



RETURN BIDS TO:

Parks Canada Agency Bid Receiving Unit
National Contracting Services
Bid E-mail Address: soumissionses-tbidseast@pc.gc.ca

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

The maximum email file size is 15 megabytes. The Parks Canada Agency (PCA) is not responsible for any transmission errors. Emails with links to bid documents will not be accepted.

REQUEST FOR PROPOSAL

Proposal to: Parks Canada Agency

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred or attached hereto, the goods, services and construction listed herein or on any attached sheets at the price(s) set out therefor.

Comments:

Issuing Office:

Parks Canada Agency
National Contracting Services
Gatineau, Quebec

Title: Move Consultant – Consolidation of Parks Canada Collection	
Solicitation No.: 5P047-21-0195/A	Date: March 14, 2022
Client Reference No.: n/a	
GETS Reference No.: PW-22-00989531	

Solicitation Closes: At: 2:00 p.m. On: April 14, 2022	Time Zone: EDT
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F.O.B.: Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>
Address Enquiries to: Jason Mulligan
Telephone No.: 873-355-4350
Email Address: Jason.Mulligan@pc.gc.ca
Destination of Goods, Services, and Construction: Parks Canada Agency

TO BE COMPLETED BY THE BIDDER

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

Solicitation No.:
5P047-21-0195/A

Amendment No.:
00

Contracting Authority:
Jason Mulligan

Ver.11.30.21

Client Reference No.:
n/a

Title:
Move Consultant – Consolidation of Parks Canada Collection

IMPORTANT NOTICE TO BIDDERS

COVID-19 Vaccination Requirement

This requirement is subject to the *COVID-19 Vaccination Policy for Supplier Personnel*. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as required precedent to contract award will render the bid non-responsive.

The contractor named in the Contract, either as an individual or as part of a joint venture, may not provide advice or information either directly or indirectly for any private firm regarding the work if the Government of Canada decides to carry out the work. Accordingly, the contractor named in the Contract, either as an individual or as part of a joint venture, may not bid on any project related to the work.

BIDS RECEIVED BY EMAIL WILL BE ACCEPTED AS OFFICIAL.

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

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

The maximum email file size that Parks Canada is capable of receiving is 15 megabytes. The Bidder is responsible for any failure attributable to the transmission or receipt of the emailed bid due to file size.

The Bidder should be cognisant of the size of the email as a whole, and not only the attachments. Please take into consideration that some attachments, when sent, may be resized during the email transfer. If the email size is too large, the Bidder should send the bid in multiple emails properly labeled with the solicitation number, project name, and indicate how many emails are included (ex. 1 of 2).

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

Security Requirements

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

Direct Deposit

The Government of Canada has replaced cheques with direct deposit payment(s); an electronic transfer of funds deposited directly into a bank account. In order to receive payment, new vendors that are awarded a contract will be required to complete a direct deposit enrolment form to register their direct deposit information with Parks Canada.

Additional information on this Government of Canada initiative is available at:

<http://www.directdeposit.gc.ca>

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ANNEX “C” 48

PART 1 – INFORMATION AND INSTRUCTIONS

1.1. COVID-19 Vaccination Requirement

This requirement is subject to the *COVID-19 Vaccination Policy for Supplier Personnel*. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as required precedent to contract award will render the bid non-responsive.

1.2. Security Requirements

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

1.2.1. Before award of the contract, the following conditions must be met:

- (a) The Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 – Resulting Contract Clauses;
- (b) The Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

1.2.2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

1.3. Statement of Work

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

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.

PART 2 – BIDDER INSTRUCTIONS

2.1. Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2020-05-28) Standard Instructions – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

2.2. Submission of Bids

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

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

The only acceptable email address for responses to bid solicitations is soumissionsest-bidseast@pc.gc.ca.

The maximum email file size that Parks Canada is capable of receiving is 15 megabytes. The Bidder is responsible for any failure attributable to the transmission or receipt of the emailed bid due to file size.

The Bidder should be cognisant of the size of the email as a whole, and not only the attachments. Please take into consideration that some attachments, when sent, may be resized during the email transfer. If the email size is too large, the Bidder should send the bid in multiple emails properly labeled with the solicitation number, project name, and indicate how many emails are included (ex. 1 of 2).

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

2.3. Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4. Applicable Laws

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

The Bidder may, at its discretion, substitute the applicable laws of a Canadian province or territory of its choice without affecting the validity of its bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of its choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidder.

2.5. Bid Challenge and Recourse Mechanisms

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

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

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

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

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PART 3 – BID PREPARATION INSTRUCTIONS

3.1. Bid Preparation Instructions

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

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

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

Section I: Technical Bid

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

Section II: Financial Bid

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

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.

4.1.1. Technical Evaluation

4.1.1.1. Mandatory Technical Criteria

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

4.1.1.2. Point Rated Technical Criteria

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

4.1.2. Financial Evaluation

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

4.1.3. Basis of Selection

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 102 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 171 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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

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

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27$	$45/45 \times 30 = 30$
Combined Rating		84.18	73.15	77.70
Overall Rating		1st	3rd	2nd

ATTACHMENT 1 TO PART 4 OF THE BID SOLICITATION

TECHNICAL EVALUATION

Mandatory Technical Criteria (MT) All experience must be complete prior to bid closing.			
Project Manager – One (1) Resource Maximum: One (1) CV per role			
Item	Mandatory Technical Criterion	Met / Not Met	Cross Reference to Proposal
MT1	<p>The Bidder must demonstrate that the proposed Project Manager has a minimum of five (5) years of experience in managing relocation projects for either public, private or non-profit organizations. At least one project must be on a national or international scale or within multiple (more than one (1)) metropolitan areas within the ten (10) years prior to bid closing.</p> <p>To demonstrate meeting this criteria, the Bidder should submit a detailed CV for its proposed Project Manager.</p> <p>The start date (month and year) and the end date (month and year) of each relevant work experience should be clearly indicated.</p> <p>In the CV, the Bidder should include, as a minimum:</p> <ul style="list-style-type: none"> (a) Name of proposed resource; (b) Education; (c) Professional Accreditations (current status); (d) Project Experience (e) Security information (level of security, CISD file number and expiry date). <p>The list of recognized organizations can be found on the Canadian Information Centre for International Credentials website, at the following internet link: http://www.cicic.ca/415/credential-assessment-services.canada.</p>		
MT2	<p>The Bidder must demonstrate their experience, accomplishments and achievements by presenting three (3) projects. Each project must have had a minimum value of 25K; and, been completed within the ten (10) years prior to bid closing.</p> <p>Joint venture submissions are not to exceed the maximum number of projects. Only the first three (3) projects listed in sequence will receive consideration and any others will receive none as though not included.</p>		

