



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

Parks Canada Agency Bid Receiving Unit  
National Contracting Services

**Bid Fax: 1-855-983-1808**

**Bid Email:**

[soumissionsami-bidsrpc@pc.gc.ca](mailto:soumissionsami-bidsrpc@pc.gc.ca)

This is the only acceptable email address for responses to proposal solicitation. Proposals 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**. Parks Canada Agency (PCA) is not responsible for any transmission errors. Emails with links to proposal documents will not be accepted.

**REQUEST FOR PROPOSAL**

**DEMANDE DE PROPOSITION**

**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 to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

<b>Title-Sujet</b> Construction Inspection Services with Engineering Support, Pond Inlet, Nunavut		
<b>Solicitation No. - N° de l'invitation</b> 5P468-21-0250/A	<b>Date:</b> April 6, 2022	
<b>GETS Reference No. – N° de référence du SEAG</b> PW-22-00992212	<b>Client Ref. No. – N° de réf du client</b> N/A	
<b>Solicitation Closes – L'invitation prend fin :</b>		
<b>at – à</b> 2:00 PM	<b>on – le</b> April 27, 2022	<b>Time Zone - Fuseau horaire</b> EDT-HAE
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> X <b>Other-Autre:</b> <input type="checkbox"/>		
<b>Address Inquiries to: - Adresser toute demande de renseignements à :</b> Cloë Pelland Tessier <a href="mailto:cloe.pelland-tessier@pc.gc.ca">cloe.pelland-tessier@pc.gc.ca</a>		
<b>Telephone No. - N° de téléphone</b> 418 928-7252	<b>Fax No. – N° de FAX</b> 1-855-983-1808	
<b>Destination of Goods, Services, and Construction:</b> <b>Destination des biens, services et construction :</b>  See Herein – Voir aux présentes		

**TO BE COMPLETED BY THE BIDDER  
À COMPLÉTER PAR LE SOUMISSIONNAIRE**

<b>Vendor/Firm Name – Nom du fournisseur/de l'entrepreneur</b>	
<b>Address - Adresse</b>	
<b>Name of person authorized to sign on behalf of the Vendor/Firm Nom de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur</b>	
<b>Title - Titre</b>	
<b>Telephone No. - N° de téléphone :</b> _____	
<b>Facsimile No. - N° de télécopieur:</b> _____	
<b>Signature</b>	<b>Date</b>

**Issuing Office**

Parks Canada Agency  
National Contracting Services  
Québec, Quebec

## IMPORTANT NOTICE TO PROPONENTS

### 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.

### PROPOSALS RECEIVED BY FAX AND EMAIL WILL BE ACCEPTED AS OFFICIAL.

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

The only acceptable email address for responses to proposal solicitations is [soumissionsami-bidsrpc@pc.gc.ca](mailto:soumissionsami-bidsrpc@pc.gc.ca) . Proposals submitted by email directly to the Contracting Authority or to any email address other than [soumissionsami-bidsrpc@pc.gc.ca](mailto:soumissionsami-bidsrpc@pc.gc.ca) will not be accepted.

The only acceptable facsimile for responses to proposal solicitations is 1-855-983-1808.

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

The Proponent 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 Proponent should send the proposal 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 proposal documents will not be accepted. Proposal documents must be sent as email attachments.

### TRAVEL LIMITATION

All bidders must adhere to Provincial/Territory travel restriction. The proposal must include all applicable costs related to Covid-19 restrictions as specified by the Territory of Nunavut:

<https://gov.nu.ca/health/information/travel-and-isolation>

### CONTRACTOR SELECTION / INUIT BENEFITS PLAN

The Contractor should ensure provision of specific and agreed upon benefits for "Inuit people and Indigenous Businesses" as defined in Appendix F.

### COMPREHENSIVE LAND CLAIMS AGREEMENT(S)

This procurement is subject to the following Comprehensive Land Claims Agreement(s):

**Nunavut Land Claim Agreement**

### DIRECT DEPOSIT

The Government of Canada has replaced cheques with direct deposit payment(s), an electronic transfer of funds deposited directly into a bank account. New vendors who are awarded a contract will be required to register their direct deposit information with Parks Canada to receive payment. Additional information on this Government of Canada initiative is available at: <http://www.directdeposit.gc.ca>

## REQUEST FOR PROPOSAL (RFP)

### TABLE OF CONTENTS

The following is intended to clarify the general structure of the whole document.

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## **SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS (SI)**

### **SI1 INTRODUCTION**

1. Parks Canada Agency (PCA) intends to retain an individual consulting firm or joint venture to provide the professional services for the project as set out in this Request for Proposal (RFP).
2. This is a single phase selection process.
3. Proponents responding to this RFP are requested to submit a full and complete proposal. The proposal will cover not only the qualifications, experience and organization of the proposed Consultant Team, but also the detailed approach to the work, and the pricing and terms offered. A combination of the technical and price of services submissions will constitute the proposal.

### **SI2 PROPOSAL DOCUMENTS**

1. All instructions, general terms, conditions and clauses identified in the RFP by number, date and title, are hereby incorporated by reference into and form part of this solicitation and any resultant contract.

All instructions, general terms, conditions and clauses identified in the RFP 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.

All references 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 references to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

2. The following are the proposal documents:
  - (a) Supplementary Instructions to Proponents (SI);  
R1410T (2020-05-28), General Instructions (GI) – Architectural and/or Engineering Services – Request for Proposal;  
Submission Requirements and Evaluation (SRE);
  - (b) the general terms, conditions and clauses, as amended, identified in the Agreement clause;
  - (c) Project Brief / Terms of Reference;
  - (d) the document entitled " Doing Business with PWGSC Documentation and Deliverables Manual";
  - (e) any amendment to the solicitation document issued prior to the date set for receipt of proposals; and
  - (f) the proposal, Declaration/Certifications Form and Price Proposal Form.
3. Submission of a proposal constitutes acknowledgment that the Proponent has read and agrees to be bound by these documents.

### **SI3 QUESTIONS OR REQUEST FOR CLARIFICATION**

Questions or requests for clarification during the solicitation period must be submitted in writing to the Contracting Authority named on the RFP - Page 1 as early as possible. Enquiries should be received no later than **eight (8) business days** prior to the closing date identified on the front page of the Request for Proposal. Enquiries received after that date may not be answered prior to the closing date of the solicitation.

### **SI4 BIDDERS' CONFERENCE**

There will be no Bidder's Conference for this requirement.

### **SI5 CANADA'S TRADE AGREEMENTS**

This procurement is subject to the provisions of the World Trade Organization - Agreement on Government Procurement (WTO-AGP) and the Canadian Free Trade Agreement (CFTA).

### **SI6 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.

### **SI7 CERTIFICATIONS**

#### **1. Integrity Provisions – Declaration of Convicted Offences**

As applicable, pursuant to subsection Declaration of Convicted Offences, of section 01 of the General Instructions, the Proponent must provide with its bid, a completed Declaration Form, to be given further consideration in the procurement process.

