



RETURN BIDS TO:

**Parks Canada Agency
Bid Receiving Unit
National Contracting Services**

REQUEST FOR PROPOSAL (RFP)

Fax No. – No de FAX: 1-877-558-2349

Bid Email:

pc.soumissionsest-bidseast.pc@canada.ca

This is the only acceptable email address for responses to bid solicitation. Bids submitted by email any other email address may not be accepted.

The maximum email file size is **25 megabytes**. PCA is not responsible for any transmission errors. Emails with links to bid documents will not be accepted

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 to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Comments

Issuing Office

Parks Canada Agency
National Contracting Services
Cornwall, Ontario, K6H 6S2

Title-Sujet Design Services for the renovation of Administrative Office in Resolute, Nunavut for Quasuittuq National Park		
Solicitation No. - No. de l'invitation 5P201-20-0015/A		Date: October 28, 2020
GETS Reference No. – No de reference de SEAG PW-20-00931760		Client Ref. No. – No. de réf du client n/a
Solicitation Closes – L'invitation prend fin :		
at – à 2:00 PM	on – le December 10, 2020	Time Zone - Fuseau horaire EST - HNE
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Inquiries to: - Adresser toute demande de renseignements à :		
Sheldon Lalonde sheldon.lalonde@canada.ca		
Telephone No. - No de telephone (343) 585-3836		Fax No. – No de FAX: 1-877-558-2349
Destination of Goods, Services, and Construction: Destinations des biens, services et construction :		
See Herein – Voir aux présentes		
TO BE COMPLETED BY THE BIDDER À ÊTRE COMPLÉTER PAR LE SOUMISSIONNAIRE		
Vendor/Firm Name – Nom du fournisseur/de l'entrepreneur		
Address - Adresse		
Name of person authorized to sign on behalf of the Vendor/Firm Nom de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur		
Title - Titre		
Telephone No. - N° de téléphone:		
Facsimile No. - N° de télécopieur:		
Email – Courriel :		
Signature		Date

REQUEST FOR PROPOSAL (RFP)

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SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS (SI)

SI1 INTRODUCTION

1. Parks Canada Agency (PCA) intends to retain an individual consulting firm or joint venture to provide the professional services for the project as set out in this Request for Proposal (RFP).
2. This is a single phase selection process.
3. Proponents responding to this RFP are requested to submit a full and complete proposal. The proposal will cover not only the qualifications, experience and organization of the proposed Consultant Team, but also the detailed approach to the work, and the pricing and terms offered. A combination of the technical and price of services submissions will constitute the proposal.

SI 1.1 Submission of Bids

Bids must be submitted only to Parks Canada Agency Bid Receiving Unit by the date and time indicated on page 1 of the bid solicitation. Bids submitted by mail, in-person or by courier may not be accepted.

The only acceptable email address for responses to bid solicitations is pc.soumissionsesest-bidseast.pc@canada.ca. Bids submitted by email directly to the Contracting Authority or to any email address other than pc.soumissionsesest-bidseast.pc@canada.ca will not be accepted.

The maximum email file size that Parks Canada is capable of receiving is **25 megabytes**. The Bidder is responsible for any failure attributable to the transmission or receipt of the emailed bid due to file size.

Emails with links to bid documents will not be accepted. Bid documents must be sent as email attachments.

SI2 PROPOSAL DOCUMENTS

1. All instructions, general terms, conditions and clauses identified in the RFP by number, date and title, are hereby incorporated by reference into and form part of this solicitation and any resultant contract.

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

All references 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 references to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

2. The following are the proposal documents:
 - (a) Supplementary Instructions to Proponents (SI);
R1410T (2020-05-20), General Instructions (GI) – Architectural and/or Engineering Services – Request for Proposal;
Submission Requirements and Evaluation (SRE);
 - (b) the general terms, conditions and clauses, as amended, identified in the Agreement clause;
 - (c) Project Brief / Terms of Reference;
 - (d) the document entitled " Doing Business with PWGSC";

- (e) any amendment to the solicitation document issued prior to the date set for receipt of proposals; and
 - (f) the proposal, Declaration/Certifications Form and Price Proposal Form.
3. Submission of a proposal constitutes acknowledgment that the Proponent has read and agrees to be bound by these documents.

SI3 QUESTIONS OR REQUEST FOR CLARIFICATION

Questions or requests for clarification during the solicitation period must be submitted in writing to the Contracting Authority named on the RFP - Page 1 as early as possible. Enquiries should be received no later than **ten (10) business days** prior to the closing date identified on the front page of the Request for Proposal. Enquiries received after that date may not be answered prior to the closing date of the solicitation.

SI4 COMPREHENSIVE LAND CLAIM AGREEMENT (CLCA)

This procurement is subject to the following Comprehensive Land Claims Agreement(s):

Nunavut Land Claim Agreement

SI5 INUIT BENEFITS PLAN (IBP)

The Bidder must include an Inuit Benefit Plan (IBP) as part of their proposal, refer to Annex "C". The IBP must demonstrate the suppliers' use of the employment of Inuit labour, engagement of Inuit professional services, or use of suppliers that are Inuit or Inuit firms, in carrying out the Work outlined in this request for proposals.

SI6 CERTIFICATIONS

1. Integrity Provisions – Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences, of section 01 of the General Instructions, the Proponent must provide with its bid, a completed Declaration Form, to be given further consideration in the procurement process.

2. Federal Contractors Program for Employment Equity - Proposal Certification

By submitting a proposal, the Proponent certifies that the Proponent, and any of the Proponent's members if the Proponent is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada (ESDC) - Labour's website.

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

Canada will also have the right to terminate the Agreement for default if a Consultant, or any member of the Consultant if the Consultant is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Agreement.

