



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À :**

AADNC.SOUSSIONBID.AANDC@CANADA.CA

Date of Solicitation - Date de la demande 2021-09-15		Page 1 of 38
Address inquiries to - Adresser toute demande de renseignements à : Bruno.Paradis2@canada.ca		
Area code and Telephone No. Code régional et N° de téléphone 873-355-2459	Facsimile No. N° de télécopieur	
Destination British Columbia		

**BID SOLICITATION
DEMANDE DE SOUMISSIONS**

The Bidder offers to provide to Canada the goods, services or both listed in the bid solicitation in accordance with the conditions set out in the bid solicitation and at the prices set out in the bid.

This bid solicitation is issued in accordance with the conditions of Supply Arrangement No. n/a . Only suppliers who are pre-qualified and have been issued a supply arrangement at the time this bid solicitation is issued are eligible to bid.

Le soumissionnaire offre de fournir au Canada les biens, services ou les deux énumérés dans la demande de soumissions aux conditions prévues dans la demande de soumissions et aux prix indiqués dans la soumission.

Cette demande de soumissions est émise conformément aux conditions de l'arrangement en matière d'approvisionnement numéro n/a . Seuls les fournisseurs qui sont pré-qualifiés et auxquels un arrangement en matière d'approvisionnement a été émis au moment où cette demande de soumissions est émise peuvent présenter une soumission.

Solicitation No. - N° de la demande 1000230443	Amendment No. - N° de modification
Solicitation closes - La demande prend fin at - à 2:00 p.m. EST on - le 2021-10-12	File No. - N° de dossier 1000230443

**Instructions:
Municipal taxes are not applicable.**

Unless otherwise specified in the bid solicitation, all prices quoted must be net prices in Canadian funds including Canadian customs duties, excise taxes, and must be FOB, including all delivery charges to destination(s) as indicated. The amount for Applicable Taxes is to be shown as a separate item.

**Instructions:
Les taxes municipales ne s'appliquent pas.**

Sauf indication contraire dans la demande de soumissions, tous les prix indiqués doivent être des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être FAB, y compris tous frais de livraison à la (aux) destination(s) indiquée(s). Le montant des taxes applicables doit apparaître séparément.

Delivery required - Livraison exigée	Delivery offered - Livraison proposée
Supplier Name and Address - Nom et adresse du fournisseur	
Telephone No. - N° de téléphone	
Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of supplier (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)	
Signature	Date

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with this bid solicitation.

1.2 Statement of Work

The Work to be performed is detailed under Annex A of the resulting contract clauses.

1.3 Set-aside under the Federal Government Procurement Strategy for Aboriginal Business (PSAB)

This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, refer to [Annex 9.4](#) of the Supply Manual.

1.4 Debriefings

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

1.5 Trade Agreements

The requirement is subject to the provisions of the 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.

2.2 Submission of Bids

Bids must be submitted electronically only to Indigenous Services Canada (ISC) by the date, time and e-mail address indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by any other means to ISC will not be accepted.

2.3 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: 2019-01](#) 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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than three (3) 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.

2.5 Applicable Laws

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

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.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid electronically in accordance with section 8 of the 2003 standard instructions and as amended in Part 2 - Bidder Instructions, Article 2.1 Standard Instructions, Clauses and Conditions. Bidders are required to provide their bid in a single transmission. The total size of the email, including all attachments, must not exceed 10 megabytes (MB). It is solely the Bidder's responsibility to ensure that the total size of the email does not exceed this limit.

The bid must 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 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.

3.1.1 Electronic Payment of Invoices – Bid

The method of invoice payment by Indigenous Services Canada (ISC) is by direct deposit to the Contractor's financial institution of choice.

3.1.2 Exchange Rate Fluctuation

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

3.1.3 SACC Manual Clauses

Section III: Certifications

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

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.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

EVALUATION NUMBER	MANDATORY CRITERIA	SUPPORTING INFORMATION
M1	<p><u>Corporate References</u></p> <p>The Bidder must provide two (2) corporate references for projects where the Bidder has provided forestry management services and/or projects similar to that outlined in Annex A Statement of Work.</p> <p>Note: One of the corporate references must be from a project from the Caribou Chilcotin Forest District region.</p>	<p>Each reference should include the details of the project and in addition should the following information:</p> <ul style="list-style-type: none"> Client Organization Project Name (if applicable) Duration of assignment mm yyyy to mm yyyy) Brief Description Client Contact Name Client Title/Position Phone Number and/or Email
M2	<p><u>Health and Safety</u></p> <p>The Bidder must demonstrate good standing with WorkSafeBC.</p>	<p>Provide a current, within the last thirty (30) days, letter from WorkSafeBC confirming that the bidder is "Active » in good</p> <p>This can be obtained online at: http://www.worksafebc.com/insurance/managing_your_account/clearance_letters/default.asp</p>
M3	<p><u>First Nations Involvement</u></p> <p>The Bidder must include in their proposal a detailed outline of how local First Nation(s) will be trained and hired.</p>	<p>Provide a detailed outline in the proposal of how local First Nation(s) will be sought, trained and hired.</p>