#### **2. COVID-19 Vaccination Requirement Certification**

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, the Bidder must provide the COVID-19 Vaccination Requirement Certification at **Appendix B Declaration/Certifications Form 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.

### **SI8 COMPREHENSIVE LAND CLAIM AGREEMENT**

This procurement is subject to the following Comprehensive Land Claims Agreement(s):

**Nunavut Land Claim Agreement**

### **SI9 INUIT BENEFITS PLAN (IBP)**

The Bidder should include an Inuit Benefit Plan (IBP) as part of their proposal, refer to Appendix "F". The IBP must demonstrate the suppliers' use of the employment of Inuit labour, engagement of Inuit professional services, or use of suppliers that are Inuit or Inuit firms, in carrying out the Work outlined in this request for proposals.

### **SI010 WEBSITES**

The connection to some of the Web sites in the RFP is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Employment Equity Act

<http://laws-lois.justice.gc.ca/eng/acts/E-5.401/index.html>

Federal Contractors Program (FCP)

[http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/index.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/index.shtml)

Certificate of Commitment to Implement Employment Equity form LAB 1168

<http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc&lang=e>

Code of Conduct for Procurement

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

Lobbying Act

<http://laws-lois.justice.gc.ca/eng/acts/L-12.4/?noCookie>

Contracts Canada

<https://buyandsell.gc.ca/>

Supplier Registration Information

<https://srisupplier.contractscanada.gc.ca>

Consultant Performance Evaluation Report Form

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913-1.pdf>

Canadian economic sanctions

<http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

National Joint Council (NJC) Travel Directive

<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>

## TERMS, CONDITIONS AND CLAUSES

### AGREEMENT

1. The Consultant understands and agrees that upon acceptance of the offer by Canada, a binding Agreement shall be formed between Canada and the Consultant and the documents forming the Agreement shall be the following:
  - (a) the Front Page and this Agreement clause;
  - (b) the General Terms, Conditions and Clauses, as amended, identified as:
    - R1210D (2021-12-02), General Condition (GC) 1 - General Provisions – Architectural and/or Engineering Services
    - R1215D (2016-01-28), General Condition (GC) 2 - Administration of the Contract
    - R1220D (2015-02-25), General Condition (GC) 3 - Consultant Services
    - R1225D (2015-04-01), General Condition (GC) 4 - Intellectual Property
    - R1230D (2018-06-21), General Condition (GC) 5 - Terms of Payment
    - R1235D (2011-05-16), General Condition (GC) 6 - Changes
    - R1240D (2018-06-21), General Condition (GC) 7 - Taking the Services Out of the Consultant's Hands, Suspension or Termination
    - R1245D (2016-01-28), General Condition (GC) 8 - Dispute Resolution
    - R1250D (2017-11-28), General Condition (GC) 9 - Indemnification and Insurance Agreement Particulars
  - (c) Project Brief / Terms of Reference;
  - (d) the document entitled "Doing Business with PWGSC Documentation and Deliverables Manual";
  - (e) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
  - (f) the proposal, the Declaration/Certifications Form and the Price Proposal Form.
  
2. The documents identified above by title, number and date are hereby incorporated by reference into and form part of this Agreement, as though expressly set out herein, subject to any other express terms and conditions herein contained.

The documents identified above by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

All references 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 references to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.
  
3. If there is a discrepancy between the wording of any documents that appear on the following 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) any amendment or variation in the Agreement that is made in accordance with the terms and conditions of the Agreement;
  - (b) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
  - (c) this Agreement clause;
  - (d) Supplementary Conditions;
  - (e) General Terms, Conditions and Clauses;
  - (f) Agreement Particulars;
  - (g) Project Brief / Terms of Reference;
  - (h) the document entitled "Doing Business with PWGSC Documentation and Deliverables Manual";
  - (i) the proposal.

## **SUPPLEMENTARY CONDITIONS (SC)**

### **SC1 SECURITY REQUIREMENT**

There is no security requirement applicable to this Agreement.

### **SC2 Compliance with on-site measures, standing orders, policies, and rules**

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

## **AGREEMENT PARTICULARS**

The Agreement Particulars will be issued at time of award of contract and will identify the fee to be paid to the Consultant for the services determined in the Price Proposal Form.



**APPENDIX A - TEAM IDENTIFICATION FORMAT**

For details on this format, please see Appendix E - SRE in the Request For Proposal.

The prime consultant and other members of the Consultant Team shall be, or eligible to be, licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by provincial or territorial law.

**I. Prime Consultant (Proponent – Architect):**

Firm or Joint Venture Name: .....

Key Individuals and provincial professional licensing status and/or professional accreditation:

.....  
.....  
.....  
.....  
.....

**II. Key Sub Consultants / Specialists:**

**Project manager/Onsite Inspector:**

Firm Name: .....

Key Individuals and provincial professional licensing status and/or professional accreditation:

.....  
.....  
.....  
.....  
.....

**Energy Consultant:**

Firm Name: .....

Key Individuals and provincial professional licensing status and/or professional accreditation:

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.....  
.....

**Building Scientist/Envelope Specialist:**

Firm Name: .....  
.....  
.....

Key Individuals and provincial professional licensing status and/or professional accreditation:

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.....

**Civil or Structural Engineer:**

Firm Name: .....  
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.....

Key Individuals and provincial professional licensing status and/or professional accreditation:

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.....

**Geotechnical Engineer:**

Firm Name: .....  
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.....

Key Individuals and provincial professional licensing status and/or professional accreditation:

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.....

**Electrical Engineer:**

Firm Name: .....  
.....  
.....

Key Individuals and provincial professional licensing status and/or professional accreditation:

.....  
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.....

Solicitation No. - N° de l'invitation  
5P468-21-0250/A  
Client Ref. No. - N° de réf. du client  
N/A

Amd. No. - N° de la modif.  
000  
File Name - Nom du dossier  
Construction Inspection Services with Engineering Support, Pond Inlet, Nunavut

Contracting Authority - Autorité contractante  
Cloë Pelland Tessier

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**Mechanical Engineer:**

Firm Name: .....  
.....  
.....

Key Individuals and provincial professional licensing status and/or professional accreditation:

.....  
.....  
.....  
.....