The Proponent must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity - Certification (see Appendix B - Declaration/Certifications Form), before contract award. If the Proponent is a Joint Venture, the Proponent must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

SI7 WEBSITES

The connection to some of the Web sites in the RFP is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Employment Equity Act

<http://laws-lois.justice.gc.ca/eng/acts/E-5.401/index.html>

Federal Contractors Program (FCP)

http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/index.shtml

Certificate of Commitment to Implement Employment Equity form LAB 1168

<http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc&lang=e>

Code of Conduct for Procurement

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

Lobbying Act

<http://laws-lois.justice.gc.ca/eng/acts/L-12.4/?noCookie>

Contracts Canada

<https://buyandsell.gc.ca/>

Supplier Registration Information

<https://srisupplier.contractscanada.gc.ca>

Consultant Performance Evaluation Report Form

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913-1.pdf>

Canadian economic sanctions

<http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

National Joint Council (NJC) Travel Directive

<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>

TERMS, CONDITIONS AND CLAUSES

AGREEMENT

1. The Consultant understands and agrees that upon acceptance of the offer by Canada, a binding Agreement shall be formed between Canada and the Consultant and the documents forming the Agreement shall be the following:
 - a) the Front Page and this Agreement clause;
 - b) the General Terms, Conditions and Clauses, as amended, identified as:
 - i. R1210D (2018-06-21), General Condition (GC) 1 - General Provisions – Architectural and/or Engineering Services
 - ii. R1215D (2016-01-28), General Condition (GC) 2 - Administration of the Contract
 - iii. R1220D (2015-02-25), General Condition (GC) 3 - Consultant Services
 - iv. R1225D (2015-04-01), General Condition (GC) 4 - Intellectual Property
 - v. R1230D (2018-06-21), General Condition (GC) 5 - Terms of Payment
 - vi. R1235D (2011-05-16), General Condition (GC) 6 - Changes
 - vii. R1240D (2018-06-21), General Condition (GC) 7 - Taking the Services Out of the Consultant's Hands, Suspension or Termination
 - viii. R1245D (2016-01-28), General Condition (GC) 8 - Dispute Resolution
 - ix. R1250D (2017-11-28), General Condition (GC) 9 - Indemnification and Insurance
 - x. Agreement Particulars
 - c) Project Brief / Terms of Reference;
 - d) the document entitled "Doing Business with PWGSC";
 - e) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
 - f) the proposal, the Declaration/Certifications Form and the Price Proposal Form.
2. The documents identified above by title, number and date are hereby incorporated by reference into and form part of this Agreement, as though expressly set out herein, subject to any other express terms and conditions herein contained.

The documents identified above by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

All references 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 references to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

3. If there is a discrepancy between the wording of any documents that appear on the following 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) any amendment or variation in the Agreement that is made in accordance with the terms and conditions of the Agreement;
 - (b) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
 - (c) this Agreement clause;
 - (d) Supplementary Conditions;
 - (e) General Terms, Conditions and Clauses;
 - (f) Agreement Particulars;
 - (g) Project Brief / Terms of Reference;
 - (h) the document entitled "Doing Business with PWGSC";
 - (i) the proposal.

SUPPLEMENTARY CONDITIONS (SC)

SC1 SECURITY REQUIREMENT

There is no security requirement applicable to this Agreement.

SC2 LANGUAGE REQUIREMENTS

1. Communication between Canada and the Consultant shall be in the language of choice of the Consultant Team, which shall be deemed to be the language of the Consultant's proposal.
2. The Consultant's services during construction tender call (such as addenda preparation, tenderers' briefing meetings, technical answers to questions by bidders, including translation of bidder's questions) shall be provided expeditiously in both languages, as necessary.
3. The Consultant's services during construction shall be provided in the language of choice of the Contractor. The successful Contractor will be asked to commit to one or other of Canada's official languages upon award of the Construction Contract and, thereafter construction and contract administration services will be conducted in the language chosen by the Contractor.
4. Other required services in both of Canada's official languages (such as construction documentation) are described in detail in the Project Brief.
5. The Consultant Team, including the Prime Consultant, Sub-Consultants and Specialists Consultants shall ensure that the services being provided in either language shall be to a professional standard.

SC3 WORKPLACE SAFETY AND HEALTH

1. EMPLOYER/PRINCIPAL CONTRACTOR

1.1 The Contractor shall, for the purposes of the Safety Act and General Safety Regulations, Northwest Territories & Nunavut Territory, and for the duration of the Work:

- 1.1.1 act as the Employer, where there is only one employer on the work site, in accordance with the Authority Having Jurisdiction;
- 1.1.2 assume the role of Principal Contractor, where there are two or more employers involved in work at the same time and space at the work site, in accordance with the Authority Having Jurisdiction; and
- 1.1.3 agree, in the event of two or more Contractors working at the same time and space at the work site, without limiting the General Conditions, to Canada's order * to:
 - 1.1.3.1 assume, as the Principal Contractor, the responsibility for Canada's other Contractor(s); or
 - 1.1.3.2 accept that Canada's other Contractor is Principal Contractor and conform to that Contractor's Site Specific Health and Safety Plan.

* "order" definition: after contract award, Contractor is ordered by a Change Order

2. SUBMITTALS

2.1 The Contractor shall provide to Canada:

- 2.1.1 prior to the pre-construction meeting, a transmittal and copy of a completed Notice of Project form PWGSC - TPSGC 458 (form will be provided to the proposed contractor prior to award), as sent to the Authority Having Jurisdiction (AHJ); and 2.1.2 prior to commencement of work and without limiting the terms of the General Conditions:

2.1.2.1 copies of all other necessary permits, notifications and related documents as called for in the scope of work/specifications and/or by the AHJ; and 2.1.2.2 a site specific Health and Safety Plan as requested.

NOTE: Please do not include any forms that include personal 3rd party information such as the names of the contractor's employees and their related claims information.

3. LABOUR AUTHORITY CONTACT:

The contact below represents the Labour Authority in the jurisdiction (AHJ). They are not representatives of the Workers Compensation.

