



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 : Security Services – Riding Mountain National Park	
Solicitation No. - N° de l'invitation : 5P420-19-0455/A	Date : March 04, 2020
Client Reference No. - N° de référence du client : N/A	
GETS Reference No. N° de référence du SEAG : PW-20-00909068	

Solicitation Closes - L'invitation prend fin : At - à : 14 :00 On - le : March 31, 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 : Kirsten Sage

Telephone No. - N° de téléphone : 587-436-5795	Fax No. -N° de télécopieur : 1-866-246-6893	Email Address – Courriel : Kirsten.sage@canada.ca
----------------------------------------------------------	-------------------------------------------------------	---------------------------------------------------------------------------------------------------------

Destination of Goods, Services, and Construction - Destination des biens, services et travaux de construction : See Herein

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

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

Address - Adresse :

Telephone No. - N° de téléphone :	Fax No. - N° de télécopieur :
------------------------------------------	--------------------------------------

Name of person authorized to sign on behalf of the Vendor/ Firm (type or print) - Nom de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) :

Signature :	Date :
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Contracting Authority - Autorité contractante :
Kirsten Sage

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n/a

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IMPORTANT NOTICE TO BIDDERS

Direct Deposit

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

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

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

Security Requirements

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

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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 **Administration Building – 135 Wasagaming Drive, Onanole MB R0J 1N0** on **March 10, 2020**. The site visit will begin at **10:00 CDT**.

Bidders are requested to communicate with the Contracting Authority no later than **March 09, 2020** at **13:00 MDT** 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 Canadian Free Trade Agreement (CFTA).

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PART 2 – BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

2.2 Submission of Bids

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

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

2.3 Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) 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 Manitoba.

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

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PART 3 – BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (One (1) hard copy and one (1) soft copy on USB key)
- Section II: Indigenous Benefits Plan Bid (One (1) hard copy and one (1) soft copy on USB key)
- Section III: Financial Bid (One (1) hard copy and one (1) soft copy on USB key)
- Section IV: Certifications (One (1) hard copy and one (1) soft copy on USB key)

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

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

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

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

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

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

Section I: Technical Bid

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

Section II: Indigenous Benefits Plan Bid

In their Indigenous Benefits Plan bid, Bidders should explain and demonstrate how they propose to provide specific and agreed upon benefits for Indigenous peoples and firms through the performance of the Work.

Section III: Financial Bid

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

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3.1.1 Exchange Rate Fluctuation

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

Section IV: Certifications

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

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PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

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

4.1.1.2 Point Rated Technical Criteria

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

4.1.2 Indigenous Benefits Plan Evaluation

Indigenous Benefits Plan bids will be evaluated against the Indigenous benefits evaluation criteria at **Annex I**.

4.1.3 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 (30%), Indigenous Benefits (40%) and Price (30%)

4.2.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all mandatory criteria;
- (c) obtain the required minimum of 45 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 65 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, Indigenous benefits, and price. The ratio will be 30% for the technical merit, 40% for the Indigenous benefits, and 30% 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 30%.

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- 4.2.5** To establish the Indigenous benefits score, the overall Indigenous benefits 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 40%.
- 4.2.6** To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
- 4.2.7** For each responsive bid, the technical merit score, Indigenous benefits score, and the pricing score will be added to determine its combined rating.
- 4.2.8** Neither the responsive bid obtaining the highest technical score, the highest Indigenous benefits score, nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit, Indigenous benefits, and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 30 / 40 / 30 of technical merit, Indigenous benefits and price, respectively. The total available points for the technical evaluation equal 135, the total available points for the Indigenous benefits evaluation equal 100, and the lowest evaluated price is \$45,000.

Basis of Selection – Highest Combined Rating Technical Merit (30%), Indigenous Benefits (40%) and Price (30%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Overall Indigenous Benefits Score		73/100	91/100	64/100
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 30 = 25.56$	$89/135 \times 30 = 19.78$	$92/135 \times 30 = 20.44$
	Indigenous Benefits Score	$73/100 \times 40 = 29.20$	$91/100 \times 40 = 36.40$	$64/100 \times 40 = 25.60$
	Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating		79.31	83.18	76.04
Overall Rating		2nd	1st	3rd

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PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Former Public Servant

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

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5.2.3 Federal Contractors Program for Employment Equity – Bid Certification

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

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

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

Additional certifications required for evaluation of the technical bid (e.g. professional certifications, CVs, résumés, etc.) are to be included in *Section I: Technical Bid*.

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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

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

- 6.1.1 The Contractor/Offeror's personnel as well as their 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).
- 6.1.2 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.
- 6.1.3 The Private Investigators and Security Guards Act of Manitoba requires that all individuals conducting private investigation and/or security guard duties are licensed.
- 6.1.4 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** and the Contractor's technical bid entitled Technical Bid and Indigenous Benefits Package, dated ****to be inserted at Contract Award****.

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 May 14, 2020 to May 01, 2021 inclusive.

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6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period being as follows: May 02, 2021 to May 01, 2022 inclusive and May 02, 2022 to May 01, 2023 inclusive under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Kirsten Sage

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

Telephone: (587) 436-5795

E-mail address: Kirsten.sage@canada.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is:

***** To be provided at contract award *****

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

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6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment: Cost Reimbursable – Limitation of Expenditure

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

6.7.2 Limitation of Expenditure

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

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

exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

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

whichever comes first.

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

6.7.3 Monthly Payment

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

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

6.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed; and
- b. a copy of the Indigenous Benefits Plan monthly report.

6.8.2 Invoices must be distributed as follows:

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

6.9 Certifications and Additional Information

6.9.1 Compliance

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

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6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2010C](#) (2018-06-21), General Conditions – Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Commercial General Liability Insurance;
- (f) Annex D, Attestation and Proof of Compliance with Occupational Health and Safety (OHS);
- (g) Annex E, Contractor Achievement Reporting and Certification (if applicable); and
- (h) 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

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

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

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

6.14 Inspection and Acceptance

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

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ANNEX A

STATEMENT OF WORK

1.0 BACKGROUND

Riding Mountain National Park of Canada (RMNP) is located in the southwest part of Manitoba about 225 km northwest of the city of Winnipeg. The Park is one of Canada's older national parklands, having been established in 1929.