## APPENDIX B - DECLARATION/CERTIFICATIONS FORM

**Project Title:** Construction Inspection Services with Engineering Support, Pond Inlet, Nunavut

### 1. Proponent Information

<b>NAME OF PROPONENT:</b>	
Street Address:	Mailing Address (if different than street address)
City:	City:
Prov./Terr./State:	Prov./Terr./State:
Postal/ZIP Code:	Postal/ZIP Code:
Phone #: (    )	Fax#: (    )
E-Mail:	
Procurement Business Number:	

#### Type of Organization

- Sole Proprietorship
- Partnership
- Corporation
- Joint Venture

#### Size of Organization

Number of Employees: \_\_\_\_\_

Graduate Architects/  
Professional Engineers: \_\_\_\_\_

Other Professionals: \_\_\_\_\_

Technical Support: \_\_\_\_\_

Other: \_\_\_\_\_

## APPENDIX B - DECLARATION/CERTIFICATIONS FORM (CONT'D)

### Former Public Servant (FPS) - Certification

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 FPS, proponents 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 proposals is completed, Canada will inform the Proponent 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 proposal 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.

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**APPENDIX B - DECLARATION/CERTIFICATIONS FORM (CONT'D)**

**Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Proponent a FPS in receipt of a pension?

**YES ( ) NO ( )**

If so, the Proponent 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, proponents agree that the successful Proponent's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

**Work Force Adjustment Directive**

Is the Proponent a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **YES ( ) NO ( )**

If so, the Proponent must provide the following information:

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

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

**APPENDIX B - DECLARATION/CERTIFICATIONS FORM (CONT'D)**

**Name of Proponent:**

**DECLARATION:**

I, the undersigned, being a principal of the proponent, hereby certify that the information given on this form and in the attached proposal is accurate to the best of my knowledge. If any proposal is submitted by a partnership or joint venture, then the following is required from each component entity.

..... Name	..... Signature
..... Title	
I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	
..... Name	..... Signature
..... Title	
I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	
..... Name	..... Signature
..... Title	
I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	

During proposal evaluation period, Parks Canada Agency contact will be with the following person:

Name: \_\_\_\_\_.

Telephone Number: (    ) \_\_\_\_\_ Fax Number: (    ) \_\_\_\_\_

E-mail: \_\_\_\_\_

This Appendix "B" should be completed and submitted with the proposal, but may be submitted afterwards as follows: if Appendix "B" is not completed and submitted with the proposal, the Contracting Authority will inform the Proponent of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the proposal non-responsive.

## COVID-19 VACCINATION REQUIREMENT CERTIFICATION

(Not required at solicitation closing)

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:** \_\_\_\_\_



Solicitation No. - N° de l'invitation  
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000  
File Name - Nom du dossier  
Construction Inspection Services with Engineering Support, Pond Inlet, Nunavut

Contracting Authority - Autorité contractante  
Cloë Pelland Tessier

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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.

**APPENDIX C - PRICE PROPOSAL FORM**

INSTRUCTIONS: Complete this Price Proposal Form and submit to the bid fax or email designated on the Front Page "Request for Proposal" for the receipt of the proposals with the Name of Proponent, Name of Project, PCA Solicitation Number, and the words "PRICE PROPOSAL FORM" typed on the fax cover page or email subject line. Price Proposals are not to include Applicable Taxes.

PROPOSERS SHALL NOT ALTER THIS FORM

**Project Title:** Construction Inspection Services with Engineering Support, Pond Inlet, Nunavut

**Name of Proponent:**

**The following will form part of the evaluation process:**

**1. REQUIRED SERVICES**

**Fixed Fee** ([R1230D](#) (2018-06-21), GC 5 - Terms of Payment)

Required Services including all related costs, services and deliverables to complete the services specified in the Project Brief and in the RFP documents:

**1. REQUIRED SERVICES**

SERVICES		FIXED FEE
RS1	Inspector Services This includes travel fees to Pond Inlet (reference statement of work 2.1.4)	\$
RS2	Contract Administration Services	\$
RS3	Energy Consultant and Commissioning Authority	\$

**2. OPTIONAL SERVICES\***

Optional Services including all related cost, services and deliverables to complete the services specified in the Project Brief and in the RFP documents

SERVICES		UNIT PRICE	ESTIMATED QUANTITY	TOTAL
OS1	Additional Travel fees to Pond Inlet Flight round/trip from Prime consultant's location to Pond Inlet	\$	1	\$
OS2	Daily rate in Pond Inlet in case of delay Accommodation, meals and incidental	\$	2	\$

Solicitation No. - N° de l'invitation  
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 N/A

Amd. No. - N° de la modif.  
 000  
 File Name - Nom du dossier  
 Construction Inspection Services with Engineering Support, Pond Inlet, Nunavut

Contracting Authority - Autorité contractante  
 Cloë Pelland Tessier

<b>TOTAL FEES FOR OPTIONAL SERVICES</b>			\$
<i>(Excluding applicable taxes)</i>	\$		

\*All travel and accommodation costs will be charged as per the Treasury Board Travel Directive – National Joint Council rates and allowances

<https://www.njc-cnm.gc.ca/directive/d10/en>

### 3. TOTAL COST OF SERVICES FOR PROPOSAL EVALUATION PURPOSES

<b>TOTAL FEES FOR REQUIRED SERVICES</b>	\$
<i>(Excluding applicable taxes)</i>	
<b>TOTAL FEES FOR OPTIONAL SERVICES</b>	\$
<i>(Excluding applicable taxes)</i>	
<b>TOTAL FEES</b>	\$
<i>(Excluding applicable taxes)</i>	

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**APPENDIX C - PRICE PROPOSAL FORM (CONT'D)**

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**The following will NOT form part of the evaluation process**

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Canada may accept or reject any of the following fees, disbursements and/or hourly rates. Canada reserves the right to negotiate on these fees, disbursements and/or hourly rates.

**HOURLY RATES**

**The following hourly rates may be used for future contract amendments**

**A) Principals**

Name	Hourly Rate

**B) Staff**

Name	Hourly Rate

**END OF PRICE PROPOSAL FORM**

Solicitation No. - N° de l'invitation  
5P468-21-0250/A  
Client Ref. No. - N° de réf. du client  
N/A

Amd. No. - N° de la modif.  
000  
File Name - Nom du dossier  
Construction Inspection Services with Engineering Support, Pond Inlet, Nunavut

Contracting Authority - Autorité contractante  
Cloë Pelland Tessier

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## **APPENDIX D - PROJECT BRIEF**

This document is attached as a separate pdf.

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## APPENDIX E - SUBMISSION REQUIREMENTS AND EVALUATION (SRE)

- SRE 1 General Information
- SRE 2 Proposal Requirements
- SRE 3 Submission Requirements and Evaluation
- SRE 4 Price of Services
- SRE 5 Total Score
- SRE 6 Submission Requirements – Checklist

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### SRE 1 GENERAL INFORMATION

#### 1.1 Reference to the Selection Procedure

An 'Overview of the selection procedure' can be found in R1410T General Instructions to Proponents (G13).

#### 1.2 Calculation of Total Score

For this project the Total Score will be established as follows:

Technical Rating x 35% = Technical Score (Points)  
Inuit Benefits Plan (IBP) x 35% = IBP Score (Points)  
Price Rating x 30% = Price Score (Points)  
Total Score = Max. 100 Points

### SRE 2 PROPOSAL REQUIREMENTS

#### 2.1 Requirement for Proposal Format

The following proposal format information should be implemented when preparing the proposal.