Do not contact the people referenced below for issues pertaining to WCB or WCB Clearances. Those queries must be directed specifically to the WCB, and where the WCB has both a Labour and Compensation component, WCB issues must be directed to the Compensation/Employer Services sections.

NUNAVUT

Workers' Safety and Compensation
Northwest Territories and Nunavut
Prevention Services
Box 8888
Yellowknife, NT, X1A 2R3
Attention: Chief Industrial Safety Officer
Telephone: (867) 669- 4403
Facsimile: (867) 873- 0262.

APPENDIX "A" - TEAM IDENTIFICATION FORMAT

For details on this format, please see Appendix E - SRE in the Request for Proposal.

The prime consultant and other members of the Consultant Team shall be, or eligible to be, licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by provincial or territorial law.

1. Prime Consultant (Proponent – Project Manager):

Firm or Joint Venture Name:

.....

.....

Key Individuals and provincial professional licensing status and/or professional accreditation:

.....

.....

.....

.....

Prime Consultant (Proponent – Project Architect):

Firm or Joint Venture Name:

.....

.....

Key Individuals and provincial professional licensing status and/or professional accreditation:

.....

.....

.....

.....

Key - Civil and/or Structural Engineer:

Firm Name:

.....

.....

Key Individuals and provincial professional licensing status and/or professional accreditation:

.....

.....

.....

.....

Key - Mechanical Engineer:

Firm Name:

.....

.....

Key Individuals and provincial professional licensing status and/or professional accreditation:

.....

.....

.....

Key - Electrical Engineer:

Firm Name:
.....
.....

Key Individuals and provincial professional licensing status and/or professional accreditation:

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.....
.....
.....

Key - Cost estimator:

Firm Name:
.....
.....

Key Individuals and provincial professional licensing status and/or professional accreditation:

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.....

Key Sub Consultants / Specialists:

Firm Name:
.....
.....

Key Individuals and provincial professional licensing status and/or professional accreditation:

.....
.....
.....
.....

APPENDIX “B” - DECLARATION/CERTIFICATIONS FORM

Project Title:

Design Services for the renovation of Administrative Office in Resolute, Nunavut for Quasuittuq National Park

1. Proponent Information

NAME OF PROPONENT:	
Street Address:	Mailing Address (if different than street address)
City:	City:
Prov./Terr./State:	Prov./Terr./State:
Postal/ZIP Code:	Postal/ZIP Code:
Phone #: ()	Fax#: ()
E-Mail:	
Procurement Business Number:	

Type of Organization

- Sole Proprietorship
- Partnership
- Corporation
- Joint Venture

Size of Organization

- Number of Employees: _____
- Registered Architects/ Graduate Architects: _____
- Other Professionals: _____
- Technical Support: _____
- Other: _____

APPENDIX “B” - DECLARATION/CERTIFICATIONS FORM (CONT'D)

Federal Contractors Program for Employment Equity - Certification

I, the Proponent, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a proposal non-responsive, or will declare a consultant in default, if a certification is found to be untrue, whether during the proposal evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Proponent's certifications. Failure to comply with any request or requirement imposed by Canada may render the proposal non-responsive or constitute a default under the contract.

For further information on the Federal Contractors Program for Employment Equity visit Employment and Social Development Canada (ESDC)-Labour's website.

Date: _____(YY/MM/DD) (If left blank, the date will be deemed to be the bid closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Proponent certifies having no work force in Canada.
- A2. The Proponent certifies being a public sector employer.
- A3. The Proponent certifies being a federally regulated employer being subject to the Employment Equity Act.
- A4. The Proponent certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Proponent has a combined work force in Canada of 100 or more employees; and

- A5.1. The Proponent certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Proponent certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Proponent is not a Joint Venture.

OR

- B2. The Proponent is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the General Instructions)

APPENDIX "B" - DECLARATION/CERTIFICATIONS FORM (CONT'D)

Former Public Servant (FPS) - Certification

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 FPS, proponents 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 proposals is completed, Canada will inform the Proponent 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 proposal 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 Proponent a FPS in receipt of a pension?

YES () NO ()

If so, the Proponent must provide the following information, for all FPS 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, proponents agree that the successful Proponent'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.

Work Force Adjustment Directive

Is the Proponent a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES () NO ()

If so, the Proponent 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.

APPENDIX "B" - DECLARATION/CERTIFICATIONS FORM (CONT'D)

Name of Proponent:

DECLARATION:

I, the undersigned, being a principal of the proponent, hereby certify that the information given on this form and in the attached proposal is accurate to the best of my knowledge. If any proposal is submitted by a partnership or joint venture, then the following is required from each component entity.

..... Name Signature
..... Title I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	
..... Name Signature
..... Title I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	
..... Name Signature
..... Title I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	

During proposal evaluation period, Parks Canada Agency contact will be with the following person:

Name: _____.

Telephone Number: () _____ Fax Number: () _____

E-mail: _____

This Appendix "B" should be completed and submitted with the proposal, but may be submitted afterwards as follows: if Appendix "B" is not completed and submitted with the proposal, the Contracting Authority will inform the Proponent of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the proposal non-responsive.

APPENDIX "C" - PRICE PROPOSAL FORM

INSTRUCTIONS: Complete this Price Proposal Form and submit in a **separate distinct email attachment** with the words "PRICE PROPOSAL FORM" typed on the outside of the attachment. Price Proposals are not to include Applicable Taxes.

