



RETURN BIDS TO:

Parks Canada Agency Bid Receiving Unit
National Contracting Services
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 will not be accepted.

The maximum email file size is 15 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
30 Victoria Street
Gatineau, QC J8X 0B3

Title: Pay Equity Consultant	
Solicitation No.: 5P047-20-0168/A	Date: December 04, 2020
Client Reference No.: n/a	
GETS Reference No.: n/a	

Solicitation Closes: At: 2:00 PM On: January 14, 2020	Time Zone: Eastern Time
--	-----------------------------------

F.O.B.: Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>
Address Enquiries to: Pat Alguire
Telephone No.: (873) 355-2516
Email Address: pat.alguire@canada.ca
Destination of Goods, Services, and Construction: Parks Canada Agency 30 Victoria Street Gatineau, QC J8X 0B3

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:

Solicitation No.:
5P047-20-0168/A

Amendment No.:
000

Contracting Authority:
Pat Alguire

Ver.08.18.20

Client Reference No.:

Title:
Pay Equity Consultant

IMPORTANT NOTICE TO BIDDERS

Security Requirements

There are security requirements associated with this requirement. For further instructions consult Part 1 – General Information and Part 6 – Resulting Contract Clauses.

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>

TABLE OF CONTENTS

PART 1 – INFORMATION AND INSTRUCTIONS	4
1.1. SECURITY REQUIREMENTS	4
1.2. STATEMENT OF WORK	4
1.3. DEBRIEFINGS.....	4
1.4. TRADE AGREEMENTS.....	4
PART 2 – BIDDER INSTRUCTIONS	5
2.1. STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	5
2.2. SUBMISSION OF BIDS	5
2.3. ENQUIRIES – BID SOLICITATION	5
2.4. APPLICABLE LAWS	6
2.5. BID CHALLENGE AND RECOURSE MECHANISMS.....	6
PART 3 – BID PREPARATION INSTRUCTIONS	7
3.1. BID PREPARATION INSTRUCTIONS.....	7
ATTACHMENT 1 TO PART 3, PRICING SCHEDULE	8
PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION	9
4.1. EVALUATION PROCEDURES	9
ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA	11
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	15
5.1. CERTIFICATIONS REQUIRED WITH THE BID.....	15
5.2. CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION.....	15
ATTACHMENT 1 TO PART 5 OF THE BID SOLICITATION	17
ATTACHMENT 2 TO PART 5 OF THE BID SOLICITATION	19
PART 6 – RESULTING CONTRACT CLAUSES	21
6.1. SECURITY REQUIREMENTS	21
6.2. STATEMENT OF WORK	21
6.3. STANDARD CLAUSES AND CONDITIONS	21
6.4. TERM OF CONTRACT.....	21
6.5. AUTHORITIES.....	22
6.6. PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	23
6.7. PAYMENT	23
6.8. INVOICING INSTRUCTIONS.....	24
6.9. NO RESPONSIBILITY TO PAY FOR WORK NOT PERFORMED DUE TO CLOSURE OF GOVERNMENT OFFICES.....	25
6.10. CERTIFICATIONS AND ADDITIONAL INFORMATION	25
6.11. APPLICABLE LAWS	25
6.12. PRIORITY OF DOCUMENTS.....	25
6.13. INSURANCE REQUIREMENTS.....	25
6.14. REPLACEMENT OF SPECIFIC INDIVIDUALS.....	25
6.15. INSPECTION AND ACCEPTANCE.....	26
6.16. OWNERSHIP	26
6.17. TRANSLATION OF DOCUMENTATION.....	26
6.18. INTELLECTUAL PROPERTY INFRINGEMENT AND ROYALTIES.....	26
6.19. IDENTIFICATION PROTOCOL RESPONSIBILITIES	27
ANNEX “A” STATEMENT OF WORK	29

PART 1 – INFORMATION AND INSTRUCTIONS

1.1. Security Requirements

New personnel security clearance requests require the fingerprinting of individuals to conduct a criminal record check. The validity of an existing personnel security clearance issued by the Government of Canada is not affected by this requirement of the criminal record check process. Contractors who require personnel security clearances to perform a contract for the Government of Canada are responsible for all costs associated with obtaining the security clearances.

