



RETURN BIDS TO:

Parks Canada Agency Bid Receiving Unit
 National Contracting Services
 Bid Fax: **1-877-558-2349**
 Bid E-mail Address:
pc.receptiondessoumissions@pc.canada.ca

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

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

REQUEST FOR PROPOSAL

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.

Issuing Office:

Parks Canada Agency
 National Contracting Services
 3, Passage du Chien d'Or,
 Québec QC
 G1R 3Z8

Title: Design and Fabrication of three 3D Map Exhibits for Ukkusiksalik National Park	
Solicitation No.: 5P300-20-0178/A	Date: Thursday, November 5, 2020
GETS Reference No.: PW-20-00932676	

Solicitation Closes: At: 2:00 pm On: Tuesday, December 15, 2020	Time Zone: EST
--	--------------------------

F.O.B.: Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	
Address Enquiries to: Marie-Michelle Losier	
Telephone No.: (418) 563-3890	Email Address: marie.losier@canada.ca
Destination of Goods, Services, and Construction: PO Box 220, Naujaat NU X0C 0H0	

TO BE COMPLETED BY THE BIDDER

Vendor/ Firm Name:	
Address:	
Telephone No.:	Fax No.:
Name of person authorized to sign on behalf of the Vendor/ Firm (type or print):	
Signature:	Date:

Title:
Design and Fabrication of three 3D Map Exhibits for Ukkusiksalik National Park

IMPORTANT NOTICE TO BIDDERS

BIDS RECEIVED BY FAX AND EMAIL WILL BE ACCEPTED AS OFFICIAL.

BIDS RECEIVED IN-PERSON OR BY COURIER WILL NOT BE ACCEPTED.

The only acceptable email address for responses to the bid solicitation is pc.receptiondessoumissionsest-bidreceivingeast.pc@canada.ca. Bids submitted by email directly to the Contracting Authority or to any email address other than pc.receptiondessoumissionsest-bidreceivingeast.pc@canada.ca may not be accepted.

The only acceptable facsimile for responses to bid solicitations is **1-877-558-2349**.

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.

Comprehensive Land Claims Agreement

This procurement is subject to the Nunavut Comprehensive Land Claims Agreement.

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. In order to receive payment, new vendors that are awarded a contract will be required to complete a direct deposit enrolment form to register their direct deposit information with Parks Canada.

Additional information on this Government of Canada initiative is available at:
<http://www.directdeposit.gc.ca>

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PART 1 – INFORMATION AND INSTRUCTIONS

1.1. Security Requirements

1.1.1. There is no security requirement associated with the bid solicitation.

1.2. Statement of Work

The Work to be performed is detailed under Article 6.3 of the resulting contract clauses.

1.3. Comprehensive Land Claims Agreement

This procurement is subject to the Nunavut Comprehensive Land Claims Agreement.

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 or by telephone.

1.5. Trade Agreements

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Columbia Free Trade Agreement (CCoFTA), the Canada-Honduras Free Trade Agreement (CHFTA), the Canada-Korea Free Trade Agreement (CKFTA), and the Canada-Panama Free Trade Agreement (CPaFTA).

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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](#) (2020-05-28), Standard Instructions – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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.

Subsection 5.4 of [2003](#), Standard Instructions – Goods or Services – Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 90 days

Subsection 2. entitled epost Connect of section 08, Transmission by Facsimile or by epost Connect of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety.

2.2. Submission of Bids

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

Bids submitted in-person or by courier will not be accepted.

The only acceptable facsimile for responses to bid solicitations is **1-877-558-2349**.

The only acceptable email address for responses to bid solicitations is pc.receptiondessoumissionses-bidreceivingeast.pc@canada.ca.

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.

2.3. Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 10 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

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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 Nunavut.

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.

2.5. Basis for Canada's Ownership of Intellectual Property

The Parks Canada Agency has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts: the main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.

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PART 3 – BID PREPARATION INSTRUCTIONS

3.1. Bid Preparation Instructions

Canada requests that the bid be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

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

Section I: Technical Bid

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

Section II: Financial Bid

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

3.1.1. Exchange Rate Fluctuation

SACC *Manual* clause [C3011T](#) (2013-11-03), Exchange Rate Fluctuation

Section III: Certifications

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

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PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1. Evaluation Procedures

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

4.1.1. Technical Evaluation

4.1.1.1. Mandatory Technical Criteria

Technical bids will be evaluated against the mandatory technical evaluation criteria at **Annex D to Part 4 of the Bid Solicitation**.

4.1.1.2. Point Rated Technical Criteria

Technical bids will be evaluated against the mandatory technical evaluation criteria at **Annex D to Part 4 of the Bid Solicitation**.

4.1.2. Financial Evaluation

SACC *Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price – Bid

4.1.3. Basis of Selection

1. To be declared responsive, a bid must:
 - a. Comply with all the requirements of the bid solicitation;
 - b. Meet all mandatory technical evaluation criteria; and
 - c. Obtain the required minimum of 175 points overall on a scale of 250 points for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting (a) and (b) and (c) will be declared non responsive.
3. The selection will be based on the highest responsive combined rating of Inuit and Nunavut Benefits Plan (IBP) and technical evaluation. The ratio will be 35% IBP and 65% for the technical evaluation.
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 65%.
5. To establish the IBP score, the overall IBP score for each responsive bid will be determined as follows: total number of IBP points obtained / maximum number of IBP points available multiplied by the ratio of 35%
6. For each responsive bid, the technical merit score and the IBP score will be added to determine its combined rating.
7. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.

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The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 65/35 ratio of technical merit and IBP, respectively. The total available points equal 250 and 35 respectively.

Basis of Selection - Highest Combined Rating Technical Merit (65%) and IBP (35%)				
		Bidder 1	Bidder 2	Bidder 3
Calculations	Technical Merit	195/250 x 65 = 50.70	178/250 x 65 = 46.28	215/250 x 65 = 55.90
	IBP	30/35 x 35 = 30.00	35/35 x 35 = 35.00	20/35 x 35 = 20.00
Combined Rating		80.70	81.28	75.90
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 specified will render the bid non-responsive.

5.2.1. Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property 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](#), must provide the information requested at **Annex F to Part 5 of the Bid Solicitation** prior to contract award.

5.2.2. Former Public Servant

Contracts awarded to former public servants in receipt of a pension or 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 Former Public Servants, the Bidder must provide the information requested at **Annex G to Part 5 of the Bid Solicitation** prior to contract award.

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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/canada/esdc-labour) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>).

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

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PART 6 – RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1. Security Requirements

6.1.1. There is no security requirement applicable to the Contract.

6.2. Comprehensive Land Claims Agreement

This procurement is subject to the Nunavut Comprehensive Land Claims Agreement.

6.3. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

6.4. 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.

6.4.1. General Conditions

[2010B](#) (2020-05-28), General Conditions – Professional 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.

6.4.2. Supplemental General Conditions

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

6.5. Term of Contract

6.5.1. Period of the Contract

The period of the Contract is from date of Contract to November 30, 2021 inclusive.

6.5.2. Delivery Date

All the deliverables must be received on or before September 20, 2021.