Parks Canada is responsible for ensuring the maintenance of the public peace on all land it administers. Incidental enforcement of public peace is carried out by the Parks Canada Warden Service.

The enforcement of federal and provincial legislation related to the maintenance of public peace is the responsibility of the police force of jurisdiction, in this case the Royal Canadian Mounted Police.

Security and Compliance Officers are under the command of the Chief Executive Officer for Pay, Discipline, Hours of Work, Employment Insurance, Worker's Compensation, Assignment, Relief and Leave.

2.0 SCOPE OF WORK

- 2.1 The Contractor must supply security, patrolling, and administrative compliance services in Wasagaming Campground, Clear Lake Campground, and within and around the Wasagaming Townsite, in Riding Mountain National Park of Canada. These services include:
- a. informing and educating the public regarding Parks Canada Agency regulations and RMNP policy regarding user and recreational activities
 - b. keeping public peace
 - c. ensuring administrative compliance with Parks Canada Agency regulations and RMNP policy
- 2.2 Patrols may be carried out on foot, on bicycle, or in an automobile clearly marked as a security vehicle
- 2.3 These services primarily cover the areas of public peace and administrative compliance/ prevention. The Contractor must provide resource management compliance/ prevention service as a secondary priority. The Contractor must focus on compliance / prevention through education and awareness.
- 2.4 The enforcement of federal and provincial/territorial legislation related to the maintenance of public peace is the primary responsibility of the RCMP. Park Wardens are also responsible where it concerns impacts on Visitor Experience.
- 2.5 The enforcement of federal and provincial/territorial legislation related to resource management (the environment) is the primary responsibility of Parks Canada.

3.0 CONTRACTOR RESPONSIBILITIES

The Contractor is responsible for the following:

SECTION 1 COMPLIANCE AND SECURITY

3.1 Staff and Staffing

- The Contractor must provide security services from 1700 hours to 0800 hours.

Services are required as follows:

- Weekends starting May Long Weekend until the end of June
 - Nightly starting the Thursday (or equivalent) before start of the Canada Day Long weekend until the end of the September Long Weekend.
 - Resource levels, i.e., number of staff, must be sufficient to maintain public peace. Refer to attached Appendix C – Sample Schedule for an example of ideal resource levels based on historical experience.
 - Exact shift schedules may be adjusted to meet operational needs. Any adjustments resulting in an increase or decrease in billable hours must be agreed to by Parks Canada and the Contractor
 - Ensuring all employees performing work under this contract maintain an enhanced reliability check for the duration of this contract
 - Ensuring all employees performing work under this contract are medically and physically able to perform all work under this contract (medical certificates must be produced if requested by Parks Canada).
 - Ensuring all employees performing work under this contract must participate in, as a minimum, the following training:
 - Park orientation, which includes but is not limited to a tour of the Wasagaming Campground, Wasagaming Townsite, Clear Lake Campground and visiting all facilities in the area of compliance (see attached map).
 - Park procedures, policies and regulations (e.g. *Guidelines for Park Use Fees*)
 - Parks Canada Quality Visitor Experience (QVE)
 - On-the-job training with campground staff and Law Enforcement Branch (wardens)
- All Contractor personnel must hold a valid license from the province of Manitoba:
<https://www.gov.mb.ca/justice/commsafe/private/>
 - The Contractor must maintain a PCA business license. More information can be obtained from the Riding Mountain National Park Administration Building - <https://www.pc.gc.ca/en/pn-np/mb/riding/info/contact>
 - The Contractor must ensure that there is a responsible and competent Field Supervisor (with experience) available throughout the Contract. This supervisor must meet weekly with the Visitor Services Coordinator to discuss operations and address any concerns.
 - The Field Supervisor is responsible for training, orientation and proper performance of Contractor employees and has the authority to receive, on behalf of the Contractor, any direction or other communication that may be given under the Contract.
 - The Contractor must ensure that all employees performing work under this Contract participate in an orientation session provided by Parks Canada.
 - The Contractor must provide its employees with accommodation and transportation required to perform the work.

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- The Contractor must ensure that all its employees performing work under this Contract on-site are appropriately clothed and groomed and are wearing identifier clothing or identifier badges.
- Upon the request of the Parks Canada Agency (PCA) Project Authority, immediately removing from work any person employed at this work site who, in the opinion of the PCA Project Authority, is incompetent or has been conducting him/herself improperly and the Contractor must not permit a person so removed to remain on this work site.

3.2 Equipment and Storage

- The Contractor is responsible for provision of all labour, materials, supplies and equipment necessary to perform the work indicated herein, except as noted under Section 6. Government Furnished Support/Equipment/Information. The Contractor is responsible for safekeeping and return of any items provided by Parks Canada for use in performance of this contract.
- The Contractor is responsible for loss or damage of any of its employees' property brought on to Parks Canada's premises.

- **VHF Radio & Cell phone**

Communication with Parks Canada staff must be with the VHF radio and/or cell phone. The Contractor is to be responsible for licensing and maintenance of at least one cell phone. Parks Canada will provide the Contractor with portable VHF radios for use during the contract period.

Parks Canada grants permission to the Contractor to use Parks Canada frequencies (Channels to be verified upon award). It is the responsibility of the Contractor to obtain permission for other agency frequencies e.g. RCMP. The Park Canada frequencies must be the priority and must be monitored continuously during the contract period.

- **Transportation**

The Contractor must supply a vehicle to patrol the park which must be clearly marked as a security vehicle. The vehicle must be in good condition and sound working order. Every effort should be made to ensure the vehicle is as environmentally friendly as possible (Hybrid vehicles preferred).

- **Uniform**

When on the work site, all employees performing work under this contract must be appropriately clothed and groomed and wearing identifier clothing and identifier badges, and carrying individual identity cards.

