



**RETURN OFFERS TO:**

Parks Canada Agency Bid Receiving Unit  
National Contracting Services

Offer Fax: 1-866-246-6893

Offer E-mail Address: [soumissionsouest-bidswest@canada.ca](mailto:soumissionsouest-bidswest@canada.ca)

This is the only acceptable email address for responses to the Request for Standing Offers. Offers submitted by email directly to the Standing Offer 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 offer documents will not be accepted.

**REQUEST FOR STANDING OFFERS**

Canada, as represented by the Minister of the Environment and Climate Change for the purposes of the Parks Canada Agency, hereby requests a Standing Offer on behalf on the Identified Users herein.

**Comments:**

**Issuing Office:**

Parks Canada Agency  
National Contracting Services  
Calgary, AB

<b>Title:</b> Type 2 Sustained Action Wildland Firefighting Personnel for Parks Parks Canada Fire Management	
<b>Solicitation No.:</b> 5P420-20-0425/A	<b>Date:</b> May 6, 2022
<b>Client Reference No.:</b> n/a	
<b>GETS Reference No.:</b> PW-22-00994869	

<b>Solicitation Closes:</b> <b>At: 14:00</b> <b>On: June 7, 2022</b>	<b>Time Zone:</b> <b>MDT</b>
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<b>F.O.B.:</b> Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	
<b>Address Enquiries to:</b> Ryan Taylor	
<b>Telephone No.:</b> 587-436-5987	<b>Fax No.:</b> 1-866-246-6893
<b>Email Address:</b> <a href="mailto:ryan.taylor@pc.gc.ca">ryan.taylor@pc.gc.ca</a>	
<b>Destination of Goods, Services, and Construction:</b> Various Parks Canada Locations	

**TO BE COMPLETED BY THE OFFEROR**

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

**Solicitation No.:**  
5P420-20-0425/A

**Amendment No.:**  
00

**Contracting Authority:**  
Ryan Taylor

Ver.02.08.21

**Client Reference No.:**  
n/a

**Title:**  
Type 2 Sustained Action Wildland Firefighting Personnel for Parks Canada Fire Management

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## IMPORTANT NOTICE TO OFFERORS

### COVID-19 Vaccination Requirement for Standing Offers

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 prior to issuance of a Standing Offer will render the offer non-responsive.

**OFFERS RECEIVED BY FAX AND EMAIL WILL BE ACCEPTED AS OFFICIAL.**

**OFFERS RECEIVED IN-PERSON OR BY COURIER MAY NOT BE ACCEPTED.**

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The only acceptable facsimile for responses to the RFSO is 1-866-246-6893.

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The Offeror 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 Offeror should send the offer 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 offer documents will not be accepted. Offers documents must be sent as email attachments.

### 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 Standing Offer 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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## **PART 1 – GENERAL INFORMATION**

### **1.1. Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7 7A. Standing Offer, and 7B. Resulting Contract Clauses:

7A. includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B. includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, and any other annexes.

### **1.2. Summary**

Parks Canada requires the provision of wildland firefighting personnel on an as and when requested basis in various National Parks and/or National Historic Site within Alberta, Saskatchewan, British Columbia, Manitoba and the Northwest Territories. The Offeror must provide physically fit and fully equipped crews trained to the standards outlined. The Offeror must provide fire suppression services and other project work including, but not limited to, sustained action fire suppression, chainsaw work, preparation of fire breaks, pile burning operations, manual labour and hazardous tree assessment and falling.

The period of the Standing Offer is from date of Standing Offer to March 31, 2023 with the option to extend for an additional two (2) one (1) year periods from April 01, 2023 to March 31, 2024 and April 01, 2024 to March 31, 2025.

- 1.2.1.** 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 prior to issuance of a Standing Offer will render the offer non-responsive.

### **1.3. Security Requirements**

- 1.3.1.** There is no security requirement associated with the Request for Standing Offer.

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Management

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#### **1.4. Debriefings**

Offerors may request a debriefing on the results of the Request for Standing Offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the Request for Standing Offers process. The debriefing may be in writing, by telephone or in person.

## **PART 2 – OFFEROR INSTRUCTIONS**

### **2.1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2020-05-28) Standard Instructions – Request for Standing Offers – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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.