1.1.1. At the date of bid closing, the following conditions must be met:

- (a) The Bidder must hold a valid organization security clearance as indicated in Part 6 – Resulting Contract Clauses;
- (b) The Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 – Resulting Contract Clauses;

1.2. Statement of Work

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

1.3. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.4. Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

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.

2.2. Submission of Bids

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

The only acceptable email address for responses to bid solicitations 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 will not be accepted.

The maximum email file size that Parks Canada is capable of receiving is 15 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 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

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. Bid Challenge and Recourse Mechanisms

Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.

Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell website](#), under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:

- Office of the Procurement Ombudsman (OPO)
- Canadian International Trade Tribunal (CITT)

Suppliers should note that there are strict deadlines for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 – BID PREPARATION INSTRUCTIONS

3.1. Bid Preparation Instructions

If the Bidder chooses to submit its bid electronically, Canada requests that the bid be gathered per section and separated as follows:

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

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

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.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment at Attachment 1 to Part 3 Pricing Schedule.

Section III: Certifications

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

ATTACHMENT 1 to PART 3, PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below its quoted all inclusive fixed daily rate (in Can \$) for each of the resource categories identified.

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data

The rates included in this pricing schedule includes the total estimated cost of any travel and living expenses that may need to be incurred for the Work described in Part 7 of the bid solicitation required to be done, delivered or performed inside the National Capital Region (NCR).

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.

Pay Equity Senior Resource

	Description	All-inclusive fixed Per-Diem Rate A	Evaluation Days B	Total C = A x B
1	Initial Contract Period	\$	40 days	\$
Evaluated CAD Price (Applicable Taxes excluded):				\$

Option years:

	Description	All-inclusive fixed Per-Diem Rate A	Evaluation Days B	Total C = A x B
1	Option Year 1	\$	40 days	\$
2	Option Year 2	\$	40 days	
3	Option Year 3	\$	40 days	
Evaluated CAD Price (Applicable Taxes excluded):				\$

Total Bid Price (Table 1 initial contract period +Table 2 option years)				\$
---	--	--	--	----

Definition of a Day/Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

(Hours worked × applicable firm per diem rate) ÷ 7.5 hours.

- i. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

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 **Attachment 1 to Part 4 of the Bid Solicitation**.

4.1.1.2. Point Rated Technical Criteria

Technical bids will be evaluated against the point rated technical evaluation criteria at **Attachment 1 to Part 4 of the Bid Solicitation**.

4.1.2. Financial Evaluation

For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

4.1.3. Basis of Selection

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum points as specified in Attachment 2 to Part 4 for the point rated technical criteria.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.

4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30$
Combined Rating		84.18	73.15	77.70
Overall Rating		1st	3rd	2nd

ATTACHMENT 1 to PART 4, TECHNICAL CRITERIA

Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

For all of the mandatory criteria, the bidder should provide complete details for each project identified, including but not limited to:

- Name and description of client organization;
- Name, phone, email address of client reference;
- Scope, objective, size in dollars and resources, project timeframe (from-to dates month/year);
- Outcomes of the project;
- Description of the various stakeholders involved in the project; and

Description of the roles and responsibilities of the Bidder or the Bidder's Proposed Resource in the project, process or initiative