4.1.1.2 Point Rated Technical Criteria

EVALUATION NUMBER	POINT RATED EVALUATION CRITERIA FOREST MANAGER RESOURCE	SUPPORTING INFORMATION	TOTAL POINTS
PR1	<p>The bidder should demonstrate professional work experience within the last fifteen (15) years as a Forest Manager for the proposed resource.</p> <p>96 months or more = 12 points 84 to 95 months = 9 points 72 to 83 months = 6 points 60 to 71 months = 3 points 59 months or less = 0 point</p>	<p>Provide examples of projects, assignments, or employment for which the proposed resource has experience as a Forest Manager</p>	12 points
PR2	<p>Demonstrated professional work experience preparing forest management plans which may include budgetary forecasts and any related forest management activities.</p> <p>Less than 2 projects = 0 point 3 to 5 projects = 2 points 6 to 8 projects = 4 points 9 to 11 projects = 6 points 11 to 13 projects = 8 points ></p>	<p>Provide examples of projects, assignments, or employment for which the proposed resource has experience preparing annual budgetary forecasts for forest management.</p>	8 points
PR3	<p>Demonstrated professional work experience working with the overseeing, reviewing and making recommendations on Timber Harvest Plans (THP).</p> <p>Less than 2 projects = 0 point 3 to 5 projects = 2 points 6 to 8 projects = 4 points 9 to 11 projects = 6 points 12 projects or more = 8 points</p>	<p>Provide examples of projects, assignments, or employment for which the proposed resource has experience overseeing, reviewing and making recommendations on Timber Harvest Plans (THP).</p>	8 points
PR4	<p>Demonstrated professional work experience developing communication plans which include engagement, community meetings, social media, progress reports and other related communication requirements.</p> <p>96 months or more = 8 points 84 to 95 months = 6 points 72 to 83 months = 4 points 60 to 71 months = 2 points 59 months or less = 0 point</p>	<p>Provide examples of projects, assignments, or employment for which the proposed resource has experience developing communication plans which include engagement, community meetings, social media, progress reports and other related communication requirements.</p>	8 points

EVALUATION NUMBER	POINT RATED EVALUATION CRITERIA FOREST MANAGER RESOURCE	SUPPORTING INFORMATION	TOTAL POINTS
PR5	<p>Demonstrated professional working experience using Geographic Information System (GIS) and/or Global Positioning System (GPS) for forestry applications.</p> <p>48 months or more= 5 points 36 to 48 month = 4 points 24 to 36 months = 3 points 12 to 24 months = 2 points 11 months or less = 0 points</p>	<p>Provide examples of projects, assignments, or employment for which the proposed resource has experience using Geographic Information System (GIS) and/or Global Positioning System (GPS) for forestry applications.</p>	5 points
PR6	<p>Demonstrated professional forest management work experience within the last five (5) years in the Caribou Chilcotin Forest District.</p>	<p>Provide examples of projects, assignments, or employment for which the proposed resource has previous forest management work experience within the Caribou Chilcotin Forest District.</p>	5 points

4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection

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
2. Bids not meeting (choose "(a) or (b) 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	$45/55 \times 30 = 32.73$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating		84.18	73.15	77.70
Overall Rating		1st	3rd	2nd

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.

5.1.2 Set-aside for Aboriginal Business

1. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business, For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see [Annex 9.4](#), Supply Manual.
2. The Bidder:
 - i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
 - ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
 - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Bidder must check the applicable box below:
 - i. The Bidder is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.
OR
 - ii. The Bidder is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.

4. The Bidder must check the applicable box below:
 - i. The Aboriginal business has fewer than six full-time employees.
OR
 - ii. The Aboriginal business has six or more full-time employees.
5. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.
6. By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

If requested by the Contracting Authority, the Bidder must provide the following certification for each owner and employee who is Aboriginal:

1. I am _____ (*an owner" and/or "a full-time employee"*) of _____ (*insert name of business*), and an Aboriginal person, as defined in [Annex 9.4](#) of the *Supply Manual* entitled "Requirements for the Set-aside Program for Aboriginal Business".
2. I certify that the above statement is true and consent to its verification upon request by Canada.

Printed name of owner and/or employee

Signature of owner and/or employee

Date

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 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.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.2 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.3.3 Education and Experience

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

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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 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at 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 with the following adaptations:

- a) References to Public Works and Government Services Canada (PWGSC) are replaced by the Indigenous Services Canada (ISC); and
 - b) Section 10, Subsection 1 is amended as follows:

Delete: "Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery."

Insert: "Invoices must be submitted by Email to the Project Authority in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery."
 - c) Section 10, Subsection 2, paragraph a. is amended as follows:

Delete: "the date, the name and address of the client department, item or reference numbers, deliverable/description of the Work, contract number, Client Reference Number (CRN), Procurement Business Number (PBN), and financial code(s)"

Insert: "the contract title and number, the date, deliverable/description of the Work and financial code(s)"
 - d) Insert: "2010B 36 (2018-05-10) Liability
- The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract."

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2023 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 four (4) additional one (1) year periods 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 at least ten (10) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Bruno Paradis
Title: Senior Procurement and Contracting Officer
Indigenous Services Canada
Materiel and Assets Management Directorate
Address: 10 Wellington Street, 13th floor, Gatineau, Quebec, K1A 0H4

Telephone: 873-355-2459
E-mail address: Bruno.paradis2@canada.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is: (at Contract award)

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail address: _____

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

(at Contract award)

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

For the Work described in the Statement of Work in annex A :

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

6.7.2 Limitation of Expenditure – Professional fees

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (*amount at Contract award*). Customs duties are included and Applicable Taxes are extra.
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.

6.7.3 Limitation of Expenditure – Sub-Contractor(s)

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (*amount at Contract award*). Customs duties are included and Applicable Taxes are extra.
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 Limitation of Expenditure – Travel and Living Expenses

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (amount at Contract award). Customs duties are included and Applicable Taxes are extra.
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.

6.7.5 Electronic Payment of Invoices – Contract

The method of invoice payment by Indigenous Services Canada (ISC) is by direct deposit to the Contractor's financial institution of choice.

If not registered for direct deposit payments, to enable payment, the Contractor must complete the Indigenous Services Canada Electronic Payment Request form (http://www.aadnc-aandc.gc.ca/DAM/DAM-INTER-HQ/STAGING/texte-text/20_545_1362495227097_eng.pdf), and submit the form to the address provided.