Subsection 2. entitled epost Connect of section 08, Transmission by Facsimile or by epost Connect of the Standard Instructions [2006](#) incorporated by reference above is deleted in its entirety.

### **2.2. Submission of Offers**

Offers must be submitted only to the Parks Canada Agency (PCA) Bid Receiving Unit by the date and time indicated on page 1 of the Request for Standing Offers (RFSO).

**Offers submitted in-person or by courier may not be accepted.**

The only acceptable facsimile for responses to the RFSO is 1-866-246-6893.

The only acceptable email address for responses to the RFSO is [soumissionsouest-bidswest@canada.ca](mailto:soumissionsouest-bidswest@canada.ca).

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

The Offeror 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 Offeror should send the offer 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 offer documents will not be accepted. Offers documents must be sent as email attachments.

### **2.3. Enquiries – Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors 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

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question(s) or may request that Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

## **2.4. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

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

## **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.



## **PART 3 – OFFER PREPARATION INSTRUCTIONS**

### **3.1. Offer Preparation Instructions**

The offer must be gathered per section and separated as follows:

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

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

#### **Section I: Technical Offer**

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

#### **Section II: Financial Offer**

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

The Offerors may submit pricing for **one or multiple** regions as identified at Annex B.

#### **3.1.1. Exchange Rate Fluctuation**

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

#### **Section III: Certifications**

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

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## **PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1. Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) Each region of service identified in the Request for Standing Offer will be assessed individually
- (c) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **4.1.1. Technical Evaluation**

##### **4.1.1.1. Mandatory Technical Criteria**

Technical offers will be evaluated against the mandatory technical evaluation criteria at **Annex E to Part 4 of the Request for Standing Offers**.

##### **4.1.1.2. Point Rated Technical Criteria**

Technical offers will be evaluated against the point rated technical evaluation criteria at **Annex E to Part 4 of the Request for Standing Offers**.

#### **4.1.2. Financial Evaluation**

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

#### **4.1.3. Basis of Selection - Lowest Price Per Point**

##### **4.1.3.1** To be declared responsive, an offer must:

- a. comply with all the requirements of the Request for Standing Offers;
- b. meet all mandatory technical evaluation criteria;
- c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating

##### **4.1.3.2** Up to seven (7) standing offers may be awarded for each region of service.

Offers not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive offer that receives the highest number of points nor the one that proposes the lowest price will necessarily be accepted.

The responsive offer(s) with the lowest evaluated price per point for each region service will be recommended for issuance of a standing offer.

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a Standing Offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### 5.1. Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

#### 5.1.1. Integrity Provisions – Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all Offerors must provide with their offer, 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 the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer non-responsive.

#### 5.2.1. COVID-19 Vaccination Requirement and Certification

In accordance with the *COVID-19 Vaccination Policy for Supplier Personnel*, the Offeror must provide the COVID-19 Vaccination Requirement Certification at **Annex F to Part 5 of the Request for Standing Offers** prior to issuance of a Standing Offer, 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 Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

The Offeror, 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 **Annex G to Part 5 of the Request for Standing Offers** prior to issuance of a Standing Offer.

### **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.

In order to comply with Treasury Board policies and directives on contracts awarded to Former Public Servants, the Offeror must provide the information requested at **Annex H to Part 5 of the Request for Standing Offers** prior to issuance of a Standing Offer.

### **5.2.4. Federal Contractors Program for Employment Equity – Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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 – 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 an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

### **5.2.5. Additional Certifications Precedent to Issuance of a Standing Offer**

#### **5.2.4.1 Status and Availability of Resources - Offer**

SACC Manual clause [M3020T](#) (2016-01-28) Status and Availability of Resources - Offer

#### **5.2.4.2 Education and Experience**

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

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## **PART 6 – SECURITY AND INSURANCE REQUIREMENTS**

### **6.1. Security Requirements**

**6.1.1** There is no security requirement associated with the Request for Standing Offer.

### **6.2. Insurance Requirements**

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in **Annex “C”**.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

## **6 STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **7.1 Offer**

The Offeror offers to perform the Work in accordance with the Statement of Work at **Annex “A”**.

