 6 - RESULTING CONTRACT CLAUSES	11
6.1 SECURITY REQUIREMENTS.....	11
6.2 STATEMENT OF WORK.....	11
6.3 STANDARD CLAUSES AND CONDITIONS.....	11
6.4 TERM OF CONTRACT.....	11
6.5 AUTHORITIES.....	12
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	13
6.7 PAYMENT.....	13
6.8 INVOICING INSTRUCTIONS – PROGRESS PAYMENT CLAIM – SUPPORTING DOCUMENTATION REQUIRED.....	14
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	15
6.10 APPLICABLE LAWS.....	15
6.11 PRIORITY OF DOCUMENTS.....	15
6.12 SACC MANUAL CLAUSES.....	15
6.13 INSURANCE REQUIREMENTS.....	15
6.14 INSPECTION AND ACCEPTANCE.....	15
6.15 REPLACEMENT OF SPECIFIC INDIVIDUALS.....	15
ANNEX A – STATEMENT OF WORK	17
ANNEX B – BASIS OF PAYMENT	20
ANNEX C – ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)	23
ANNEX D TO PART 5 OF THE BID SOLICITATION – FORMER PUBLIC SERVANT	25
ANNEX E TO PART 5 OF THE BID SOLICITATION – LIST OF NAMES FOR INTEGRITY VERIFICATION FORM..	27
ANNEX F – TECHNICAL EVALUATION	29

Solicitation No. - N° de l'invitation :
5P420-19-0429/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
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PART 1 – GENERAL INFORMATION

1.1 Security Requirements

New personnel security clearance requests will require mandatory fingerprints to initiate the criminal record check. The validity of an existing personnel security clearance issued by the Government of Canada is not affected by the change in the criminal record check process. Applicants who require a personnel security clearance are responsible for all costs associated with fingerprinting.

1.1.1 Before award of a contract, the following conditions must be met:

- (a) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 – Resulting Contract Clauses;
- (b) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

1.1.2 Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

1.2 Statement of Work

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

1.3 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at the **Prince Albert Fire Hall, 1300 Montreal Drive, Waskesiu, SK, S0J 2Y0 on Wednesday, March 4, 2020**. The site visit will begin at **13:00 CST**.

Bidders are requested to communicate with the Contracting Authority no later than Monday, March 2, 2020 at 2 PM 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 North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA).

Solicitation No. - N° de l'invitation :
5P420-19-0429/A

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00

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PW-20-00906924

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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 15 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 Saskatchewan.

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.

Solicitation No. - N° de l'invitation :
5P420-19-0429/A

Amd. No. - N° de la modif. :
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Contracting Authority - Autorité contractante :
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PW-20-00906924

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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 of its technical bid on a USB flash drive, in Adobe PDF format)
- Section II: Financial Bid (one (1) hard copy AND one (1) soft copy of its technical bid on a USB flash drive, in Adobe PDF format)
- Section III: Certifications (one (1) hard copy AND one (1) soft copy of its technical bid on a USB flash drive, in Adobe PDF format)

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.

Solicitation No. - N° de l'invitation :
5P420-19-0429/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Andrea McGraw-Alcock

Client Ref. No. - N° de réf. du client :
PW-20-00906924

Title – Titre :
Fire Chief, Waskesiu Volunteer Fire Department – Prince Albert National Park

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

Bids will be evaluated against the Mandatory Technical Evaluation Criteria at **Annex “F” – Technical Evaluation**.

4.1.1.2 Point Rated Technical Criteria

Bids will be evaluated against the Point Rated Technical Evaluation Criteria at **Annex “F” – Technical Evaluation**.

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 (55%) and Price (45%)

4.2.1 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 points overall for the technical evaluation criteria which are subject to point rating of 15.

The rating is performed on a scale of 30 points.

4.2.2 Bids not meeting (a) or (b) or (c) 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 55% for the technical merit and 45% 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 55%.

4.2.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 45%.

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

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.

Solicitation No. - N° de l'invitation :
5P420-19-0429/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
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Client Ref. No. - N° de réf. du client :
PW-20-00906924

Title – Titre :
Fire Chief, Waskesiu Volunteer Fire Department – Prince Albert National Park

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).

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	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1 st	3 rd	2 nd

Solicitation No. - N° de l'invitation :
5P420-19-0429/A

Amd. No. - N° de la modif. :
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Title – Titre :
Fire Chief, Waskesiu Volunteer Fire Department – Prince Albert National Park

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required at **Annex D** to Part 5 of the Bid Solicitation before contract award.