Point Rated Technical Criteria (RT)																
All experience must be complete prior to bid closing.																
Item	Point Rated Technical Criterion	Scoring Methodology	Maximum Points Available	Cross Reference to Proposal												
RT1	<p>The Bidder should demonstrate that the proposed Project Manager has a minimum of five (5) years of experience in managing relocation projects for either public, private or non-profit organizations. At least one project should be on a national or international scale or within multiple (more than one (1)) metropolitan areas within the ten (10) years prior to bid closing.</p> <p>The start date (month and year) and the end date (month and year) of each relevant work experience should be clearly indicated.</p>	<p>0-4 years: 0 points</p> <p>5-6 years: 10 points</p> <p>7-8 years: 15 points</p> <p>9-10 years: 20 points</p>	20													
RT2	<p>Achievement of Bidder on Projects</p> <p>The Bidder should describe their accomplishments, achievements and experience.</p> <p>Select a maximum of three (3) projects undertaken within the last ten (10) years. Joint venture submissions are not to exceed the maximum number of projects. Only the first three (3) projects listed in sequence will receive consideration and any others will receive none as though not included.</p> <p>Each project submitted in response to this rated technical criteria (RT2) should not exceed three (3) letter-sized (8.5"x11") pages, with a minimum 11-point font for a total maximum of nine (9) pages.</p> <p><u>Information that should be supplied:</u></p> <ul style="list-style-type: none"> - Clearly indicate how this project is comparable/relevant to the requested project - Brief project description and intent. Narratives should include a discussion of approach to meet the intent, relocation challenges and resolutions. - Project description should include details about the type of objects moved (see RT4), approximate metric volume of objects moved (see RT5), and locations if the move was between multiple metropolitan areas (see RT6). 	<table border="1"> <thead> <tr> <th>Rating*</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>Unsatisfactory</td> <td>0</td> </tr> <tr> <td>Basic</td> <td>6</td> </tr> <tr> <td>Acceptable</td> <td>9</td> </tr> <tr> <td>Very Good</td> <td>12</td> </tr> <tr> <td>Excellent</td> <td>15</td> </tr> </tbody> </table> <p>*See rating scale below</p> <p>Rating Scale used to evaluate each project submitted for a maximum of 45 points.</p>	Rating*	Points	Unsatisfactory	0	Basic	6	Acceptable	9	Very Good	12	Excellent	15	45	
Rating*	Points															
Unsatisfactory	0															
Basic	6															
Acceptable	9															
Very Good	12															
Excellent	15															

	<ul style="list-style-type: none"> - Summary of budget control and management – i.e. contract price and final cost – explain variation - Summary of project schedule control and management –i.e. initial schedule and revised schedule – explain variation. - Description of project documentation prepared for the project (see RT3) <p>Information that should be supplied for each project:</p> <ul style="list-style-type: none"> - Client References – name, address, and phone of client contact– references may be checked - Names of key personnel responsible for project delivery 			
<p>RT3</p>	<p>Achievement of Bidder on Projects – Documentation</p> <p>The Bidder should clearly indicate in each project submission where the project team has prepared or supported the preparation of at least two (2) of the three (3) mandatory documents and any five (5) of the following other project documents:</p> <p><u>Mandatory documents:</u></p> <ul style="list-style-type: none"> - Statements of Work (SOW) including Evaluation Criteria; - Level of Effort/Cost Estimates - Sequencing Plans; <p><u>Other project documents:</u></p> <ul style="list-style-type: none"> - Project Management Plan (PMP) including Project Schedule; - File and Records Management; - Action Registrar; - Record of Decisions (ROD); - Close Out Documents(COD). - Identification of key milestones, deliverables and deadlines - Scope and Budget Management - Risk Management - Health and Safety - Communication plans - Development of sequencing of work and inter-related activities; and - Development and management of processes and procedures. 	<p>Project contains 2 mandatory documents and 5 other project documents: 1 point per project</p> <p>Project contains all 3 mandatory documents and >5 other project documents: 3 points per project</p>	<p>9</p>	