6.6. Authorities

6.6.1. Contracting Authority

The Contracting Authority for the Contract is:

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Marie-Michelle Losier
Contracting Advisor
Parks Canada Agency
National Contracting Services
Chief Financial Officer Directorate
Québec, QC

Telephone: (418) 563-3890
E-mail address: marie.losier@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.

6.6.2. Project Authority

The Project Authority for the Contract is:

*** to be provided at contract award ***

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

6.6.3. Contractor's Representative

The Contractor's Representative for the Contract is:

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

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6.7. Proactive Disclosure of Contracts with Former Public Servants

*** SACC Manual clause A3025C to be inserted at contract award, if applicable ***

6.8. Payment

6.8.1. Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex B for a cost of \$ _____. Customs duties are included and Applicable Taxes are extra.

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

6.8.2. Milestone Payments – Not subject to holdback

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

- a. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

6.9. Schedule of Milestones

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

Milestone No.	Deliverable	Percentage	Delivery Date
1	Draft Exhibit Concept		January 18, 2021
2	Final Design of the 3D Maps		February 12, 2021
3	Preliminary Design Package		March 1, 2021
4	Fabrication –3D Maps		March 31, 2021
5	Final Design Package		April 12, 2021
6	All Other Fabrication (incl. all panels and cabinetry, ready for shipping)		June 30, 2021
7	All Components of the Exhibits are Received to the Three Identified Locations		September 20, 2021
8	Project Close Out		November 30, 2021

*** to be completed at contract award ***

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6.10. Invoicing Instructions

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.

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.

6.11. Certifications and Additional Information

6.11.1. Compliance

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

6.12. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in ***** to be inserted at contract award *****.

6.13. 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 supplemental general conditions [4007](#) (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information;
- (c) The general conditions [2010B](#) (2020-05-28), General Conditions – Professional Services (Medium Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) The Contractor's bid dated ***** to be inserted at contract award *****.

6.14. SACC Manual Clauses

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

6.15. Insurance Requirements

SACC Manual clause [G1005C](#) (2016-01-28), Insurance – No Specific Requirement

6.16. 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. Title:

Design, fabrication and delivery of all components of three (3) turn-key and all-inclusive trilingual (English, French and Inuktitut (Aivilingmiut dialect)) exhibits that include 3-Dimensional (3D) maps of Ukkusiksalik National Park (UNP).

2. Objective:

The purpose of this project is to design, fabricate and ensure delivery of three (3) turn-key and all-inclusive trilingual (English, French and Inuktitut (Aivilingmiut dialect)) exhibits about UNP for three different exhibit venues in communities located near the park: Rankin Inlet Kivalliq Visitor Centre, the Baker Lake Akumalik Visitor Centre and the Naujaat Parks Canada office. Each exhibit will be in line with the Parks Canada-provided interpretive plan, and will consist of a large touchable 3D map, a readily-visible larger introductory panel, a smaller panel that orients viewers to five key locations in the park and a minimum of three other panels that highlight key interpretive stories more specific to the community where the exhibit will be displayed.

3. Background:

3.1. Parks Canada Agency (PCA) and Ukkusiksalik National Park (UNP) Overview

Parks Canada Agency (PCA) manages national parks, national historic sites and national marine conservation areas on behalf of all Canadians. PCA is a proud steward of these heritage places, ensuring that they remain unimpaired for present and future generations. National parks and national marine conservation areas are representative examples of Canada's terrestrial and marine regions. They offer a variety of recreational activities and learning experiences as well as a unique opportunity to connect with the land and marine areas.

PCA's vision is that "Canada's treasured natural and historic places will be a living legacy, connecting hearts and minds to a stronger, deeper understanding of the very essence of Canada". Interpretation plays a key role in achieving this vision by connecting Canadians to their heritage, by providing quality experiences, and promoting stewardship of natural and cultural resources.

UNP is part of Canada's system of national parks. Located on the northwest coast of Hudson Bay, the park protects over 20,000 km² of central tundra and Wager Bay. Ukkusiksalik in Inuktitut means "the place to get carving stone for pots and lamps." The park includes over 450 cultural sites, has an abundance of both terrestrial and marine wildlife, and is a place where Inuit have travelled and lived for thousands of years. UNP includes five key locations: Tasujaq (Hudson's Bay Company Post), Ak&ungitautitalik (Place of the Rope Game), Piksimanik River, Tinittuktuq and Nuvukliit.

The park is located in the Kivalliq region of Nunavut and is associated with five adjacent communities: Baker Lake, Chesterfield Inlet, Rankin Inlet, Coral Harbour and Naujaat. Inuit from these communities have historic connections to the park and continue to access the park for traditional uses throughout the year. Although access to the park is difficult and visitation is limited, visitors can access the park by boat, snowmobile or plane at various times of the year. All visitors must register and deregister as well as hire a local bear guard before entering UNP. Naujaat is the closest hamlet approximately 160 km north of the park. Rankin Inlet and Baker Lake each have visitor centres and Naujaat has a park office where visitors to each hamlet and local Inuit can learn more about the park.

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The project will result in an exhibit in each of the following three facilities: Rankin Inlet Kivalliq Visitor Centre, the Baker Lake Akumalik Visitor Centre and the Naujaat Parks Canada office. Visitor centres in small communities play a key role in sharing information with visitors as well as community members (e.g. local families who are interested in learning and sharing more about their culture and heritage, school children etc.).

UNP is cooperatively managed by Inuit and PCA through Joint Park Management Committees in accordance with the *Nunavut Agreement*, the UNP Inuit Impact and Benefit Agreement and the Canada National Parks Act. Inuit are not considered visitors under the *Nunavut Agreement*.

3.2. Exhibit Centre Overview

Rankin Inlet: Kivalliq Regional Visitor Centre

Rankin Inlet is the entry point into all Kivalliq communities and the largest hamlet in the region. There is a new modern Kivalliq Regional Visitor Centre within walking distance of the airport. The visitor centre is operated by the Government of Nunavut's Economic Development and Tourism Department (ED & T). It provides a window into the culture of the region through interpretive displays and local art. The visitor centre will play a critical role in the future development of tourism in the region, as an attraction for tourists wishing to learn more about the landscape, culture of the regional communities and promoting UNP. Visitors to this centre come from Rankin Inlet, other parts of Nunavut, from the south and from outside Canada. PCA has a Memorandum of Understanding (MOU) with ED & T which allows for the installation of a 3D map exhibit as a floor and, if needed, wall display in the visitor centre. The MOU includes several requirements related to the exhibit to ensure continuity with the décor and other exhibits in the facility, including that the display frame will be of polished metal to fit into the modern décor of the visitor centre.