5.2.2 Integrity Provisions – Required Documentation

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

The Bidder, regardless of their status under the [Ineligibility and Suspension Policy](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 E** to Part 5 of the Bid Solicitation.

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#>).

Solicitation No. - N° de l'invitation :
5P420-19-0429/A

Amd. No. - N° de la modif. :
00

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Andrea McGraw-Alcock

Client Ref. No. - N° de réf. du client :
PW-20-00906924

Title – Titre :
Fire Chief, Waskesiu Volunteer Fire Department – Prince Albert National Park

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

5.2.4 Additional Certifications Precedent to Contract Award

5.2.4.1 Status and Availability of Resources

SACC *Manual* Clause [A3005T](#) (2010-08-16), Status and Availability of Resources

5.2.4.2 Education and Experience

SACC *Manual* Clause [A3010T](#) (2010-08-16), Education and Experience

Solicitation No. - N° de l'invitation :
5P420-19-0429/A

Amd. No. - N° de la modif. :
00

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Andrea McGraw-Alcock

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PW-20-00906924

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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

6.1.1 The following security requirements apply to and form part of the Contract.

6.1.1.1 The Contractor/Offeror's personnel as well as his subcontractors that require access to unescorted work site(s), assets or sensitive information must EACH hold a valid RELIABILITY STATUS, granted or approved by Parks Canada Agency Security Directorate (PCASD).

6.1.1.2 The Contractor/Offeror's personnel as well as his subcontractors MUST NOT remove any PCA information or assets from the identified work site(s) without consent from a PCA employee, and he must ensure that his personnel are made aware of and comply with this restriction.

6.1.1.3 All screening requests for contractors must be sent to pc.securite-security.pc@canada.ca

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 April 1, 2020 to March 31, 2021 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 three (3) additional one (1) year period(s) from April 1, 2021 to March 31, 2022, April 1, 2022 to March 31, 2023, and April 1, 2023 to March 31, 2024 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.

Solicitation No. - N° de l'invitation :
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PW-20-00906924

Title – Titre :
Fire Chief, Waskesiu Volunteer Fire Department – Prince Albert National Park

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Andrea McGraw-Alcock

Contracting Officer, National Contracting Services
Parks Canada Agency
220 – 4 Avenue S.E., suite 720
Calgary, AB T2G 4X3

Telephone: (587) 436-5908

Facsimile: 1-866-246-6893

E-mail address: andrea.mcgraw-alcock@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:

** To Be Completed By the Bidder**

Solicitation No. - N° de l'invitation :
5P420-19-0429/A

Amd. No. - N° de la modif. :
00

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Client Ref. No. - N° de réf. du client :
PW-20-00906924

Title – Titre :
Fire Chief, Waskesiu Volunteer Fire Department – Prince Albert National Park

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:		

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 – Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in **Annex B** for a cost of \$ _____ ***** to be inserted at contract award *****. 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.

6.7.2 Milestone Payments – Not Subject to Holdback

6.7.2.1 Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- (a) an accurate and complete claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all the certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives;
- (c) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.

6.7.3 Schedule of Milestones

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

Milestone No.	Description	Firm Price	Due On or Before
A.1.1	Contract Year 1: Quarterly Payment: Months 1-3 of Contract services: April 1 – June 30, 2020	<i>25% of Annual Price **To be inserted at contract award in accordance with Annex B – Basis of Payment**</i>	June 30, 2020
A.1.2	Contract Year 1: Quarterly Payment: Months 4-6 of Contract services: July 1 – September 30, 2020	<i>25% of Annual Price **To be inserted at contract award in accordance with Annex B – Basis of Payment**</i>	September 30, 2020
A.1.3	Contract Year 1: Quarterly Payment: Months 7-9 of Contract services: October 1 – December 31, 2020	<i>25% of Annual Price **To be inserted at contract award in accordance with Annex B – Basis of Payment**</i>	December 31, 2020
A.1.4	Contract Year 1: Quarterly Payment: Months 10-12 of Contract services: January 1 – March 30, 2021	<i>25% of Annual Price **To be inserted at contract award in accordance with Annex B – Basis of Payment**</i>	March 30, 2021

6.8 Invoicing Instructions – Progress Payment Claim – Supporting Documentation Required

6.8.1 The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.

Each claim must show:

- a. all information required on form [PWGSC-TPSGC 1111](#);
- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c. the description and value of the milestone claimed as detailed in the Contract.

