



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Public Works and Government Services Canada

See herein for bid submission

instructions/

Voir la présente pour les

instructions sur la présentation

d'une soumission

NA

Alberta

NA

Bid Fax: (780) 497-3510

**SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada
Northern Contaminated Site Program
Canada Place/Place du Canada
10th Floor/10e étage
9700 Jasper Ave/9700 ave Jasper
Edmonton
Alberta
T5J 4C3

Title - Sujet Communications Support Services Communications Support Services - Cambridge Bay, NU	
Solicitation No. - N° de l'invitation 3Y002-210023/A	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client 3Y002-210023	Date 2021-01-29
GETS Reference No. - N° de référence de SEAG PW-\$NCS-064-11978	
File No. - N° de dossier NCS-0-43194 (064)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Mountain Standard Time MST on - le 2021-02-23 Heure Normale des Rocheuses HNR	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Dallas Scott	Buyer Id - Id de l'acheteur ncs064
Telephone No. - N° de téléphone (780) 224-7200 ()	FAX No. - N° de FAX (780) 497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Canadian High Arctic Research Station 1 Uvajuq Road P.O. Box 2150 Cambridge Bay, NU X0B 0C0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

Solicitation No. - N° de l'invitation
3Y002-210023/A
Client Ref. No. - N° de réf. du client
3Y002-210023

Amd. No. - N° de la modif.
001
File No. - N° du dossier
NCS-0-43194

Buyer ID - Id de l'acheteur
NCS064
CCC No./N° CCC - FMS No./N° VME

**SOLICITATION AMENDMENT 001 IS RAISED TO ADDRESS 3Y002-210023/A
AS FOLLOWS:**

1) Revise ANNEX "A", STATEMENT OF WORK

DELETE: ANNEX "A", STATEMENT OF WORK – in its entirety.

INSERT: ANNEX "A", STATEMENT OF WORK (REVISED 2021-01-29) – attached

2) Revise Solicitation Close Date

REVISED CLOSING DATE OF:

02:00 PM MST on 2021-02-23

If your proposal has already been submitted, you may wish to revise it. Revisions to your proposal must be submitted in a sealed envelope with the contents clearly identified on the outside of the envelope. Any revisions to your proposal must be received by the Bid Receiving Unit on or before the time and date stated on page 1 of this document. Any revisions to your proposal received after the closing date and time will be considered late and will be returned unopened.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME AND ARE IN FULL EFFECT

ANNEX "A"

STATEMENT OF WORK

(REVISED 2021-01-29)

1. TITLE

Polar Knowledge Canada Knowledge and Communications Product Service Contract with Task Authorizations (2020-2022)

2. BACKGROUND

Polar Knowledge Canada (POLAR) currently has a series of knowledge and communications print, web and multimedia product requirements in 2020-2021 and 2021-2022. It requires an experienced communications Service Contractor to provide expert advice and to engage in authorized tasks to design and develop these products.

POLAR's mandate is to advance knowledge of the Canadian Arctic in order to improve economic opportunities, environmental stewardship, and the quality of life of its residents and all other Canadians; to promote the development and dissemination of knowledge of the other circumpolar regions, including the Antarctic; to strengthen Canada's leadership on Arctic issues; and, to establish a hub for scientific research in the Canadian Arctic.

POLAR has a unique role in advancing Canadians collective understanding of the Polar Regions by mobilizing current polar knowledge, in meaningful and accessible ways, in order to address the knowledge gaps and concerns of Canada's Northern communities.

3. SCOPE

The Contractor is to perform tasks authorized by the Contracting Authority outlined in this Statement of Work, specified by the Project Authority and Technical Authority.

4. OBJECTIVES

The Contractor is to perform tasks authorized by the Contracting Authority outlined in this Statement of Work, specified by the Project Authority and Technical Authority as called upon to do so in 2020-2021 and 2021-2022. The Contractor will support POLAR to meet its print, web and multimedia knowledge and communications product requirements.

5. TASKS

Some Contractor tasks to be authorized by the Contracting Authority require understanding of technical scientific jargon and concepts that relate to anticipated tasks (i.e., for professional editing of text copy of Reports #1-#4, Info sheets, and Summary Documents #1-#5). The Contractor must perform the following tasks as authorized by the Contracting Authority:

5.1 Attend an initial meeting with the Project Authority, Technical Authority, and other project stakeholders to discuss the objectives and requirements of the mandate and the Contractor's provisional approach and methodology to meet anticipated requirements. The meeting will take place within two (2) weeks of contract award by videoconference or by teleconference (as determined by the Project Authority and Technical Authority).

5.2 Anticipated authorized tasks for this service contract include:

5.2.1 Report Work

POLAR anticipates a requirement for the Contractor to support the production of one to four (1-4) reports over the course of 2020-2021 and 2021-2022.