Baker Lake: Akumalik Visitor Centre

Baker Lake is a community to the southwest of the park. It is smaller than Rankin Inlet yet larger than Naujaat. The availability of an air charter service makes it a preferred choice for visitor access to UNP. The Akumalik Visitor Centre is a refurbished historic Hudson Bay Post that is operated by the Hamlet of Baker Lake. It is well suited to tell stories of UNP. A 3D map exhibit of UNP will be an addition to the existing floor and wall exhibits, and can use both floor and wall space. The exhibit needs to blend into the look and feel of the historical building, and will be fabricated from an appropriate material such as rustic natural wood or materials with a rustic antique finish. Similarly, to the visitor centre in Rankin Inlet, visitors are mainly from the area but are also from Canada and beyond. PCA is developing a Memorandum of Understanding with the Hamlet of Baker Lake which allows for the installation of a 3D map exhibit using floor and wall space.

Naujaat: Parks Canada Office

Naujaat is a community that lies to the north of UNP and is where the PCA office is located. The 3D map exhibit that is located here will be inside the PCA office. Exhibit floor space is limited. A wall mount for the map is required at this location. Visitor experience in UNP is still in its initial phase. From April 2, 2019 to March 31, 2020, the Park had ten visitors. As visitor experience grows and visitation increases, visitors are expected to come to this office to receive their mandatory Park orientation. This exhibit will be used to assist with providing information about Park locations and topography. School groups, elders and other members of the community are encouraged to visit the Park office in Naujaat and the exhibit can serve an important role in conversations and interpretive programs.

An **Exhibit Centre Information Package**, including excerpts from the MOU with ED&T and the MOU with the Hamlet of Baker Lake, exhibit centre drawings, photos of display spaces in each exhibit centre, photos of exhibit centre furnishings and finishes is included in the reference documents.

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4. Scope of Work:

The Contractor is responsible for the following:

4.1. Tasks/Technical Specifications:

The Contractor will design, fabricate and deliver all components of three (3) turn-key and all-inclusive trilingual (English, French and Inuktitut (Aivilingmiut dialect) exhibits that consist of a 3D map of UNP, a readily-visible larger introductory panel (Introductory Panel), a smaller panel that orients viewers to the five key locations in the park (Five Locations Panel) and a minimum of nine other panels (Story Panels, three per exhibit), that highlight key interpretive stories related to the community where the exhibit will be displayed.

More specifically, the Contractor will be responsible for:

- Graphic and three-dimensional design of all components, including the 3D map, Introductory Panel, Five Locations Panel, and a minimum of nine (9) Story Panels, for the three (3) exhibits (Rankin Inlet, Baker Lake and Naujaat)
- Writing texts in English, French and Inuktitut (Aivilingmiut dialect), except for the map, where texts will be provided. The Contractor must ensure that the texts that they develop is consistent with the terminology used in the texts for the map provided by Parks Canada.
- Photo selection
- Illustrations (if required)
- Reviewing comments and revising design, texts and images
- Fabricating, or subcontracting fabrication of, all exhibit components
- Packing, shipping, delivering to the three exhibit venues and supplying remote support on how to assemble and install the exhibits, including written instructions for assembly
- Ensuring quality of any material from external suppliers

4.2. Additional Contractor Responsibilities:

For the duration of the Contract, the Contractor must:

- Provide a single point of contact to the Project Authority
- Provide all labor, facilities, technical expertise and materials required to deliver the work under the Contract
- Work closely with the Project Authority in an effective and collegial manner, to maintain a productive working relationship
- Remain in regular contact with the Project Authority, by telephone, email and in-person, to ensure that the project is progressing well.
- Advise the Project Authority in a timely manner of any delays or setbacks that may affect the schedule of development, production and delivery
- Respond to queries and concerns from the Project Authority in a timely and respectful manner
- Be familiar with Parks Canada's corporate mandate, policies and guidelines as these relate to the Project

4.2.1 Project Authority

The Project Authority will represent Parks Canada. The Project Authority reserves the right to appoint a Project Coordinator that can represent the Project Authority at any time during the project. The Project Authority and potential Coordinator will be the Contractor's primary contact for this project. All issues and

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communications pertaining to contract performance shall be directed to this person. The Project Authority will be named upon contract award.

4.2.2. Other Contacts

The Contractor may at times be required to consult with particular project stakeholders and specialists, i.e., Parks Canada staff and/or Inuit representatives. Names and contact information of these individuals will be provided by the Project Authority if and when the need arises.

4.3. Considerations:

4.3.1. Target Audience

The Contractor must ensure that the exhibit design meets the needs of the following target audiences:

- Families from the region in and around UNP, whose ancestors called Wager Bay home
- Community members, including youth and elders, in the Kivalliq region
- Nunavut residents traveling through the area (Inuit and non-Inuit)
- Visitors to the region (Canadians and international audience)

4.3.2. Universal Accessibility

The design for the exhibit must include principles of universal design that take into account all people of diverse abilities. The experience must be designed in a way to be inclusive and can be used by everyone, to the fullest extent. At its core, universal design is flexible, adaptable, safe and efficient. The following seven principles form the basis of universal design in order to create a truly universal user experience:

- **It's Equal:** The design is useful to people with diverse abilities. This means the user experience is identical to all users – it's safe, secure and doesn't isolate or stigmatize anyone
- **It's Flexible:** The design accommodates all individual preferences and abilities, such as tools that allow for right or left handed use, or standing or seated use.
- **It's Simple and Intuitive:** The design is easy to understand and operate, allows for different literacy levels and language abilities.
- **It Uses Perceptible Information:** The design makes it easy to provide pictorial, verbal and tactile directions/instructions to communicate information effectively to the user regardless of ambient conditions or sensory abilities.
- **It Minimizes Risks and Accidents:** The design minimizes hazards and risks of accidental or unintended actions by arranging commonly used elements in most accessible locations and hazardous elements either removed or shielded.
- **It Requires Low Physical Effort:** The design can be used efficiently and comfortably, with little effort.
- **It's Appropriately Sized and Spaced:** The design incorporates enough size and space for approaching, reaching, manipulating and using, regardless of user's body size, posture or mobility. The space should accommodate assistive devices, a service animal or a personal attendant. Whether standing or sitting, the design provides a clear line of sight and allows for a comfortable reach modified for a variety of hand or grip size.

4.3.3. Exhibit Objectives and Concept

The Exhibit Objectives are:

- To meet obligations in the UNP Inuit Impact and Benefit Agreement and Park Management Plan (see KEY STRATEGY 2: Living Landscape – Strengthening People's Connections to UNP in Management Plan excerpts, provided upon awarding of contract)

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- To connect viewers to the cultural and natural heritage of one of Nunavut's national parks and foster a deeper understanding of the Park
- To foster and build on the existing relationship between PCA and the adjacent communities
- To tell the story of UNP and share some of its unique and special places with local community members and potential visitors
- To reflect local Inuit ties to places past, present and future as users and guardians
- To enhance the experience of those exploring or wishing to explore UNP, including assisting with visitor orientation
- To encourage business travelers and visitors to the region to plan a future trip into UNP.

4.3.4. The Exhibit Concept

This project will consist of three indoor exhibits, one to be installed in each of the following places: Rankin Inlet Visitor Centre, Baker Lake Visitor Centre, and in the Naujaat Parks Canada office. Two exhibits will be floor-based (Rankin Inlet and Baker Lake) while one will be mounted on a wall (Naujaat).