Each claim must be supported by:

- a. a copy of the monthly progress report detailing work performed, calls attended, training provided, etc.

6.8.2 Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.

6.8.3 The Contractor must prepare and certify one original and two (2) copies of the claim on form [PWGSC-TPSGC 1111](#), and forward it to the Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

Solicitation No. - N° de l'invitation :
5P420-19-0429/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Andrea McGraw-Alcock

Client Ref. No. - N° de réf. du client :
PW-20-00906924

Title – Titre :
Fire Chief, Waskesiu Volunteer Fire Department – Prince Albert National Park

The Project Authority will then forward the original and two (2) copies of the claim to the Payment Office for the remaining certification and payment action.

6.8.4 The Contractor must not submit claims until all work identified in the claim is completed.

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 Saskatchewan.

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, attestation and Proof of Compliance with Occupational Health and Safety (OHS); and
- (f) 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
- [B6802C](#) (2007-11-30), Government Property
- [B9028C](#) (2007-05-25), Access to Facilities and Equipment

6.13 Insurance Requirements

- [G1005C](#) (2016-01-28) Insurance – No Specific Requirement

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 Replacement of Specific Individuals

- 6.15.1** If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.

Solicitation No. - N° de l'invitation :
5P420-19-0429/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Andrea McGraw-Alcock

Client Ref. No. - N° de réf. du client :
PW-20-00906924

Title – Titre :
Fire Chief, Waskesiu Volunteer Fire Department – Prince Albert National Park

6.15.2 If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:

- a. the name, qualifications and experience of the proposed replacement; and
- b. proof that the proposed replacement has the required security clearance granted by Canada, if applicable.

6.15.3 The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

ANNEX A – STATEMENT OF WORK

Fire Chief, Waskesiu Volunteer Fire Department Prince Albert National Park, Saskatchewan

1. Background

1.1.1. The Waskesiu Volunteer Fire Department (the Fire Department) is responsible for structural fires, assisting the RCMP, Ambulance Services or Parks Canada with motor vehicle and other emergencies within Prince Albert National Park, Saskatchewan (the Park). The responsibility for non-structural fires, water and land search and rescue within Prince Albert National Park is the responsibility of the Resource Conservation section of Prince Albert National Park. The Fire Department may be requested to assist Parks Canada with forest/wild land fires. The Fire Department operates with volunteer fire fighters under the direction of Captains and the Fire Chief. Parks Canada has overall responsibility for the funding of the Fire Department.

1.1.2. Fire Chief is hereby referred to as the Contractor.

2. Scope of Work

2.1. The Contractor is to provide leadership, command, administration, training and response services for the Fire Department in accordance with the Waskesiu Fire Department Operational Guidelines.

3. Contractor Responsibilities

The Contractor must perform the following duties in accordance with the Waskesiu Fire Department Operational Guidelines and all applicable regulations and codes.

3.1. Department volunteers are to be trained appropriately to fulfil the level of service and implement the standard operating procedures by:

- 3.1.1. ensuring training follows selected National Fire Protection Association Level One modules to provide volunteer fire fighters with the knowledge and training required to perform their duties in a safe and efficient manner
- 3.1.2. selecting training to correspond with the Fire Department's "level of service" and "standard operating procedures" in compliance with Occupational Health and Safety Guidelines
- 3.1.3. developing fire training practices with emphasis on maintaining exterior attack capability, familiarization with equipment and the safety of personnel
- 3.1.4. identifying skill levels required for Captain position, and maintaining a compliment of a minimum of three Captain positions
- 3.1.5. ensuring that Captains are properly trained and qualified to perform the duties of the Incident Commander and Fire Chief as required
- 3.1.6. co-ordinating and maintaining leadership response capability with Captains when away from community;
- 3.1.7. leading training sessions - a minimum of ten (10) sessions from June 1 to September 15; and a minimum of five (5) sessions between September 15 and May 31.

3.2. Incident Response Requirements met by:

- 3.2.1. assuming the role of Incident Commander when present at the scene.
- 3.2.2. working with other fire departments that may respond to incident in support of the Waskesiu Fire Department.