PROPOSERS SHALL NOT ALTER THIS FORM

Project Title:

Design Services for the renovation of Administrative Office in Resolute, Nunavut for Quasuittuq National Park

Name of Proponent:

The following will form part of the evaluation process:

REQUIRED SERVICES

Fixed Fee (R1230D (2016-01-28), GC 5 - Terms of Payment)

Required Services including all related cost, services and deliverables to complete the services specified in the Project Brief and in the RFP documents:

Phase description and deliverables	FIXED FEE
RS1 - Initiation Phase	\$
RS2 - Pre-Design Services	\$
RS3 - Schematic Design Services	\$
RS4 - Design Development Services	\$
RS5 - Construction Document Services	\$
RS6 - Tendering Services	\$
RS7 - Construction Administration Services	\$
RS8 - Post- Construction Services	\$
MAXIMUM FIXED FEES <i>excluding applicable taxes</i>	\$

APPENDIX C - PRICE PROPOSAL FORM (CONT'D)

The following will NOT form part of the evaluation process

Canada may accept or reject any of the following fees, disbursements and/or hourly rates. Canada reserves the right to negotiate on these fees, disbursements and/or hourly rates.

HOURLY RATES

The following hourly rates may be used for future contract amendments. Proponent is to add rates and positions that may be required for the project.

A) Principals

Name	Hourly Rate
Project Manager	
Project Architect	

B) Staff

Name	Hourly Rate
Civil and Structural Engineer	
Mechanical Engineer	
Electrical Engineer	
Cost estimator	

END OF PRICE PROPOSAL FORM

APPENDIX "D" - PROJECT BRIEF

This document is attached as a separate pdf.

APPENDIX "E" - SUBMISSION REQUIREMENTS AND EVALUATION (SRE)

- SRE 1 General Information
 - SRE 2 Proposal Requirements
 - SRE 3 Submission Requirements and Evaluation
 - SRE 4 Price of Services
 - SRE 5 Total Score
 - SRE 6 Submission Requirements – Checklist
-

SRE 1 - GENERAL INFORMATION

1.1 Reference to the Selection Procedure

An 'Overview of the selection procedure' can be found in R1410T General Instructions to Proponents (GI3).

1.2 Calculation of Total Score

For this project the Total Score will be established as follows:

Technical Rating x 35%	=	Technical Score (Points)
Inuit Benefits Plan (IBP) x 35%	=	IBP Score (Points)
Price Rating x 30%	=	Price Score (Points)
<u>Total Score</u>	=	<u>Max. 100 Points</u>

SRE 2 - PROPOSAL REQUIREMENTS

2.1 Requirement for Proposal Format

The following proposal format information should be implemented when preparing the proposal.

- Submit one (1) electronic copy
- Paper size should be - 216mm x 279mm (8.5" x 11")
- Minimum font size - 11 point Times or equal
- Minimum margins - 12 mm left, right, top, and bottom
- Double-sided submissions are preferred
- One (1) 'page' means one side of a 216mm x 279mm (8.5" x 11") sheet of paper
- 279mm x 432 mm (11" x 17") fold-out sheets for spreadsheets, organization charts etc. will be counted as two pages.
- The order of the proposals should follow the order established in the Request for Proposal SRE section

2.2 Specific Requirements for Proposal Format

The maximum number of pages (including text, graphics and CVs (curriculum vitae) to be submitted for the Rated Requirements under SRE 3.2 is thirty (30) pages.

The following are not part of the page limitation mentioned above;

- Covering letter
- Table of Contents and section dividers
- Consultant Team Identification (Appendix A)
- Declaration/Certifications Form (Appendix B)
- Integrity Provisions – Required Documentation
- Front page of the RFP
- Front page of revision(s) to the RFP
- Price Proposal Form (Appendix C)

Consequence of non-compliance: any pages which extend beyond the above page limitation and any other attachments will be extracted from the proposal and will not be forwarded to the PCA Evaluation Board members for evaluation.

SRE 3 - SUBMISSION REQUIREMENTS AND EVALUATION

3.1 MANDATORY REQUIREMENTS

Failure to meet the mandatory requirements will render the proposal as non-responsive and no further evaluation will be carried out.

3.1.1 Licensing, Certification or Authorization

The proponent shall be an architect and/or engineer, licensed, or eligible to be licensed, certified or otherwise authorized, to provide the necessary professional services to the full extent that may be required by provincial or territorial law in the territory of Nunavut.

3.1.2 Consultant Team Identification

The consultant team to be identified must include the following:

1. Project Manager
2. Project Architect
3. Civil and Structural Engineer
4. Mechanical Engineer
5. Electrical Engineer
6. Cost estimator

If the proponent proposes to provide multidisciplinary services that might normally be provided by a sub-consultant, this should be indicated here.

Information required - name of firm, key personnel to be assigned to the project. For the prime consultant indicate current license and/or how you intend to meet the provincial or territorial licensing requirements. In the case of a joint venture identify the existing or proposed legal form of the joint venture (refer to R1410T General Instructions to Proponents, GI9 Limitation of submissions).

An example of an acceptable format (typical) for submission of the team identification information is provided in Appendix A.

3.1.3 Declaration/Certifications Form

Proponents must complete, sign and submit the following:

- Appendix B, Declaration/Certifications Form as required.

3.1.4 Integrity Provisions – Required documentation

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Proponent must provide, **as applicable**, to be given further consideration in the procurement process, the required documentation as per R1410T (2020-05-20), General instructions 1 (GI1), Integrity Provisions – Proposal, **section 3a**.

3.1.5 Inuit Benefits Plan (IBP)

The requirements of the Agreement Between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada apply to this procurement. Canada reserves the right to confirm validity of all declarations / guarantees. Annex F must be submitted with proposal.

3.2 RATED REQUIREMENTS

3.2.1 Achievements of Proponent on Projects (30 points)

Describe the Proponent's accomplishments, achievements and experience as prime consultant on projects.

Select a **maximum** of [3] projects undertaken within the last [10] years. Joint venture submissions are not to exceed the maximum number of projects. Only the first [3] projects listed in sequence will receive consideration and any others will receive none as though not included.