Each exhibit will include:

- A large 3D map showing all of Ukkusiksalik National Park; this map needs to be touchable by visitors and staff (the same content for all three exhibits)
- An introductory panel (the same content for all three exhibits)
- A secondary Five Location Panel that interprets the five key locations in the park (the same content for all three exhibits)
- At least three (3) smaller customized panels (called "Story Panels") per exhibit venue, for a total of nine (9) distinct smaller panels (different content for the three exhibits)

Each exhibit will include texts, including oral history and personal stories from families who lived in Ukkusiksalik, and images from the area, of the people, places and the wildlife, that are in accordance with the Parks Canada-provided Interpretive Plan. All texts must be trilingual, in English, French and Inuktitut (Aivilingmiut dialect).

The five key locations in the park, which will appear on the map and panels, are: Tasiujaq (the Hudson's Bay Company post), Ak&ungitautitalik, Piksimanik River, Tinituktuq and Nuvukliit. While the final content will be determined during exhibit development, for each key location exhibit viewers should:

- have a sense of the place (including natural and cultural features of the place)
- understand how Inuit lived there and why that place is important to Inuit
- understand the strong link between people, wildlife and the landscape.

The additional topics that will appear on each Story Panel will vary depending on each visitor centre location and are anticipated to be as follows:

Baker Lake exhibit (focus on Tasiujaq Hudson Bay Company Post):

- The Tasiujaq (named Ford Lake in English) Hudson Bay Company (HBC) post was strategically located to capture both the coastal and inland fox trade. It also represented a change of time from a traditional subsistence-based Inuit lifestyle to a contemporary profit-based lifestyle.
- From 1933 to 1945, Iqungajuk was the HBC Post manager. He became the only Inuk who managed this trading post and also the only manager to turn a profit despite the significant challenges his operation faced.

Rankin Inlet exhibit (focus on Ak&ungitautitalik):

- Ak&ungitautitalik was a gathering location for Inuit of the region in the spring and summer. They socialized and conducted community seal hunts. There is an abundance of cultural features, including some very unique ones, which indicate its importance.

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Naujaat exhibit (focus on Piksimanik River, Nuvukliit and Tinittuktuq areas):

- The seasonally, wildlife rich Piksimanik River and Nuvukliit areas were two of the last places inhabited in the Wager Bay area, with Inuit living a traditional nomadic lifestyle in the area as late as 1968.
- Inuit families traditionally moved around the Piksimanik River (summer), Tinittuktuq (summer) and Nuvukliit (winter) areas depending on the seasons: the principle of maintaining mobility for the sake of survival underlay their life.
- Nuvukliit was also a stopping point for RCMP and missionaries.

For more details about themes and content see Reference Package Summary. Parks Canada will provide a full Reference Package and Interpretive Plan when the contract will be awarded.

4.3.5. Design Requirements

The exhibits will meaningfully engage viewers by forging emotional and intellectual connections between their interests and the stories of UNP and will serve as an engaging and meaningful way to explore and learn about UNP. Although all three exhibits will feature the same elements and content (with the exception of the Story Panels which will be unique to each venue), each exhibit will be customized to each of the three exhibit centres, to ensure the design and content fit in with each location.

Design Requirements:

- Engaging, meaningful and audience-appropriate;
- The 3D map must be large enough to show key features of UNP and must withstand touching by staff and visitors to, for example, trace a travel route or point to a location. A minimum of 3ft by 4ft (for 2 of the maps) and 4ft by 5 ft (for one map) is mandatory;
- The readily-visible larger introductory panel will feature colours and typography that is in keeping with Parks Canada's Publication Guide provided in the reference documents;
- Compact and robust for shipping and installation: each exhibit must be crated for transportation by sealift or small aircraft to each of the three exhibit centres, and packaged to sustain an extended period of time outside between delivery and installation (two weeks or more);
- Easy installation and assembly by Parks Canada staff; no single component should be heavier than 200 lbs. All components must fit through facility doorways (dimensions to be provided upon award of the contract);
- Safe;
- Environmentally-friendly and sustainable materials and processes, as far as possible and practical;
- Designed to complement the current design of each of the three facilities;
- Dimensions: each display must fit into the available space in each exhibit centre, in Naujaat, Baker Lake and Rankin inlet; see Exhibit Centre Details document (provided in the reference documents);
- Floor based exhibits must be movable (on locking wheels or equivalent);
- Durable and able to withstand high volume usage; Minimum lifespan of 15 years; Easy replacement of parts in the event of breakage / loss / theft;
- Accessible to visitors in wheelchairs;
- Require minimal maintenance and low level of expertise to operate and maintain;
- Easy to clean;
- Designed to be fully functional without power;
- Must not include any video or other forms of multimedia; and
- Withstand temperature ranges between +30 to -60 degrees Celsius, humidity fluctuations.

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4.3.6. Map Data

The area to be included in the 3D map and areas of interest to be labelled must be developed in collaboration with the Project Authority.

The Project Authority will provide maps that may be used for the panels; format (e.g. jpg, pdf, etc.) to be discussed with the Contractor. Some modifications to the maps provided can be made by the Project Authority, but no additional maps will be provided.

The Project Authority shall provide relevant geospatial data available to them, as listed in section 5, and work with the Contractor to ensure accuracy, completeness and quality. Also listed in section 5 are known online sources of free geospatial data that the Contractor may be interested in. The Contractor may need to source and acquire additional data/ortho-imagery. Upon approval of the Project Authority, Parks Canada would like the option to purchase this additional data/imagery, and/or a licence to use it.

4.3.7. Inuit Participation

UNP is managed jointly with the Ukkusiksalik Joint Park Management Committee (UJPMC) as per the *Nunavut Agreement*. This group consists of members of the adjacent communities to the Park, and are appointed by the Kivalliq Inuit Association and Government of Canada. This group works collaboratively with Parks Canada staff.

This group will be asked to provide feedback on the exhibit concept and 3D map design, preliminary design and final design. The Project Authority will liaise with the UJPMC. All feedback provided by this group must be considered by the Contractor and Project Authority and integrated where appropriate.

The project schedule submitted by the Contractor must allow for time for consideration and feedback from the UJPMC.

4.4. Travel:

Parks Canada will not pay for any travel. If the Contractor wishes to visit the sites, it will be at their own expense.

4.5. Meetings:

At minimum, the Contractor must meet with Project Authority on a minimum of six (6) occasions during the term of the Contract, as follows:

- Start-up meeting upon award of Contract. At this meeting one of the key objectives is an orientation to the project and the planning of the project schedule. Estimated to take 2 hours by phone.
- One (1) meeting to review the exhibit concept. Estimated to take 2 hours by phone.
- One (1) meeting to review the preliminary design of the 3D map. Estimated to take 2 hours by phone.
- One (1) meeting to review the preliminary design. Estimated to take 2 hours by phone.
- One (1) meeting to review the revised preliminary design. Estimated to take 1 hour by phone.
- One (1) meeting to confirm the final design after Ukkusiksalik Joint Park Management Committee (UJPMC) review. Estimated 2 hours by phone.