- (1) electronic copy
- Paper size should be - 216mm x 279mm (8.5" x 11")
- Minimum font size - 11 point Times or equal
- Minimum margins - 12 mm left, right, top, and bottom
- Double-sided submissions are preferred
- One (1) 'page' means one side of a 216mm x 279mm (8.5" x 11") sheet of paper
- 279mm x 432 mm (11" x 17") fold-out sheets for spreadsheets, organization charts etc. will be counted as two pages.
- The order of the proposals should follow the order established in the Request for Proposal SRE section

#### 2.2 Specific Requirements for Proposal Format

The maximum number of pages (including text and graphics) to be submitted for the Rated Requirements under SRE 3.2 is thirty (30) pages.

The following are not part of the page limitation mentioned above;

- Covering letter
- Table of Contents and section dividers
- Consultant Team Identification (Appendix A)

- 
- Declaration/Certifications Form (Appendix B)
  - Integrity Provisions – Required Documentation
  - Front page of the RFP
  - Front page of revision(s) to the RFP
  - Price Proposal Form (Appendix C)
  - CVs (curriculum vitae)

***Consequence of non-compliance: any pages which extend beyond the above page limitation and any other attachments will be extracted from the proposal and will not be forwarded to the PCA Evaluation Board members for evaluation.***

## **SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION**

### **3.1 MANDATORY REQUIREMENTS**

Failure to meet the mandatory requirements will render the proposal as non-responsive and no further evaluation will be carried out.

#### **3.1.1 Licensing, Certification or Authorization**

The proponent shall be an architectural firm, licensed, or eligible to be licensed, certified or otherwise authorized, to provide the necessary professional services to the full extent that may be required by territorial law in the territory of Nunavut.

All Sub-consultants/Specialists shall be licensed, or eligible to be licensed, certified or otherwise authorized, to provide the necessary professional services to the full extent that may be required by territorial law in the territory of Nunavut.

#### **3.1.2 Consultant Team Identification**

The consultant team to be identified must include the following:

Proponent (prime consultant): Architect

Key Sub-consultants / Specialists:

- Project Manager/Onsite Inspector
- Energy Consultant
- Building Scientist/Envelop Specialist
- Civil or Structural Engineer
- Geotechnical Engineer
- Electrical Engineer
- Mechanical Engineer

If the proponent proposes to provide multidisciplinary services that might normally be provided by a sub-consultant, this should be indicated here.

Information required - name of firm, key personnel to be assigned to the project. For the prime consultant indicate current license and/or how you intend to meet the provincial or territorial licensing requirements. In the case of a joint venture identify the existing or proposed legal form of the joint venture (refer to R1410T General Instructions to Proponents, GI9 Limitation of submissions).

An example of an acceptable format (typical) for submission of the team identification information is provided in Appendix A.

### 3.1.3 Declaration/Certifications Form

Proponents must complete, sign and submit the following:

- Appendix B, Declaration/Certifications Form as required.

### 3.1.4 Integrity Provisions – Required documentation

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Proponent must provide, **as applicable**, to be given further consideration in the procurement process, the required documentation as per R1410T (2020-05-28), General instructions 1 (GI1), Integrity Provisions – Proposal, **section 3a**

## 3.2 RATED REQUIREMENTS

### A) Technical Requirements

#### 3.2.1 Achievements of Proponent on Projects

Describe the Proponent's accomplishments, achievements and experience as prime consultant on projects.

Select a **maximum** of 3 projects undertaken within the last 10 years. Joint venture submissions are not to exceed the maximum number of projects. Only the first 3 projects listed in sequence will receive consideration and any others will receive none as though not included.

#### Information that should be supplied:

- 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, design challenges and resolutions.
- budget control and management - i.e. contract price & final construction cost - explain variation
- project schedule control and management - i.e. initial schedule and revised schedule - explain variation
- client references - name, address, phone and fax of client contact at working level - references may be checked
- names of key personnel responsible for project delivery
- awards received

The Proponent (as defined in R1410T General Instructions to Proponents, GI2 Definitions) must possess the knowledge on the above projects. Past project experience from entities other than the Proponent will not be considered in the evaluation unless these entities form part of a joint venture Proponent.

Please indicate those projects which were carried out in joint venture and the responsibilities of each of the involved entities in each project.

#### 3.2.2 Achievements of Key Personnel on Projects

Describe the experience and performance of key personnel to be assigned to this project regardless of their past association with the current proponent firm. This is the opportunity to emphasize the strengths of the individuals on the team, to recognize their past responsibilities, commitments and achievements.

Proponent (prime consultant) – Architect



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**Key Sub-consultants / Specialists**

- Project Manager
- Onsite Inspector
- Energy Consultant
- Building Scientist/Envelop Specialist
- Civil or Structural Engineer
- Geotechnical Engineer
- Electrical Engineer
- Mechanical Engineer

Information that should be supplied for each key personnel in their CV (curriculum vitae):

- professional accreditation
- accomplishments/achievements/awards
- relevant experience, expertise, number of years experience
- role, responsibility and degree of involvement of individual in past projects

**3.2.3 Understanding of the Project:**

The proponent should demonstrate understanding of the goals of the project, the functional/technical requirements, the constraints and the issues that will shape the end product.

Information that should be supplied:

- The functional and technical requirements
- Broader goals (federal image, sustainable development, sensitivities)
- The relationship between this commission and any earlier studies completed for PCA
- Significant issues, challenges and constraints
- Project schedule and cost. Review schedule and cost information and assess risk management elements that may affect the project
- The Client User's philosophies and values

**3.2.4 Scope of Services:**

The proponent should demonstrate capability to perform the services and meet project challenges and to provide a plan of action.

Information that should be supplied:

- Scope of Services - detailed list of services
- Work Plan - detailed breakdown of work tasks and deliverables
- Project schedule - proposed major milestone schedule
- Risk management strategy
- How travel challenges will be dealt with in relation to remoteness as well as COVID-19 situation and how the meetings and inspections can be done remotely

**3.2.5 Management of Services:**

The Proponent should describe how he /she proposes to perform the services and meet the constraints; how the services will be managed to ensure continuing and 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 firms; to describe how the team will be managed. The proponent is also to identify sub-consultant disciplines and specialists required to complete the consultant team.

If the Proponent proposes to provide multi-disciplinary services which might otherwise be performed by a sub-consultant, this should be reflected here.