- **Keys and Securities**

The Contractor is to be issued with two sets of Riding Mountain National Park keys upon commencement of employment by the PCA Project Authority. These keys must be signed for and held in the member's file. Their keys must be returned upon completion of each year's contract period or upon demand of the PCA Project Authority. Keys must be safeguarded at all times, must not be duplicated, and any loss or theft must be immediately reported to the PCA Project Authority.

- **Location of Post / Work station**

All employees performing work under this contract must share a workstation at the Wasagaming Campground Kiosk. The Contractor will have access to Parks Canada internet for downloading/uploading reports and administrative support will be made available in the Park Administration Building.

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3.3 Duties to be Performed

- The Contractor must supply security, patrolling, and administrative compliance services in Wasagaming Campground, Clear Lake Campground, and within and around the Wasagaming Townsite, in Riding Mountain National Park of Canada. Patrols may be carried out on foot, on bicycle, or in an automobile clearly marked as a security vehicle.
- Ensuring personal safety first, the Contractor must seek to address compliance and safety issues where appropriate and to record and report where inappropriate to address (to be outlined in training).
- The primary functions of the patrols are to observe and as ambassadors redirect inappropriate visitor activities relating to public peace, public safety, resource conservation and administrative compliance. The Contractor will, where appropriate, provide park users with information and education services. The Contractor will report non-compliance to the appropriate authority.
- The secondary function of the patrols is to report:
 - 1) signs of illegal entry, theft, vandalism or fire
 - 2) hazardous situation
 - 3) alarms, unsecured facilities and resources
 - 4) resource management issues
 - 5) maintenance or service deficiencies
- Lost and found items must be turned over to Park Administration Reception as soon as practicable.
- Resolve visitor concerns where appropriate; direct visitor complaints to Parks Canada and/or offer a comment card when appropriate.
- During security shifts the security duties and activities are the number one priority and take precedence over other duties except emergencies. As time permits, The Contractor must carry out compliance duties such as Issuing *Failure to Display Park Entry Pass*.

3.4 Security Duties

- **Wasagaming Campground Patrols**

The Contractor must obtain information from Wasagaming Campground staff and the Warden Service at the start of the security shift in support of campground patrols. During campground patrols the Contractor must direct campers without a permit to the Wasagaming Campground Kiosk for service or vacant sites, or to alternate campgrounds. The Contractor must address Bare Campsite issues with campers and report wildlife in the campground to Parks Canada Dispatch. The Contractor must also secure wildlife attractants and bring to a safe location as required, and must leave the occupants a note as to where they can retrieve these items. Upon retrieval the Contractor must explain the Bare Campsite program. Repeat offenders must be documented for follow-up by Park Staff and/or Law Enforcement.
- The Contractor must patrol the Wasagaming Campground, Clear Lake Campground, and within and around the Wasagaming Townsite. The Contractor must provide security services from 1700 hours to 0800 hours.
 - a. Services are required as follows
 - a. Weekends starting May Long Weekend until the end of June

b. Nightly starting the Thursday (or equivalent) before start of the Canada Day Long weekend until the end of the September Long Weekend.

- During campground patrols the Contractor must address activities contravening campground policy or notify the Parks Canada Dispatch when appropriate. Such as but not limited to:
 - 1) Camping without a permit (in the campground, parking lot and on the beach);
 - 2) Not following Bare Campsite Policy;
 - 3) Not adhering to *Quiet Hours*;
 - 4) Not adhering to fire bans or approved fire hours
 - 5) Not adhering to liquor/cannabis bans or restrictions.
- The Contractor must file a report of occurrences at the end of each shift and submit them to the Parks Canada Project Authority daily.
- **Gates, Buildings, Townsite, Clear Lake Campground, Day Use and areas**
The Contractor must patrol and, if required, lock for the evening:
 - South Entrance Gate
 - Wasagaming Townsite and Cottage Area
 - Esso Washroom (lock)
 - Visitor Centre
 - Beach Bath House (lock)
 - Pier and Marina
 - Boat Cove (AIS Station)
 - Deep Bay Day Use (Artist Residence)
 - Wishing Well and East End AIS Station
 - Clear Lake Campground
 - Tennis Courts (building) and Playground

3.5 Compilation and Reporting

- The Contractor must address issues and concerns on an on-going basis with the Visitor Services Coordinator (the day after for any major issues).
- Compile and submit to the relevant recipients (list will be provided) electronically:
 - A Daily report on all activities from the previous night
 - An *End of Season Report* within one month of completion of the field work. Report must include but not be limited to observations and recommendations related to staffing, training, scheduling, process and policy, duties and equipment.

3.6 Prevention Duties and Reporting Protocols

- Always assess and evaluate the situation prior to engaging in prevention. Follow prevention training protocols and procedures

3.7 Assistance to Warden Service/RCMP

- **Public drinking and intoxication** – notify Park Wardens, Park Dispatch or RCMP regarding intoxication or groups drinking within the park.
- **Drinking and driving**- notify Park Wardens or RCMP

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- **Park Regulations (minor offences)** – inform and educate the public then observe, record and report to Park Dispatch or Park Warden. Otherwise report violations directly to Park Dispatch or Park Warden. If in doubt, seek advice from Park Wardens prior to engaging in prevention.
- Park Regulations (major offences e.g. poaching, wildlife harassment, removal of natural or cultural objects) – observe, record and report to Park Dispatch or Park Warden.
- **Vehicle/property vandalism/theft** – contact the Park Wardens, Park Dispatch or RCMP regarding vandalism and theft. Write Incident/Occurrence report and forward to the RCMP and Park Wardens.
- **Traffic Accidents** – notify Park Dispatch, Park Wardens or Resource Conservation by VHF Radio and/or call 911 and assist as directed by Parks Canada staff or emergency responders.
- **Wildlife incidents** – notify Park Dispatch or Resource Conservation regarding bear incidents reported from public, document bear sightings on *Wildlife Observation Form* as provided by Parks Canada staff and submit to Resource Conservation.
- **Wildlife remains** – notify Resource Conservation of remains.
- **Parking Lot Closures** – assist RCMP/Parks Canada staff with vehicle congestion due to parking lot closures.
- **Missing Persons/Emergency Notifications** – assist Parks Canada staff in finding persons for emergency notifications. In a missing person's case, keep the reporting party with you at all times. Inform 911, Park Dispatch, and Resource Conservation immediately regarding a missing person.
- **Park Employee Assistance (informs and reports)**
- **Trail/facility damages** – witnessed or reported damages to park facilities or trails are to be reported to Visitor Services Coordinator. If the Visitor Services Coordinator is unavailable contact the Maintenance staff.
- **Washroom malfunctions** – report to Maintenance or Janitors, put sign on door or lock if possible.