Information that should be supplied:

- clearly indicate how this project is comparable/relevant to the requested project.
- brief project description and intent. Narratives should include a discussion of design philosophy / approach to meet the intent, design challenges and resolutions.
- budget control and management - i.e. contract price & final construction cost - explain variation
- project schedule control and management - i.e. initial schedule and revised schedule - explain variation
- client references - name, address, phone and fax of client contact at working level - references may be checked
- names of key personnel responsible for project delivery
- awards received

The Proponent (as defined in R1410T General Instructions to Proponents, GI2 Definitions) must possess the knowledge on the above projects. Past project experience from entities other than the Proponent will not be considered in the evaluation unless these entities form part of a joint venture Proponent.

Please indicate those projects which were carried out in **joint venture** and the responsibilities of each of the involved entities in each project.

Please indicate those projects which were carried out in **sub-consultant** capacity and the responsibilities of each of the involved entities in each project.

3.2.2 Achievements of Key Personnel on Projects (25 points)

Describe the experience and performance of key personnel to be assigned to this project regardless of their past association with the current proponent firm. This is the opportunity to emphasize the strengths of the individuals on the team, to recognize their past responsibilities, commitments and achievements.

1. Project Manager
2. Project Architect
3. Civil and Structural Engineer
4. Mechanical Engineer
5. Electrical Engineer
6. Cost estimator

Information that should be supplied for each key personnel in their CV (curriculum vitae):

- professional accreditation
- accomplishments/achievements/awards
- relevant experience, expertise, number of years experience
- role, responsibility and degree of involvement of individual in past projects

3.2.3 Understanding of the Project (10 points)

The proponent should demonstrate understanding of the goals of the project, the functional/technical requirements, the constraints and the issues that will shape the end product.

Information that should be supplied:

- The functional and technical requirements
- Broader goals (federal image, sustainable development, sensitivities)
- The relationship between this commission and any earlier studies completed for PCA
- Significant issues, challenges and constraints
- Project schedule and cost. Review schedule and cost information and assess risk management elements that may affect the project
- The Client User's philosophies and values

3.2.4 Scope of Services (10 points)

The proponent should demonstrate capability to perform the services and meet project challenges and to provide a plan of action.

Information that should be supplied:

- Scope of Services - detailed list of services
- Work Plan - detailed breakdown of work tasks and deliverables
- Project schedule - proposed major milestone schedule
- Risk management strategy
- How travel challenges will be dealt with in relation to remoteness as well as COVID-19 situation and how the meetings and inspections can be done remotely.

3.2.5 Management of Services (15 points)

The Proponent should describe how he /she proposes to perform the services and meet the constraints; how the services will be managed to ensure continuing and consistent control as well as production and communication efficiency; how the team will be organized and how it will fit in the existing structure of the firms; to describe how the team will be managed. The proponent is also to identify sub-consultant disciplines and specialists required to complete the consultant team.

If the Proponent proposes to provide multi-disciplinary services which might otherwise be performed by a sub-consultant, this should be reflected here.

Information that should be supplied:

- Confirm the makeup of the full project team including the names of the consultant sub-consultants and specialists personnel and their role on the project.
- Organization chart with position titles and names (Consultant team). Joint Venture business plan, team structure and responsibilities, if applicable
- What back-up will be committed
- Profiles of the key positions (specific assignments and responsibilities)
- Outline of an action plan of the services with implementation strategies and sequence of main activities
- Reporting relationships
- Communication strategies
- Response time: demonstrate how the response time requirements will be met

3.2.6 Design Philosophy / Approach / Methodology (10 points)

The proponent should elaborate on aspects of the project considered to be a major challenge which will illustrate design philosophy / approach / methodology. This is the opportunity for the Proponent to state the overall design philosophy of the team as well as their approach of resolving design issues and in particular to focus on the unique aspects of the current project.

Information that should be supplied:

- Design Philosophy / Approach / Methodology
- Describe the major challenges and how your team approach will be applied to those particular challenges.
- Describe how the team and the work will be managed with the limited travel, physical interactions of being on site and meetings due to COVID-19 restrictions.

3.3 EVALUATION AND RATING

In the first instance, price envelopes will remain sealed and only the technical components of the proposals which are responsive will be reviewed, evaluated and rated by a PCA Evaluation Board in accordance with the following to establish Technical Ratings:

Criterion	Weight Factor	Rating	Weighted Rating
Achievements of Proponent	3.0	0 - 10	0 - 30
Achievements of Key Personnel on Projects	2.5	0 - 10	0 - 25
Understanding of the Project	1.0	0 - 10	0 - 10
Scope of Services	1.0	0 - 10	0 - 10
Management of Services	1.5	0 - 10	0 - 15
Design Philosophy / Approach / Methodology	1.0	0 - 10	0 - 10
Technical Rating	10.0		0 - 100

To be considered further, proponents **must** achieve a minimum Technical Rating of sixty (60) points out of the hundred (100) points available as specified above.

No further consideration will be given to proponents not achieving the pass mark of sixty (60) points.

Generic Evaluation Table

PCA Evaluation Board members will evaluate the strengths and weaknesses of the Proponent's response to the evaluation criteria and will rate each criterion with even numbers (0, 2, 4, 6, 8 or 10) using the generic evaluation table below:

	INADEQUATE	WEAK	ADEQUATE	FULLY SATISFACTORY	STRONG
0 point	2 points	4 points	6 points	8 points	10 points
Did not submit information which could be evaluated	Lacks complete or almost complete understanding of the requirements.	Has 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	No significant weaknesses	No apparent weaknesses
	Proponent do not possess qualifications and experience	Proponent lacks qualifications and experience	Proponent has an acceptable level of qualifications and experience	Proponent is qualified and experienced	Proponent is highly qualified and experienced
	Team proposed is not likely able to meet requirements	Team does not cover all components or overall experience is weak	Team covers most components and will likely meet requirements	Team covers all components - some members have worked successfully together	Strong team - has worked successfully together on comparable projects
	Sample projects not related to this requirement	Sample projects generally not related to this requirement	Sample projects generally related to this requirement	Sample projects directly related to this requirement	Leads in sample projects directly related to this requirement
	Extremely poor, insufficient to meet performance requirements	Little capability to meet performance requirements	Acceptable capability, should ensure adequate results	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results

SRE 4 - PRICE OF SERVICES

All price proposal envelopes corresponding to responsive proposals which have achieved the pass mark of sixty (60) points are opened upon completion of the technical evaluation.