Meeting dates must be flexible and open to negotiation between the Project Authority and the Contractor. Meeting dates will occur Monday to Friday, during standard working hours based on Eastern and Central time. Each review where the Ukkusiksalik Joint Park Management Committee are involved (Exhibit Concept, Preliminary Design and Final Design) will require a three-week window. In addition to these

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meetings, the Contractor and Project Authority will communicate regularly via email or other online means.

4.6. Deliverables and Timelines:

The Contractor will, in the course of this work, provide at a minimum:

- a) A **project schedule** that identifies the tasks and timing to be considered in the design, translation, reviews, fabrication, and shipping phases of the community displays project; this schedule shall be updated regularly as the project progresses.
- b) An **exhibit concept** for each exhibit, including layout, 3D design concept and 3D map concept for review.
- c) **Final design of the 3D map.** (note: two maps, for Baker Lake and Naujaat, must be a minimum of 3 feet by 4 feet and one map, for Rankin Inlet, must be a minimum of 4 feet by 5 feet in size)
- d) A **preliminary design package** of exhibit, including design of exhibit structures, graphics, draft texts and other exhibit components for each of the three exhibits for review.
- e) **Final design package** including graphics, translated texts, cabinetry and other exhibit components for each of the three exhibits for approval.
- f) **Fabrication or purchase** of 3D maps, graphics, texts, cabinetry and other exhibit components.
- g) Packaging and shipping to the three exhibit centres
- h) Installation instructions and phone support during installation
- i) Project handover, training delivered remotely and close out
- j) Warranty

3D map fabrication must be completed by March 31, 2021. All other fabrication (including all panels and cabinetry) must be completed by June 30, 2021 and delivered to the three exhibit centres by September 20, 2021. This project must be completed by November 30, 2021. Please refer to section 6.9. of Part 6 of the RFP for the detailed Schedule of Milestones.

The Contractor will be required to make revisions to each project deliverable until approved by the Project Authority. Parks Canada anticipates one (1) review period for each deliverable, but more may be required. Alternate and/or additional deliverables can be proposed to the Project Authority through the proposal process and agreed upon in the development of the project schedule.

4.6.1. Project Schedule

The Contractor will establish a project schedule early in the process that identifies the exhibit concept, refined conceptual design, detailed design, fabrication, shipping, anticipated number of meetings, critical milestone dates, review stages and input required from the Project Authority. This schedule should outline the stages where the Project Authority will be reviewing material and providing feedback to the design.

This project will be developed in consultation with the Project Authority, offer flexibility and consider the project deadlines. Any changes to the schedule must be approved by Parks Canada. It is the Contractor's responsibility to update the schedule and provide it to the Project Authority as necessary.

Key to the development of this project schedule is to outline the schedule for each phase of this contract to ensure that all deliverables are completed, delivered and closed-out by November 30, 2021.

4.6.2. Exhibit Concept

The Contractor shall deliver an **Exhibit Concept** to the Project Authority. This includes:

- a) Draft design of map, including boundaries and areas of interest
- b) 3D Design concept for each of the three exhibits

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- c) an overview of the readily-visible larger introductory panel
- d) an overview of the panel providing a brief overview of the five key areas (Five Location Panel)
- e) an overview of the additional panels that vary among the three exhibits (Story Panels)

The Contractor will be expected to make revisions based on:

- a) Feedback from the Project Authority, and
- b) Feedback from the UJPMC, which will be channelled through the Project Authority.

4.6.3. Final 3D Map Design

The Contractor shall deliver a **Final 3D Map Design** to the Project Authority. This includes the final approved design files for the 3D map.

4.6.4. Preliminary Design

The Contractor shall deliver the **Preliminary Design** to the Project Authority. This includes:

- a) Refined layout and 3D exhibit design
- b) Graphic design approach for each exhibit
- c) Draft text for each exhibit
- d) Image selection

The Contractor will be expected to make revisions based on:

- a) Feedback from the Project Authority;
- b) Feedback from the UJPMC, which will be channelled through the Project Authority; and,
- c) Other suggestions the Contractor may have for improvement to the exhibit.

4.6.5. Final Design Package

The Contractor shall deliver a **Final Design Package**. This includes:

- a) Illustrations or a working drawing of all exhibit components;
- b) Finalizing, with the Project Authority, specifications for all materials, finishes and processes for fabrication;
- c) In collaboration with the Project Authority, finalizing mounting details for the maps;
- d) Final working graphic design files for all graphic elements of the exhibits which includes all required illustration, photography, scanning, and other graphic production; graphics and images need to be print and production ready. PDF files can be used for review.
- e) Upon approval of 100% of the Final Design Package drawings, the Contractor will proceed to fabrication.

4.6.6. Fabrication

The Contractor shall fabricate the exhibits. This includes:

- a) Planning all phases of fabrication and coordinating with any subcontractors so the delivery of the exhibit is completed within the set deadlines;
- b) Performing and/or supervising the supply/production and fabrication of all components of the Work, as outlined and approved in the final detailed design package and plan;
- c) Providing required materials, the necessary equipment and all items, labour and tools required to complete all phases of the fabrication and shipping, and providing all materials, equipment, items and specialized tools (if any are needed) required for installation.
- d) Securing all necessary permits to ensure code compliance with federal, municipal and regional code requirements, as required.

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4.6.7. Shipping

The Contractor shall ship the exhibits to the locations confirmed by the Project Authority. This includes:

- a) Transporting completed exhibits to the three exhibit centres in compliance with agreed schedule. Please note that Rankin Inlet, Baker Lake and Naujaat are in a remote area with no loading dock or forklift. Transportation is available by sealift or small airplanes (such as Dash 8 and ATRs). The Contractor must ensure that all elements of the exhibits fit into the packaging requirements for their chosen shipping option. Also note that small aircraft have strict size limitations associated with doorways. At the visitor centres exhibit components must fit through facility doors (dimensions to be provided by Parks Canada);
- b) All shipping costs are the responsibility of the Contractor as part of this contract.

4.6.8. Assembly and Installation

Parks Canada will be responsible for installing the exhibits, following their delivery to the sites. The Contractor will provide detailed installation instructions, and include all installation components, and specialized tools as needed (provided or rented) and phone support.

4.6.9. Project Handover, Training and Close Out

For project handover, the Contractor will prepare all handover components and specifications including, but not limited to user manuals and training for:

- a) Assembly;
- b) User operation;
- c) Cleaning;
- d) Maintenance procedures and schedules, upgrades or update specification; and
- e) Parts suppliers and parts replacement schedules (a schedule to let PC know when parts should be expected to be replaced).

The following shall be delivered to the Project Authority:

- a) All final plans as well as the graphic files in original version and in print version (JPEG, PDF), and
- b) All digital files used to produce the 3D map and all panels.

4.6.10. Warranty

The Contractor shall provide warranties for the final product of at least two (2) years for materials and workmanship, from installation and acceptance on a labour and materials basis against any defect in materials, functionality and workmanship. Some materials may have longer warranties and those should be specified. All warranties must take into account the extreme temperature range of the site.

4.6.10.1. Warranty Against Defects

The Contractor shall warrant that *all* materials, components, craftsmanship and methods used in exhibit fabrication are free from defects, for the final product as part of this contract.