3.8 Emergency Alert Procedure

1. Call the Park Dispatch, Resource Conservation or Emergency Services. REPORT any incident/occurrences requiring emergency action.
2. Upon arrival of the Park Warden or Emergency Service wait for further directions.
3. Complete an Incident Report and forward a copy to the Park Warden Supervisor and Visitor Services Coordinator.

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3.9 Fire

1. Report the incident immediately to the Park Dispatch, Resource Conservation, the Asset Manager and/or 911.
2. Complete an *Incident Report* and forward a copy to Visitor Services Coordinator and Resource Conservation if natural resource related or the Asset Manager if asset related.

3.10 First Aid

1. Report ALL situations that required first aid treatment to Visitor Safety staff.
2. Complete an *Incident Report* and forward a copy to the Visitor Services Coordinator and Visitor Safety Lead.

3.11 Toxic Spills

1. Contact Park Dispatch and/or 911 as the first priority, then contact the Asset Manager and Resource Conservation. Secure the area.
2. Complete an Incident Report and forward copy to Visitor Experience, Resource Conservation and Assets Managers.

3.12 Visitor Warning Evacuation Site Security

1. Contact Park Dispatch, Visitor Safety and/or 911 and keep the Incident Command Manager informed as to your actions and progress.
2. Complete an Incident Report and forward a copy to the Visitor Experience and Resource Conservation Managers.

4.0 PARKS CANADA'S RESPONSIBILITIES

Parks Canada is responsible for the following:

- Providing training. An initial orientation session for the Contractor addressing orientation to Riding Mountain National Park, the site, facilities and procedures including nature of regulations and management direction that govern user activities in the park, and protocols for requesting voluntary compliance with, and for reporting of, non-compliance to appropriate authority.
- Providing keys and codes to facility and gates as required
- Providing a work station at the Wasagaming Campground Kiosk. This work station will include access to a phone line and internet for downloading / uploading of reports and data.
- Providing radio(s) and Parks Canada radio frequency for the purpose of this contract.
- Official Language Requirement: While every attempt should be made by the Contractor to provide at minimum one bilingual officer, Parks Canada will ensure the Contractor is supplied with a contact point during peak patrolling hours should the need for bilingual service arise.

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Parks Canada is not responsible for the following:

- Parks Canada is not responsible for damage to or loss of any of the Contractor's supplies, materials or equipment or to the Contractor's employee's personal belongings brought to the Park.
- Providing permission for other agency frequencies e.g. RCMP.

5.0 DEFINITIONS

Prevention: proactive and reactive actions taken by appropriately trained Parks Canada Agency employees and partners to prevent negative incidents before they occur or to address them in a non-enforcement manner in their early stages, ensuring that Parks Canada Agency heritage places are enjoyed in ways that leave them unimpaired for present and future generations and ensuring, to the extent that is reasonably practicable, that every Parks Canada Agency visitor has a peaceful and enjoyable visit without being disturbed by others or causing a disturbance to others.

Patrol: means traveling on lands, for the purpose of maintaining watch in order to accomplish a specific objective such as natural and cultural management and protection, or the safety and security of facilities and park users

Public Peace: means compliance related to maintaining social harmony and is referenced in federal (including portions of the *Canada National Parks Act*) and provincial /territorial legislation intended to control anti-social behavior and uphold the law of the land. (e.g. Illegal drinking, speeding or moving violations, assaults, trespass, drugs, noise, rowdyism, etc.)

Resource Management: means compliance aimed at protecting natural and cultural resources from the impacts of human use or activities. (e.g. Illegal collecting of natural or cultural objects, harassing wildlife, illegal camping or camping off designated sites, dogs off leash, area closures, bare campsite program in Wasagaming Campground, littering, pollution, poaching, cutting or damaging vegetation, etc.)

Administrative Compliance: means compliance with administrative rules (e.g. checking for camping permits, park use passes, illegal overnight parking in day use areas, etc.)

Day-use Area: means areas open to all public (visitors).

Protective Equipment: means equipment, clothing, materials or supplies issued on a general or restricted basis for the purposes of promoting staff safety while conducting compliance and patrol activities related to this proposal.

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Appendix A – Draft Security Schedule 2020

Dates	Details	Number of Days	Early Shift Officers	Late Shift Officers**	Kiosk Shift Officer (23:00 - 07:00)	Officers Required
June TBD	Training	1	8			8
May 14	Orientation	1				8
May 15-17	Long Weekend	3	4	4	1	27
May 22-23	Regular Weekend	2	2	2	1	10
May 29-30	Regular Weekend	2	2	2	1	10
Jun 5-6	Regular Weekend	2	2	2	1	10
Jun 12-13	Regular Weekend	2	2	2	1	10
Jun 19-20	Regular Weekend	2	2	2	1	10
Jun-25	Weekday	1	2	2	1	5
Jun 26 - Jun 28	Long Weekend	3	4	4	1	27
Jun 29-Jul 2	Weekdays	4	2	2	1	20
Jul 3-4	Regular Weekend	2	2	2	1	10
Jul 5-9	Weekdays	5	2	2	1	25
Jul 10-11	Regular Weekend	2	2	2	1	10
Jul 12-16	Weekdays	5	2	2	1	25
Jul 17-18	Regular Weekend	2	2	2	1	10
Jul 19-23	Weekdays	5	2	2	1	25
Jul 24-25	Regular Weekend	2	2	2	1	10
Jul 26 - 30	Weekdays	5	2	2	1	25
Jul 31- Aug 2	Long Weekend	3	4	4	1	27
Aug 3-6	Weekdays	4	2	2	1	20
Aug 7-8	Regular Weekend	2	2	2	1	10
Aug 9-13	Weekdays	5	2	2	1	25
Aug 14-15	Regular Weekend	2	2	2	1	10
Aug 16-20	Weekdays	5	2	2	1	25
Aug 21-22	Regular Weekend	2	2	2	1	10
Aug 23-27	Weekdays	5	2	2	1	25
Aug 28-29	Regular Weekend	2	2	2	1	10
Aug 30- Sep 3	Weekdays	5	2	2	1	25
Sep 4- Sep 6	Long Weekend	3	4	4	1	27
Total Estimated Officers Required						499
Total Estimated Hours (Total Officers x 8 hour shifts)						3992