#### **7.2 Security Requirements**

**7.2.1** There is no security requirement associated with the Request for Standing Offer.

#### **7.3 Standard Clauses and Conditions**

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

##### **7.3.1 General Conditions**

[2005](#) (2017-06-21), General Conditions – Standing Offers – Goods or Services, apply to and form part of the Standing Offer.

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.

#### **7.4 Term of Standing Offer**

##### **7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from date of Standing Offer to March 31, 2023 inclusive.

##### **7.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional three (3) one (1) year periods, from April 01, 2023 to March 31, 2024 inclusive, April 1, 2024 to March 31, 2025 inclusive, and April 1, 2025 to March 31, 2026 inclusive under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

#### **7.5 Authorities**

##### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Ryan Taylor  
Contracting Officer, National Contracting Services  
Parks Canada Agency

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Chief Financial Officer Directorate

Telephone: (587) 436-5987  
Facsimile: 1-866-246-6893  
E-mail address: [ryan.taylor@pc.gc.ca](mailto:ryan.taylor@pc.gc.ca)

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, the Contracting Authority is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

**7.5.2 Project Authority**

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

**7.5.3 Offeror's Representative**

The Offeror's Representative for the Standing Offer is:

**\*\*\*To be completed by the Offeror\*\*\***

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

**7.6 Proactive Disclosure of Contracts with Former Public Servants**

*\*\*\* SACC Manual clause A3025C to be inserted at issuance of a Standing Offer, if applicable \*\*\**

**7.7 Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is: Parks Canada Agency.

**7.8 Call-up Procedures**

**7.8.1** Parks Canada will first determine the Province or Territory where services will be requested for. Parks Canada will then contact the first ranked Offeror under the applicable Province or Territory to determine if the requirement can be satisfied by that Offeror. The Offeror must indicate acceptance of a requested call-up within four (4) hours of the request by the identified user.

**7.8.2** If the contacted Offeror is unable to satisfy the requirement or has not provided response to a call-up request within four (4) hours of the request, Parks Canada will contact the Offeror of the next ranked Standing Offer under the applicable Province or Territory to determine if the requirement can be satisfied by that Offeror.

**7.8.3** Prior to issuing a call-up, Parks Canada and the Offeror will agree to the services to be described in the call-up.

**7.8.4** Once Parks and the Offeror have agreed to the services covered under the requested call-up, Parks Canada will issue a call-up.

**7.8.5** Once the call-up is issued, the Offeror is considered to have entered into contract and must supply Parks Canada with the services described in the call-up.

**7.8.6** In the event that the Contractor, without prior approval of Parks Canada, does not supply the agreed upon services at the time required, Parks Canada reserves the right to cancel the call-up and will not be responsible for payment of any costs to the Contractor.

Province / Territory	Rank: <i>(to be inserted at Standing Offer award)</i>						
	1st	2nd	3rd	4th	5th	6th	7th
Alberta							
Northwest Territories							
British Columbia							
Saskatchewan							
Manitoba							

**7.9 Call-up Instrument**

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified below.

**6.2.1.** Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.

**6.2.2.** An equivalent form or electronic call-up document which contains at a minimum the following information:

- (a) Standing Offer number;
- (b) Statement that incorporates the terms and conditions of the Standing Offer;
- (c) Description and unit price for each line item;



- (d) Total value of the call-up;
- (e) Point of delivery;
- (f) Confirmation that funds are available under section 32 of the Financial Administration Act;
- (g) Confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

#### **7.10 Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$250,000.00 (applicable Taxes included) unless approved by the Standing Offer Authority.

#### **7.11 Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$1,000,000.00 unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or one (1) month before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

#### **7.12 Priority of Documents**

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

- (a) The call up against the Standing Offer, including any annexes;
- (b) The articles of the Standing Offer;
- (c) The general conditions [2005](#) (2017-06-21), General Conditions – Standing Offers – Goods or Services;
- (d) The general conditions [2010C](#) (2021-12-02), General Conditions – Services Medium Complexity
- (e) Annex A, Statement of Work;
- (f) Annex B, Basis of Payment;
- (g) Annex C, Insurance Requirements;
- (h) Annex D, Attestation and Proof of Compliance with Occupational Health and Safety (OHS); and
- (i) The Offeror's offer dated **\*\*\* to be inserted at issuance of a Standing Offer \*\*\***.