Mandatory Technical Criteria (MT)	
The Bidder's Proposed Resources. Maximum: One (1) CV per role	
Number	Mandatory Technical Criterion
MT1	The Bidder must submit a detailed CV for its proposed Pay Equity Expert resource demonstrating that they meet the minimum mandatory requirements (educational and work experience). In the CV, the Bidder should include, as a minimum: <ul style="list-style-type: none">(a) Name, category and level of proposed resource;(b) Education;(c) Professional Accreditations (if any);(d) Work/project experiences
MT2	The bidder must demonstrate that the proposed resource has a minimum of five (5) years of experience working on pay equity projects from inception (beginning) to delivery (end), within the ten (10) years prior to bid closing.
MT3	The bidder must demonstrate that the proposed resource has a minimum of eight (8) years of experience working in close collaboration with committees, working groups of unionized and non-unionized employees, Bargaining Agents as well as Executive members, within the ten (10) years prior to bid closing.
MT4	The bidder must demonstrate that the resource can communicate orally and in writing in both official languages. More specifically, the resource must: <ul style="list-style-type: none">• Understand most complex details, inferences and fine points of meaning;• Have a good comprehension of specialized or less familiar material;• Support opinions; and Understand and express hypothetical and conditional ideas.

Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

The Bidder MUST propose one (1) individual resource for this requirement. The Bidder resource must achieve an overall score of 70% against the criteria listed below. Proposals which fail to meet the minimum Rated Requirements will be deemed non-compliant and given no further consideration.

For all of the point rated criteria, the bidder should provide complete details for each project identified, including but not limited to:

- Name and description of client organization;
- Name, phone and email address of client reference;
- Scope, objective, size in dollars and resources, project timeframe (from-to dates month/year);
- Outcomes of the project; and,
- Description of the roles and responsibilities of the Bidder or the Bidder's Proposed Resource in the project, process or initiative.

Point Rated Technical Criteria (RT) All experience must be complete prior to bid closing.			
Pay Equity Expert (Expert) – One (1) Resource			
	Point Rated Technical Criterion	Scoring Methodology	Max/Min Points
RT1	The bidder must demonstrate that the proposed resource has developed pay equity plans for a minimum of five (5) different organizations or companies within the ten (10) years prior to bid closing.	Has developed pay equity plans for: <ul style="list-style-type: none"> • More than 5 different organizations = five (5) points • 6 to 7 different organizations = four (4) points • 5 different organizations = three (3) points • Less than 5 organizations = zero (0) point 	Max = 5 pts Min = 3 pts
RT2	The bidder must demonstrate through <u>innovative</u> pay equity project results or methods that the resources meet the criteria below: <ol style="list-style-type: none"> 1. Modify and apply concepts or ideas that were used in other environments; 2. Create new solutions by integrating concepts and pertinent models to the project vision; 3. Create new practices that aren't yet acquired by other organizations. 	Innovation: <ul style="list-style-type: none"> • Criteria #1 = five (5) points • Criteria #2 = five (5) points • Criteria #3 = five (5) points 	Max = 15 pts

<p>RT3</p>	<p>The bidder must demonstrate that the resource has led or supported wide reach scale human resources projects in a decentralized organization within the eight (8) years prior to bid closing, by providing the following <u>high level</u> documents <u>for each</u> of the identified fields:</p> <p><u>Organization and classification:</u></p> <ul style="list-style-type: none"> • Scope of the project • Level of Effort required • Work Plans • Results summary <p><u>Labour relations:</u></p> <ul style="list-style-type: none"> • Scope of the project • Level of Effort required • Work Plans • Results summary <p><u>Compensation:</u></p> <ul style="list-style-type: none"> • Scope of the project • Level of Effort required • Project management Plans • Results summary 	<p><u>Org & Class</u> National Level = Ten (10) points Provincial Level = five (5) points</p> <p><u>Labour relations</u> National Level = five (5) points Provincial Level = three (3) points</p> <p><u>Compensation</u> National Level = five (5) points Provincial Level = three (3) points</p>	<p>Max = 20 pts Min = 15 pts</p>
<p>RT4</p>	<p>The bidder must demonstrate that the resource had led or supported organization & classification, labour relations and or compensation projects resulting from a federal or provincial Act.</p> <p>For each of the areas, the bidder must provide <u>a short summary</u> of the work done to support:</p> <ul style="list-style-type: none"> • Provincial regulations • Federal regulations 	<p>Federal regulations = twenty (20) points Otherwise: Provincial regulations = fifteen (15) points</p>	<p>Max = 20 pts Min = 15 pts</p>