Information that should be supplied:

- Confirm the makeup of the full project team including the names of the consultant sub-consultants and specialists personnel and their role on the project.
- Organization chart with position titles and names (Consultant team). Joint Venture business plan, team structure and responsibilities, if applicable
- What back-up will be committed
- Profiles of the key positions (specific assignments and responsibilities)
- Outline of an action plan of the services with implementation strategies and sequence of main activities
- Reporting relationships
- Communication strategies
- Response time: demonstrate how the response time requirements will be met

**3.2.6 Approach / Methodology**

The proponent should elaborate on aspects of the project considered to be a major challenge which will illustrate approach / methodology. This is the opportunity for the Proponent to state the overall design philosophy of the team as well as their approach of resolving design issues and in particular to focus on the unique aspects of the current project.

Information that should be supplied:

- Approach / Methodology
- Describe the major challenges and how your team approach will be applied to those particular challenges.
- Describe how the team and the work will be managed with the limited travel, physical interactions of being on site and meetings due to COVID-19 restrictions

**B) Inuit Benefits Plan (IBP)**

See Appendix F – Inuit Benefits Plan Evaluation for more detail.

**SRE 4 EVALUATION AND RATING**

In the first instance, price envelopes will remain sealed and only the technical components of the proposals which are responsive will be reviewed, evaluated and rated by PCA Evaluation Board in accordance with the following to establish Technical Ratings:

**A) Technical**

Criterion	Weight Factor	Rating	Weighted Rating
Achievements of Proponent	2.5	0 - 10	0 - 25
Achievements of Key Personnel on Projects	3.0	0 - 10	0 - 30
Understanding of the Project	1.5	0 - 10	0 - 15
Scope of Services	1.0	0 - 10	0 - 10
Management of Services	1.0	0 - 10	0 - 10
Approach / Methodology	1.0	0 - 10	0 - 10
Technical Rating	10.0		0 - 100

To be considered further, proponents **must** achieve a minimum Technical Rating of sixty (60) points out of the hundred (100) points available as specified above.

**No further consideration will be given to proponents not achieving the pass mark of sixty (60) points.**

**B) Inuit Benefits Plan**

Criteria	Total Points Available	Total Score
Inuit employment:	10	/10
Inuit training and skills development	10	/10
Inuit ownership / Sub-contractors / suppliers:	10	/10
Location in the NSA	5	/5
<b>Grand Total</b>		<b>/35</b>

There is no pass mark for this section

**SRE 5 PRICE OF SERVICES**

All price proposal envelopes corresponding to responsive proposals which have achieved the pass mark of sixty (60) points will be opened upon completion of the technical evaluation.

To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %

The table below illustrates **an example** where all three bids are responsive and the selection of the contractor is determined by a **35/35/30 ratio** of technical merit, IBP and price, respectively. The total available points equal 100 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (35%), IBP (35%) and Price (30%)				
		Bidder 1	Bidder 2	Bidder 3
<b>Overall Technical Score</b>		92/100	89/100	75/100
<b>Inuit Benefits Plan Score</b>		30/30	25/30	28/30
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	92/100 x 35 = 32.2	89/100 x 35 = 31.15	75/100 x 35 = 26.25
	<b>IBP</b>	30/30 x 35 = 35	25/30 x 35 = 29.16	28/30 x 35 = 32.6
	<b>Pricing Score</b>	45/55 x 30 = 24.55	45/50 x 30 = 27.00	45/45 x 30 = 30
<b>Combined Rating</b>		91.75	87.31	88.85
<b>Overall Rating</b>		1st	3rd	2nd

The Price Rating is equal to the applicable percentage to establish the Price Score.

## SRE 6 TOTAL SCORE

Total Scores will be established in accordance with the following:

Rating	Possible Range	% of Total Score	Score (Points)
Technical Rating	0 - 100	35	0 - 35
Inuit Benefits Plan (IBP)	0 - 35	35	0 - 35
Price Rating	0 - 30	30	0 - 30
<b>Total Score</b>		<b>100</b>	0-100

The Proponent receiving the highest Total Score is the first entity that the Evaluation Board will recommend for the provision of the required services. In the case of a tie, the proponent submitting the lower price for the services will be selected.

### Generic Evaluation Table

PCA Evaluation Board members will evaluate the strengths and weaknesses of the Proponent's response to the evaluation criteria and will rate each criterion with even numbers (0, 2, 4, 6, 8 or 10) using the generic evaluation table below:

	INADEQUATE	WEAK	ADEQUATE	FULLY SATISFACTORY	STRONG
0 point	2 points	4 points	6 points	8 points	10 points
Did not submit information which could be evaluated	Lacks complete or almost complete understanding of the requirements.	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements.	Demonstrates a good understanding of the requirements.	Demonstrates a very good understanding of the requirements.	Demonstrates an excellent understanding of the requirements.
	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	No significant weaknesses	No apparent weaknesses
	Proponent do not possess qualifications and experience	Proponent lacks qualifications and experience	Proponent has an acceptable level of qualifications and experience	Proponent is qualified and experienced	Proponent is highly qualified and experienced
	Team proposed is not likely able to meet requirements	Team does not cover all components or overall experience is weak	Team covers most components and will likely meet requirements	Team covers all components - some members have worked successfully together	Strong team - has worked successfully together on comparable projects
	Sample projects not related to this requirement	Sample projects generally not related to this requirement	Sample projects generally related to this requirement	Sample projects directly related to this requirement	Leads in sample projects directly related to this requirement
	Extremely poor, insufficient to meet performance requirements	Little capability to meet performance requirements	Acceptable capability, should ensure adequate results	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results

## SRE 7 SUBMISSION REQUIREMENTS - CHECKLIST

The following list of documents and forms is provided with the intention of assisting the Proponent in ensuring a complete submission. The Proponent is responsible for meeting all submission requirements.

Please follow detailed instructions in R1410T General Instructions to Proponents, G116 Submission of proposal, as amended in S12 Proposal documents. Proponents may choose to introduce their submissions with a cover letter.

### Submission #1 – Qualifications:

- Team Identification - see typical format in Appendix A
- Declaration/Certifications Form - completed and signed - form provided in Appendix B
- Integrity Provisions – Required documentation – **as applicable** in accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>) and as per R1410T (2017-08-17), General Instructions 1 (G11), Integrity Provisions – Proposal, **section 3a.**
- Integrity Provisions - Declaration of Convicted Offences – **with its bid, as applicable** in accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>) and as per R1410T (2020-05-28), General instructions 1 (G11), Integrity Provisions – Proposal, **section 3b.**
- Inuit Benefits Plan
- Proposal - one (1) electronic signed copy (PDF format)
- Front page of RFP
- Front page(s) of any solicitation amendment

### Submission #2 - Price:

Price Proposal Form - one (1) completed and submitted to the proposal fax or email designated on the Front Page "Request for Proposal" for the receipt of the proposals.

Note: Proponents submitting their documents via fax: please include a cover page for each submission labeled "Submission 1" for the Technical Proposal and "Submission 2" for the Price Proposal Form.