#### **7.13 Certifications and Additional Information**

##### **7.13.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

##### **7.13.2 COVID-19 Vaccination Requirement Certification Compliance – Standing Offers**

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the COVID-19 Vaccination Requirement Certification is or becomes untrue or if the Offeror fails to comply with such Certification during the period of any resulting Contract (call-up).

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Canada will also have the right to terminate any resulting Call-up for default if the COVID-19 Vaccination Requirement Certification is or becomes untrue or if the Contractor fails to comply with such Certification during the period of the Contract (call-up).

### **7.13.3 SACC Manual Clauses**

[M3020C](#) (2016-01-28), Status of Availability of Resources - Standing Offer

[M3021T](#) (2012-07-16), Education and Experience

### **7.14 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in *\*\*\* to be inserted at issuance of a Standing Offer \*\*\**.

## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **7.1 Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

[2010C](#) (2021-12-02), General Conditions – 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.

#### **7.2.2 Supplemental General Conditions**

##### **7.2.2.1 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.

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

The Work is to be performed during the period of the Standing Offer.

### **7.4 Payment**

#### **7.4.1 Basis of Payment – Firm Unit Price(s)**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid in firm unit price(s), as specified in **Annex “B”** for a cost of \$ **\*\*\* To be identified in the call-up against the Standing Offer \*\*\***. 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.

#### **7.4.2 Limitation of Expenditure**

**7.4.2.1** Canada's total liability to the Contractor under the Contract must not exceed \$ **\*\*\* To be identified in the call-up against the Standing Offer \*\*\***. Customs duties are included and Applicable Taxes are extra.

**7.4.2.2** No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not

perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

**7.4.2.3** If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **7.4.3 Single Payment**

SACC Manual clause [H1000C](#) (2008-05-12) Single Payment

## **7.5 Invoicing Instructions**

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.

**7.5.2** Invoices must be distributed as follows:

- a) Invoices must be forwarded electronically to the Project Authority for certification and payment.

## **7.6 SACC Manual Clauses**

[A1009C](#) (2008-05-12) Work Site Access  
[A7017C](#) (2008-05-12), Replacement of Specific Individuals  
[A9068C](#) (2010-01-11) Site Regulations  
[B6802C](#) (2007-11-30) Government Property  
[B9028C](#) (2007-05-25) Access to Facilities and Equipment

## **7.7 Insurance Requirements**

The Contractor must comply with the insurance requirements specified in **Annex C**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

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The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## **7.8 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.

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## **ANNEX A**

### **STATEMENT OF WORK**

The Statement of Work is included under separate attachment (Annex A Statement of Work\_5P420-20-0425.pdf).

## ANNEX B

### BASIS OF PAYMENT

**\*\*To be completed by the Offeror\*\***

#### Financial Offer Submission Requirements

- (a) Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.
- (b) The Offeror must submit their financial offer in accordance with the Basis of Payment.
- (c) All prices are in Canadian dollars, FOB destination.
- (d) Customs duties are included and Applicable Taxes are extra.
- (e) Offerors may submit firm prices for one or multiple regions. Bidders must submit firm prices for all items listed in the region(s) for which they submit prices. The regions are as follows:

#### **Regions**

Region 1: Alberta:

- Banff National Park (including Ya Ha Tinda Ranch)
- Bar U Ranch National Historic Site
- Elk Island National Park
- Jasper National Park
- Rocky Mountain House National Historic Site
- Waterton Lakes National Park

Region 2: Northwest Territories:

- Wood Buffalo National Park
- 

Region 3: British Columbia:

- Glacier National Park
- Kootenay National Park
- Mount Revelstoke National Park
- Yoho National Park
- Fort St. James National Historic Site

Region 4: Saskatchewan:

- Batoche National Historic Site
- Fort Walsh National Historic Site
- Grasslands National Park
- Prince Albert National Park

Region 5: Manitoba

- Riding Mountain National Park

## 1. Firm Crew Rates

The Contractor will be paid for a minimum of five (5) work days per crew per individual call-up (excluding any amendments). For any time worked beyond the initial five (5) days, the Contractor will be paid the daily rate for each additional day worked.