3.3. Coordinates administration functions for the Fire Department by:

- 3.3.1. consulting with the Waskesiu Townsite Manager (WTM) to establish a level of service statement based on equipment available, membership training/experience, membership availability with a differentiation between high visitor season (May – September) and low visitor season (October – April);
- 3.3.2. providing the WTM a gap analysis report to identify any notable department weaknesses that would prevent compliance with the Waskesiu Fire Department Operational Guidelines;
- 3.3.3. ensuring routine administrative duties are completed including practice log recording, volunteer pay roster completion and submission to WTM, equipment maintenance logs updates and structural fire incident reports;
- 3.3.4. attending regional mutual aid meetings to develop working relationships with other area departments in an effort to coordinate response support where additional assistant may be required to respond to an event;
- 3.3.5. assisting Parks Canada with revising Waskesiu Fire Department Operational Guidelines to ensure compliance with Occupational Health and Safety Guidelines and use the National Fire Protection Association Standards as a guideline for training purposes;
- 3.3.6. developing and implementing a communication strategy for residents, Park staff and business operators with regards to off season level of service and personal fire safety including the delivery of a voluntary training session on fire extinguishers and home safety tips and techniques
- 3.3.7. managing the use, storage and care for all equipment and maintaining an inventory status of equipment.
- 3.3.8. providing a status report (membership, training efforts, incident responses and requirements) to Parks Canada and the Waskesiu Community Council on a bi-annual basis. (January and July).

3.4. Membership/Recruiting

3.4.1. Assist the fire department in developing a strategy to retain existing and recruit new members. The strategy will:

- 3.4.1.1. strive to increase volunteer membership to a minimum of twelve (12) for the high use visitor season; June 1 – September 15;
- 3.4.1.2. target recruitment of volunteers from a cross-section of the community (i.e. commercial, cabin residents, cottage residents, Park staff, etc.);
- 3.4.1.3. inform Parks Canada with the names of current members and any proposed new members as of June 1 and September 15 in any given year;

3.5. Recommend maintenance requirements for the Fire Department's equipment by:

- 3.5.1. informing Parks Canada regarding the need to purchase and/or upgrading of equipment to ensure compliance with Occupational Health and Safety Guidelines
- 3.5.2. informing Parks Canada regarding qualified individuals and a schedule for testing and maintenance on all equipment as needed (including but not limited to fire hoses, air compressors, self-contained breathing apparatus units, fire pumper, etc.)
- 3.5.3. conducting testing and maintenance of equipment with the assistance of volunteer fire fighters where feasible
- 3.5.4. contacting Parks Canada Asset Management Supervisor if maintenance or repairs are required on the fire pumper in a timely manner to ensure it is in operating condition at all times

3.6. Acquire and maintain a membership in the Saskatchewan Fire Chiefs Association and attend the Annual Saskatchewan Fire Chiefs Association meeting.

4. Park Canada's Responsibilities

Parks Canada is responsible for performing the following in accordance with the Waskesiu Fire Department Operational Guidelines:

Solicitation No. - N° de l'invitation :
5P420-19-0429/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Andrea McGraw-Alcock

Client Ref. No. - N° de réf. du client :
PW-20-00906924

Title – Titre :
Fire Chief, Waskesiu Volunteer Fire Department – Prince Albert National Park

4.1. Overall responsibility for the administration of the Fire Department and Fire Chief service contract by:

- 4.1.1. providing operational budget funding;
- 4.1.2. providing direction to the Contractor through a service contract regarding operation of the department and ensure the standard operation procedures are being implemented;
- 4.1.3. providing a dispatch service for all emergency calls on behalf of the department;
- 4.1.4. providing the fire hall facilities (including the office and telephone) and arranging for any required maintenance and repairs as needed. Parks Canada is not responsible for ongoing cleaning of the facilities;
- 4.1.5. contacting the Contractor or acting Fire Chief when assistance is required for motor vehicle or aircraft accidents or forest/wild land fires;
- 4.1.6. providing authorization for contractor to attend meetings and conferences that the contractor may attend where travel is to be paid by Parks Canada. The contractor will be required to abide by Treasury Board travel rates and rules; and
- 4.1.7. paying for a membership in the Prince Albert Mutual Aid Association and the Saskatchewan Volunteer Fire Fighter Association.