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 must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010B (2020-05-28), General Conditions - Professional Services (Medium Complexity)
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____ (at Contract award)

ANNEX "A"

STATEMENT OF WORK

1. TITLE

Development and implementation of a Forest Management Operation Plan based on a multiyear Forest Management plan for the Block 7741 Military Training Area (CMTA).

2. BACKGROUND

The Block 7741, located north of the small community of Riske Creek and about 47 kilometres west of Williams Lake, consists of approximately 41,000 hectares of land owned by the Department of National Defence (DND) and is used as a military training area. The management of forest resources on this property is the responsibility of Indigenous Services Canada (ISC), through an Order-in-Council P.C. O.I.C 1961-807.

In previous decades, the woodlands on the property were heavily impacted forest fires, pests, cattle and harvesting activities. In an effort to mitigate the impacts and create opportunities for local forestry enterprises, timber harvesting activities were carried out on the land.

In an effort to ensure the management of the woodlands and grasslands on the property, ISC tendered out a forest Management Contract in 2017, ending in 2021. This request for proposal is an opportunity for ISC to select a Forest Manager for the area for the next contract period.

The Species at Risk Act, the impact assessment Act and other federal legislation must be complied with on federal land. Provincial laws applies when not superseded by federal legislation.

3. OBJECTIVES

ISC is seeking to establish a contract for an initial one (1) year period with (4) one year option periods for the services to develop, manage and implement a five year, and annual forest management operational plans based on a multi-year Block 7741 forest management plan that will be provided by ISC. The contractor will carry out professional forestry services to support the planning, development and protection of forest resources on the Block 7741.

4. SCOPE OF WORK

The contractor shall perform the following to the satisfaction of the Project Authority over the initial one (1) contract period and any subsequent option periods exercised.

NOTE: The Contractor will undertake the following tasks on ISC's behalf and will consult with representatives from the Department of National Defence (DND) and local First Nations.

4.1. Five (5) Year Block 7741 Forest Management Plan

The Contractor will develop a five year Forest Management Plan consistent with best forestry practices. This will include but not be limited to the following:

- Provide a general description of the forest land base;
- Provide Block 7741 maps;
- Perform an analysis of current and long term availability of harvestable timber to develop the annual allowable cut that is based upon principles of forest health, maintenance of range and training area requirements for DND and wildland fire risk management. The principle of maximizing economic timber harvesting is to be considered a secondary objective only;
- Identify long-term and intensive silviculture requirements;
- Identify protection requirements of lakes, streams, riparian zones, community watershed and other significant water bodies that may be impacted during harvesting;
- Identify the wildlife habitat, range, corridors and how they will be managed;

- Identify Species at Risk and Migratory Birds;
- Identify and outline areas affected by pests and diseases and how they will be managed;
- Identify Invasive plant, and how they will be managed
- Report all pesticide use within Block 7741 as per the OHS directive from the National Joint Council (<https://www.njc-cnm.gc.ca/directive/d7/v23/s260/en#s260-tc-tm>)
- Identify terrain stability;
- Develop road access management plan;
- Identify lands that have ecological and geologically importance and how they will be protected;
- identify significant cultural and heritage values, and how they will be protected;
- identify grassland areas and strategies to maintain the grassland benchmark set out in the provincial ecological restoration program;
- Identify and provide strategies to manage the visual impact of harvesting;
- Develop a communications strategy and plan (which will include engagement and reporting) for local first nations, DND and ISC Departmental Representatives;
- Perform traditional use studies related to First Nations interests identifying points of interest related to traditional use;
 - Up to a maximum of 14 First Nations who claim an interest within the Block 7741 lands; and
- Management of any other aspect of sustainable forest management that may be identified in the course of development of the 5 year plan.

4.2 Annual Operational Plans

Based on the multiyear Block 7741 Forest Management Plan that will be provided by ISC, the Contractor will develop annual plans that will include but not be limited to the following:

- Make recommendations to ISC and subsequently develop the annual operational plans which will guide timber harvesting, silviculture and other forest development activities for the upcoming year;
- Timber harvesting to include location, timing, species and volume;
- Silviculture to include location, timing, types of activities and volume; and
- Other forest development work, such as roads, forest ecology inventories, etc.
Notes: Safe operating procedures must be incorporated into all work plans – WorkSafeBC. (www.worksafebc.com). A copy of the Environmental and Emergency Management Plan is included in Appendix A.
- Develop the goals and objectives for the designated year, consulting with Local First Nations, DND and the ISC Project Authority;
- Determine annual communication requirements which will include the following activities/tasks (Engagement, community meetings, social media, progress reports and other related communication requirements) consulting with local First Nations, DND and the ISC Project Authority;
- Monitor the terms and conditions of timber permits and provide reporting to the ISC Project Authority;
- Make recommendations to ISC on annual forest management budgets that would include the following:
 - Development of assumptions used to project expected revenues and expenditures;
 - Identification of the expected revenues and expenditures forecast for the upcoming year for all forest activities;
 - Identification of the human resource requirements; and Identification and recommendations to ISC of capital expenditures for:
 - Equipment;
 - Road building and maintenance;
 - Bridges; and
 - Other expenditures that may be needed to maintain a viable operation; and
- Implementation of quarterly communication activities.

4.3 Implementation of the Annual Operational Plans

In support of the implementation of the annual operational plans, the Contractor will be required to perform or sub-contract some or all of the following:

- Provision of operational guidance, technical and professional advice and on-the-ground fieldwork related to silviculture, entomological issues, forest protection, forest operations and forest measurements;
- Provision of quarterly monitoring reports to the Departmental representative related to the implementation activities of the annual operational plan; and
- Ensure the collection of forest data and prepare data in support of forest management planning and reporting.