Additional crews provided under each individual call-up are not guaranteed the minimum of five (5) work days and the Contractor will only be paid actual days worked for additional crews.

The Contractor will be paid a daily rate per crew for the first eight (8) hours worked in a day. This rate is all-inclusive and includes, but is not limited to, administration, labour, employee benefits, insurance, Worker's Compensation coverage, unless otherwise specified in the Standing Offer.

A workday is eight (8) working hours including coffee breaks and travel time both ways between the work site and designated marshalling point, unless stipulated and agreed upon otherwise in the call-up. Meal breaks are not included in the workday.

Where the Contractor's crew continues to work beyond the normal eight (8) hour workday, all additional hours worked will be paid at an hourly rate per crew until the end of the shift.

Time spent in camp or on "off-hours" are not classified as working time and shall not be paid by Parks Canada.

Firm Crew Rates are for a five (5) person crew that includes one (1) crew leader and four (4) crew members.

**Note:** Crew costs on days of mobilizing or demobilizing to or from a national park/historic site and the Contractor's business address must be built into the pricing under part 4. Firm Mobilization and Demobilization Rates set out below.

### Firm Vehicle Rates

The Contractor will be paid for a minimum of five (5) work days per vehicle per individual call-up (excluding any amendments). For any time the vehicle is used beyond the initial five (5) days, the Contractor will be paid the daily rate for each additional day used. This rate is all-inclusive and includes, but is not limited to, cost of vehicle, insurance, oil, maintenance, and repairs.

**Note:**

- Vehicle costs on days of mobilizing or demobilizing to or from a national park/historic site and the Contractor's business address must be built into the Firm Mobilization and Demobilization Rates as per the tables below.
- Fuel Expense will be paid at cost without markup. Reimbursement will be provided with proof of receipts.

### 1.1 Region 1. Alberta

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

The Contractor will be paid for the actual days and/or hours worked at the firm unit prices indicated below. The Contractor will be paid for a minimum of five (5) work days per crew for each individual call-up.



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Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
<b>Standing Offer Year - Firm Unit Prices: Date of Offer to March 31, 2023</b>					
1.1.1	Mobilization and Demobilization to <b>Banff National Park</b> (including Ya Ha Tinda Ranch)	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.1.2	Mobilization and Demobilization to <b>Bar U Ranch NHS</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.1.3	Mobilization and Demobilization to <b>Elk Island National Park</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.1.4	Mobilization and Demobilization to <b>Jasper National Park</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.1.5	Mobilization and Demobilization to <b>Rocky Mountain House NHS</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.1.6	Mobilization and Demobilization to <b>Waterton Lakes National Park</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.1.7	Crew Rate - for five (5) person crew based on an eight (8) hour work day	<b>Per Crew Per Day</b>	14	\$	\$
1.1.8	Crew Rate - for five (5) person crew <u>for statutory holidays</u> based on an eight (8) hour work day	<b>Per Crew Per Day</b>	1	\$	\$
1.1.9	Type II Crew Rate - for hours worked in excess of eight (8) hours per five (5) person crew	<b>Per Crew Per Hour</b>	78	\$	\$
1.1.10	Crew Rate - for hours worked in excess of eight (8) hours per five (5) person crew <u>for statutory holidays</u>	<b>Per Crew Per Hour</b>	6	\$	\$
1.1.11	Vehicle Rate - per crew cab or extended cab 4x4	<b>Per Vehicle Per Day</b>	14	\$	\$
<b>Combined Estimated Total Standing Offer Year - (Alberta)</b>					\$
<b>Option Year One (1) - Firm Unit Prices: April 1, 2023 to March 31, 2024</b>					