***For Late Shifts – anytime value exceeds “2 officers” some of these late shifts may be considered as a mid-shift (exact hour schedule to be determined by RMNP and the Contractor)

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Appendix B – Draft Security Schedule 2021

Dates	Details	Number of Days	Early Shift Officers	Late Shift Officers**	Kiosk Shift Officer (23:00 - 07:00)	Officers Required
June TBD	Training	1	8			8
May 20	Orientation	1				8
May 21-23	Long Weekend	3	4	4	1	27
May 28-29	Regular Weekend	2	2	2	1	10
Jun 4-5	Regular Weekend	2	2	2	1	10
Jun 11-12	Regular Weekend	2	2	2	1	10
Jun 18-19	Regular Weekend	2	2	2	1	10
Jun 25-26	Regular Weekend	2	2	2	1	10
Jun 27- Jul 1	Weekdays	5	2	2	1	25
Jul 2 -4	Long Weekend	3	4	4	1	27
Jul 5-8	Weekdays	4	2	2	1	20
Jul 9-10	Regular Weekend	2	2	2	1	10
Jul 11-15	Weekdays	5	2	2	1	25
Jul 16-17	Regular Weekend	2	2	2	1	10
Jul 18-22	Weekdays	5	2	2	1	25
Jul 23-24	Regular Weekend	2	2	2	1	10
Jul 25-29	Weekdays	5	2	2	1	25
Jul 30- Aug 1	Long Weekend	3	4	4	1	27
Aug 2-5	Weekdays	4	2	2	1	20
Aug 6-7	Regular Weekend	2	2	2	1	10
Aug 8-12	Weekdays	5	2	2	1	25
Aug 13-14	Regular Weekend	2	2	2	1	10
Aug 15-19	Weekdays	5	2	2	1	25
Aug 20-21	Regular Weekend	2	2	2	1	10
Aug 22-26	Weekdays	5	2	2	1	25
Aug 27-28	Regular Weekend	2	2	2	1	10
Aug 29- Sep 2	Weekdays	5	2	2	1	25
Sep 3- 5	Long Weekend	3	4	4	1	27
Total Estimated Officers Required						484
Total Estimated Hours (Total Officers x 8 hour shifts)						3872

***For Late Shifts – anytime value exceeds “2 officers” some of these late shifts may be considered as a mid-shift (exact hour schedule to be determined by RMNP and the Contractor)

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Appendix C – Draft Security Schedule 2021

Dates	Details	Number of Days	Early Shift Officers	Late Shift Officers**	Kiosk Shift Officer (23:00 - 07:00)	Officers Required
June TBD	Training	1	8			8
May 19	Orientation	1				8
May 20-22	Long Weekend	3	4	4	1	27
May 27-28	Regular Weekend	2	2	2	1	10
Jun 3-4	Regular Weekend	2	2	2	1	10
Jun 10-11	Regular Weekend	2	2	2	1	10
Jun 17-18	Regular Weekend	2	2	2	1	10
Jun 24-25	Regular Weekend	2	2	2	1	10
Jun 26- Jun 30	Weekdays	5	2	2	1	25
Jul 1 -3	Long Weekend	3	4	4	1	27
Jul 4-7	Weekdays	4	2	2	1	20
Jul 8-9	Regular Weekend	2	2	2	1	10
Jul 10-14	Weekdays	5	2	2	1	25
Jul 15-16	Regular Weekend	2	2	2	1	10
Jul 17-21	Weekdays	5	2	2	1	25
Jul 22-23	Regular Weekend	2	2	2	1	10
Jul 24-28	Weekdays	5	2	2	1	25
Jul 29- Jul 31	Long Weekend	3	4	4	1	27
Aug 1-4	Weekdays	4	2	2	1	20
Aug 5-6	Regular Weekend	2	2	2	1	10
Aug 7-11	Weekdays	5	2	2	1	25
Aug 12-13	Regular Weekend	2	2	2	1	10
Aug 14-18	Weekdays	5	2	2	1	25
Aug 19-20	Regular Weekend	2	2	2	1	10
Aug 21-25	Weekdays	5	2	2	1	25
Aug 26-27	Regular Weekend	2	2	2	1	10
Aug 28- Sept 1	Weekdays	5	2	2	1	25
Sep 2- 4	Long Weekend	3	4	4	1	27
Total Estimated Officers Required						484
Total Estimated Hours (Total Officers x 8 hour shifts)						3872

***For Late Shifts – anytime value exceeds “2 officers” some of these late shifts may be considered as a mid-shift (exact hour schedule to be determined by RMNP and the Contractor)

Appendix D – Security Work Area



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ANNEX B

BASIS OF PAYMENT

Financial Bid Submission Requirements

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

For the purposes of evaluation, the evaluated bid price will be comprised of the combined total of Table A, Table B and Table C.