<p>RT5</p>	<p>The bidder must demonstrate that the resource understands the project requirements and objectives.</p> <p><u>Tasks</u></p> <p>For each task, the bidder should provide information to:</p> <ol style="list-style-type: none"> 1. Demonstrate understanding of the project requirements, objectives and scope; 2. Address all issues identified in the Statement of Work and provide a plan for how these will be addressed; 3. Demonstrate the capability to address or mitigate the challenges of conducting the work outlined in the Statement of Work; 4. Situate the proposal within existing literature and previous project work in the areas of pay equity by referencing material used to assist in writing the proposal as well as other materials of relevance to the project 5. Submit an outline which clearly demonstrates how the bidder will meet the project objectives and all deliverables. The outline should demonstrate adequate resource allocation for the effective management of the project 	<p>The bidder should demonstrate a thorough understanding of the Statement of Work (SoW) and of the work required to meet the project objectives.</p> <p><u>Points per task:</u></p> <p>Not addressed: Information is missing = 0 pts</p> <p>Fair: Basic understanding of project requirements and objectives. Some information presented contains a significant error = 2 pts</p> <p>Good: Satisfactory understanding of project requirements and objectives. The majority of the information is accurate and current and only a small amount of information contains errors = 3 pts</p> <p>Very good: A good understanding of the project requirements and objectives is demonstrated. All of the information is accurate and current and contains no significant errors. A small amount of irrelevant information is included in the proposal = 4 pts</p> <p>Excellent: Sophisticated, knowledgeable, and insightful understanding of project requirements and objectives. All information presented is accurate, current, and relevant = 5 pts</p>	<p>Max =25 pts (5 tasks x max 5 points each) Min = 18pts</p>
<p>RT6</p>	<p>The bidder must clearly demonstrate that the methodology and conceptual framework to be used is appropriate, and provide an understanding of how such an approach will meet the project objectives.</p> <p>To demonstrate the above, the bidder can use the type of document of his choice.</p>	<ul style="list-style-type: none"> • Clear demonstration of how the evaluation questions in the bid will be strategically positioned and built upon within the evaluation methodology report = 10 points • Clear demonstration of the proposed steps to be undertaken for the different components of the pay equity plan = 10 points • Detailed description of how the tasks will be executed, including potential limitations and mitigation strategies. The bidder should clearly demonstrate that the proposed methodology is feasible in the time allotted for completion of all project deliverables = 10 points 	<p>Max = 30 pts Min = 20 pts</p>
<p>Minimum required score is 70% or 81/115 points</p>			<p>Total points: /115</p>

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 **Attachment 1 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 **Attachment 2 to Part 5 of the Bid Solicitation** prior to contract award.

5.2.3. Federal Contractors Program for Employment Equity – Bid Certification

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

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

5.2.4. Additional Certifications Precedent to Contract Award

5.2.4.1. Status and Availability of Resources

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

5.2.4.2. Education and Experience

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

ATTACHMENT 1 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 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 / ZIP Code:
Supplier's Procurement Business Number (optional):		

ATTACHMENT 2 to PART 5 OF THE BID SOLICITATION

FORMER PUBLIC SERVANT

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Solicitation No.:
5P047-20-0168/A

Amendment No.:
000

Contracting Authority:
Pat Alguire

Ver.08.18.20

Client Reference No.:

Title:
Pay Equity Consultant

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

PART 6 – RESULTING CONTRACT CLAUSES

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

6.1. Security Requirements

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

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

**Sensitive assets may include: Cash, artefacts, firearms, explosives, keys, vehicles, Historic sites and buildings, electronic equipment, IT networks, Critical installations and systems, etc.*

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

6.2. Statement of Work

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

6.3. Standard Clauses and Conditions

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

6.3.1. General Conditions

[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. Term of Contract

6.4.1. Period of the Contract

The period of the Contract is from date of Contract to January 31, 2022 inclusive.