5 Resources

The following outlines the high level services and/or deliverables and qualifications that will and may be required as part of this contract:

5.1 Forest Manager

As part of this contract to augment forest management requirements, the services of a Forest Manager will be required. The Forest Manager must have a minimum of 10 years professional work experience and should hold a valid driver's license and be registered with the Association of BC forest professional and licenced to practice forestry in British Columbia. The Forest Manager will be responsible but not limited to the following services:

- Develop the 5 year Block 7741 forest management plan;
- Make recommendations to ISC and subsequently develop the annual operational plans which will guide timber harvesting, silviculture and other forest development activities for the specified year;
- Support and/or implement the annual operational plans;
- Other forest management related duties

5.2 Senior Forest Assistant

As part of this contract to augment forest management requirements, additional services of an Experienced Forest Assistant may be required. The Experienced Forest Assistant must pursue a career in forestry, have at least 4 years of hands on forestry experience and should hold a valid driver's license. The following outlines the high level services and/or deliverables and qualifications that may be required:

- Provide operational and on-the-ground fieldwork;
- Provide technical forestry functions in silviculture, forest protection, forest operations and forest measurements;
- Provide services and support for forest regeneration plans;
- Provide oversight for tree planting, site preparation, erosion control seeding using native species with annual cover, seedling protection;
- Road monitoring; and
- Other related technical and operational forestry services.

5.3 Junior Forest Assistant

As part of this contract to augment forest management requirements, additional services of a Junior Forest Assistant may be required. The Junior Forest Assistant should hold a valid driver's license. The following outlines the high level services and/or deliverables and qualifications that may be required:

- Provide operational and on-the-ground fieldwork;
- Provide technical forestry functions in silviculture, forest protection, forest operations and forest measurements;
- Provide services and support for forest regeneration plans;
- Provide oversight for tree planting, site preparation, erosion control seeding using native species with annual cover, seedling protection;

- Road monitoring; and
- Other related technical and operational forestry services.

Additional Technical Service Requirements

Additional work may result from the Operational Plan outcomes and services may be required on an “as and when required basis” as part of this contract to augment forest management service requirements. Should these additional services be required, the Contractor will be responsible for sub-contracting and overseeing these services. The types of services may include but not be limited to the following:

5.4 Forestry Entomologist/Pathologist

The Forestry Entomologist/Pathologist must have a minimum of 3 years professional work experience. The services required may include the following:

- Provide technical and professional advice on entomological issues;
- Conduct studies on Insect population dynamics and insect ecology;
- Provide assessments and analyses of insect impacts on trees/stands/ecosystems;
- Differentiate between insect injury and damage;
- Provide advice on pest outbreaks;
- Provide advice on defoliator ecology and management and aerial spray operations; and
- Other related forestry entomological services and deliverables.

5.5 First Nations Assistant

The First Nations Assistant must have a minimum of 2 to 5 years work experience identifying traditional ecological use of the Caribou Chilcotin Forest District. The services required may include the following:

- Participate in the governance committees related to forest management;
- Conduct inventory of TEK (traditional ecological knowledge);
- Provide advice on harvesting practices based on traditional ecological knowledge;
- Identify cultural and ecological values of importance to be incorporated into forest management plans; and
- Provide consultation and traditional advice on the development of the forestry management plans.

5.6 Forester in Training

The Forester in Training must have a minimum of 1 year professional work experience. The services required may include the following:

- Provide support in GPS Traversing;
- Provide support in timberland improvement;
- Provide services in wilderness protection;
- Support ecological data collection;
- Provide reconnaissance services when required;
- Assist in road and block layout; and
- Other related field services and deliverables.

5.7 GIS Technician

The GIS Technician must have a minimum of 3 years professional work experience. The services required may include the following:

- Prepare forest data in support of forest management planning and reporting (spatial and tabular mapping and reporting; and
- Other related GIS forestry services and deliverables.

5.8 Archeologist

The Archeologist must be a Professional Archaeologist with the British Columbia Association of Professional Archaeologists (BCAPA) and have five field seasons experience supervising and/or working on Archaeological Impact Assessments within British Columbia. The services required may include the following:

- Conduct Preliminary Field Reconnaissance (PFR);
- Provide field evidence of archaeological features and assess for cultural heritage values;
- Obtain an Archaeological Site Inspection Permit, under the Heritage Conservation Act to conduct the services;
- Conduct documentary background research as it pertains to the study areas;
- Perform archaeological impact assessments;
- Consult with those First Nations with traditional territory located within the designated areas;
- Identify, assess, inventory, photograph, record and report any archaeological resources within those areas;
- Evaluate the significance of any such archaeological resources found;
- Develop and submit interim/final archaeological reports; and
- Provide guidance and recommendations in respect of the significance and potential impact to cultural heritage resources identified by First Nation's.

6 OUTPUTS

The following outlines the outputs derived from the scope of work.

6.1 Conduct timber supply review to support the determination of an allowable Annual Cut (AAC) Including but not limited to:

- Delivery date 90 days following contract award;
1. Introduction
 2. Current Forest Management Considerations and Issues
 - 2.1 Base case management assumptions
 - 2.2 Major forest management considerations and issues
 3. Inventories
 - Background information
 - Updated Forest cover inventory
 - Provincial site productivity layer
 4. Division of the Area into Management Zones
 - 4.1 Management zones and tracking of multiple objectives
 - 4.2 Analysis units
 5. Timber Harvesting Land Base Definition
 - 5.1 Identification of the timber harvesting land base
 - 5.2 Details on land base classification
 - 5.2.1 Land not administered by the Crown for TSA timber supply
 - 5.2.2 Land classified as non-forest
 - 5.2.3 Roads and landings
 - 5.2.4 Trails
 - 5.2.5 Non-commercial cover
 - 5.2.6 Old-growth management areas
 - 5.2.7 Wildlife habitat areas
 - 5.2.8 Community areas of special concern
 - 5.2.9 Critical habitat for fish
 - 5.2.10 Riparian reserve zone (RRZ) and riparian management zone (RMZ) reductions
 - 5.2.11 Cultural heritage and archaeological resources
 - 5.2.12 Areas considered inoperable
 - 5.2.13 Low site exclusions
 - 5.2.14 Deciduous stands
 - 5.2.15 Wildlife trees and wildlife tree patches
 - 5.2.16 Species at risk habitat
 6. Current Forest Management Assumptions
 - 6.1 Harvesting