To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %.

The table below illustrates **an example** where all three bids are responsive and the selection of the contractor is determined by a **70/30 ratio** of technical merit and price, respectively. The total available points equal 100 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (35%), IBP (35%) and Price (30%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		92/100	89/100	75/100
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$92/100 \times 35 = 32.2$	$89/100 \times 35 = 31.15$	$75/100 \times 35 = 26.25$
	IBP	$35/35 \times 35 = 35.0$	$30/35 \times 35 = 30$	$33/35 \times 35 = 33$
	Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30$
Combined Rating		91.75	88.15	89.25
Overall Rating		1st	3rd	2nd

The Price Rating is equal to the applicable percentage to establish the Price Score.

SRE 5 - TOTAL SCORE

Total Scores will be established in accordance with the following:

Rating	Possible Range	% of Total Score	Score (Points)
Technical Rating	0 - 35	35	0 - 35
Inuit Benefits Plan (IBP)	0 - 35	35	0 - 35
Price Rating	0 - 30	30	0 - 30
Total Score		100	0 - 100

The Proponent receiving the highest Total Score is the first entity that the Evaluation Board will recommend for the provision of the required services. In the case of a tie, the proponent submitting the lower price for the services will be selected.

SRE 6 - SUBMISSION REQUIREMENTS - CHECKLIST

The following list of documents and forms is provided with the intention of assisting the Proponent in ensuring a complete submission. The Proponent is responsible for meeting all submission requirements.

Please follow detailed instructions in R1410T General Instructions to Proponents, G116 Submission of proposal, as amended in SI2 Proposal documents. Proponents may choose to introduce their submissions with a cover letter.

Submission #1 shall contain:

- Team Identification - see typical format in Appendix A
- Declaration/Certifications Form - completed and signed - form provided in Appendix B

- Proposal - one (1) electronic signed copy (PDF format)
- Inuit Benefits Plan (IBP)
- Front page of RFP
- Front page(s) of any solicitation amendment
- Integrity Provisions – Required documentation – **as applicable** in accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>) and as per R1410T (2020-05-28), General Instructions 1 (G11), Integrity Provisions – Proposal, **section 3a**.
- Integrity Provisions - Declaration of Convicted Offences – **with its bid, as applicable** in accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>) and as per R1410T (2020-05-28), General instructions 1 (G11), Integrity Provisions – Proposal, **section 3b**.

Submission #2 shall contain:

- Price Proposal Form - one (1) electronic signed copy (PDF format)

ANNEX “F” – INUIT BENEFITS PLAN (IBP)

PART A - INUIT BENEFITS PLAN (IBP)

Evaluation and Assessment of IBP Guarantee

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 TABLES 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 WILL ONLY BE ELIGIBLE TO RECEIVE POINTS FOR DEMONSTRATED COMMITMENTS. 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 unverifiable statements may result in the tender being declared non-responsive.

Contractor Selection

The Contractor selection will be based on the highest responsive combined rating of IBP, price and technical rating. The ratio will be **35%** Inuit Benefits Plan, **30%** for the price and **35%** technical rating.

Technical Score = Bidder’s technical rating x 35%
 IBP Score = Bidder’ Points x **35%** Maximum Points
 Cost Score = Lowest Bid x 30% Bidder’ Price

(See Appendix C – Evaluation Criteria for further details)

INUIT BENEFIT PLAN CRITERIA

The requirements of the Agreement Between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada apply to this procurement. Canada reserves the right to confirm validity of all declarations / guarantees.

Inuit Benefits Criteria (IBC)		
1A	Inuit employment: to evaluate the employment of Inuit labour.	Points
	<p>The employment of onsite Inuit in carrying out the work under the contracts. Bidder will be evaluated on their firm guarantee to use Inuit from the Nunavut Settlement Area 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 that may or will be staffed by onsite Inuit. Onsite Inuit employment will be confirmed during activities based on supporting documentation provided by the Contractor and Departmental Representative if applicable.</p> <p>0-100% of total labour hours = 0-10 points. Points will be assigned based on a percentage % of the total Points available.</p> <p>___ % x total points available</p> <p>Example:</p> <p>Bidder guarantees 65% of labor hours will be Inuit = 65 % x 10 = 6.5 points</p>	/10