Attention in this respect must especially be given to:

- graphics, paints and finishes must be highly-resistant to deterioration, colour fast and light fast; and
- laminations and adhesions must be highly-durable and highly-resistant to de-lamination.

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4.6.10.2. Warranty Follow-up

The Project Authority will advise the Contractor of exhibit deficiencies which must be corrected. The Contractor shall subsequently, under warranty of this contract, correct all deficiencies quickly and efficiently – without expectation of additional remuneration. If the Project Authority finds exhibit deficiencies are particularly numerous and/or significant, the Contractor will receive photographic evidence of such.

4.7. Official Languages Obligations:

Parks Canada is under the obligation to respect the spirit and the letter of the Official Languages Act and the *Nunavut Agreement*. All deliverables produced by the Contractor that will be installed for public display will be in English, French and Inuktitut (Aivilingmiut dialect) (syllabics). All three languages will be given the same treatment (size, placement, etc.).

The Project Authority will provide all texts for the map in English, French and Inuktitut (Aivilingmiut dialect).

The Contractor will provide all other texts and translations (English, French, Inuktitut (Aivilingmiut dialect)). Parks Canada will review and provide feedback on all translations.

5. Parks Canada Responsibilities:

For the duration of the Contract, Parks Canada shall:

- Work closely with the Contractor and the Contractor's project team in an effective and collegial manner, to maintain a productive working relationship;
- Advise the Contractor in a timely manner of any delays or setbacks that may affect the schedule of development, production and delivery;
- Respond to queries and concerns from the Contractor in a timely and respectful manner;
- Arrange for meeting facilities or virtual platforms for any project meetings;
- Make every effort to provide the Contractor with mutually determined required information, documents, and materials in a timely manner;
- Review and provide feedback, direction and approvals in a timely manner; and
- Organize and facilitate a project team that will include representatives from Parks Canada staff and/or provide introductions to specialist contacts within the staff
- Consult with visitor centres partners to seek their feedback on the design proposals

In addition, Parks Canada will provide the following to the Contractor upon Contract Award:

- A point of contact for managing the administrative aspects of this contract, the Project Authority, and a point of contact for managing the work, Project Coordinator, who will represent the Project Authority.
- A full Reference Package, including general information about the Park as well as information specific to each of the five key locations, including oral history quotes and photographs, organized by key theme.
- An approved Interpretive Plan, including objectives, themes, key messages and image ideas for each exhibit.
- Relevant excerpts from the UNP Management Plan
- Trilingual (English, French and Inuktitut (Aivilingmiut dialect)) texts for the map (i.e. labels for each location) and data for the map as specified in section 4.5 upon award of contract
- The following list of geospatial data, if required by the Contractor:

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- **General Reference Map** for UNP that indicates National Topographic Sheet (NTS) numbers. These may be useful for orientation, and in the event data may need to be downloaded from Natural Resources Canada (NRCan) site(s).
- **UNP boundary** files in ArcGIS shapefile format
- **Area of Interest polygon** files in ArcGIS shapefile format
- **Satellite Image:** PCA may have access to WorldSat mosaic - 60m resolution and SPOT-5 mosaic (Note: resolution and licensing agreement(s) are unconfirmed)

Please note that the following geospatial data are available online:

- **Topographic vector data** (e.g. rivers, waterbodies, contours) is available for download from NRCan. The best available scale would probably be the CanVec data at 1:50K; [Download Directory and Documentation - Natural Resources Canada](#)
- **Satellite Image:** 10m Sentinel2 true color imagery available via Google Earth Engine;
- **Elevation Data:**
 - **"ArcticDEM"** is now available online; a "NGA-NSF public-private initiative to automatically produce a high-resolution, high quality, digital surface model (DSM) of the Arctic"; Files available for download at resolutions of 2 meters, 10 meters, 32 meters, 100 meters, 500 meters, and 1 kilometer for cartographic uses. The homepage is <https://www.pgc.umn.edu/data/arcticdem/>
 - There may be relevant DEM data available via NRCan site(s)

6. Reference Documents

- Reference Package Summary
- Parks Canada Publication Book
- Exhibit Centre Information Package, including excerpts from MOU with ED&T and MOU with Hamlet of Baker Lake, exhibit centre drawings, photos of display spaces in each exhibit centre, photos of exhibit centre furnishings and finishes.

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ANNEX B

BASIS OF PAYMENT

1. Firm Price for Required Services

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid a firm price, 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*. This firm price must include all travel and living expenses, as well as shipping costs.

(A) FIRM PRICE FOR REQUIRED SERVICES	\$
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2. Cost Breakdown of Firm Price

The Contractor must provide a cost breakdown of their firm price for required services identified above showing at minimum the estimated budget for the revised concept design, the detailed design package and fabrication.

No.	Deliverable	Budget
1	Exhibit Concept	
2	Final Design of the 3D Maps	
3	Fabrication –3D Maps	
4	Preliminary Design Package	
5	Final Design Package	
6	All Other Fabrication (incl. all panels and cabinetry)	
7	All Components of the Exhibits are Received to the Three Identified Locations	
8	Project Close Out	
TOTAL		

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ANNEX C

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

*** to be completed after contract award ***

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		
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

Title:
Design and Fabrication of three 3D Map Exhibits for Ukkusiksalik National Park

ANNEX D TO PART 4 OF THE BID SOLICITATION

TECHNICAL EVALUATION

The technical bid should 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 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.

***** Bidders are advised to pay careful attention to the wording used throughout this Request For Proposal (RFP). Failure to satisfy any term or condition of this RFP may result in an unacceptable proposal. *****

Submission Requirements

Only email and fax submissions will be accepted. Financial Bid and Technical Bid should be in two separate files.

1. Mandatory Technical Criteria

Bids will be evaluated per the Mandatory Technical Criteria below.

***** For a bid to be declared responsive to the solicitation requirements it must demonstrate and meet ALL Mandatory Technical Criteria. Bids declared non-responsive to the Mandatory Technical Criteria will be given no further evaluation. *****

Item No.	MANDATORY EVALUATION CRITERIA
M1.	The Bidder must outline the qualifications/portfolios of each team member and/or subcontractor proposed to work on the project. The Bidder must outline the role of each team member in this project.
M2.	The Bidder must provide information on two (2) completed projects that have been <u>designed and fabricated</u> by the Bidder within the last ten (10) years from the closing date of the RFP. The examples should be similar in scope, nature and complexity to the requirements described at <i>Annex A – Statement of Work</i> .
M3.	The Bidder must provide references (name, contact information) for clients for whom the Bidder has completed the projects provided in M2 .
M4.	The Bidder must provide two (2) English examples of interpretive writing that are similar in nature to this project (i.e. interpretive centre exhibits, national park or natural history exhibits, visitor centre, etc.).
M5.	The Bidder must provide a detailed project schedule that outlines the significant activities, milestones and deliverables of the project, the expected points of Client input, review and approval, and required meetings.
M6.	The Bidder's firm price must be a maximum of \$120,000 CAD plus taxes and fees.