Proponents submitting their documents via email: please attach 2 separate files each labeled "Submission 1" for the Proposal and "Submission 2" for the Price Proposal Form.

## APPENDIX F – INUIT BENEFITS PLAN (IBP)

### PART A - INUIT BENEFITS PLAN (IBP)

#### Evaluation and Assessment of IBP Guarantee

For a bid to be assigned points for guarantees made in respect of any IBP bid criteria, **THE BIDDER MUST PROVIDE PROOF WITH THEIR BID** to demonstrate how they will meet the objective of each criterion. Bidders may use the attached GUARANTEE TABLES to supplement the IBP submission provided in their bid.

Proof of efforts and/or guarantees made by Bidders should include, but not be limited to, the names of persons or companies contacted and the nature of the undertakings at the time of the submission as applicable. Bidders must ensure their IBP documentation demonstrates sufficient evidence to assess the compliance of their bid against the criteria listed herein. It is the Bidders' responsibility to provide sufficient information in its bid to enable the Evaluation Committee to complete its evaluation.

#### **BIDDERS WILL ONLY BE ELIGIBLE TO RECEIVE POINTS FOR DEMONSTRATED COMMITMENTS.**

Bidders must include all reference material to be considered. Only material and/or documents submitted as part of the bid proposal will be considered. URL links to website will not be considered.

Canada reserves the right to verify any information provided in the IBP guarantee and that unverifiable statements may result in the tender being declared non-responsive.

#### Contractor Selection (two envelope process)

The Contractor selection will be based on the highest responsive combined rating of IBP, price and technical rating. The ratio will be **35%** Inuit Benefits Plan, **30%** for the price and **35%** technical rating.

IBP Score = Bidder' Points x **35%** Maximum Points

Cost Score = Lowest Bid x **30%** Bidder' Price

Technical Score = Bidder's technical rating x **35%**

(See Appendix C – Evaluation Criteria for further details)

### INUIT BENEFIT PLAN CRITERIA

The requirements of the Agreement Between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada apply to this procurement. Canada reserves the right to confirm validity of all declarations / guarantees.

Inuit Benefits Criteria (IBC)		
1A	Inuit employment: to evaluate the employment of Inuit labour.	Points
	The employment of onsite Inuit in carrying out the work under the contracts. Bidder will be evaluated on their firm guarantee to use Inuit from the Nunavut Settlement Area in carrying out the work. The percentages identified below relate specifically to on-site labour hours regardless of whether they are Prime Contractor staff and/or Sub-contractor staff.	/10

	<p>Percentages should be supported by a list of specific positions that may or will be staffed by onsite Inuit. Onsite Inuit employment will be confirmed during activities based on supporting documentation provided by the Contractor and Departmental Representative if applicable.</p> <p>0-100% of total labour hours = 0-10 points. Points will be assigned based on a percentage % of the total Points available.</p> <p>___ % x total points available</p> <p><b>Example:</b></p> <p><b>Bidder guarantees 65% of labor hours will be Inuit = 65 % x 10 = 6.5 points</b></p> <p><b>NOTE:</b>          Bidders must demonstrate how they will meet their Labor %. Simply indicating a “%” commitment is not sufficient to achieve points. Your score will be adjusted in accordance with your backup documentation (ie.labor plan estimate).</p> <p>Verification of Inuit businesses will be made through:          The Inuit Firm Registry Database <a href="http://inuitfirm.tungavik.com/">http://inuitfirm.tungavik.com/</a></p>													
2	<p><b>Inuit training and skills development:</b> to evaluate the undertaking of commitments, under the contract, with respect to training or skills development for Inuit.</p> <p>Bidders will be evaluated on their undertaking of a commitment with respect to delivery of on-the-job training and apprenticeship programs for Inuit from the Nunavut Settlement Area at no additional cost under this Contract. “Training and Apprenticeship” is considered delivered when the receiving individuals have acquired certifiable work skills and received certification. This is typically achieved through an independent third party certification process.</p> <p>To establish the training score, each responsive bid will be prorated against the bidder proposing the highest number of total Inuit training hours, with the proposal committing to the highest number of training hours receiving full points.</p>	/10												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;"></th> <th style="width: 20%; text-align: center;">Bidder 1</th> <th style="width: 20%; text-align: center;">Bidder 2</th> <th style="width: 20%; text-align: center;">Bidder 3</th> </tr> </thead> <tbody> <tr> <td>Total number of Inuit training hours proposed</td> <td style="text-align: center;">20 hours</td> <td style="text-align: center;">35 hours</td> <td style="text-align: center;">60 hours</td> </tr> <tr> <td>Calculation of points</td> <td style="text-align: center;">20/60 = 33 / 10 of total points available</td> <td style="text-align: center;">35/60 = 58 / 10 of total points available</td> <td style="text-align: center;">60/60 = 100 / 10 of total points available</td> </tr> </tbody> </table>			Bidder 1	Bidder 2	Bidder 3	Total number of Inuit training hours proposed	20 hours	35 hours	60 hours	Calculation of points	20/60 = 33 / 10 of total points available	35/60 = 58 / 10 of total points available	60/60 = 100 / 10 of total points available
	Bidder 1		Bidder 2	Bidder 3										
Total number of Inuit training hours proposed	20 hours		35 hours	60 hours										
Calculation of points	20/60 = 33 / 10 of total points available	35/60 = 58 / 10 of total points available	60/60 = 100 / 10 of total points available											
3A	<p><b>Inuit ownership</b> (prime contractor and subcontractors): to evaluate whether the bidder is an Inuit firm on the IFR, and whether Inuit firms on the IFR will be engaged as subcontractor(s) in carrying out the government contract</p>	/5												
3B	<p><b>Sub-contractors / suppliers:</b>          The use of sub-contractors or suppliers that are Inuit in carrying out the contract. Bidder will be evaluated on their firm guarantee to use Inuit Sub-Contractors for services or the procurement of supplies and equipment from the Inuit from the Nunavut Settlement Area associated with the Contract.</p> <p><b>Note: if the Prime Contractor is an Inuit owned business, the total dollar value of the Inuit contracting shall also include the contractor's share of the contract.</b></p> <p>Bidders should provide their guarantee of Inuit Subcontractors in accordance with the following:</p>	/5												