<p>RT4</p>	<p>Achievement of Bidder on Projects – Specialized Objects</p> <p>The Bidder has included a project in their submission demonstrating experience planning and implementing a move of specialized objects. This may include one or more of the following categories: historical or archaeological artifacts, scientific specimens (biological, geological, paleontological) fine art and/or antiques, archival materials (archives, libraries) and/or technical equipment or materials that require a certain level of handling care and specialized packaging.</p>	<p>Project meets criteria: 3 points per project</p>	<p>9</p>													
<p>RT5</p>	<p>Achievement of Bidder on Projects – Volume</p> <p>The Bidder has included a project in their submission demonstrating experience planning and implementing a move with a volume larger than 1,000 m3 (35,000 ft3)</p>	<p>Project meets criteria: 3 points per project</p>	<p>9</p>													
<p>RT6</p>	<p>Achievement of Bidder on Projects – Multi-city</p> <p>The Bidder has included a project in their submission demonstrating experience planning and implementing a move that involves moving objects between at least two (2) metropolitan areas.</p>	<p>Project meets criteria: 3 points per project</p>	<p>9</p>													
<p>RT7</p>	<p>Understanding of the Project</p> <p>The Bidder should demonstrate a clear understanding of the project; the functional requirements, the constraints and the issues that may affect the delivery and implementation.</p> <p>This is the opportunity for the Bidder to state their overall approach to relocation projects and in particular to focus on the unique aspects of the current project. The Bidder should elaborate on aspects of the project considered to be a major challenge which will illustrate their approach and methodology.</p> <p>The Bidder should describe how he/she proposes to perform the services and address the challenges; how the services will be managed to ensure continuing and</p>	<table border="1" data-bbox="792 1465 1138 1675"> <thead> <tr> <th>Rating*</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>Unsatisfactory</td> <td>0</td> </tr> <tr> <td>Basic</td> <td>15</td> </tr> <tr> <td>Acceptable</td> <td>30</td> </tr> <tr> <td>Very Good</td> <td>45</td> </tr> <tr> <td>Excellent</td> <td>60</td> </tr> </tbody> </table> <p>*See rating scale below</p>	Rating*	Points	Unsatisfactory	0	Basic	15	Acceptable	30	Very Good	45	Excellent	60	<p>60</p>	
Rating*	Points															
Unsatisfactory	0															
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	<p>consistent control as well as production and communication efficiency; how the team will be organized and how it will fit in the existing structure of the firm; to describe how the team will be managed. The Bidder is also to identify sub-consultant disciplines and specialists required to complete the consultant team if applicable.</p> <p>If the Bidder proposes to provide multi-disciplinary services which might otherwise be performed by a sub-consultant, this should be reflected here.</p> <p>The submission in response to this rated technical criteria (RT3) should not exceed ten (10) letter-sized (8.5"x11") pages.</p> <p><u>Information that should be supplied:</u></p> <ul style="list-style-type: none">- Narratives should include a discussion of approach to meet the intent, relocation challenges and resolutions.- Describe the major risks involved with this project and how your team approach will be applied to mitigate those particular risks.- Organization chart with position titles and names for the proposed Consultant team including the names of the Consultant project manager and key personnel for the project team, sub-consultants (if applicable), and their proposed roles/responsibilities on the project.- What staffing back-up or contingency will be committed to ensure project continuity.- Scope of Services – detailed list of services- Reporting relationships			
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RT8	<p>Indigenous business or joint venture</p> <p>As part of the evaluation criteria, additional points are awarded to bidders that are either wholly owned Indigenous firms or joint ventures in which the Indigenous firm owns or controls 51% or more of the joint venture.</p> <p>The bidder must meet the criteria below:</p> <p>Be an Indigenous business registered in one of the following Indigenous Business Directories by bid closing:</p> <ul style="list-style-type: none"> • Indigenous Services Canada Indigenous Business Directory: https://www.sac-isc.gc.ca/eng/1100100033057/1610797769658 • Canadian Council for Aboriginal Business: www.ccab.com • First Nations of Quebec and Labrador Economic Development Commission Directory of Aboriginal Businesses: https://entreprises.cdepnql.org/#/ 	<p>The bidder is either a wholly owned Indigenous firm or joint venture: 10 points.</p> <p>Not a wholly owned Indigenous firm or joint venture: 0 points</p>	10	
<p>Total of all the weighted Point Rated technical criteria = /171 points Minimum required score is 60% or 102 points</p>				

Rating Scale
Unsatisfactory: No details provided. No approach or methodology was proposed.
Basic: The explanation of how the Bidder will meet this requirement is lacking in details and coherence. The approach and methodology do not align with this type of project. There are several major deficiencies with the objectives and expected outcomes of this requirement. Some major elements were not clearly addressed. The Bidder may meet the minimum capability to meet minor elements, but does not demonstrate the minimum capability to meet all of the major elements of the requirement.
Acceptable: Acceptable and adequate explanation of how the candidate would apply what they've learned on the reference project to this Parks Canada project but lacking detail. The approach and methodology are structured and coherent; although most of the major necessary details are provided, there are several minor deficiencies with the objective and expected outcomes of this requirement. Some minor elements were not addressed clearly. The Bidder demonstrates the minimum acceptable capability to meet most elements.
Very good: Clear, easy-to-understand explanation of how the candidate would apply what they've learned on the reference project to this Parks Canada project. The approach and methodology are structured and coherent, and most of the necessary details are provided; minor deficiencies exist with the objective and expected outcomes of this requirement. The bidder demonstrates the capability to adequately meet all elements of the requirement.
Excellent: Well-detailed, in -depth, and specific explanation of how the candidate would apply what they've learned on the reference project to this Parks Canada project. The approach and methodology are structured, coherent, and all necessary details are provided. No deficiencies exist. The Bidder demonstrates an understanding of the objective and expected outcomes of this requirement. The Bidder demonstrates the capability to fully meet all elements of this requirement.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions – Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all Bidders must provide with their bid, if applicable, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 COVID-19 Vaccination Requirement and Certification

In accordance with the *COVID-19 Vaccination Policy for Supplier Personnel*, the Bidder must provide the COVID-19 Vaccination Requirement Certification at **Attachment 1 to Part 5 of the Bid Solicitation** prior to contract award, to be given further consideration in this procurement process. This Certification is incorporated into, and forms a binding part of any resulting Contract.

5.2.2 Integrity Provisions – Required Documentation

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

The Bidder, regardless of their status under the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html), must provide the information requested at **Attachment 2 to Part 5 of the Bid Solicitation** prior to contract award.

5.2.3 Former Public Servant

Contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds.

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In order to comply with Treasury Board policies and directives on contracts awarded to Former Public Servants, the Bidder must provide the information requested at **Attachment 3 to Part 5 of the Bid Solicitation** prior to contract award.

5.2.4 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.

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

The Bidder must provide the information requested at **Attachment 4 to Part 5 of the Bid Solicitation** prior to contract award. If the Bidder is a Joint Venture, the Bidder must provide the information requested for each member of the Joint Venture.