- 6.1.1 Merchantable timber specifications
- 6.1.2 Volume exclusions for mixed-species stands
- 6.1.3 Minimum harvestable criteria
- 6.1.4 Silvicultural systems
 - 6.1.4.1 Mule deer winter range: transition and deep snowpack zone MDWRs
 - 6.1.4.2 Mule deer winter range: shallow and moderate snowpack zone MDWRs
 - 6.1.4.3 Deer winter range habitat
- 6.1.5 Integrated resource management
 - 6.1.5.1 Mature plus old-seral requirements
- 6.2 Volume reductions
 - 6.2.1 Scenic areas
 - 6.2.2 Lakeshore management zones
 - 6.2.3 Community watersheds
 - 6.2.4 Mature birch retention
 - 6.2.5 Disturbance outside of the timber harvesting land base
 - 6.2.6 Mountain pine beetle (MPB) attacked stands
 - 6.2.7 Shelf life of mountain pine beetle impacted timber
 - 6.2.8 Operational adjustment factors
 - 6.2.9 Unsalvaged losses
 - 6.2.9.1 Current unsalvaged losses
 - 6.2.9.2 Condition of MPB-impacted young stands Silviculture
- 6.3 Silviculture
 - 6.3.1 Regeneration activities in even-aged managed stands
 - 6.3.2 Regeneration in selectively harvested stands
 - 6.3.3 Genetic gain
 - 6.3.4 Grassland benchmark areas
 - 6.3.5 Not satisfactorily restocked (NSR) areas
 - 6.3.6 Non-salvaged MPB impacted stands
 - 6.3.7 Fire area
- 6.4 Sensitivity Analyses Modelling and Reporting
 - 6.4.1 Sensitivity analyses to be performed
 - 6.4.2 Modelling and reporting
- 6.5 Habitat Supply Analyses
 - 6.5.1 Mule deer habitat inventory
 - 6.5.2 Moose habitat inventory

6.2 Provide a rationale to support the establishment of Annual Allowable Cut (AAC)

- Delivery date 90 days following contract award

6.3 Five (5) Year Block 7741 Forest Management Plan

Preliminary draft forest management outline and framework for review; and

- Delivery date 60 days following contract award;

5 Year Block 7741 Forest Management Plan Communications strategy;

- Delivery date: 90 days following contract award; and
- Implementation of the quarterly communications

Traditional use studies including a gap analysis related to First Nations interests identifying points of interest;

- Incorporated findings into 5 Year Block 7741 Forest Management Plan; and
- Delivery date: 1 year following contract award.

Finalized 5 Year Block 7741 Forest Management Plan;

- Delivery Date: 1 year following contract award.

6.4 Annual Operational Plans

Based on the draft outline and framework of the 5 Year Forest Management Plan:

- Preliminary draft annual operational plan(s) for review;
- 30 days following contract award;
- Finalized annual operational plan(s);
- 40 days following contract award;

6.5 Other Related Services

Quarterly status reports to the ISC Departmental Representative which will include at a minimum the following status items;

- Work completed during the reporting period;
- Work planned for the next reporting period; and
- Issues, risks and delays encountered or anticipated.
- Forestry management presentations to the ISC Departmental Representative(s) and other stakeholders as required.
- Quarterly Newsletter.
- Host two engagement meetings annually with all stakeholders including representatives from the Department of National Defence (DND), local First Nations, and ISC Departmental Representative(s)

6.3 Juvenile Tree Spacing Prescription:

At the request of the project authority the contractor will:

- Identify potential areas for Douglas fir juvenile tree spacing that are consistent with the existing treatment plans that were previously prepared for the Block 7741
- Develop a minimum of 200 hectares or more if requested by the Project Authority of treatment plan and georeferenced maps consistent with the existing standing offers for Juvenile tree spacing.

6.5 Reforestation prescription and sowing request:

At the request of the project authority the contractor will:

- Identify areas for reforestation within the Block 7741.
- Prepare provide to ISC reforestation prescriptions, reforestation maps and reforestation stock allocations to support the yearly reforestation program for contract by June 30th of each contract year.

6.6 Silviculture Survey

At the request of the project authority the contractor will:

- Conduct silviculture surveys and tree planting quality assessment at the request of the project authority in accordance with the current standards set out by the Ministry of Forests, Lands, Natural Resource Operations and Rural Development.
https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/forestry/silviculture/silviculture-surveys/2020_procedures_manual-final.pdf

6.7 Reforestation Project implementation

At the request of the project authority the contractor will:

- Perform contract implementation on tree planting contracts on the CTA lands.
- Perform planting quality assessment audit to ensure the validity of the quality planting reports provided by reforestation contractor in accordance with the current standards set out by the Ministry of Forests, Lands, Natural Resource Operations and Rural Development.
https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/forestry/silviculture/silviculture-surveys/2020_procedures_manual-final.pdf

6.8 Obtain and maintain access to the Tsilhqot'in National Government Stewardship portal

At the request of the project authority or DND the contractor will:

- Post and upload all relevant information on activities to occur on the CTA lands. (Activities include but are not limited to: military training exercise, Harvesting activities, juvenile tree spacing and burning)

6.9 Obtain and maintain access to the Northern Secwepemc te Qelmucw portal

At the request of the project authority or DND the contractor will:

- Post and upload all relevant information on activities to occur on the CTA lands. (Activities include but are not limited to: military training exercise, Harvesting activities, juvenile tree spacing and burning)

6.10 Forest Management Software

At the request of the project authority the contractor will:

- Provide recommendation to ISC on the acquisition of a forest management software.
- Acquire a forest management software with RESULTS submission capability.
- Populate the software with current, previous, and future forestry activities.
- Make the software available to ISC and DND.