	<p>NOTE: Bidders 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 (ie.labor plan estimate).</p> <p>Verification of Inuit businesses will be made through: The Inuit Firm Registry Database http://inuitfirm.tunngavik.com/</p>													
<p>1B</p>	<p>Sub-contractors / suppliers: The use of sub-contractors or suppliers that are Inuit in carrying out the contract. Bidder will be evaluated on their firm guarantee to use Inuit Sub-Contractors for services or the procurement of supplies and equipment from the Inuit from the Nunavut Settlement Area associated with the Contract.</p> <p>Note: if the Prime Contractor is an Inuit owned business, the total dollar value of the Inuit contracting shall also include the contractor's share of the contract.</p> <p>Bidders should provide their guarantee of Inuit Subcontractors in accordance with the following: Estimated value of Contract: \$_____ - Less Non-Inuit subcontracting: \$_____ = Total guaranteed for Inuit Subcontractors/Suppliers: \$_____</p> <p>Points will be assigned to bidder as follows: Total guaranteed Inuit sub-contracting / Estimated value of contracting = ___a___ %</p> <p>Points will be assigned based on a percentage % of the total points available: _a_ % x total points available = assigned points</p> <p>Example: Estimated value of Contract: \$100,000 - Less Non-Inuit subcontracting: \$ 45,000 = Total guaranteed for Inuit Subcontractors/Suppliers: \$ 55,000 \$55,000 / \$100,000 = 0.55 x 5 = 2.75 points</p> <p>NOTE: Percentages MUST BE SUPPORTED by a list of specific subcontractor/suppliers that can be confirmed as Inuit subcontractors.</p> <p>Verification of Inuit businesses will be made through: The Inuit Firm Registry Database http://inuitfirm.tunngavik.com/</p>	<p>/5</p>												
<p>2</p>	<p>Inuit training and skills development: to evaluate the undertaking of commitments, under the contract, with respect to training or skills development for Inuit.</p> <p>Bidders will be evaluated on their undertaking of a commitment with respect to delivery of on-the-job training and apprenticeship programs for Inuit from the Nunavut Settlement Area at no additional cost under this Contract. “Training and Apprenticeship” is considered delivered when the receiving individuals have acquired certifiable work skills and received certification. This is typically achieved through an independent third party certification process. To establish the training score, each responsive bid will be prorated against the bidder proposing the highest number of total Inuit training hours, with the proposal committing to the highest number of training hours receiving full points.</p> <table border="1" data-bbox="191 1753 1356 1953"> <thead> <tr> <th></th> <th>Bidder 1</th> <th>Bidder 2</th> <th>Bidder 3</th> </tr> </thead> <tbody> <tr> <td>Total number of Inuit training hours proposed</td> <td>20 hours</td> <td>35 hours</td> <td>60 hours</td> </tr> <tr> <td>Calculation of points</td> <td>20/60 = 33 / 5 of total points available</td> <td>35/60 = 58 / 5 of total points available</td> <td>60/60 = 100 / 5 of total points available</td> </tr> </tbody> </table>		Bidder 1	Bidder 2	Bidder 3	Total number of Inuit training hours proposed	20 hours	35 hours	60 hours	Calculation of points	20/60 = 33 / 5 of total points available	35/60 = 58 / 5 of total points available	60/60 = 100 / 5 of total points available	<p>/5</p>
	Bidder 1	Bidder 2	Bidder 3											
Total number of Inuit training hours proposed	20 hours	35 hours	60 hours											
Calculation of points	20/60 = 33 / 5 of total points available	35/60 = 58 / 5 of total points available	60/60 = 100 / 5 of total points available											

3	Inuit ownership (prime contractor and subcontractors): to evaluate whether the bidder is an Inuit firm on the IFR, and whether Inuit firms on the IFR will be engaged as subcontractor(s) in carrying out the government contract	/10
	Verification of Inuit businesses will be made through: The Inuit Firm Registry Database http://inuitfirm.tunngavik.com/	
Nunavut Benefits Criteria (NBC)		
1	Location in the NSA: to evaluate whether the bidder or the subcontractor(s) have head offices, administrative offices or other facilities in the Nunavut Settlement Area (NSA).	/5
	Verification of Inuit businesses will be made through: The Inuit Firm Registry Database http://inuitfirm.tunngavik.com/	

Criteria	Total Points Available	Total Score
Inuit employment:	10	/10
Sub-contractors / suppliers:	5	/5
Inuit training and skills development	5	/5
Inuit ownership	10	/10
Location in the NSA	5	/5
Grand Total		/35

PART B - BIDDER GUARANTEE AND CERTIFICATION

1. At time of bid submission - The tables below may be used by bidders to submit their proposals.
2. Information provided may be subject to verification.

TABLE 1 – Head Office

Provide Current Business address
Bidders MUST demonstrate the existence of head offices, staffed administrative offices or other staffed facilities in the Nunavut Settlement Area.

TABLE 2 – Guarantee of Inuit Training

Name & Position Title (Provide name(s) where possible)	Type of Training	Inuit Training Hours
Bidders MUST include type of training and hours of training.		

TABLE 3 – Guarantee of Onsite Inuit Labour Content

Total No. Of onsite Inuit Person Hours for This Contract = _____ %
 Total No. Of onsite Person Hours for This Contract

Name & Position Title (Provide name(s) where possible)	Onsite Inuit Employee Hours	Non – Inuit Employee Hours
Bidders to include the # of hours to be worked.		

TABLE 4 – Guarantee of Inuit Content for Sub-Contracting/Suppliers Content:

Total Est. Cost For Supplies/Materials, Equip and Services Procured From Inuit Companies for this Contract Total Bid Price = _____ %

Company Name	Inuit Company	Non – Inuit Company
Bidder to include the value of work to be Sub-Contracted. NOTE: only subcontractors and suppliers that can be confirmed as Aboriginal businesses will be included in the calculations. Verification of Aboriginal businesses will be made in accordance with: 4 Subcontractors / Suppliers.		

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.

INUIT BENEFITS PLAN CERTIFICATION:

PRINT NAME

SIGNATURE

DATE

The bidder certifies it's IBP guarantee for contracting submitted with its bid is accurate and complete.

PART C - CONTRACTOR ACHIEVEMENT REPORTING AND CERTIFICATION

1. For the 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 must be completed with supporting information (such as invoices, work logs, payroll receipts, etc.) by the contractor on at end of contract / prior to final 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 prior to final payment with details how the Contractors met its' IBP guarantee.
5. Failure to comply with the request to submit the certification and report within 15 business days may result in a full 1% penalty.

Return Reports to:

Contracting Authority Name: tba
 Email: tba

TABLE 1 – Head Office

Provide Current Business address
Contractors must demonstrate the existence of head offices, staffed administrative offices or other staffed facilities in the Nunavut Settlement Area.

TABLE 2 – Achievement of Inuit Training

Name & Position Title (Provide name(s) where possible)	Type of Training	Inuit Training Hours
Bidders MUST include type of training and hours of training.		