5.2.5 Additional Certifications Precedent to Contract Award

5.2.5.1 Status and Availability of Resources

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

5.2.5.2 Education and Experience

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

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ATTACHMENT 1 TO PART 5 OF THE BID SOLICITATION

COVID-19 VACCINATION REQUIREMENT CERTIFICATION

I, _____ (*first and last name*), as the representative of

_____ (*name of business*) pursuant to
_____ (*insert solicitation number*), warrant and certify that
all personnel that

_____ (*name of business*) will provide on the resulting
Contract who access federal government workplaces where they may come into contact with public
servants will be:

(check the applicable option[s] below)

- (a) fully vaccinated against COVID-19;
- (b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures that have been presented to and approved by Canada;
or
- (c) partially vaccinated against COVID-19 for a period of up to 10 weeks from the date of their first dose and subject to temporary measures that have been presented to and approved by Canada, immediately after which period the personnel will meet the conditions of (a) or (b) or will no longer access federal government workplaces where they may come into contact with public servants under this Contract;

until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by _____ (*name of business*) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the

_____ (*name of business*) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

Signature: _____

Date: _____

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Optional

For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below **is not** a substitute for completing the mandatory certification above.

Initials: _____

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.

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ATTACHMENT 2 TO PART 5 OF THE BID SOLICITATION

LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Requirements

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

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

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

Supplier Information

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

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List of Names

Name	Title

Declaration

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

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

Signature: _____

Date: _____

ATTACHMENT 3 TO PART 5 OF THE BID SOLICITATION

FORMER PUBLIC SERVANT

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes (<input type="checkbox"/>) No (<input type="checkbox"/>)

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

ATTACHMENT 4 TO PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

- | |
|--|
| <p>() A1. The Bidder certifies having no work force in Canada.</p> <p>() A2. The Bidder certifies being a public sector employer.</p> <p>() A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.</p> <p>() A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.</p> <p>A5. The Bidder has a combined workforce in Canada of 100 or more employees; and</p> <p>() A5.1 The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC – Labour.</p> <p>OR</p> <p>() A5.2 The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC – Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC – Labour.</p> |
|--|

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B. Check only one of the following:

B1. The Bidder is not a Joint Venture.

OR

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

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. COVID-19 Vaccination Requirement

The *COVID-19 Vaccination Policy for Supplier Personnel* is applicable to the Contract.

6.2. Conflict of Interest

The contractor named in the Contract, either as an individual or as part of a joint venture, may not provide advice or information either directly or indirectly for any private firm regarding the work if the Government of Canada decides to carry out the work. Accordingly, the contractor named in the Contract, either as an individual or as part of a joint venture, may not bid on any project, related to the work.

6.3. Security Requirements

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

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

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

- The Contractor/Offeror's personnel as well as their subcontractors MUST NOT remove any PCA information or assets from the identified work site(s) without consent from a PCA employee, and they must ensure that their personnel are made aware of and comply with this restriction.
- The Contractor/Offeror's Information Technology Facility(s) or equipment must be approved by the SPAC ISS prior to processing government information. It is the prime contractor's responsibility to ensure that Information Technology Security requirements are specified to and observed by subcontractors and that upon termination of the subcontract, no residual information is left on the subcontractor's computer(s) or in other areas

6.4. Statement of Work

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

6.4.1. Optional Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex "A" Statement of Work – Section 3.2 of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

6.4.2. Task Authorization Process

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex "C".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.4.3. Portion of the Work – Task Authorization

SACC *Manual* clause [B9031C](#) (2011-05-16), Portion of the Work – Task Authorizations

6.5. 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>) issued by Public Works and Government Services Canada.

6.5.1. General Conditions

[2010B](#) (2021-12-02), General Conditions – Professional Services (Medium Complexity) apply to and form part of the Contract.

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

6.5.1.1. Compliance with On-site Measures, Standing Orders, Policies, and Rules

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

6.6. Term of Contract

6.6.1. Period of the Contract

The period of the Contract is from date of Contract to March 31, 2025.

6.6.2. Option to Extend the Contract

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

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

6.7. Authorities

6.7.1. Contracting Authority

The Contracting Authority for the Contract is:

Jason Mulligan
A/Advisor
Parks Canada Agency
National Contracting Services
Chief Financial Officer Directorate
30 Victoria Street
Gatineau, Quebec J8X 0B3

Telephone: 873-355-4350

E-mail address: Jason.Mulligan@pc.gc.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.

6.7.2. Project Authority

The Project Authority for the Contract is:

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

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

6.7.3. Contractor's Representative

The Contractor's Representative for the Contract is:

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

6.8. Proactive Disclosure of Contracts with Former Public Servants

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

6.9. Payment

6.9.1. Basis of Payment - Phase 1

6.9.1.1. Firm Price – Phase 1

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

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

6.9.1.2. Milestone Payments – Phase 1

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

6.9.1.3. Schedule of Milestones – Phase 1

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

Milestone No.	Description	Amount	Due Date
1.	Receipt of First Draft of Report	50%	Within 6 weeks of kick-off meeting
2.	Receipt of Final Draft of Report (including all deliverables)	50%	Within 2 weeks of receipt of first draft of report

6.9.2. Basis of Payment – Phases 2 & 3

6.9.2.1. Individual Task Authorizations – Phases 2 & 3

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at annex "B".

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.9.2.2. Monthly Payments – Phases 2 & 3

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

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

6.9.2.3. Canada's Obligation – Portion of the Work – Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

6.9.3. Travel and Living Expenses

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

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

Estimated cost: \$ ***** to be inserted at contract award *****

6.10. Invoicing Instructions

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

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 monthly progress report.

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

6.11. Certifications and Additional Information

6.11.1. Compliance

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

6.11.2. Federal Contractors Program for Employment Equity – Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC) – Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

6.12. Applicable Laws

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

6.13. Priority of Documents

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

- (a) The Articles of Agreement;
- (b) The general conditions 2010B General Conditions - Professional Services (Medium Complexity);
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) Annex "C"; Task Authorization Form;
- (f) The Contractor's bid dated ***** to be inserted at contract award *****.

6.14. Insurance Requirements

6.14.1. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

- n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

6.14.2. Errors and Omissions Liability Insurance

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The following endorsement must be included:
Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

6.15. Inspection and Acceptance

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

6.16. Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - a. the name, qualifications and experience of the proposed replacement; and
 - b. proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

ANNEX “A”

STATEMENT OF WORK

1. Objectives

The Parks Canada Agency (PCA) is in the process of consolidating the National Collection of Historical and Archaeological Artifacts under its care, from six existing facilities across Canada to a purpose-built, facility currently under construction in Gatineau, Quebec. To ensure a successful relocation of the artifacts, related equipment and documentation, PCA requires Move Consulting Services to ensure the project's success.