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2. Point Rated Technical Criteria

Bids will be evaluated per the Point Rated Technical Criteria below.

RATED EVALUATION CRITERIA	
R1.	Qualifications and Experience
R1.A.	Proposed Project Team
	<p>The project team proposed for this project must clearly be identified. At least one member of the proposed team for this project must have worked on the examples of previous work provided for M2. If there is a joint-venture between more than one (1) firm, all firms should be identified, with their qualifications, relationship to the bidder and their role in the project. The primary contact for each firm should be outlined.</p> <p>All members of the proposed team should be clearly outlined. At minimum, the proposed team should outline the Bidder's employees or sub-contractors who have the qualifications and experience to perform the following functions:</p> <ol style="list-style-type: none"> 1. Primary Contact/Project Manager (could also be the Exhibit Designer, Graphic Designer or Content development/Writer); 2. Lead Content Development/Writer; 3. Lead Exhibit Designer; 4. Lead – Fabrication / Installation instructions and support <p>The Bidders should provide a summary of the experience or a résumé for each project team member as it relates to their role in this project.</p> <p>The following information should be included in this summary and/or résumé of each individual who will be assigned to the project:</p> <ol style="list-style-type: none"> 1. Name; 2. Position or role and responsibilities on project; 3. Identification as subcontractor or employee of the Bidder's company. If they are a sub-contractor the company, they work for should be identified; 4. Experience with exhibit design and/or content development and/or client/stakeholder collaboration, communication and consultations particularly as it relates to their proposed role with this project; 5. Role in provided examples of previous work; and 6. Education and training. <p><i>Each summary of experience or résumé will be limited to two (2) pages maximum per team member.</i></p> <p>The Bidder should provide a two (2) paragraph description outlining the experience the proposed project team has working together.</p> <p>The Proposed Project Team will be evaluated on the following point rated technical criteria (R1.1. to R1.3.).</p>
	<p>Total Maximum Weighted Points 70</p> <p>(Items R1.1. to R1.3.)</p>

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Item No.	Evaluation Criteria	Weight	Maximum Weighted Points
R1.1.	Previous experience (depth and diversity) of team members in <u>concept design, detailed design, interpretive planning, content development and fabrication</u> for exhibits of similar size, scope and complexity.	2.0	20
R1.2.	Education, certifications and other relevant qualifications of project team members.	1.0	10
R1.3.	Experience working collaboratively with clients, stakeholders, Indigenous people, consultant groups and other trades to achieve successful completion of exhibits.	4.0	40

R1.B.	Examples of Previous Work
	<p>The Bidder should provide examples of previous work that demonstrate to the Evaluation Team the qualifications and experience of the proposed project team.</p> <p>The Bidder must provide information on two (2) completed projects of a permanent nature that have been <u>designed and fabricated</u> by the Bidder (or Bidder's identified subcontractor) within the last ten (10) years from the closing date of the RFP.</p> <p><i>The Evaluation Team will only evaluate a maximum of two (2) completed projects in order of appearance in the Bidder's proposal.</i></p> <p>Bidders should provide the following for each project:</p> <ol style="list-style-type: none"> 1. Project title, description, target audience and location venue; 2. Start date of work (month and year) and completion date (month and year); 3. Bidder's role; 4. Total design, fabrication and installation budget. 5. Photo examples (minimum of three (3)) of completed exhibits. <p><i>The Evaluation Team is looking for Bidders with experience in the following areas: engaging interpretive planning / interpretive writing skills relating to interpreting science and cultural history including Indigenous culture and history.</i></p> <p><i>The Evaluation Team reserves the right to contact the referenced provided by the Bidder in order to confirm previous work details.</i></p> <p>The Examples of Previous Work will be evaluated on the following point rated technical criteria (R1.4 to R1.6).</p>

**Total
Maximum
Weighted
Points 55
(Items R1.4.
to R1.6.)**

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Item No.	Evaluation Criteria	Weight	Maximum Weighted Points
R1.4.	<p>Examples of previous work are similar in nature, scope, complexity, and budget to this turn-key exhibit project.</p> <p><i>The Evaluation Team is looking for examples that are similar in scope, nature, (i.e. engaging cultural exhibits, visitor centres) approach (i.e. interpretive approach, media), content, complexity and budget etc. to the project requirements described in this Request for Proposal.</i></p>	1.0	10
R1.5.	<p>Previous work examples, including their visual appeal (i.e. graphics, artwork, font, illustrations, sculptures, etc.) demonstrate creativity, innovation, technical skills and quality of work</p>	2.5	25
R1.6.	<p>Previous work examples use interpretive techniques to effectively communicate the projects themes and messages, to the target audience.</p>	2.0	20

Item No.	Evaluation Criteria	Weight	Maximum Weighted Points
R1.B.	Writing Examples		
	<p>The Bidder must provide two (2) English examples of interpretive writing that are similar in nature to this project (i.e. engaging cultural exhibits, visitor Centre etc.) for each writer proposed. Each writing sample and explanation should be maximum combined two (2) pages.</p> <p><i>The Evaluation Team will only evaluate two (2) pages per writing example in order of appearance in the Bidder's Proposal. The Evaluation Team is looking for engaging audience-appropriate writing based in quality interpretive writing techniques.</i></p> <p>The Writing Examples will be evaluated on the following point rated technical criteria (R1.7.).</p>		<p>Total Maximum Weighted Points 25</p> <p>(Item R1.7.)</p>
R1.7.	<p>Writing examples are well written, clear, engaging and effective. The style of writing is suitable for the project's themes and audiences.</p>	2.5	25

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R2.	Proposed Approach, Methodology, and Project Schedule		
	<p>The Bidder must provide a detailed approach and methodology that outlines how the Bidder’s proposal will meet all the objectives and deliverables outlined in the RFP within limits of the project schedule.</p> <p>The proposed approach and methodology should be outlined for each of the following areas: project management, writing, revisions to the concept design, detailed design (including graphic design, working drawings), Client communication and collaboration and stakeholder involvement.</p> <p>The proposed approach must demonstrate to the Evaluation Team an understanding of the nature, scope and purpose of this project, as well as the potential challenges and how they might be overcome.</p> <p>Included with this must be a detailed project schedule that outlines the significant activities, milestones and deliverables in this project, the expected points of Client input, review and approval, and required meetings. The schedule must identify who is responsible for each of the significant activities. The schedule must reflect key dates of delivery and must meet Client expectations on delivery dates.</p> <p><i>The Evaluation Team is looking for all work outlined, to be completed by November 30, 2021.</i></p> <p>The Proposed Approach, Methodology, and Project Schedule will be evaluated on the following point rated technical criteria (R2.1. to R2.4.)</p>	<p>Total Maximum Weighted Points 100</p> <p>(Items R2.1. to R2.4.)</p>	
Item No.	Evaluation Criteria	Weight	Maximum Weighted Points
R2.1.	The proposed approach and methods are creative, original and easy to visualize. They are detailed, well thought out, effective, efficient, flexible and meet all the requirements of the RFP within the timelines of the project.	3.5	35
R2.2.	The proposed project schedule reflects all required activities, deliverables, meetings, milestones, and points of Client review/stakeholder involvement, etc. and information is outlined in sufficient detail. Demonstrates ability to meet deadlines and allocates sufficient time for each step.	2.5	25
R2.3.	The proposed approach to relationships and communications is effective and appropriate.	2.0	20
R2.4.	The proposed approach, project plan and schedule demonstrate an understanding of the project and the project issues and challenges and how they might be overcome.	2.0	20