6.4.2. Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

6.4.3. Termination on Thirty Days Notice

Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

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

6.5. Authorities

6.5.1. Contracting Authority

The Contracting Authority for the Contract is:

Pat Alguire
Contracting Advisor, Procurement, Contracting and Contributions
Parks Canada
Government of Canada
30 Victoria Street
Gatineau, QC
J8X 0B3

E-mail: pat.alguire@canada.ca

Telephone: 873-355-2516

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

6.5.2. Project Authority

The Project Authority for the Contract is:

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

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

6.5.3. Contractor's Representative

The Contractor's Representative for the Contract is:

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:		

6.6. Proactive Disclosure of Contracts with Former Public Servants

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

6.7. Payment

6.7.1. Basis of Payment

The Contractor will be paid per diem rate(s) as follows, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

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

Pay Equity Senior Consultant		
Level	Resource Name	Firm Per Diem Rate
Senior		

6.7.2. Travel and Living Expenses - National Joint Council Travel Directive

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

6.7.3. Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$100,000.00. Customs duties are included and Applicable Taxes are excluded.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.4. Method of Payment - Monthly

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

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

6.8. Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:

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

6.9. No Responsibility to Pay for Work not performed due to Closure of Government Offices

- a) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- b) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

6.10. Certifications and Additional Information

6.10.1. 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.

6.11. 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 *****.

6.12. Priority of Documents

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

- (a) The Articles of Agreement;
- (b) The general conditions [2010B](#) (2020-05-28), General Conditions – Professional Services (Medium Complexity);
- (c) Annex “A”, Statement of Work;
- (d) The Contractor's bid dated ***** to be inserted at contract award *****

6.13. Insurance Requirements

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

6.14. Replacement of Specific Individuals

SACC *Manual* clause [A7017C](#) (2008-05-12), Replacement of Specific Individuals

6.15. Inspection and Acceptance

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

6.16. Ownership

6.16.1. Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.

6.16.2. However, if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.

6.16.3. Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.

6.16.4. Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.

6.17. Translation of documentation

The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada under section 20. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

6.18. Intellectual property infringement and royalties

6.18.1. The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.

6.18.2. If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to [Department of Justice Act](#), R.S., 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.

- 6.18.3.** The Contractor has no obligation regarding claims that were only made because:
- a. Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or
 - b. Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or
 - c. the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or
 - d. the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.
- 6.18.4.** If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:
- a. take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or
 - b. modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or
 - c. take back the Work and refund any part of the Contract Price that Canada has already paid.

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.

6.19. Identification Protocol Responsibilities

The Contractor will be responsible for ensuring that any of its resources, representatives or subcontractors complies with the following self-identification requirements:

- a. Contractors who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify if they are a Contractor prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not a Government of Canada employee;
- b. During the performance of any Work at a Government of Canada site, the Contractor must be clearly identified at all times as being a Contractor; and
- c. If a Contractor requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as a Contractor in all electronic mail including the signature block as well as under "Properties". This identification protocol must also be used in all other correspondence, communication, and documentation;

Solicitation No.:
5P047-20-0168/A

Amendment No.:
000

Contracting Authority:
Pat Alguire

Ver.08.18.20

Client Reference No.:

Title:
Pay Equity Consultant

- d. If Canada determines that the Contractor are in breach of any obligation stated in this clause, upon written notice from Canada the Contractor must submit a written action plan describing the corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client or the Contracting Authority, and twenty working days to rectify the underlying problem; and
- e. In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

ANNEX “A” STATEMENT OF WORK

**Pay Equity Consultant
Parks Canada Agency**

PURPOSE

Develop a pay equity plan for all Parks Canada Agency (PCA) employees to eliminate pay inequity. Under the new proactive system, PCA will be required to take the necessary steps to ensure that its compensation practices provide equal pay to men and women for work of equal value.