2. Background

On behalf of the people of Canada, the Parks Canada Agency (PCA) protects and presents nationally significant examples of Canada's natural and cultural heritage through a national collection of over 31 million historical and archaeological objects.

In March 2012 it was announced that the 25 million objects presently housed in warehouses in multiple cities (Winnipeg, Ottawa (2 locations), Quebec City (2 locations) and Dartmouth) would be consolidated to one new purpose-built artifact collections facility in Gatineau, QC. The construction of the 8220 m² new facility began in December 2020 and is scheduled for completion in Summer 2023.

Upon completion of construction, the collection under Parks Canada's care not on display at its protected heritage areas, representing a volume of approximately 7500 m³, will be moved from the six facilities, to the new facility over an estimated period of 2 years, from Summer 2023 to 2025. This move will require an evaluation and assessment of the present storage situation, logistics planning, scheduling that takes into consideration seasonal impacts, sequencing, executing and monitoring with a high level of care. The artifacts will need to be accessed, packed, loaded, moved, unloaded, unpacked and stored at destination through placement in the new specialized storage system comprised of high density 20' high mobile shelving units, art racking, cool storage, secure storage, as well as pallet racking and cantilever shelving equipped with in-rack fire suppression systems.

In order to be successful in this move, move consulting services must be provided in a manner that respects and safeguards the integrity of the collection as a whole as well as its more distinct and sensitive collections/objects, meets preparation, packing, transport, care and handling requirements of Parks Canada's Collections, Curatorial, and Conservation Branch, and is compliant with any related federal or provincial regulations or requirements.

2.1 Composition of the National Collection

There is a wide range of artifacts with important cultural and heritage value included in the collection and must be handled with utmost care. Many of these objects are culturally sensitive and some are physically unstable, and will require special requirements for moving and storage.

The following are examples of objects and approximate corresponding volumes that will need to be moved:

- 120 m³ of large or long objects for cantilever storage – e.g. underwater timbers, canoes, sleds, agricultural tools
- 470 m³ of large objects for pallet racking storage – e.g. anchors, furniture
- 66 m³ of oversized objects >20 ft² for storage on cantilever racking - e.g. boats, sleighs, whale bones, agricultural and industrial components

- 70 m³ of large objects <20 ft² to be stored on cantilever racking – e.g. timbers, agricultural tools
- 100 m³ of objects requiring cold storage – e.g. furs
- 57 m³ of art objects / hanging collections – e.g. paintings, pictures, photography, mirrors, frames
- 2110 m³ of small/fragile and mixed objects on trays – e.g. ceremonial objects, personal objects, tools and equipment, archaeological objects
- 3500 m³ of large/medium sized objects for mobile shelving units – e.g. furniture, textiles, clothing, sports equipment, and archaeological objects
- 820 m³ or 21,300 banker boxes of archaeological objects ranging from small, to very small artifacts – e.g. ceramic chips, stone, glass, metals, and faunal material. Average weight is 16 lbs per box. As such these boxes make up the bulk of the 25 million artifacts being moved.
- 6,300 linear ft or 180 m³ of historical and archaeological documentation to accompany the artifacts – e.g. files, periodicals, multi-media, books reports
- 20 m³ of reference books, historical photographs and documents
- Specialized equipment and furniture –e.g. map cabinets, packaging tables, work benches
- Personnel workstation items – e.g. files, binders, stationary

Items requiring special consideration:

- Large objects, including farm equipment, furniture, small boats and canoes, and musical instruments.
- Heavy objects over 500 lbs
- Objects of organic composition
- Objects requiring specialized environmental conditions for example must stay in a climate-controlled environment with temperature fluctuations not exceeding more than 10% relative humidity and 5 degrees C.
- Objects containing dangerous or hazardous materials including lead, arsenic and mercury
- Objects that may need to be quarantined and treated for pest infestation
- Objects that may require special handling consideration and transport by Parks Canada Staff

2.2 Move Location and Volumes

Below is a table indicating the locations where the national collection is currently stored in 6 facilities in Manitoba, Ontario, Quebec and Nova Scotia. Included in the table are the approximate volumes of artifacts to be moved from each facility, along with the facility address, area, and end of lease date. The end of lease date is important as it may have impacts on move sequencing. The location of the new collections storage facility is 555 Avenue des Entreprises, Gatineau, QC.

Address	Lease end date*	Facility size	Estimated volume of collections to be moved
Quebec City (1)	August 31st, 2024	2,200 m2	550 m3
Quebec City (2)	August 31st, 2024	1,510 m2	1800 m3
Winnipeg	March 31st, 2024	5,284 m2	800 m3
Ottawa (1)	August 31st, 2025	4,412 m2	3300 m3
Ottawa (2)	N/A	376 m2	350 m3
Dartmouth	March 31st, 2029	2,058 m2	700 m3

*Lease end dates have options to extend and are subject to change

2.3 Pre-Move Projects Currently Underway

Aside from the construction of the new facility needing to be completed prior to the physical relocation of the objects, there are three other projects currently underway with an impact on the relocation plan and staff availability:

1. Disposition of Surplus Assets: various movable assets, including purchased furniture and equipment at each location, have been identified as surplus to program needs. Review of assets for disposition is ongoing and may impact the estimated volume of collections to be moved as well as the space available at each location to move the collection.
2. CRMIS Migration: Data related to Parks Canada's existing historical and archaeological inventories are being migrated to a customized Cultural Resource Management Information System (CRMIS) scheduled for completion Summer 2022. Once this database is complete it will be used for identifying and tracking objects during the move.
3. Barcoding and Inventory of Collection: objects are currently being barcoded and inventories of the collection are being validated. This project is scheduled for completion in Spring 2022. In addition, the 23,000 bankers' boxes of archaeological objects currently housed in all facilities are being inventoried and added to the inventory dashboard.

2.4 Guiding Principles

The following principles for the PCA National Collections Consolidation Project will guide all aspects of its implementation:

Sustainability – Choices will be based on environmentally responsible methods and materials, highlighting reuse where possible.