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Point Rated Technical Criteria Summary Table

EVALUATION CRITERIA			
R1.	Qualifications and Experience		150
R1.A.	Proposed Project Team		
R1.1.	Previous experience	2.0	20
R1.2.	Qualifications	1.0	10
R1.3.	Collaboration	4.0	40
R1.B.	Examples of Previous Work		
R1.4.	Scope, complexity, and budget to this turn-key exhibit project.	1.0	10
R1.5.	Visual appeal and creativity	2.5	25
R1.6.	Interpretive Techniques	2.0	20
R1.C.	Writing Examples		
R1.7.	Writing examples	2.5	25
R2.	Proposed Approach, Methodology, and Project Plan		100
R2.1.	Approach and Methods	3.5	35
R2.2.	Project Schedule	2.5	25
R2.3.	Relationships and Communications	2.0	20
R2.4.	Project Understanding	2.0	20
Combined Total Maximum Weighted Points Available			250

Item No.	Evaluation Criteria	Maximum Weighted Points Available	Minimum Weighted Points Required
R1.	Qualifications and Experience	150	105
R2.	Proposed Approach, Methodology, and Project Plan	100	70

Required Minimum Weighted Points Overall	175
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3. Generic Evaluation Criteria

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

Non Responsive 0 Point	Inadequate 2 Points	Weak 4 Points	Adequate 6 Points	Fully Satisfactory 8 Points	Strong 10 Points
Did not submit information which could be evaluated	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	No significant weaknesses	No apparent weaknesses
	Proponent does 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

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ANNEX E TO PART 4 OF THE BID SOLICITATION

INUIT AND NUNAVUT BENEFITS PLAN (IBP)

PART A - 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.

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)		
IBC1	Inuit Employment: to evaluate the employment of Inuit labour.	
IBC1.1	<p>The employment of Inuit in carrying out the work under the contracts. Bidder will be evaluated on their firm guarantee to hire 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 Inuit. 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>	<i>/7.5</i>

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	<p>Example: Bidder guarantees 65% of labor hours will be Inuit = 65 % x 10 = 6.5 points</p> <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 (i.e. labor plan estimate).</p> <p>Verification of Inuit businesses will be made through: The Inuit Firm Registry Database http://inuitfirm.tunngavik.com/</p>	
IBC1.2	<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:</p> <p>Estimated value of Contract: \$_____ - Less Non-Inuit subcontracting: \$_____ = Total guaranteed for Inuit Subcontractors/Suppliers: \$_____</p> <p>Points will be assigned to bidder as follows:</p> <p>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>	/7.5
IBC2.	<p>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.</p>	
IBC2.	<p>Verification of Inuit businesses will be made through: The Inuit Firm Registry Database http://inuitfirm.tunngavik.com/</p>	/15

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Nunavut Benefits Criteria (NBC)		
NBC1.	Location in the Nunavut Settlement Area: to evaluate whether the bidder or the subcontractor(s) have head offices, administrative offices or other facilities in the Nunavut Settlement Area (NSA).	
NBC1.	Verification of Inuit businesses will be made through: The Inuit Firm Registry Database http://inuitfirm.tunngavik.com/	/5

Inuit Benefits Criteria and Nunavut Benefits Criteria			35
IBC1.1.	Inuit Employment: Contractor	7.5	
IBC1.2.	Inuit Employment: Sub-Contractors / Suppliers	7.5	
IBC2.	Inuit Ownership	15	
NBC1.	Location in the Nunavut Settlement Area	5	
Combined Total Maximum Points Available			35

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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:
Marie-Michelle Losier
Email: marie.losier@canada.ca

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 Labour Content

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

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

TABLE 3 – 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		

Solicitation No.:
5P300-20-0178/A

Amendment No.:
00

Contracting Authority:
Marie-Michelle Losier

Ver.08.18.20

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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.

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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.

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 0.50% of the final contract value may be deducted from the final payment or hold back provisions. (Table 1A)

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 0.50% of the final contract value may be deducted from the final payment or hold back provisions. (Table 1B)

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 LABOUR PENALTY			
ITEM#	REQUIREMENT	WEIGHT	SCORE
1	<p>Calculate the percentage of guarantee achieved for Inuit employment based on the following formula, where:</p> <p>Guarantee percentage = Achieved = _____% * 60% of proposed %</p> <p>Note: 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 employment 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 employment guarantee.</p>	40	

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	<p>14-27 points - Contractor demonstrated moderate effort while attempting to meet the IBP employment guarantee.</p> <p>28-40 points - Contractor demonstrated outstanding effort while attempting to meet the IBP employment guarantee.</p>		
3	TOTAL ASSESSED SCORE	100	
4	TOTAL CALCULATED PENALTY: (100 - total assessed score) % x (final contract value) x 0.50%		
5	COMMENTS/JUSTIFICATIONS:		
6	SIGNATURE OF EVALUATION PANEL: Departmental Representative: _____ Technical Authority: _____ Contracting Officer (PCA): _____		

TABLE 1B - 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 % of proposed %</p> <p>Note: 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.</p> <p>14-27 points - Contractor demonstrated moderate effort while attempting to meet the IBP sub-contracting/supplier guarantees.</p>	40	

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	28-40 points - Contractor demonstrated outstanding effort while attempting to meet the IBP sub-contracting/supplier guarantees.		
3	TOTAL ASSESSED SCORE	100	
4	TOTAL CALCULATED PENALTY: (100 - total assessed score) % x (final contract value) x 0.50%\$	\$	
5	COMMENTS/JUSTIFICATIONS:		
6	SIGNATURE OF EVALUATION PANEL: Departmental Representative: _____ Technical Authority: _____ Contracting Officer (PCA): _____		

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ANNEX F TO PART 5 OF THE BID SOLICITATION

LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Requirements

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names when participating in a procurement process. The required list differs depending on the Bidder's or Offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

Supplier Information

Supplier's Legal Name:		
Organizational Structure: <input type="checkbox"/> Corporate Entity <input type="checkbox"/> Privately Owned Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership		
Supplier's Legal Address:		
City:	Province / Territory:	Postal Code:
Supplier's Procurement Business Number (optional):		

List of Names

Name	Title

Title:
Design and Fabrication of three 3D Map Exhibits for Ukkusiksalik National Park

Declaration

I, _____, (*name*)
_____, (*position*) of

_____, (*supplier's name*) declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

Signature

Date

Title:
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ANNEX G 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 (<input type="checkbox"/>) No (<input type="checkbox"/>)

If so, the Bidder 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, 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

Title:

Design and Fabrication of three 3D Map Exhibits for Ukkusiksalik National Park

published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-1](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

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.