Specific Report Work may include:

- Report #1 design and development: [Climate Change Report]
 - Professional editing and/or refined development of text copy;
 - Licensing and/or creation of graphics and maps as needed; and,
 - Layout (overall document layout, including associated layout of four (4) different languages (English, French, Inuktitut and Inuinnaqtun, for which translated text copy will be provided to the Contractor by the Project Authority and/or Technical Authority)).
- Report #2 design: [Indigenous North Database Report]
 - Professional editing of text copy;
 - Licensing and/or creation of graphics;
 - Professional editing and/or refined development of figures, tables, graphs, and schematics as needed; and,
 - Layout (overall document layout, descriptive statistics, data, tables, and appendices, outlined by region, territory, and/or province, including associated layout of four (4) different languages (English, French, Inuktitut and Inuinnaqtun, for which translated text copy will be provided to the Contractor by the Project Authority and/or Technical Authority)).
- Report #3 design and development: [Science and Technology 2015-2020 Economic Analysis Report]
 - Professional editing and/or refined development of text copy; and,
 - Layout (overall document layout, descriptive statistics, including associated layout of four (4) different languages (English, French, Inuktitut and Inuinnaqtun, for which translated text copy will be provided to the Contractor by the Project Authority and/or Technical Authority)).

- Report #4 design and development: [Community Science Meeting Report, March 10, 2020]
 - Professional editing of text copy; and,
 - Layout (overall document layout, descriptive statistics, including associated layout of four (4) different languages (English, French, Inuktitut and Inuinnaqtun, for which translated text copy will be provided to the Contractor by the Project Authority and/or Technical Authority)).

Additional Report Work may be required.

5.2.2 Info sheets Work

POLAR anticipates a requirement for the Contractor to support the production of 20-25 info sheets over the course of 2020-2021 and 2021-2022.

Specific info sheets Work may include:

- Info sheets design and development: [POLAR Research Results Series Info sheets]
 - Professional editing of text copy; and,
 - Licensing and/or creation of graphics.
- Info sheets #1, #2, #3, and #4 design and development: [POLAR Research Results Series Clean Energy and Infrastructure Info sheets]
 - Layout (overall document layout, including associated layout of four (4) different languages (English, French, Inuktitut and Inuinnaqtun, for which translated text copy will be provided to the Contractor by the Project Authority and/or Technical Authority)).

Additional Info Sheets Work may be required.

5.2.3 Summary Document Work from Collaborative Assessment

POLAR anticipates a requirement for the Contractor to support the production of five (5) summary documents from collaborative assessment over the course of 2020-2021 and 2021-2022. One of the documents has two (2) distinct sections or sub-documents.

Specific summary documents from collaborative assessment report Work may include:

- Summary Documents #1, #2, #3, #4, and #5 design and development: [1. Caribou: a) abundance and migration, and b) predator-prey dynamics; 2. Char; 3. Climate Change; 4. Environmental Change; and, 5. Marine Mammals and Marine Biodiversity]
 - Professional editing of text copy;
 - Licensing and/or creation of graphics, schematics, and maps; and,
 - Layout (overall document layout, including associated layout of four (4) different languages (English, French, Inuktitut and Inuinnaqtun, for which translated text copy will be provided to the Contractor by the Project Authority and/or Technical Authority)).

Additional Summary Document Work may be required.

5.2.4 Infographics Work

POLAR anticipates a requirement for the Contractor to support the production of 10-15 infographics over the course of 2020-2021 and 2021-2022.

Specific infographics Work may include:

- Infographic #1 creation. [Corresponding to Report #1; Climate Change Report Infographic — Pan-Northern Synthesis and Overview in Northern and Arctic Regions]
- Infographics #2, #3, #4, #5, and #6 creation. [Corresponding to Report #2; Indigenous North Database Report Infographic(s)]
- Infographic #7 and #8 creation. [Corresponding to Report #3; Science and Technology 2015-2020 Economic Analysis Report Infographic]
- Infographics #9, #10, #11, and #12 creation. [Science and Technology Infographics, including, but not limited to Robert Cooke's work on 1. alternative energy, 2. greywater management, and 3. waste-to-energy; Donald McLennan's work on ecosystems monitoring and well-developed Socio-Ecological Systems Infographic concept draft; and others]

Additional Infographics Work may be required.

5.2.5 Mapping Work

POLAR anticipates a requirement for the Contractor to support map production over the course of 2020-2021 and 2021-2022.

Specific mapping Work may include:

- Map #1 creation. [Corresponding to Report #2; Indigenous North Database Report Map]

Additional Mapping Work may be required.

5.2.6 Poster Work

POLAR anticipates a requirement for the Contractor to support poster production over the course of 2020-2021 and 2021-2022.

Specific poster Work may include:

- Poster #1 creation. [Corresponding to Report #2; Indigenous North Database Report Map]
- Poster #2 creation. [Corresponding to Report #3; Science and Technology 2015-2020 Economic Analysis Report]

Additional Poster Work may be required.