Transparency – Efforts will be made to include all stakeholders or those who are impacted by this process.

Excellence – Opportunities will be taken to maximize the safety, accessibility and preservation of the National Collection.

Efficiency – This is a working collection which cannot be accessed for the duration of the move. The move must be done efficiently and effectively so the collection can be used as soon as the move is completed.

3. Scope of Work

The PCA Project Authority requires the services of a Move Consulting Company to prepare and implement a detailed relocation plan including multi-facility assessment, move schedule scenario(s) and human and financial resource estimates. This requires engagement, coordination and constant communication with the PCA Collections Consolidation Project Team and the Collections, Curatorial and Conservation Branch management and staff.

3.1 Phase 1 – Assessment and Recommended Approach

In this first phase, an initial assessment is developed and completed in report format and the best approach to relocate the identified contents from existing facilities into the new facility is recommended to allow for a move that is safe, expeditious and as cost effectively as possible for Parks Canada. The elements of the report once approved by Parks Canada would then be further developed and implemented in the subsequent phases. It includes the following:

3.1.1 Overall Estimate of Scope, Cost and Schedule

- a. With information provided by Parks Canada (see Section 4, Parks Canada Responsibilities for list of information to be provided), a defined and detailed scope of work for the move.
- b. A summary readiness assessment of the existing facilities and Parks Canada's existing move plan.
- c. A sequencing plan for facilities; propose a sequence and timeline for moving identified contents from each facility, including the preparation of the facilities for the move as well as an overall final completion timeline, which would include any decommissioning of the existing facilities and any preparatory set-up/staging time at the new facility. Identify the level of flexibility possible in the proposed sequencing and timeline.
- d. Creation of risk and mitigation strategies.
- e. Identify processes and protocols and strategies that will need to be developed for the move, (for example, protocols for items lost during the move, on-site and in-move security, green strategy to reduce impact of packing material, a transport, packing and labelling strategy in line with Parks Canada's best practices, internal communication and engagement).
- f. Occupational Health & Safety: Each existing facility has an OHS plan for its ongoing operations. Understanding that the various move phases will create additional risks to the work flow, the Consultants will identify any potential OHS issues that will need to be addressed during the move phase, for existing facilities and the new facility.
- g. Level of Effort: Complete a class C level estimate for the move and include the costs for:
 - i. Preparing existing facilities for packing and moving (for example, creating swing space, staging areas, equipment rental, etc.)
 - ii. Estimated person/hours and cost at each existing facility for packing and loading, and unloading, unpacking and storing at the new facility.
 - iii. Transportation costs
 - iv. Packing materials
- h. Identify the plan elements that are on the critical path and list in order of priority.
- i. Identify any additional services that could be provided by the consultant or a third party that could benefit the move.

3.1.2 Moving Services Procurement

- a. Provide rationale and recommend the best approach for procuring the required moving/logistics/decommissioning services that will be required to complete the move, as well as timelines as to when these services should be in place.
- b. Identify the key services and requirements that would need to be part of the procurements, such as Insurance and specialized moving or preparation services.
- c. Upon approval from Parks Canada, the Consultant would then develop the required statement(s) of work and evaluation criteria in the next phase.

3.1.3 The Consultant's Level of Effort

Estimate of the Consultant's level of effort of its own forces for all phases of the move (Plan-Implementation and Execution-Decommissioning) including estimated costs and breakdown of effort by position, and each position's roles & responsibilities. Also include in the cost estimate:

- i. The development of statements of work and evaluation criteria for the moving and logistics services.
- ii. The development of statements of work and evaluation criteria for decommissioning of four (4) of the six (6) existing facilities.
- iii. Training of Consultant staff on Parks Canada's artifact database; estimate one (1) day for each staff member who will need access to the database.

3.1.4 Deliverables

- a. In preparing the assessment report, the Consultant must include at minimum one (1) visit of one (1) working day to each existing facility, with the exemption of the Ottawa Facility, where two (2) working days are allowed due to the size of the facility. For the Dartmouth, Nova Scotia facility, which due to the smaller number of artifacts, and that it will not be decommissioned, can be a half day visit. Facility staff and managers will be made available to the consultant for the duration of the visits. As well, the Consultants will be able to provide questions or their information requirements ahead of the visits to staff and management to expedite the process.
- b. The first report draft is expected six (6) weeks after the kick-off meeting. There will be a maximum of two (2) other draft iterations and reviews by Parks after the first draft.
- c. Once the final assessment report is complete and approved by Parks Canada, the Consultant must develop a presentation of the final report, delivered in Microsoft PowerPoint format. The presentation will go through one draft revision by Parks Canada before approval.

3.2 Optional Services

These are services that Parks Canada is considering using that would be detailed in the assessment report. If approved by Parks Canada, they would be implemented by the Consultants in the subsequent phases.

- a. Layout of the artifacts in the new facility: After reviewing the information provided by Parks Canada on its artifact inventory and its tools available to manage the artifact information, provide a recommended approach to assigning new locations for the artifacts in the new facility. Provide a time and cost estimate of the work using the Consultants own staff or a Sub-Consultant.

- b. Preparing and setting up the new facility for operations: Provide guidance and share best practices for setting up the new facility for ongoing operations. This could include identifying operational elements, as well as protocols and processes that will need to be addressed, as well their timelines, milestones and levels of effort for their implementation. Provide a time and cost estimate of the work using the Consultants own staff or a Sub-Consultant.

3.3 Phase 2 – Plan and Implementation

In this second phase, the Consultant further develops and implements the move components and elements described in the Parks Canada approved Phase 1 Assessment and Recommendations report. This includes but is not limited to:

- a. Working plans and schedules.
- b. Liaising and advising Parks Canada
- c. Developing the statement of work and the evaluation criteria for the move services
- d. Developing the approved additional services.
- e. Facility visits / presence of / by Consultant staff as identified in the approved plan.
- f. Consultants to provide monthly schedule update, showing the critical path, the percentage progress of the various components of the project scope. The schedule will be provided in both a PDF and Microsoft Project files.
- g. Timeline: Completion will be inline with the approved plan, as outlined in the report.