4.2. Recruitment and Retention of Fire Department members by:

- 4.2.1. assisting the Contractor, upon request, with recruitment of volunteer fire fighters by encouraging Parks Canada staff to become members;
- 4.2.2. assisting the Contractor upon request with the process of training of Assistant Captains to ensure they are capable of acting as the Fire Chief; and
- 4.2.3. paying costs associated with any approved training.

4.3. Maintaining the Fire Department's equipment by:

- 4.3.1. reviewing budget expenditure recommendations provided by the Contractor, on an annual basis, regarding the purchase and/or upgrading of equipment, prioritize such requirements in consultation with the Contractor and purchasing or upgrading of such equipment as the budget permits
- 4.3.2. reviewing recommendations provided by the Contractor regarding qualified individuals and schedule for performing testing and maintenance on equipment as needed.

5. Termination of the Contract

- 5.1. Canada reserves the right to terminate the Contract at any time in whole or in part by giving three (3) months' notice to the Contractor.

In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of termination.

Solicitation No. - N° de l'invitation :
5P420-19-0429/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Andrea McGraw-Alcock

Client Ref. No. - N° de réf. du client :
PW-20-00906924

Title – Titre :
Fire Chief, Waskesiu Volunteer Fire Department – Prince Albert National Park

ANNEX B – BASIS OF PAYMENT

**** To Be Completed By the Bidder****

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.

1. Firm Unit Price(s) - Contract

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: the cost of membership for the Saskatchewan Fire Chiefs Association and attendance to the Annual Saskatchewan Fire Chiefs Association meeting must be included in the firm price.

Item No.	Description	Firm Unit Price(s)
A.1	Contract Year: Total firm Annual Price for April 2020 to March 2021	\$
A.2	Option Year 1: Total firm Annual Price for April 2021 to March 2022	\$
A.3	Option Year 2: Total firm Annual Price for April 2022 to March 2023	\$
A.4	Option Year 3: Total firm Annual Price for April 2023 to March 2024	\$
A	Combined Total Firm Bid Price(s) (Sum of items A.1 through A.4) (excluding applicable tax)	\$

2. Schedule of Milestones

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

Solicitation No. - N° de l'invitation :
5P420-19-0429/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Andrea McGraw-Alcock

Client Ref. No. - N° de réf. du client :
PW-20-00906924

Title – Titre :
Fire Chief, Waskesiu Volunteer Fire Department – Prince Albert National Park

Contract Year: April 1, 2020 to March 31, 2021

Milestone No.	Description	Firm Price	Due On or Before
A.1.1	Contract Year 1: Quarterly Payment: Months 1-3 of services: April 1 – June 30, 2020	<i>25% of Contract Year Annual Price</i>	June 30, 2020
A.1.2	Contract Year 1: Quarterly Payment: Months 4-6 of services: July 1 – September 30, 2020	<i>25% of Contract Year Annual Price</i>	September 30, 2020
A.1.3	Contract Year 1: Quarterly Payment: Months 7-9 of services: October 1 – December 31, 2020	<i>25% of Contract Year Annual Price</i>	December 31, 2020
A.1.4	Contract Year 1: Quarterly Payment: Months 10-12 of services: January 1 – March 31, 2021	<i>25% of Contract Year Annual Price</i>	March 31, 2021

Option Year 1: April 1, 2021 to March 31, 2022

Milestone No.	Description	Firm Price	Due On or Before
A.2.1	Option Year 1: Quarterly Payment: Months 1-3 of services: April 1 – June 30, 2021	<i>25% of Optional Year 1 Annual Price</i>	June 30, 2021
A.2.2	Option Year 1: Quarterly Payment: Months 4-6 of services: July 1 – September 30, 2021	<i>25% of Optional Year 1 Annual Price</i>	September 30, 2021
A.2.3	Option Year 1: Quarterly Payment: Months 7-9 of services: October 1 – December 31, 2021	<i>25% of Optional Year 1 Annual Price</i>	December 31, 2021
A.2.4	Option Year 1: Quarterly Payment: Months 10-12 of services: January 1 – March 31, 2022	<i>25% of Optional Year 1 Annual Price</i>	March 31, 2022