1. Firm Unit Price(s) – Contract – 2020

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

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
1.1	Security services as described in Annex A – Statement of Work	Per hour	3992	\$	\$
A	Combined Estimated Total Firm Unit Price(s) (excluding applicable tax)				\$

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2. Firm Unit Price(s) – Option Year One (1) – 2021

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

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
2.1	Security services as described in Annex A – Statement of Work	Per hour	3872	\$	\$
B	Combined Estimated Total Firm Unit Price(s) (excluding applicable tax)				\$

3. Firm Unit Price(s) – Option Year Two (2) – 2022

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

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
3.1	Security services as described in Annex A – Statement of Work	Per hour	3872	\$	\$
C	Combined Estimated Total Firm Unit Price(s) (excluding applicable tax)				\$

4. Estimated Total Combined Evaluated Bid Price

The total bid evaluated bid price is the sum of Tables A through C.

ESTIMATED TOTAL COMBINED <u>Evaluated</u> BID PRICE (A + B + C) (excluding applicable tax)	\$
------------------------------------------------------------------------------------------------------	----

Notes:

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

ANNEX C

COMMERCIAL GENERAL LIABILITY INSURANCE

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

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ANNEX D

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

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

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

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

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

Location of Work

General Description of Work to be Completed

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Mark “Yes” where applicable.

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

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

Name

Signature

Date

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ANNEX E

CONTRACTOR ACHIEVEMENT REPORTING AND CERTIFICATION

Part A – Contractor Achievement Reporting and Certification

1. For successful Contractor only - If an IBP guarantee is provided as part of the bid, the successful Contractor must provide a summary of activities undertaken to meet the guarantees made as part of the IBP portion of their bid. The following table format must be completed with supporting information (such as invoices, work logs, payroll receipts, etc.) by the contractor at the end of each month / prior to monthly payment.
2. The Contractor must indicate if any objectives were not met *and* identify why not.
3. Information provided may be subject to verification.
4. The IBP Certification and IBP Achievement Reports must be submitted monthly prior to payment with details how the Contractors met its' IBP guarantee and as follows:
 - 4.1 The Contractor must provide a detailed report along with its *monthly* invoice detailing the benefits accomplished to date. The Contractor must indicate if any objectives were not met, identify why not, explain how the situation will be remedied and within what timeframe.
 - 4.2 The Contractor must provide a detailed report on the Indigenous Benefits accomplished throughout the project. This report must be provided to the Contracting Officer within 1 month of the completion of the work.
5. Failure to comply with the request to submit the certification and report monthly, may result in the full penalty identified in Part B.

Example Table Format:

1. Achievement of Human Resources Plan		
Current % of Indigenous Labour = _____ %		
Name & Position Title (Provide name(s) where possible)	Onsite Indigenous Employee Hours	Total Employee Hours
2. Achievement of Skills Development Plan (Training)		
Name & Position Title	Type of Training	Indigenous Training Hours
3. Achievement of Other Measures		
Description and Value of Proposed Measure(s)		

CONTRACTOR CERTIFICATION

INDIGENOUS BENEFIT PLAN ACHIEVEMENT CERTIFICATION:		
_____	_____	_____
PRINT NAME	SIGNATURE	DATE
The Contractor certifies the information contained in the ACHIEVEMENT TABLE is accurate and complete.		

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Part B – Indigenous Benefits Plan Penalty Conditions

1. Under the provisions of the proposed contract, where the Contractor meets the IBP guarantees specified and certified in his bid, the contractor will be paid the agreed contract price.
2. If the Contractor fails to fulfill their guarantee of the Indigenous Benefits Plan, an amount of up to the assessed value of the guarantee may be deducted from the hold back provisions or final payment.
3. The penalty amounts will be determined based on the difference between the assessed value of the guarantee and the value of fulfilled portion of the guarantee.
4. For the purposes of the penalty calculation in situations where a guarantee is a percentage of the Contract Value, the “Contract Value” is calculated as the final contract value including all amendments to the original award amount unless identified as being excluded from the IBP calculation at the time of change order or amendment negotiation.
5. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any penalties owing and unpaid under this section.
6. Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.
7. Canada reserves the right, at their sole discretion, to reduce or eliminate damages if it can be demonstrated that significant efforts were made to meet the IBP guarantee and the minimum requirements could not be met due to circumstances out of the Contractor’s control.

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ANNEX F to PART 5 OF THE BID SOLICITATION

FORMER PUBLIC SERVANT

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?	Yes () No ()
----------------------------------------------------------------------------	----------------

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

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Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?	Yes () No ()
-------------------------------------------------------------------------------------------------------------------	-----------------------

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

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ANNEX H

TECHNICAL EVALUATION

1. Technical Bid Format

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

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

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

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

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

2. Submission Requirements

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

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

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

3. Mandatory Technical Criteria

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

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

Item No.	Evaluation Criteria	Met / Not Met		Remarks / Notes
		Remarks/Notes	Remarks / Notes	
		To Be Completed by Evaluation Team		
3.1	Must maintain a "Manitoba Security Guard License" for the duration of the contract (copy of certificate required to verify compliance).	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	

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3.2	The Bidder <u>must</u> provide one (1) or more persons at the management or supervisory level, with a minimum of two (2) years experience (including formalized training) in the security services field e.g. R.C.M.P., Provincial Police, Municipal Police, Military Police. Resumes MUST be submitted for the individuals proposed.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
3.3	The Bidder must outline their proposed approach and methodology on how the Bidder will meet the objectives and deliverables described at Annex "A" - Statement of Work.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	

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

4. Point Rated Technical Criteria

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

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

Each point rated technical evaluation criterion has a weight that reflects its importance in the proposal submission. For criteria 4.1.2 through 4.2.2, 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 under the Point Criteria, 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	Point Criteria	Weight	Maximum Weighted Points
4.1	Qualifications and Experience			
4.1.1	The Bidder's proposal should clearly demonstrate their number of years of experience as a security service provider	<p>0 points: No information provided, not addressed.</p> <p>5 points: More than five (5) but less than seven (7) years' experience as a security service provider.</p> <p>7 points: More than seven (7) but less than nine (9) years' experience as a security service provider.</p> <p>9 points: Nine (9) or more years' experience as a security service provider.</p>	1.0	/10