	<p>Estimated value of Contract: \$ _____ - Less Non-Inuit subcontracting:          \$ _____ = Total guaranteed for Inuit Subcontractors/Suppliers: \$ _____</p> <p>Points will be assigned to bidder as follows:</p> <p>Total guaranteed Inuit sub-contracting / Estimated value of contracting = ___a___ %</p> <p>Points will be assigned based on a percentage % of the total points available:          _a_ % x total points available = assigned points</p> <p><b>Example:</b></p> <p>Estimated value of Contract: \$100,000 - Less Non-Inuit subcontracting: \$ 45,000 =          Total guaranteed for Inuit Subcontractors/Suppliers: \$ 55,000  <math>\\$55,000 / \\$100,000 = 0.55 \times 5 = 2.75</math> points</p> <p><b>NOTE:</b>  <b>Percentages MUST BE SUPPORTED by a list of specific subcontractor/suppliers that can be confirmed as Inuit subcontractors.</b></p>	
	Verification of Inuit businesses will be made through: The Inuit Firm Registry Database <a href="http://inuitfirm.tunnngavik.com/">http://inuitfirm.tunnngavik.com/</a>	
<b>Nunavut Benefits Criteria (NBC)</b>		
<b>1</b>	<b>Location in the NSA:</b> to evaluate whether the bidder or the subcontractor(s) have head offices, administrative offices or other facilities in the Nunavut Settlement Area (NSA).	<b>/5</b>
	Verification of Inuit businesses will be made through: The Inuit Firm Registry Database <a href="http://inuitfirm.tunnngavik.com/">http://inuitfirm.tunnngavik.com/</a>	

Criteria	Total Points Available	Total Score
<b>Inuit employment:</b>	10	/10
<b>Inuit training and skills development</b>	10	/10
<b>Inuit ownership / Sub-contractors / suppliers:</b>	10	/10
<b>Location in the NSA</b>	5	/5
<b>Grand Total</b>		<b>/35</b>



**PART B - BIDDER GUARANTEE AND CERTIFICATION**

1. At time of bid submission - The tables below may be used by bidders to submit their proposals.
2. Information provided may be subject to verification.

**TABLE 1 – Head Office**

<b>Provide Current Business address</b>
Bidders MUST demonstrate the existence of head offices, staffed administrative offices or other staffed facilities in the Nunavut Settlement Area.

**TABLE 2 – Guarantee of Inuit Training**

Name & Position Title (Provide name(s) where possible)	Type of Training	Inuit Training Hours
Bidders MUST include type of training and hours of training.		

**TABLE 3 – Guarantee of Onsite Inuit Labour Content**

Total No. Of onsite Inuit Person Hours for This Contract = \_\_\_\_\_ %  
 Total No. Of onsite Person Hours for This Contract

Name & Position Title (Provide name(s) where possible)	Onsite Inuit Employee Hours	Non – Inuit Employee Hours
Bidders to include the # of hours to be worked.		

**TABLE 4 – Guarantee of Inuit Content for Sub-Contracting/Suppliers Content:**

Total Est. Cost For Supplies/Materials, Equip and Services Procured From Inuit Companies for this Contract Total Bid Price = \_\_\_\_\_ %

Company Name	Inuit Company	Non – Inuit Company
Bidder to include the value of work to be Sub-Contracted.  NOTE: only subcontractors and suppliers that can be confirmed as Aboriginal businesses will be included in the calculations. Verification of Aboriginal businesses will be made in accordance with: 4 Subcontractors / Suppliers.		

Solicitation No. - N° de l'invitation  
5P468-21-0250/A  
Client Ref. No. - N° de réf. du client  
N/A

Amd. No. - N° de la modif.  
000  
File Name - Nom du dossier  
Construction Inspection Services with Engineering Support, Pond Inlet, Nunavut

Contracting Authority - Autorité contractante  
Cloë Pelland Tessier

### **Bidder Certification**

The Bidder must submit the following certification if an IBP guarantee is being provided, either at time of bid submission, or prior to contract award.

#### **INUIT BENEFITS PLAN CERTIFICATION:**

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**The bidder certifies its IBP guarantee for contracting submitted with its bid is accurate and complete.**

**PART C - CONTRACTOR ACHIEVEMENT REPORTING AND CERTIFICATION**

1. For the successful Contractor only - If an IBP guarantee is provided as part of the bid, the successful Contractor must provide a summary of activities undertaken to meet the guarantees made as part of the IBP portion of their bid. The following table must be completed with supporting information (such as invoices, work logs, payroll receipts, etc.) by the contractor on at end of contract / prior to final payment.
2. The contractor must indicate if any objectives were not met *and* identify why not.
3. Information provided may be subject to verification.
4. The IBP Certification and IBP Achievement Reports must be submitted prior to final payment with details how the Contractors met its' IBP guarantee.
5. Failure to comply with the request to submit the certification and report within 15 business days may result in a full 1% penalty.

Return Reports to:

Contracting Authority Name: Cloë Pelland Tessier  
 Email: [cloe.pelland-tessier@pc.gc.ca](mailto:cloe.pelland-tessier@pc.gc.ca)

**TABLE 1 – Head Office**

<b>Provide Current Business address</b>
Contractors must demonstrate the existence of head offices, staffed administrative offices or other staffed facilities in the Nunavut Settlement Area.

**TABLE 2 – Achievement of Inuit Training**

<b>Name &amp; Position Title (Provide name(s) where possible)</b>	<b>Type of Training</b>	<b>Inuit Training Hours</b>
Bidders MUST include type of training and hours of training.		

**TABLE 3 – Achievement of onsite Inuit Labour Content**

Total No. Of onsite Inuit Person Hours for This Contract = \_\_\_\_\_ %  
 Total No. Of Employee Hour for This Contract

<b>Name &amp; Position Title (Provide name(s) where possible)</b>	<b>Onsite Inuit Employee Hours</b>	<b>Non – Inuit Employee Hours</b>
Contractor must include the # of hours worked		

**TABLE 4 – Achievement of Inuit Content for Sub-Contracting/Suppliers Content:**

Total Cost For Supplies/Materials, Equip and Services Procured From Inuit Companies for This Contract  
Final Contract Value = \_\_\_\_\_%

<b>Company Name</b>	<b>Inuit Company</b>	<b>Non-Inuit Company</b>
Contractor must include the value of Sub-Contracted work		

**CONTRACTOR CERTIFICATION**

**INUIT BENEFIT PLAN ACHIEVEMENT CERTIFICATION:**

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

*The Contractor certifies the information contained in the ACHIEVEMENT TABLES is accurate and complete.*

Solicitation No. - N° de l'invitation  
5P468-21-0250/A  
Client Ref. No. - N° de réf. du client  
N/A

Amd. No. - N° de la modif.  
000  
File Name - Nom du dossier  
Construction Inspection Services with Engineering Support, Pond Inlet, Nunavut

Contracting Authority - Autorité contractante  
Cloë Pelland Tessier

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## **APPENDIX G - DOING BUSINESS WITH PWGSC DOCUMENTATION AND DELIVERABLES MANUAL**

This document is attached as a separate pdf.

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

**APPENDIX H - ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)**

***The following form must be completed and signed prior to commencing work on Parks Canada Sites.***

**Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.**

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the *Canada Labour Code* and the *Canada Occupational Health and Safety Regulations* are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

Parks Canada Responsible Authority	Address	Contact Information
Contracting Authority		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work
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General Description of Work to be Completed
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Solicitation No. - N° de l'invitation  
5P468-21-0250/A  
Client Ref. No. - N° de réf. du client  
N/A

Amd. No. - N° de la modif.  
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Contracting Authority - Autorité contractante  
Cloë Pelland Tessier

Mark "Yes" where applicable.