6.11 Support to DND

At the request of project authority or DND the contractor will:

- Promptly (within 48 hours) answer all request for information received from DND in regard to the forestry activities occurring on the lot.
- Investigate and provide a report (within 2 weeks) all inquiries from DND.

6.12 Impact Assessment Act posting and requirements

At the request of the project authority the contractor will:

- Prepare documents to support a decision made under IAA section 82 for review and approval by ISC and DND.

7. DEPARTMENTAL SUPPORT

7.1 ISC Support

The ISC Departmental Representative will provide the following:

- Review and provide feedback and approval of all forestry management plans prior to implementation;
- Provide LiDAR data
- Provide polygons and line work in a geodatabase format related to previous forest management activities
-
- Be available for consultation as required.

7.2 DND Support

DND will provide, at their discretion the following:

- Information on known species at risk within block 7741 will be provided by DND and must be integrated in all proposed plans from the contractor. The Contractor will be required to sign a confidentiality agreement to access the data from DND.
- Mitigation measures to prevent the introduction and the spread of invasive plants.
- Spill response measures and reporting requirements
- Provide the ungulate winter range assessment that was performed in 2013.
- Provide access to the Block 7741.
- Provide Unexploded Ordnance (UXO) brief to the contractor.

8. CONSTRAINTS

The Contractor and any sub-contractors that may be involved with the recommendations for the Block 7741 5 Year Plan and/or Operational Plan may be precluded from submitting proposals/bids for any tenders resulting from the recommendations.

The spill response measures and reporting requirement set out by DND must be followed

Subject to DND providing access to the Block 7741 Lands Canada permits the Contractor to conduct activities consistent with the requirements of the statement of work.

Should DND revoke access privilege to Block 7741 for the purpose of forest management activities, ISC may terminate the forest management contract and compensate the contractor for completed work up to the termination date.

8.1 Schedules

Work may be modified and or postponed due to unforeseen DND training exercise requirements.

8.2 Site Conditions

The project area within this contract is accessible via four wheel drive vehicle; and Winter conditions may apply.

8.3 Known Field Safety Hazards

The following known field safety hazards associated with this project have been identified:

- Potential for encountering live, dud or fired military pyrotechnics and non-explosive refuse and equipment from prior military exercises, lying within the forest floor
- Rolling logs, rocks, and debris may present hazards to the operator;
- The Contractor shall operate around and adjacent to Danger trees and must take the appropriate action to have trees assessed prior to operations commencing;
- Snow and icy conditions from November 1st to April 30th; and
- Wildlife within the Block 7741.

Note: This list does not identify routine safety hazards associated with forestry operations.

Appendix A - Environmental and Emergency Management Plans

Part A - General Environmental Field Procedure (EFP)

Purpose and Scope

This EFP applies to all workers involved in any field activities within the Block 7741, including Chilcotin Military Training Area Road Building, Maintenance and Snow Plowing Services and related activities. It describes general requirements to minimize impacts on the environment. This EFP (Part A) and ERP (Part B) does not replace the requirements of legislation, licences, permits, contracts and SAFE Companies Certification as per the BC Forest Safety Council Requirements.

Pre-Work and General Procedures

Complete a pre-work of the project plan with your supervisor and or the Departmental Representative.

- Ensure you understand **your role** in the project plan prior to commencing work.
- Obtain site or road maps, prescriptions and other project documents. Have them readily available.
- Know the **flagging or marking** standards employed on the Block 7741 Lands

Look ahead and make sure that the project plan is appropriate.

- View the area as required to familiarize yourself with the project plan including, map content, field marking and the location of any hazardous or sensitive areas.
- Ensure that **all resource features** identified on the site map can be located by you on the ground and are identified on the site map. Know the associated management strategies.
- Report any previously unidentified resource features, values or sensitive areas to your Contractor Representative/Supervisor and Departmental Representative.

Monitor your work and ensure that the completed work has met the project objectives.

- Conduct operations to minimize the impact on sensitive areas, resource features, water quality, and site productivity.
- Operate during favorable weather conditions.
- Have the Site Plan or Road Maintenance Plan Map(s) available to you and **know your location** at all times.
- Inspect equipment regularly and repair as required.

Keep the site clean and be prepared for emergencies

- Maintain all drainage systems. Fix or report any blocked drainages.
- Ensure the safe transportation, storage, handling and disposal of fuel, oil and chemical products
- Keep your equipment maintained to prevent any spills or leaks.
- When a risk of fire exists, conduct operations in consideration of local fire restrictions and daily fire hazard ratings. Ensure that sufficient fire tools are available.
- Understand the Emergency Response Plan and your responsibilities in it.
- Maintain spill kits. Replace used supplies promptly.

Know the project shutdown criteria, if applicable.

Contain and dispose of Industrial Waste (waste petroleum products, filters, batteries, coolant, etc.)

- Contain all waste daily and remove from the site on a regular basis.
- Recycle wastes if facilities are available. Dispose of wastes only at appropriate disposal facilities.
- Provide waste storage areas and spill control measures to prevent contamination of the environment.

STOP WORK

And contact your project supervisor or the Departmental Representative if:

- You are uncertain of map content, field marking or the location of hazardous or sensitive areas.
- A previously unidentified cultural, resource feature, value or sensitive area is found.
- You experience unfavorable weather or site conditions that could cause environmental damage.
- You believe the project plan will not work.