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<p>4.1.2</p>	<p>The Bidder must provide information on three (3) previous operations as a security service provider that have occurred within the past five (5) years where the Bidder is clearly identified as the prime contractor.</p> <p>The information being provided should be similar in scope, nature and complexity to the requirements described at Annex "A" - Statement of Work.</p>	<p>2.0</p>	<p>/10 x 2.0 = /20</p>
<p>4.1.2 **To Be Completed by Evaluation Team**</p>	<p>Reference(s):</p> <hr/> <p>Strengths:</p> <hr/> <p>Weaknesses:</p> <hr/>		
<p>4.1.3</p>	<p>The Bidder's proposal should include any specific training they, the Bidder require their staff possess that is relevant as a security service provider.</p> <p>Training can include but is not limited to certifications and / or completed industry standard courses.</p>	<p>1.0</p>	<p>/10 x 1.0 = /10</p>
<p>4.1.3 **To Be Completed by Evaluation Team**</p>	<p>Reference(s):</p> <hr/> <p>Strengths:</p> <hr/> <p>Weaknesses:</p> <hr/>		

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4.2	Approach & Understanding		
4.2.1	<p>The Bidder must outline their proposed approach and methodology on how the Bidder will meet the objectives and deliverables described at Annex “A” - Statement of Work.</p> <p>The proposed approach and methodology should demonstrate to the Evaluation Team an understanding of the nature, scope and importance of this requirement. Also, provide a written description of experience in dealing with the public in compliance, visitor reception, and patrol services.</p> <p>The Bidder’ proposal should include:</p> <ul style="list-style-type: none"> • a detailed outline of the significant duties involved • identify key staff positions; and • clearly identify their individual roles and responsibilities 	2.0	<p>/10 x 2.0 = /20</p>
4.2.1 <i>**To Be Completed by Evaluation Team**</i>	<p>Reference(s):</p> <hr/> <p>Strengths:</p> <hr/> <p>Weaknesses:</p>		
4.2.2	<p>Bidder must describe the approach to be used to meet the requirements for Environmental Best Practices described at Annex “A” - Statement of Work:</p> <ul style="list-style-type: none"> • supplying environmentally-friendly patrol alternatives and products required for security services 	0.5	<p>/10 x 0.5 = /5</p>
4.2.2 <i>**To Be Completed by Evaluation Team**</i>	<p>Reference(s):</p> <hr/> <p>Strengths:</p> <hr/> <p>Weaknesses:</p>		

Total Points Available	65
Minimum Points Required	45

Bids that do not obtain the required minimum of 45 points overall for the point rated technical criteria will be given no further evaluation.

5. Generic Evaluation Criteria

Parks Canada Agency (PCA) Evaluation Board members will individually evaluate the strengths and weaknesses of the Proponent's response to the evaluation criteria and will rate criterion 4.1.2 through 4.2.2 using the generic evaluation table below. The PCA Evaluation Board may award an odd number for evaluation criterion once consensus has been reached.

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

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Title – Titre :
Security Services – Riding Mountain National Park

ANNEX I

INDIGENOUS BENEFITS PLAN

1.0 Information

1.1 Preamble

As a requirement of this contract, the Contractor should ensure provision of specific and agreed upon benefits for Indigenous People and Indigenous Firms in the Area of the Contract.

The Area of Contract is defined by First Nations identified in the Riding Mountain Forum Agreement dated March 20, 2006. Riding Mountain National Park of Canada is a part of the traditional territory of The Coalition communities in the proximity of the park. The Coalition of First Nations with Interests in Riding Mountain National Park of Canada, as represented by Ebb and Flow First Nation, Gambler First Nation, Keeseekoowenin First Nation, Rolling River First Nation, Sandy Bay First Nation, Tootinaowaziibeeng Treaty Reserve, Waywayseeccappo First Nation and such other First Nations who from time to time might adhere to this Agreement, and herein after referred to as The Coalition.

1.2 Requirements for Bidders

In order to receive points for any Indigenous Benefits Plan provided, the Bidder's proposal must include a clear description of the minimum amount of Indigenous Benefits guaranteed during Contract Period of the project and must describe how the Bidder will address the contractual requirements of this procurement for the inclusion of Indigenous labour, Indigenous training and the sub-contracting of Indigenous Firms in the area of this contract.

Sufficient detail must be included in the Indigenous Benefits Plan to allow Canada to assess the value and quality of the proposed Indigenous Benefits as well as the probability of the Bidder meeting each of the outlined objectives.

1.3 Reporting Requirements

1.3.1 Indigenous Benefit Plan Submission

The Contractor should provide an Indigenous Benefits Plan. The plan will provide detail on sub-contracting, skills development, and employment activities. The plan must provide details on how each transaction will be carried out, the proposed objectives and schedule, required resources, any dependencies, and what benefits (employment, skills development, or other) will be provided. The Project Authority will provide comments, or approval within 10 calendar days after Contract Award. The Contractor must revise and resubmit the Update within 1 week of receipt of comments.

1.4 Indigenous Benefits Plan Monthly Report

The Contractor must provide a detailed report along with its monthly invoice detailing the benefits accomplished to date. The Contractor must indicate if any objectives were not met, identify why not, explain how the situation will be remedied and within what timeframe.

1.5 Indigenous Benefits Plan Final Report

The Contractor must provide a detailed report on the Indigenous Benefits accomplished throughout the project. This report must be provided to the Contracting Officer within 1 month of the completion of the work.

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Contracting Authority - Autorité contractante :
Kirsten Sage

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2.0 Point Rated Indigenous Benefits Criteria

Indigenous Benefits Plans will be evaluated against the point rated Indigenous benefits criteria below.

For a bid to be assigned points for guarantees made in respect of any IBP bid criteria, the bidder must provide proof with their bid to demonstrate how they will meet the objective of each criterion. Bidders may use the attached Guarantee Table to supplement the IBP submission provided in their bid.