Option Year 2: April 1, 2022 to March 31, 2023

Milestone No.	Description	Firm Price	Due On or Before
A.3.1	Option Year 2: Quarterly Payment: Months 1-3 of services: April 1 – June 30, 2022	<i>25% of Optional Year 2 Annual Price</i>	June 30, 2022
A.3.2	Option Year 2: Quarterly Payment: Months 4-6 of services: July 1 – September 30, 2022	<i>25% of Optional Year 2 Annual Price</i>	September 30, 2022
A.3.3	Option Year 2: Quarterly Payment: Months 7-9 of services: October 1 – December 31, 2022	<i>25% of Optional Year 2 Annual Price</i>	December 31, 2022
A.3.4	Option Year 2: Quarterly Payment: Months 10-12 of services: January 1 – March 31, 2023	<i>25% of Optional Year 2 Annual Price</i>	March 31, 2023

Solicitation No. - N° de l'invitation :
5P420-19-0429/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Andrea McGraw-Alcock

Client Ref. No. - N° de réf. du client :
PW-20-00906924

Title – Titre :
Fire Chief, Waskesiu Volunteer Fire Department – Prince Albert National Park

Option Year 3: April 1, 2023 to March 31, 2024

Milestone No.	Description	Firm Price	Due On or Before
A.4.1	Option Year 3: Quarterly Payment: Months 1-3 of Contract services: April 1 – June 30, 2023	<i>25% of Optional Year 3 Annual Price</i>	June 30, 2023
A.4.2	Option Year 3: Quarterly Payment: Months 4-6 of Contract services: July 1 – September 30, 2023	<i>25% of Optional Year 3 Annual Price</i>	September 30, 2023
A.4.3	Option Year 3: Quarterly Payment: Months 7-9 of Contract services: October 1 – December 31, 2023	<i>25% of Optional Year 3 Annual Price</i>	December 31, 2023
A.4.4	Option Year 3: Quarterly Payment: Months 10-12 of Contract services: January 1 – March 31, 2024	<i>25% of Optional Year 3 Annual Price</i>	March 31, 2024

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.

Solicitation No. - N° de l'invitation :
5P420-19-0429/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Andrea McGraw-Alcock

Client Ref. No. - N° de réf. du client :
PW-20-00906924

Title – Titre :
Fire Chief, Waskesiu Volunteer Fire Department – Prince Albert National Park

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

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

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

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

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
--

Solicitation No. - N° de l'invitation :
5P420-19-0429/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Andrea McGraw-Alcock

Client Ref. No. - N° de réf. du client :
PW-20-00906924

Title – Titre :
Fire Chief, Waskesiu Volunteer Fire Department – Prince Albert National Park

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

Solicitation No. - N° de l'invitation :
5P420-19-0429/A

Amd. No. - N° de la modif. :
00

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Client Ref. No. - N° de réf. du client :
PW-20-00906924

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Fire Chief, Waskesiu Volunteer Fire Department – Prince Albert National Park

ANNEX D to PART 5 OF THE BID SOLICITATION – FORMER PUBLIC SERVANT

** To Be Completed By the Bidder**

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](#).

Solicitation No. - N° de l'invitation :
5P420-19-0429/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Andrea McGraw-Alcock

Client Ref. No. - N° de réf. du client :
PW-20-00906924

Title – Titre :
Fire Chief, Waskesiu Volunteer Fire Department – Prince Albert National Park

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.

Solicitation No. - N° de l'invitation :
5P420-19-0429/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
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Client Ref. No. - N° de réf. du client :
PW-20-00906924

Title – Titre :
Fire Chief, Waskesiu Volunteer Fire Department – Prince Albert National Park

ANNEX E to PART 5 OF THE BID SOLICITATION – LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

**** To Be Completed By the Bidder****

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):		

ANNEX F – 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
		To Be Completed by Evaluation Team		
3.1	The Bidder must submit a resume detailing their relevant experience.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
3.2	The Bidder must submit their residency location preference. This location <u>must</u> be within a one (1) hour driving radius from Waskesiu based on posted speed limits.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
3.3	The Bidder must submit proof of successful completion of training at an accredited fire fighting training school or college.	<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.