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, \_\_\_\_\_ (contractor), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**ANNEX A - INUIT BENEFITS PLAN PENALTY CONDITIONS**

1. Under the provisions of the proposed contract, where the contractor meets the IBP guarantees specified and certified in his bid, the contractor will be paid the agreed contract price.
2. If the contractor fails to fulfill their certified training guarantee, an amount of up to 0.20% of the final contract value may be deducted from the hold back provisions or final payment. The Contractor will not be evaluated on their training achievements. (Table 1A)
3. If the contractor does not meet the certified percentage of onsite Inuit employee hours worked on the Contract and fails to fulfill their onsite Inuit employment guarantees, an amount of up to 0.40% of the final contract value may be deducted from the final payment or hold back provisions. (Table 1B)
4. If the contractor does not meet the certified percentage of Inuit Sub-contractors/Suppliers, and fails to fulfill their Inuit subcontractors/ suppliers guarantees, an amount of up to 0.40% of the final contract value may be deducted from the final payment or hold back provisions. (Table 1C)
5. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any penalties owing and unpaid under this section.
6. Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.
7. Canada reserves the right, at their sole discretion, to reduce or eliminate damages if it can be clearly demonstrated that significant efforts were made to meet the IBP guarantee and the minimum requirements could not be met due to circumstances out of the Contractor's control.

NOTE: "FINAL CONTRACT VALUE" for the purposes of the penalty calculation the final contract value includes all amendments to the original award amount unless identified as being excluded from the IBP calculation at the time of change order or amendment negotiation.

<b>TABLE 1A - ASSESSMENT OF INUIT TRAINING PENALTY</b>			
<b>ITEM #</b>	<b>REQUIREMENT</b>	<b>WEIGHT</b>	<b>SCORE</b>
<b>1</b>	<p><b>CONTRACTOR DUE DILIGENCE:</b>            Case-by-case-consideration is given to contractor's ability to demonstrate diligent efforts to achieve their <b>Inuit Training</b> guarantees.</p> <p><b>Points awarded for contractor due diligence based on the following scale:</b></p> <p>0-13 points - Contractor demonstrated little to no effort and made no attempt to meet the IBP training guarantee.            14-27 points - Contractor demonstrated moderate effort while attempting to meet the IBP training guarantee.            28-40 points - Contractor demonstrated outstanding effort while attempting to meet the IBP training guarantee.</p>	<b>40</b>	
<b>2</b>	<b>TOTAL ASSESSED SCORE</b>	<b>40</b>	



<b>3</b>	<b>TOTAL CALCULATED PENALTY:</b> (40 - total assessed score)% x (Final contract value) x 0.20%	\$	
<b>4</b>	<b>COMMENTS/JUSTIFICATIONS:</b>		
<b>5</b>	<b>SIGNATURE OF EVALUATION PANEL:</b>  <b>Departmental Representative:</b> _____ <b>Technical Authority:</b> _____ <b>Contracting Officer (PCA):</b> _____		

<b>TABLE 1B - ASSESSMENT OF ONSITE INUIT LABOUR PENALTY</b>			
<b>ITEM#</b>	<b>REQUIREMENT</b>	<b>WEIGHT</b>	<b>SCORE</b>
<b>1</b>	<p><b>Calculate the percentage of guarantee achieved for Onsite Inuit content based on the following formula, where:</b></p> <p>Guarantee percentage = Achieved = _____% * 60% Proposed %</p> <p><b>Notes:</b> percentage of 50% or less receives zero points</p>	<b>60</b>	
<b>2</b>	<p><b>CONTRACTOR DUE DILIGENCE:</b></p> <p>Case-by-case-consideration is given to contractor's ability to demonstrate diligent efforts to achieve Onsite <b>Inuit</b> employment guarantees.</p> <p><b>Points awarded for contractor due diligence based on the following scale:</b></p> <p>0-13 points - Contractor demonstrated little to no effort and made no attempt to meet the IBP employment guarantee.</p> <p>14-27 points - Contractor demonstrated moderate effort while attempting to meet the IBP employment guarantee.</p> <p>28-40 points - Contractor demonstrated outstanding effort while attempting to meet the IBP employment, guarantee.</p>	<b>40</b>	
<b>3</b>	<b>TOTAL ASSESSED SCORE</b>	<b>100</b>	
<b>4</b>	<b>TOTAL CALCULATED PENALTY:</b> (100 - total assessed score)% x (Final contract value) x 0.40%		
<b>5</b>	<b>COMMENTS/JUSTIFICATIONS:</b>		
<b>6</b>	<b>SIGNATURE OF EVALUATION PANEL:</b>  <b>Departmental Representative:</b> _____ <b>Technical Authority:</b> _____ <b>Contracting Officer (PCA):</b> _____		

<b>TABLE 1C - ASSESSMENT OF INUIT SUB-CONTRACTING/SUPPLIER PENALTY</b>			
<b>ITEM#</b>	<b>REQUIREMENT</b>	<b>WEIGHT</b>	<b>SCORE</b>
<b>1</b>	<p><b>Calculate the percentage of guarantee achieved for Inuit content based on the following formula, where:</b></p> <p>Guarantee percentage = Achieved = _____% * 60 % Proposed %</p> <p><b>Note:</b> Guarantee percentage of 50% or less receives zero points.</p>	<b>60</b>	
<b>2</b>	<p><b>CONTRACTOR DUE DILIGENCE:</b></p> <p>Case-by-case-consideration is given to contractor's ability to demonstrate diligent efforts to achieve Inuit sub-contracting / supplier guarantees.</p> <p><b>Points awarded for contractor due diligence based on the following scale:</b></p> <p>0-13 points - Contractor demonstrated little to no effort and made no attempt to meet the IBP sub-contracting/supplier guarantees.            14-27 points - Contractor demonstrated moderate effort while attempting to meet the IBP sub-contracting/supplier guarantees.            28-40 points - Contractor demonstrated outstanding effort while attempting to meet the IBP sub-contracting/supplier guarantees.</p>	<b>40</b>	
<b>3</b>	<b>TOTAL ASSESSED SCORE</b>	<b>100</b>	
<b>4</b>	<p><b>TOTAL CALCULATED PENALTY:</b>            (100 - total assessed score)% x (Final contract value) x 0.40% \$</p>	<b>\$</b>	
<b>5</b>	<b>COMMENTS/JUSTIFICATIONS:</b>		
<b>6</b>	<p><b>SIGNATURE OF EVALUATION PANEL:</b></p> <p>Departmental Representative: _____            Technical Authority: _____            Contracting Officer (PCA): _____</p>		