Proof of efforts and/or guarantees made by Bidders should include, but not be limited to, the names of persons or companies contacted and the nature of the undertakings at the time of the submission as applicable. Bidders must ensure their IBP documentation demonstrates sufficient evidence to assess the compliance of their bid against the criteria listed herein. It is the Bidders' responsibility to provide sufficient information in its bid to enable the Evaluation Committee to complete its evaluation. Bidders must include all reference material to be considered. Only material and/or documents submitted as part of the bid proposal will be considered. URL links to website will not be considered.

Canada reserves the right to verify any information provided in the IBP guarantee and that untrue statements may result in the tender being declared non-responsive.

Bidders will be held to guarantees/certifications made under their Plan, regardless of the points achieved under the evaluation of the IBP bid criteria.

Note: If Bidders are submitting an IBP as part of their package, they are requested to submit their IBP as a separate section apart from their technical portion to allow for ease of evaluation.

Item No.	EVALUATION CRITERIA <i>Canada reserves the right to confirm validity of all declarations / guarantees.</i>	MAXIMUM POINTS
2.1	<p>1. HUMAN RESOURCES PLAN:</p> <p>Bidders will be evaluated on their firm guarantee to use Indigenous people from the area of the contract in carrying out the work. The percentages identified below relate specifically to on-site labour hours regardless of whether they are Prime Contractor staff and/or Sub-contractor staff.</p> <p>Percentages should be supported by a list of specific positions, categories, overall percentage of labour, value or cost of labour, labour hours and the total project hours that may or will be staffed by onsite Indigenous employment will be confirmed during activities based on supporting documentation provided by the Contractor and Departmental Representative if applicable.</p> <p>Total guaranteed Indigenous labour % of Contract: _____%</p> <p>Points will be assigned based on a percentage % of the total points available: Each 1% commitment is equal to 0.30 point, up to a maximum of 30 points.</p> <p>Bidder must demonstrate how they will meet their Labor %. Simply indicating a “%” commitment is not sufficient to achieve points. Your score will be adjusted in accordance with your backup documentation.</p>	30

<p>2.2</p>	<p>2. SKILLS DEVELOPMENT PLAN (TRAINING):</p> <p>Bidders will be evaluated on their undertaking of a commitment with respect to delivery of on-the-job training for Indigenous peoples from the area of the contract at no additional cost under this Contract. “Training” is considered delivered when the receiving individuals are registered and acquiring certifiable work skills. This is typically achieved through an independent third party certification process.</p> <p>Training may include First Aid, WHMIS, Hazmat, ICS, traffic safety or other standards that establish certified skills and training.</p> <p>Training hours committed must be supported by a list of specific training that will be provided, value of training, number of hours committed and the applicable resulting certification achieved.</p> <p>To establish the total training score, each responsive bid will be prorated against the bidder proposing the highest number of total training hours, with the proposal committing to the highest number of training hours receiving full points.</p> <table border="1" data-bbox="305 884 1243 1052"> <thead> <tr> <th></th> <th>Bidder 1</th> <th>Bidder 2</th> <th>Bidder 3</th> </tr> </thead> <tbody> <tr> <td>Proposed number of training hours</td> <td>15 hours</td> <td>30 hours</td> <td>60 hours</td> </tr> <tr> <td>Calculation of points</td> <td>15/60 = 25% of total points available</td> <td>30/60 = 50% of total points available</td> <td>60/60 = 100% of total points available</td> </tr> </tbody> </table>		Bidder 1	Bidder 2	Bidder 3	Proposed number of training hours	15 hours	30 hours	60 hours	Calculation of points	15/60 = 25% of total points available	30/60 = 50% of total points available	60/60 = 100% of total points available	<p>20</p>
	Bidder 1	Bidder 2	Bidder 3											
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Calculation of points	15/60 = 25% of total points available	30/60 = 50% of total points available	60/60 = 100% of total points available											
<p>2.3</p>	<p>3. OTHER MEASURES:</p> <p>Bidders will be evaluated on their undertaking of a commitment to offer other opportunities to the local Indigenous Communities. The bidder should describe these opportunities in their IBP. Examples of other measures include the following:</p> <ul style="list-style-type: none"> • Community outreach programs to share information and create positive relationships • Various informational seminars and presentations • Using Indigenous accommodations • Providing transportation to/from local communities to job site • Other educational and training programs for Indigenous People • Other activities related to, but not specified in, the work to be completed under the Contract <p>Guarantees must be supported by a description, value and firm commitment of the measures proposed.</p> <p>Points will be assigned, at Canada’s discretion, for each measure committed, based on its achievability and the assessed socio-economic benefit to the Area of the Contract.</p>	<p>20</p>												
<p>TOTAL POINTS AVAILABLE</p>		<p>70</p>												

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3.0 Bidder Guarantee and Certification

1. At time of bid submission - The table below may be used by bidders to submit their proposals.
2. Information provided may be subject to verification.
3. For follow-up purposes, the communities may receive copies of the Contractor's Indigenous Benefits Plan and periodically receive performance monitoring results

Example Table Format:

1. Human Resources Plan		
Guaranteed % of Indigenous Labour = _____ %		
Name & Position Title (Provide name(s) where possible)	Onsite Indigenous Employee Hours	Total Employee Hours
Bidders to include the # of hours to be worked, categories, overall percentage of labor, labour hours and the total project hours		
2. Skills Development Plan		
Name & Position Title (Provide name(s) where possible)	Type of Training	Indigenous Training Hours
Bidders MUST include type of training and hours of training.		
3. Other Measures		
Description and Value of Proposed Measure(s)		

Bidder Certification

The Bidder must submit the following certification if an IBP guarantee is being provided, either at time of bid submission, or prior to contract award.

INDIGENOUS BENEFITS PLAN CERTIFICATION:		
_____	_____	_____
PRINT NAME	SIGNATURE	DATE
The bidder certifies its IBP guarantee for contracting submitted with its bid is accurate and complete. The bidder acknowledges and confirms that any commitments or guarantees in its bid for this contract are covenants under this contract.		