3.4 Phase 3 – Execution and Decommissioning

In this third phase, the Consultant further develops and implements the move components and elements described in the Phase 1 Assessment and Recommendations report. This includes but is not limited to:

- a. Work with the move services provider(s) on implementing the statement of work.
- b. Liaising with and advising Parks Canada as well as the move services provider.
- c. Continue to develop, implement and deliver on the approved additional services.
- d. Liaise and coordinate the decommissioning contractors to ensure timely completion before end of lease at the facilities.
- e. Facility presence of Consultant staff as identified in the approved plan.
- f. Consultants to provide monthly schedule update, showing the critical path, the percentage progress of the various components of the project scope. The schedule will be provided in both a PDF and Microsoft Project files.
- g. Timeline: Completion will be inline with the approved plan, as outlined in the report.

3.5 Additional Contractor Responsibilities

3.5.1 Staff, Tools & Equipment

- a. The Contractor must provide all staff, informatics tools and equipment required to perform the tasks in the requested schedule, with the exception of a government issued laptop due to security constraints.

3.5.2 Health and Safety

- a. The Contractor must ensure their employees and/or subcontractors adhere to Canada Labour Code and Canada Occupational Health and Safety Regulations while performing the work.

3.5.4 COVID Protocols

The Contractor must adhere to PCA Policy and local public health guidance regarding COVID-19 protocols. For the most current PCA COVID-19 policies including the Infectious Disease Protocol and COVID-19 Daily Self-Assessment Questionnaire: <https://www.pc.gc.ca/en/EXTRAnet/COVID-19>.

The Contractor is responsible for providing Personal Protective Equipment (PPE) for all team members that are entering a PCA Facility in line with the Requirements for Person(s) Granted Access to a PCA Facility table (below). Hand sanitizer at each facility entrance is provided by PCA. Note that requirements listed below for access to a PCA Facility is subject to change based on provincial health requirements.

Requirements for Person(s) Granted Access to a PCA Facility
Person(s) Granted Access to a PCA Facility must:
Perform a self-assessment using the provincial screening tool for COVID-19 prior to entry to facility. Do not enter facility if screening tool advises isolation. Self-assessment must be conducted every day that facility entry is required.
Advise the Designated Contact of their arrival on site and wait at a location identified by the Designated Contact until the daily screening process is complete including signed attestation form.
Not enter the facility without permission from the Designated Contact.
Strictly abide by the terms and conditions of work approved by the Responsible Manager.
At a minimum, diligently abide by the following PCA COVID-19 precautionary measures: <ul style="list-style-type: none">• Disinfect hands just prior to entering the facility.• Maintain a minimum distance of 2 metres from other individuals.• Wear a non-medical mask as per PCA Infectious Disease Protocol: https://drive.google.com/file/d/12hGPzAQ5yaFMJXe6neZ1HeWGGEhE5ld4/view• Minimize touch points.• Not access assembly spaces or lunch rooms used by PCA staff, unless necessary to fulfill the work.• Minimize use of PCA staff washrooms.• Abide by additional measures outlined in their corporate COVID-19 plan (if applicable).
Where applicable, diligently abide by any additional local PCA COVID-19 precautionary measures in place at the facility.
Advise the designated PCA contact when departing from the facility.

3.5.5 Hours of Work

- a. All work at Parks Canada's facilities, including the move, will take place during regular business hours (8:30 to 4:30 local time). Work will not take place on weekends or statutory holidays.

3.5.6 Construction Site Safety Certification

- a. Any Consultant staff that will need to access the new facility before its substantial completion will be required to hold the ASP construction safety course certificate (info: [https://www.acq.org/entrepreneurs/formations/repertoire-des-cours/cours/?id=7072&title=HEALTH%20AND%20SAFETY%20ON%20CONSTRUCTION%20SITES%20\(ASP%20CARD\)®ionid=927](https://www.acq.org/entrepreneurs/formations/repertoire-des-cours/cours/?id=7072&title=HEALTH%20AND%20SAFETY%20ON%20CONSTRUCTION%20SITES%20(ASP%20CARD)®ionid=927)), as well as complete the contractor's own 30 minute online site safety course.

3.6 Considerations

3.6.1 Green Procurement

Green procurement is the integration of environmental performance considerations into the procurement process. Goods and services are considered green when they have a lesser or reduced effect on human health and the environment than competing goods or services that serve the same purpose.

The Contractor will be requested to adhere to the following environmental objectives:

- Distribute documents/deliverables electronically;
- When printing, print using the double-sided function;
- Minimize the number of hard copy documents/deliverables;
- Conduct meetings via telephone, teleconference, and/or video conferencing in order to minimize travel requirements;
- Use ENERGY STAR office equipment;
- Recycle unneeded printed documents (in accordance with Security Requirements).

During the move phase, the objective is to maximize the reuse of packing materials and use of sustainable and recyclable packing materials.

3.6.2 Official Language Obligations

As per the Canada Official Language Act, English and French are the languages of work in all federal institutions, and officers and employees of all federal institutions have the right to use either official language in accordance with this Part.

- a. The Contractor must be able to provide verbal and written communications both in English and French in the performance of this contract.
- b. Work will be in both official languages in the national capital region (Ottawa/Gatineau). For visits and work at existing facilities, the consultant's representative must be primarily fluent in the following language for each location:

Quebec City: French

Winnipeg and Dartmouth; English

3.7 Meetings

3.7.1 Virtual Kick-Off Meeting

As soon as feasible after contract award, a virtual kick-off meeting will be organized by PCA Project Authority in order to present and discuss:

- a. Overall work approach summary
- b. Project steps/scheduled milestones
- c. Identification of team members
- d. Outstanding concerns or questions

3.7.2 Subsequent Virtual Weekly Meetings

Following initial meeting, the Contractor must plan for one weekly update meeting (1-hour long) via video-conference with PCA Project Management Team to present and discuss.