- 1) The Contractor will conduct and document pre-work meetings and inspection reports at the pre-work meeting conducted prior to commencement of operations. The Contractor will maintain records of the all daily pre-work meetings and the results of all inspections and provide proof that operations are conforming or that corrective and preventative action is taking place as per BC Forest Safety Council and SAFE Companies Guidelines and Procedures. The requirement to conduct and document inspections does not preclude the requirement for the contractor to monitor the works to ensure that all requirements contained within the Statement of Work and Work Area are being met.
- 2) The Contractor must, before commencing operations on any of the Work Area must notify the Departmental Representative of the name of the person(s) who will be responsible for supervising operations on those sites and who will be present on site at all times ("the Supervisor") and the name of an alternate(s) should the Supervisor not be on site, and must notify the Departmental Representative of any change to the Supervisor or alternate within 5 calendar days of making the change.
- 3) The Contractor must ensure that Environmental Field Procedures (EFPs) and Environmental Operating Procedures (EOPs) checklist/report forms applicable to the phases of work as required by the EMS are made available at the Work Area to be viewed and read.
- 4) The Contractor must ensure that operations are conducted at the Work Area in accordance with the requirements of all applicable EFPs, EOPs and checklists/reports
- 5) The Contractor is required to conduct its operations in compliance with all applicable federal and provincial laws.

PART B – Emergency Response Plan (ERP)

- 1) The Contractor, including the Contractor's Subcontractors or Agents, if providing an activity or service with associated risks related to hazardous material spills, fuel, oil and pesticides, forest fires, landslides or other major erosion events, must comply with the Contractor's environmental "Emergency Response Plan", as outlined in the BC Forest Safety Council and SAFE Companies Guidelines and Procedures
- 2) The Contractor must, before commencing operations at the Work Area, prepare an environmental emergency response plan (ERP) consistent with the BC Forest Safety Council and SAFE Companies Guidelines and Procedures. A copy of the plan is to be submitted to the Departmental Representative upon request.
- 3) The Contractor must ensure that the Contractor and the Contractor's Subcontractors or Agents conduct operations at the Work Area in accordance with the ERP.
- 4) The Contractor must make the ERP available at the Work Area for viewing by the Contractor's Subcontractors or Agents.
- 5) The Contractor must ensure that the Contractor and the Contractor's Subcontractors or Agents conduct operations at the Work Area in compliance with the BC Wildfire Act and the Wildfire Regulation.
- 6) The Contractor must test emergency preparedness in accordance with the ERP and maintain documentation of such tests, identifying the date of the test, start and end times, names of people involved, results, and any actions to be taken.
- 7) The Contractor must report and document any incident in accordance with environmental "Emergency Response Plan", identifying the time and date of the incident, location of the incident, description of the incident, impact(s), contributing factors, action taken and agencies the incident was reported to.

**ANNEX "B"
BASIS OF PAYMENT**

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

The Bidder's per diem rates for the proposed Category of Personnel is as follows:					
INITIAL CONTRACT PERIOD: Contract Award to March 31, 2023					
(A)	(B)	(C)	(D)	(E)	(F)
Category of Personnel	Level of Expertise	Name of Proposed Resource	Estimated number of days	All-inclusive fixed Per-Diem Rate	Total Cost F = D x E
Forest Manager	Senior	(at Contract award)	250 Days		
Forest Assistant	Senior	(at Contract award)	250 Days		
Forest Assistant	junior	(at Contract award)	250 Days		
Total Estimated Initial Contract Cost:					
Applicable Taxes	Insert the amount, as applicable:				GST:
					HST:
					PST:
GRAND TOTAL					

Travel kilometric allowance

The Contractor will be reimbursed for the authorized travel reasonably and properly incurred and documented in the performance of the Work, specified in Appendice A of the *Treasury Board Travel Directive*.

All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

CRA Kilometric Rates

This table indicates the rates payable in cents per kilometre for the use of privately owned vehicles driven on business travel

Province/Territory	Cents/km (taxes included)
British Columbia	53.0

<https://www.canada.ca/en/revenue-agency/corporate/about-canada-revenue-agency-cra/travel-directive/appendix-a-cra-kilometric-rates-apr-2020.html>

Estimated cost: \$_____ (at Contract award if applicable) (Not part of the financial evaluation)

Other Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

Estimated cost: \$ _____ (Not part of the financial evaluation)

Sub-Contracting Expenses

Sub-Contracting fees, including travel and miscellaneous expenses directly related to the Work under this agreement as may be authorized by the Project Authority.

Estimated Cost \$ _____ (Not part of the financial evaluation)

Total Estimated Cost - Limitation of Expenditure: _____ (Applicable Taxes extra.)

The Bidder's per diem rates for the proposed Category of Personnel is as follows:					
OPTIONAL CONTRACT PERIOD 1: April 1, 2023 to March 31, 2024					
(A)	(B)	(C)	(D)	(E)	(F)
Category of Personnel	Level of Expertise	Name of Proposed Resource	Estimated number of days	All-inclusive fixed Per-Diem Rate	Total Cost F = D x E
Forest Manager	Senior	(at Contract award)	200 Days		
Forest Assistant	Senior	(at Contract award)	200 Days		
Forest Assistant	junior	(at Contract award)	200 Days		
Total Estimated Initial Contract Cost:					
Applicable Taxes			Insert the amount, as applicable:		GST: HST: PST:
GRAND TOTAL					

Travel kilometric allowance

The Contractor will be reimbursed for the authorized travel reasonably and properly incurred and documented in the performance of the Work, specified in Appendice A of the *Treasury Board Travel Directive*.

All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

CRA Kilometric Rates

This table indicates the rates payable in cents per kilometre for the use of privately owned vehicles driven on business travel

Province/Territory	Cents/km (taxes included)

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This table indicates the rates payable in cents per kilometre for the use of privately owned vehicles driven on business travel

Province/Territory	Cents/km (taxes included)
British Columbia	53.0

<https://www.canada.ca/en/revenue-agency/corporate/about-canada-revenue-agency-cra/travel-directive/appendix-a-cra-kilometric-rates-apr-2020.html>

Estimated cost: \$ _____ (at Contract award if applicable) (Not part of the financial evaluation)

Other Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

Estimated cost: \$ _____ (Not part of the financial evaluation)

Sub-Contracting Expenses

Sub-Contracting fees, including travel and miscellaneous expenses directly related to the Work under this agreement as may be authorized by the Project Authority.