5.3 Identify additional information required to complete the required tasks.

5.4 Obtain and analyze the requisite task-related information.

6. DELIVERABLES

- 6.1** Upon receipt of approval of the approach and methodology by the Project Authority and/or Technical Authority, develop a detailed Work Plan that identifies:
- 6.1.1** Tasks to be performed;
 - 6.1.2** Deliverables to be produced;
 - 6.1.3** Roles and responsibilities proposed to perform the Work;
 - 6.1.4** Schedule for the performance of each authorized task and submission of each deliverable; and,
 - 6.1.5** Cost associated with the performance of each authorized task and each deliverable.
- 6.2** Submit the detailed Work Plan to the Project Authority and Technical Authority for review, feedback and approval within one (1) week of the initial meeting.
- 6.3** All deliverables must be submitted in draft form at least two (2) days before the delivery date identified in the detailed Work Plan to allow input by the Project Authority and/or Technical Authority. The Contractor may be required to submit revised drafts with required changes. Deliverables will only be considered final upon written confirmation by the Project Authority and/or Technical Authority.
- 6.4** All services provided by the Contractor under the Contract must, at the time of acceptance, be free from defects in workmanship and conform to the requirements of the Contract. If the Contractor must correct or replace the work or any part of the work, it will be at no cost to the Government of Canada.
- 6.5** The contractor must provide all electronic copies of deliverables using the Microsoft Office suite of software (version 2011, or more recent), and, where applicable, the Adobe suite of creative software, or other acceptable formats as determined by the Project Authority and/or Technical Authority.

7. PHASES

Phases of the contract will be undertaken in accordance with authorized tasks. Each authorized task will have three (3) phases: 1. *Design*, 2. *Execution*, and 3. *Close Out*.

7.1 Design

- 7.1.1** Upon approval of the authorized task by the Contracting Authority, allocated by the Project Authority and/or Technical Authority, the Contractor is to perform preparatory design activities including:
- Identify the information, materiel, and tools required to perform the technical design and otherwise prepare to conduct the Work; and,
 - Review, obtain, revise, and/or develop, refine and professionally edit the information, material, and tools required to perform the technical design, and otherwise prepare to conduct the Work.

7.2 Execution

- 7.2.1** Upon receipt of approval by the Contracting Authority to commence execution activities and/or perform implementation activities, including:
- Obtain the information, material and tools required to perform the Work;
 - Analyze the information;
 - Develop a draft of the deliverable; and,
 - Submit the draft of the deliverable to the Project Authority and Technical Authority for two (2) reviews, feedback, and a semi-final draft for additional approval according to the schedule outlined in the detailed Work Plan. These progressive drafts will incorporate edits and direction from the Project Authority and/or Technical Authority and provide for two iteration (back-and-forth) discussions between the Project Authority and/or Technical Authority and the Contractor (semi-final drafts and final drafts).

7.3 Close-Out

- 7.3.1** Submit final deliverable draft to the Project Authority and Technical Authority for review, feedback, and approval.
- 7.3.2** Provide knowledge transfer and product(s) to the Project Authority and Technical Authority, and other stakeholders identified by the Project Authority and Technical Authority.

8. CONSTRAINTS

- 8.1** All deliverables must meet the requirements of the Official Languages Act.
- 8.2** When developing materials, the Contractor must ensure that materials are Federal Identity Program (FIP) compliant, culturally appropriate and subject-related and incorporate Polar Knowledge Canada's corporate identity as needed; provide separate source files for images and content.
- 8.3** The work will be considered complete when it has been accepted and approved by the Project Authority and/or Technical Authority.
- 8.4** All deliverables must meet Treasury Board Standards for Accessibility ([Web Content Accessibility Guidelines 2.0 – Level AA](#)) and separate source files for images and content are provided.
- 8.5** All products are licensed and/or talent/agency fee-free, and copies of the model releases are provided to POLAR in paper, PDF, and/or Microsoft Word format.

9. SUPPORT PROVIDED BY POLAR KNOWLEDGE CANADA

As required to perform the contract work and at the discretion of the Project Authority and/or Technical Authority, POLAR will endeavour to provide the Contractor with:

- relevant internal documentation;
- scheduled access to Agency stakeholders; and,
- provision of timely review and feedback on and approval of deliverables (approximately 5-10 business days, unless otherwise specified).

The Project Authority and/or Technical Authority will provide the Contractor with approved translated text copy from English in French, Inuktitut, and Inuinnaqtun, required for the Contractor to complete related authorized tasks.

10. LOCATION OF WORK

The Contractor will be expected to conduct the work at their own facilities, however, the Contractor's resources must be available to participate in meetings with the Project Authority and/or Technical Authority and POLAR staff as required. These meetings may either take place by videoconference or teleconference, as determined by the Project Authority and/or Technical Authority.

11. TRAVEL

The Contractor is not required to travel to complete authorized tasks.

12. OFFICIAL LANGUAGES REQUIREMENTS

The language used to conduct the Work will be English. All deliverables must be submitted in English. All deliverables must meet the requirements of the Official Languages Act. POLAR will arrange for the translation of and for Contractor-produced deliverables, as required for subsequent Contractor layout and design finalization (one (1) initial draft, one (1) semi-final draft, and one (1) final draft). These progressive drafts will incorporate edits and direction from the Project Authority and/or Technical Authority, and provide for two iteration (back-and-forth) discussions between the Project Authority and/or Technical Authority and the Contractor (semi-final drafts and final drafts).