- a. Current status of project
- b. Two week look-ahead of planned tasks
- c. Issues and outstanding action items
- d. Update or impact on scheduled milestones

3.7.3 In-Person Site Visits

A minimum of one (1) in person site visit of the core Move Plan team of one (1) working day at each storage facility location must be scheduled for the Phase 1 – Assessment. The exception to this is one of the Ottawa facilities, which, due to the smaller number of artifacts, and that it will not be decommissioned, can be a half day visit.

This visit will inform the Contractor of details of the collection, space capacity for the move phase, existing storage strategy and constraints, and introduction to on-site Collections Specialists and Conservators. Facility staff and managers will be made available to the consultant for the duration of the visits. As well, the Consultants will be able to provide questions or their information requirements ahead of the visits to staff and management to expedite the process.

3.7.4 Task Authorization for Phase 2 – Planning and Implementation Virtual Weekly Meetings

If Task Authorization for Phase 2 – Planning and Implementation is approved, there will be a continuation of the weekly project update meetings with the PCA Project Management Team via video-conference. The meetings will involve presenting and discussing:

- a. Current status of planning phase
- b. Two week look-ahead of planned tasks
- c. Issues and outstanding action items
- d. Update or impact on scheduled milestones

3.7.5 Task Authorization for Phase 3 – Execution and Decommissioning Virtual Weekly Meetings and Onsite Work

If Task Authorization for Phase 3 – Execution and Decommissioning is approved, daily on site work is expected as required at the various storage facilities in Winnipeg/Dartmouth/Quebec City/Ottawa depending on the move phase schedule. In addition, the continuation of one weekly meeting with the

PCA Project Management Team via video-conference and any other meetings as required or requested. The meetings will involve presenting and discussing:

- a. Current status of move phase execution
- b. Two week look-ahead of planned tasks with physical mover company
- c. Issues and outstanding action items
- d. Update or impact on move plan schedule

4. Parks Canada Responsibilities

PCA Project Authority will be responsible for:

Providing Documentation

- a. Collection data volume and composition information by facility locations
- b. Any initial planning materials that were an outcome of the initial pilot move (e.g., Relocation Plans, assumptions, tracking and control requirements). See Appendix B.
- c. Space plans of all locations (origins and destination). See Appendix A.
- d. Parks Canada Best Practices information and training for packing and handling the collection
- e. Master project schedule and any updates that affect timelines
- f. Facility Occupational Health and Safety Plans and Standard Operating Procedures
- g. Detailed organizational charts of Parks Canada Project Management Team, Collections Curatorial and Conservation Branch Consolidation Project Task Teams, Management and other stakeholders as requested. See Appendix C.

Training

- a. Training the Contractor on CRMIS and providing detailed information on the new information management software.

Access

- a. Ensuring PCA Project Authority and Consolidation Team is available when needed
- b. Providing access to Facilities and Collections when needed

Appendix Documents

1. Origin and destination space plans of all facilities (New Gatineau Facility, Dartmouth Facility, Winnipeg Facility, 2 x Ottawa Facility, 2 x Quebec City Facility)
2. Move plan document
3. Project Team and CCCB Organization

ANNEX “B”

BASIS OF PAYMENT

In respect of the “Estimated Number of Days” listed below, the estimated number of days is for evaluation purposes only during the solicitation process and does not represent a commitment of the future usage.

PHASE 1 – Assessment and Recommended Approach (Refer to Section 3.1 in Statement of Work)				
Firm Price for Phase 1 (E)				\$
PHASE 2 – Plan and Implementation (Refer to Section 3.3 in Statement of Work) & Optional Services (Refer to Section 3.2 in Statement of Work)				
Consultant Resource	Firm Per Diem Rate (A)	Estimated Number of Resources (B)	Estimated Number of Days (C)	Total Estimated Cost Per Resource (A x B x C)
Partner	\$	1	250 days	\$
Senior Project Manager	\$	1	250 days	\$
Intermediate Project Manager	\$	1	250 days	\$
Junior Project Manager	\$	1	250 days	\$
Administrative Support	\$	1	250 days	\$
Total Price for Phase 2 (F)				\$
PHASE 3 – Plan and Implementation (Refer to Section 3.4 in Statement of Work)				
Consultant Resource	Firm Per Diem Rate (A)	Estimated Number of Resources (B)	Estimated Number of Days (C)	Total Estimated Cost Per Resource (A x B x C)
Partner	\$	1	350 days	\$
Senior Project Manager	\$	1	350 days	\$
Intermediate Project Manager	\$	1	350 days	\$
Junior Project Manager	\$	1	350 days	\$
Administrative Support	\$	1	350 days	\$
Total Price for Phase 3 (G)				\$
Option Year				
Consultant Resource	Firm Per Diem Rate (A)	Estimated Number of Resources (B)	Estimated Number of Days (C)	Total Estimated Cost Per Resource (A x B x C)
Partner	\$	1	200 days	\$

Solicitation No.:
5P047-21-0195/A

Amendment No.:
00

Contracting Authority:
Jason Mulligan

Ver.11.30.21

Client Reference No.:
n/a

Title:
Move Consultant – Consolidation of Parks Canada Collection

Senior Project Manager	\$	1	200 days	\$
Intermediate Project Manager	\$	1	200 days	\$
Junior Project Manager	\$	1	200 days	\$
Administrative Support	\$	1	200 days	\$
Total Price for Option Year (H)				\$
TOTAL BID PRICE				
Total Bid Price (E + F + G + H) (Excluding Applicable Taxes)				\$

Definition of a Day/Proration


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

$$(\text{Hours worked} \times \text{applicable firm per diem rate}) \div 7.5 \text{ hours.}$$

ANNEX "C"

TASK AUTHORIZATION FORM

Clear Data - Effacer les données



Parks
Canada

Parc
Canada

Instructions - Page 1

Instructions - Page 2

Annex D
Annexe _____

Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (GST/HST extra) Coût total estimatif de la tâche (TPS/TVH en sus) \$
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui If YES, refer to the Security Requirements Checklist (SCRL) included in the Contract. Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat	

For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (GST/HST Extra) before the revision Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision \$	Increase or Decrease (GST/HST Extra), as applicable Augmentation ou réduction (TPS/TVH en sus), s'il y a lieu \$
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Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.

Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.

1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>