Estimated Cost \$ _____ (Not part of the financial evaluation)

Total Estimated Cost - Limitation of Expenditure: _____ (Applicable Taxes extra.)

The Bidder's per diem rates for the proposed Category of Personnel is as follows:					
OPTIONAL CONTRACT PERIOD 2: April 1, 2024 to March 31, 2025					
(A)	(B)	(C)	(D)	(E)	(F)
Category of Personnel	Level of Expertise	Name of Proposed Resource	Estimated number of days	All-inclusive fixed Per-Diem Rate	Total Cost F = D x E
Forest Manager	Senior	(at Contract award)	200 Days		
Forest Assistant	Senior	(at Contract award)	200 Days		
Forest Assistant	junior	(at Contract award)	200 Days		
Total Estimated Initial Contract Cost:					
Applicable Taxes				Insert the amount, as applicable:	GST: HST: PST:
GRAND TOTAL					

Travel kilometric allowance

The Contractor will be reimbursed for the authorized travel reasonably and properly incurred and documented in the performance of the Work, specified in Appendice A of the *Treasury Board Travel Directive*.

All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

CRA Kilometric Rates

This table indicates the rates payable in cents per kilometre for the use of privately owned vehicles driven on business travel

Province/Territory	Cents/km (taxes included)
British Columbia	53.0

<https://www.canada.ca/en/revenue-agency/corporate/about-canada-revenue-agency-cra/travel-directive/appendix-a-cra-kilometric-rates-apr-2020.html>

Estimated cost: \$ _____ (at Contract award if applicable) (Not part of the financial evaluation)

Other Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

Estimated cost: \$ _____ (Not part of the financial evaluation)

Sub-Contracting Expenses

Sub-Contracting fees, including travel and miscellaneous expenses directly related to the Work under this agreement as may be authorized by the Project Authority.

Estimated Cost \$ _____ (Not part of the financial evaluation)

Total Estimated Cost - Limitation of Expenditure: _____ (Applicable Taxes extra.)

The Bidder's per diem rates for the proposed Category of Personnel is as follows:

OPTIONAL CONTRACT PERIOD 3: April 1, 2025 to March 31, 2026					
(A)	(B)	(C)	(D)	(E)	(F)
Category of Personnel	Level of Expertise	Name of Proposed Resource	Estimated number of days	All-inclusive fixed Per-Diem Rate	Total Cost F = D x E
Forest Manager	Senior	(at Contract award)	200 Days		
Forest Assistant	Senior	(at Contract award)	200 Days		

Forest Assistant	junior	(at Contract award)	200 Days		
Total Estimated Initial Contract Cost:					
Applicable Taxes					Insert the amount, as applicable:
					GST: HST: PST:
GRAND TOTAL					

Travel kilometric allowance

The Contractor will be reimbursed for the authorized travel reasonably and properly incurred and documented in the performance of the Work, specified in Appendice A of the *Treasury Board Travel Directive*.

All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

CRA Kilometric Rates

This table indicates the rates payable in cents per kilometre for the use of privately owned vehicles driven on business travel

Province/Territory	Cents/km (taxes included)
British Columbia	53.0

<https://www.canada.ca/en/revenue-agency/corporate/about-canada-revenue-agency-cra/travel-directive/appendix-a-cra-kilometric-rates-apr-2020.html>

Estimated cost: \$ _____ (at Contract award if applicable) (Not part of the financial evaluation)

Other Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

Estimated cost: \$ _____ (Not part of the financial evaluation)

Sub-Contracting Expenses

Sub-Contracting fees, including travel and miscellaneous expenses directly related to the Work under this agreement as may be authorized by the Project Authority.

Estimated Cost \$ _____ (Not part of the financial evaluation)

Total Estimated Cost - Limitation of Expenditure: _____ (Applicable Taxes extra.)

The Bidder's per diem rates for the proposed Category of Personnel is as follows:					
OPTIONAL CONTRACT PERIOD 4: April 1, 2026 to March 31, 2027					
(A)	(B)	(C)	(D)	(E)	(F)
Category of Personnel	Level of Expertise	Name of Proposed	Estimated number of	All-inclusive fixed	Total Cost F = D x E

		Resource	days	Per-Diem Rate	
Forest Manager	Senior	(at Contract award)	200 Days		
Forest Assistant	Senior	(at Contract award)	200 Days		
Forest Assistant	junior	(at Contract award)	200 Days		
Total Estimated Initial Contract Cost:					
Applicable Taxes	Insert the amount, as applicable:				GST: HST: PST:
GRAND TOTAL					

Travel kilometric allowance

The Contractor will be reimbursed for the authorized travel reasonably and properly incurred and documented in the performance of the Work, specified in Appendice A of the *Treasury Board Travel Directive*.

All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

CRA Kilometric Rates

This table indicates the rates payable in cents per kilometre for the use of privately owned vehicles driven on business travel

Province/Territory	Cents/km (taxes included)
British Columbia	53.0

<https://www.canada.ca/en/revenue-agency/corporate/about-canada-revenue-agency-cra/travel-directive/appendix-a-cra-kilometric-rates-apr-2020.html>

Estimated cost: \$ _____ (at Contract award if applicable) (Not part of the financial evaluation)

Other Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

Estimated cost: \$ _____ (Not part of the financial evaluation)

Sub-Contracting Expenses

Sub-Contracting fees, including travel and miscellaneous expenses directly related to the Work under this agreement as may be authorized by the Project Authority.

Estimated Cost \$ _____ (Not part of the financial evaluation)

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Total Estimated Cost - Limitation of Expenditure: _____ (*Applicable Taxes extra.*)