Solicitation No. - N° de l'invitation :
5P420-19-0429/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Andrea McGraw-Alcock

Client Ref. No. - N° de réf. du client :
PW-20-00906924

Title – Titre :
Fire Chief, Waskesiu Volunteer Fire Department – Prince Albert National Park

1. 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 total 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. Unless points are indicated otherwise, the degree to which the proposal satisfies the requirement of each criterion will be assessed and a score will be assigned ranging from 0 to 10 as outlined, 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	Maximum Weighted Points	
A.	Qualifications and Experience	30	
A.1	<p>The Bidder must provide information related to his/her past experience relevant to operating a fire service. The Bidder must provide information for each of the items below.</p> <ol style="list-style-type: none"> 1. Previous Fire Positions Held 2. Fire Chief Specific Experience 3. Previous Volunteer Fire Experience and/or Fire Experience within a National Park 		
Item No.	Evaluation Criteria	Weight	Points Awarded <i>**To Be Completed by Evaluation Team**</i>
A.1.1	<p>Previous Positions: Bidders must submit their past positions relevant to the requirement, including General Fire Fighter, Fire Captain and Fire Chief. Bidders must include the location of employment/employer, and dates of experience. Note: dates must indicate months and years – e.g. Nov 2017 to Oct 2019.</p> <p>0 points: Has not held a position as a General Fire Fighter, Fire Captain or Fire Chief.</p> <p>2 points: Has previously only held a position as a General Fire Fighter in the past.</p> <p>5 points: Has previously held a position as a General Fire Fighter AND Fire Captain in the past.</p> <p>10 points: Has previously held General Fire Fighter, Fire Captain and a Leadership role as Fire Chief in the past.</p>	1.0	<p>/10 x 1.0 = /10</p>
A.1.1	Reference(s):		
To Be Completed by Evaluation Team	Strengths:		
	Weaknesses:		

Solicitation No. - N° de l'invitation :
5P420-19-0429/A

Amd. No. - N° de la modif. :
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<p>A.1.2</p>	<p>Previous Experience as a Fire Chief: Bidders must submit their past experience as a Fire Chief including their location of employment/employer, and dates of experience. Note: dates must indicate months and years – e.g. Nov 2017 to Oct 2019.</p> <p>0 points: Less than two (2) years’ experience as a Fire Chief.</p> <p>2 points: Two (2) years’ experience or more as a Fire Chief, but less than five years’ experience.</p> <p>5 points: Five (5) years’ experience or more as a Fire Chief, but less than ten (10) years.</p> <p>10 points: Ten (10) years’ experience or more as a Fire Chief.</p>	<p>1.0</p>	<p>/10 x 1.0 = /10</p>
<p>A.1.2 <i>**To Be Completed by Evaluation Team**</i></p>	<p>Reference(s):</p> <p>Strengths:</p> <p>Weaknesses:</p>		
<p>A.1.3</p>	<p>Previous Volunteer and/or National Park Fire Experience: Bidders must submit their past experience, if applicable, leading a “Volunteer” Fire Department and/or with experience with Fire Operations within a National Park setting. Bidders must include the location of employment/employer, and dates of experience. Note: dates must indicate months and years – e.g. Nov 2017 to Oct 2019.</p> <p>0 points: No previous experience leading a "Volunteer" Fire Department or with Fire Operations in a National Park.</p> <p>2 points: Less than a year of experience leading a "Volunteer" Fire Department OR less than a year of experience with Fire Operations in a National Park.</p> <p>5 points: More than a year of experience leading a "Volunteer" Fire Department OR more than a year of experience with Fire Operations in a National Park.</p> <p>10 points: More than a year of experience leading a "Volunteer" Fire Department AND more than a year of experience with Fire Operations in a National Park.</p>	<p>1.0</p>	<p>/10 x 1.0 = /10</p>
<p>A.1.3 <i>**To Be Completed by Evaluation Team**</i></p>	<p>Reference(s):</p> <p>Strengths:</p> <p>Weaknesses:</p>		
<p>Total Points Score Criteria A <i>**To Be Completed by Evaluation Team**</i></p>			<p>/30</p>

<p>Total Points Available</p>	<p>30</p>
<p>Minimum Points Required</p>	<p>15</p>

Solicitation No. - N° de l'invitation :
5P420-19-0429/A

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To be considered further, bidders must achieve a minimum Technical Rating of fifteen (15) points out of thirty (30) points available as specified above.

No further consideration will be given to bidders not achieving the pass marks identified.

2. Point Rated Technical Criteria Summary Table

Item No.	Evaluation Criteria	Weight Factor	Maximum Weighted Rating
A.	Qualifications and Experience		30
A.1.1	Previous Types of Fire Positions	1.0	10
A.1.2	Previous Fire Chief Experience	1.0	10
A.1.3	Previous Volunteer Fire and/or National Park Fire Experience	1.0	10
Maximum Points Available for Criteria A			30