TABLE 3 – Achievement of onsite Inuit Labour Content

Total No. Of onsite Inuit Person Hours for This Contract = _____ %
 Total No. Of Employee Hour for This Contract

Name & Position Title (Provide name(s) where possible)	Onsite Inuit Employee Hours	Non – Inuit Employee Hours
Contractor must include the # of hours worked		

TABLE 4 – Achievement of Inuit Content for Sub-Contracting/Suppliers Content:

Total Cost For Supplies/Materials, Equip and Services Procured From Inuit Companies for This Contract

Final Contract Value = _____ %

Company Name	Inuit Company	Non-Inuit Company
Contractor must include the value of Sub-Contracted work		

CONTRACTOR CERTIFICATION

INUIT BENEFIT PLAN ACHIEVEMENT CERTIFICATION:

PRINT NAME

SIGNATURE

DATE

The Contractor certifies the information contained in the ACHIEVEMENT TABLES is accurate and complete.

PART D - INUIT 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 certified training guarantee, an amount of up to 0.20% of the final contract value may be deducted from the hold back provisions or final payment. The Contractor will not be evaluated on their training achievements. (Table 1A)
3. If the contractor does not meet the certified percentage of onsite Inuit employee hours worked on the Contract and fails to fulfill their onsite Inuit employment guarantees, an amount of up to 0.40% of the final contract value may be deducted from the final payment or hold back provisions. (Table 1B)
4. If the contractor does not meet the certified percentage of Inuit Sub-contractors/Suppliers, and fails to fulfill their Inuit subcontractors/ suppliers guarantees, an amount of up to 0.40% of the final contract value may be deducted from the final payment or hold back provisions. (Table 1C)
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 clearly 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.

NOTE: "FINAL CONTRACT VALUE" for the purposes of the penalty calculation the final contract value includes 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.

TABLE 1A - ASSESSMENT OF INUIT TRAINING PENALTY			
ITEM #	REQUIREMENT	WEIGHT	SCORE
1	<p>CONTRACTOR DUE DILIGENCE: Case-by-case-consideration is given to contractor's ability to demonstrate diligent efforts to achieve their Inuit Training guarantees.</p> <p>Points awarded for contractor due diligence based on the following scale:</p> <p>0-13 points - Contractor demonstrated little to no effort and made no attempt to meet the IBP training guarantee. 14-27 points - Contractor demonstrated moderate effort while attempting to meet the IBP training guarantee. 28-40 points - Contractor demonstrated outstanding effort while attempting to meet the IBP training guarantee.</p>	40	
2	TOTAL ASSESSED SCORE	40	
3	TOTAL CALCULATED PENALTY: (40 - total assessed score)% x (Final contract value) x 0.20%	\$	
4	COMMENTS/JUSTIFICATIONS:		

5	SIGNATURE OF EVALUATION PANEL: Departmental Representative: _____ Technical Authority: _____ Contracting Officer (PCA): _____		
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TABLE 1B - ASSESSMENT OF ONSITE INUIT LABOUR PENALTY			
ITEM#	REQUIREMENT	WEIGHT	SCORE
1	Calculate the percentage of guarantee achieved for Onsite Inuit content based on the following formula, where: Guarantee percentage = Achieved = _____ % * 60% Proposed % Notes: percentage of 50% or less receives zero points	60	
2	CONTRACTOR DUE DILIGENCE: Case-by-case-consideration is given to contractor's ability to demonstrate diligent efforts to achieve Onsite Inuit employment guarantees. Points awarded for contractor due diligence based on the following scale: 0-13 points - Contractor demonstrated little to no effort and made no attempt to meet the IBP employment guarantee. 14-27 points - Contractor demonstrated moderate effort while attempting to meet the IBP employment guarantee. 28-40 points - Contractor demonstrated outstanding effort while attempting to meet the IBP employment guarantee.	40	
3	TOTAL ASSESSED SCORE	100	
4	TOTAL CALCULATED PENALTY: (100 - total assessed score)% x (Final contract value) x 0.40%		
5	COMMENTS/JUSTIFICATIONS:		
6	SIGNATURE OF EVALUATION PANEL: Departmental Representative: _____ Technical Authority: _____ Contracting Officer (PCA): _____		

TABLE 1C - ASSESSMENT OF INUIT SUB-CONTRACTING/SUPPLIER PENALTY			
ITEM#	REQUIREMENT	WEIGHT	SCORE
1	<p>Calculate the percentage of guarantee achieved for Inuit content based on the following formula, where:</p> <p>Guarantee percentage = Achieved = _____ % * 60 % Proposed %</p> <p>Note: Guarantee percentage of 50% or less receives zero points.</p>	60	
2	<p>CONTRACTOR DUE DILIGENCE:</p> <p>Case-by-case-consideration is given to contractor's ability to demonstrate diligent efforts to achieve Inuit sub-contracting / supplier guarantees.</p> <p>Points awarded for contractor due diligence based on the following scale:</p> <p>0-13 points - Contractor demonstrated little to no effort and made no attempt to meet the IBP sub-contracting/supplier guarantees. 14-27 points - Contractor demonstrated moderate effort while attempting to meet the IBP sub-contracting/supplier guarantees. 28-40 points - Contractor demonstrated outstanding effort while attempting to meet the IBP sub-contracting/supplier guarantees.</p>	40	
3	TOTAL ASSESSED SCORE	100	
4	<p>TOTAL CALCULATED PENALTY: (100 - total assessed score)% x (Final contract value) x 0.40% \$</p>	\$	
5	COMMENTS/JUSTIFICATIONS:		
6	<p>SIGNATURE OF EVALUATION PANEL:</p> <p>Departmental Representative: _____ Technical Authority: _____ Contracting Officer (PCA): _____</p>		

APPENDIX “G” - DOING BUSINESS WITH PWGSC

This document is attached as a separate pdf.

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

APPENDIX “H” - 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 (delete as required)		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work

General Description of Work to be Completed <u>Design Services for the renovation of Administrative Office in Resolute, Nunavut for Quasuittuq National Park</u>
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Mark “Yes” where applicable.

<input type="checkbox"/>	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)
<input type="checkbox"/>	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.
<input type="checkbox"/>	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
<input type="checkbox"/>	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 _____