BACKGROUND

The first federal *Pay Equity Act* was passed in December 2018. The new Act is not yet in force, but it is expected to go into effect in spring 2021. In the meantime, PCA is taking steps to set up a dedicated pay equity team and to identify the required work and skills, as well as putting together the Pay Equity Committee. Once the supporting regulations under the Act are passed, PCA and the Pay Equity Committee will have three years to develop a pay equity plan that complies with the Act.

ISSUE

Although the work requires collaboration with Labour Relations, Compensation and Classification teams, PCA does not have the full range of skills to perform certain components of the work, including knowledge of the sector, analytical and benchmarking tools, and how to interpret the Act. Furthermore, this is a new piece of legislation, and the required skills are not readily available within the federal public service.

TASKS / TECHNICAL SPECIFICATIONS

	Expert Services
(Preparations) 2020–2021	<ul style="list-style-type: none"> • Conduct a detailed review of the current situation. • Develop an assessment methodology. • Conduct a preliminary review and identify gaps and risks.
2021–2022	<ul style="list-style-type: none"> • Provide advice on creating a pay equity committee and review its activities to ensure compliance with regulations made under the Act. • Develop tools for committee member use and ensure members are familiar with the tools. • Identify employment classes and establish the value of work. • Use external data for comparative purposes if necessary if the Agency does not have corresponding employment classes.
2022–2023	<ul style="list-style-type: none"> • Analyze the findings of the value of work exercise. • Compute compensation and identify gaps between male- and female-dominated jobs for work of equal value.
2023–2024	<ul style="list-style-type: none"> • Draft a pay equity plan. • Publish the final version of the plan and the notice pertaining to compensation.

TRAVEL

- Although travel is unlikely to be required, all travel will be kept to a minimum as much as possible. The use of various telecommunications technologies will be encouraged. If travel is absolutely necessary, transportation and accommodation costs will be paid by PCA.

LIMITATIONS

- The Bidder will be required to meet the timelines outlined in the above schedule to ensure compliance with the prescribed time limits in the regulations under the *Pay Equity Act*.
- The Bidder must be able to communicate in both official languages orally and in writing.
- The Bidder will have to use the technological tools provided by Parks Canada (such as PCA laptop) to hold videoconference meetings and to perform its duties.
- The Bidder must take into account that PCA intends to build in-house capacity and should therefore undertake to share some knowledge with the Agency and to provide training for members of the PCA Pay Equity Committee.
- The Bidder must ensure its service continuity commitments for the entire duration of the project (three to four years).

SUPPORT FROM PCA

- PCA will provide the Bidder with information pertaining to position classification and employment categories.
- PCA will also provide the Bidder with information in collective agreements of unionized Agency employees.
- The Bidder will have access to the Agency's classification and compensation experts to obtain the necessary information to perform the work.
- PCA will organize and make preparations for all Pay Equity Committee meetings.
- PCA will provide all the documents required for the smooth operation of the Pay Equity Committee.
- The pay equity team will provide strategic, logistical and administrative support at all steps for the creation of the pay equity plan.

MEETINGS

- All meetings, including Pay Equity Committee meetings, will take place on a weekly basis via videoconference.
- In the event that one or more in-person meetings are required, PCA will provide premises and videoconferencing facilities.
- A detailed schedule of the Pay Equity Committee meetings will be drawn up once regulations under the Act have been passed.
- The work plan and timelines will be reviewed when the Act comes into force.
- All documents must be provided in Word, Excel, PowerPoint or other format as needed. The Bidder and PCA will come to an agreement before the work starts.