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1.1.12	Mobilization and Demobilization to <b>Banff National Park</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.1.13	Mobilization and Demobilization to <b>Bar U Ranch NHS</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.1.14	Mobilization and Demobilization to <b>Elk Island National Park</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.1.15	Mobilization and Demobilization to <b>Jasper National Park</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.1.16	Mobilization and Demobilization to <b>Rocky Mountain House NHS</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.1.17	Mobilization and Demobilization to <b>Waterton Lakes National Park</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.1.18	Crew Rate - for five (5) person crew based on an eight (8) hour work day	<b>Per Crew Per Day</b>	14	\$	\$
1.1.19	Crew Rate - for five (5) person crew <u>for statutory holidays</u> based on an eight (8) hour work day	<b>Per Crew Per Day</b>	1	\$	\$
1.1.20	Type II Crew Rate - for hours worked in excess of eight (8) hours per five (5) person crew	<b>Per Crew Per Hour</b>	78	\$	\$
1.1.21	Crew Rate - for hours worked in excess of eight (8) hours per five (5) person crew <u>for statutory holidays</u>	<b>Per Crew Per Hour</b>	6	\$	\$
1.1.22	Vehicle Rate - per crew cab or extended cab 4x4	<b>Per Vehicle Per Day</b>	14	\$	\$
<b>Combined Estimated Total Standing Offer Option Year 1 - (Alberta)</b>					\$
<b>Option Year Two (2) - Firm Unit Prices: April 1, 2024 to March 31, 2025</b>					
1.1.23	Mobilization and Demobilization to <b>Banff National Park</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.1.24	Mobilization and Demobilization to <b>Bar U Ranch NHS</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$

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1.1.25	Mobilization and Demobilization to <b>Elk Island National Park</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.1.26	Mobilization and Demobilization to <b>Jasper National Park</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.1.27	Mobilization and Demobilization to <b>Rocky Mountain House NHS</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.1.28	Mobilization and Demobilization to <b>Waterton Lakes National Park</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.1.29	Crew Rate - for five (5) person crew based on an eight (8) hour work day	<b>Per Crew Per Day</b>	14	\$	\$
1.1.30	Crew Rate - for five (5) person crew <u>for statutory holidays</u> based on an eight (8) hour work day	<b>Per Crew Per Day</b>	1	\$	\$
1.1.31	Type II Crew Rate - for hours worked in excess of eight (8) hours per five (5) person crew	<b>Per Crew Per Hour</b>	78	\$	\$
1.1.32	Crew Rate - for hours worked in excess of eight (8) hours per five (5) person crew <u>for statutory holidays</u>	<b>Per Crew Per Hour</b>	6	\$	\$
1.1.33	Vehicle Rate - per crew cab or extended cab 4x4	<b>Per Vehicle Per Day</b>	14	\$	\$
<b>Combined Estimated Total Standing Offer Option Year 2 - (Alberta)</b>					\$

1.1 The total offer evaluated price is the sum of table above.

<b>ESTIMATED TOTAL COMBINED <u>EVALUATED</u> OFFER PRICE (Region 1: Alberta) (excluding applicable tax)</b>	<b>\$</b>
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**1.2 Region 2. Northwest Territories**

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of Annex A – Statement of Work as defined.

The Contractor will be paid for the actual days and/or hours worked at the firm unit prices indicated below. The Contractor will be paid for a minimum of five (5) work days per crew for each individual call-up.

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
<b>Standing Offer Year - Firm Unit Prices: Date of Offer to March 31, 2023</b>					
1.2.1	Mobilization and Demobilization to <b>Wood Buffalo National Park - Fort Smith, NT</b>	Per Round Trip Per Crew	1	\$	\$
1.2.2	Crew Rate - for five (5) person crew based on an eight (8) hour work day	Per Crew Per Day	14	\$	\$
1.2.3	Crew Rate - for five (5) person crew for <u>statutory holidays</u> based on an eight (8) hour work day	Per Crew Per Day	1	\$	\$
1.2.4	Type II Crew Rate - for hours worked in excess of eight (8) hours per five (5) person crew	Per Crew Per Hour	78	\$	\$
1.2.5	Crew Rate - for hours worked in excess of eight (8) hours per five (5) person crew for <u>statutory holidays</u>	Per Crew Per Hour	6	\$	\$
1.2.6	Vehicle Rate - per crew cab or extended cab 4x4	Per Vehicle Per Day	14	\$	\$
<b>Combined Estimated Total Standing Offer Year - (NWT)</b>					\$
<b>Option Year One (1) - Firm Unit Prices: April 1, 2023 to March 31, 2024</b>					
1.2.7	Mobilization and Demobilization to <b>Wood Buffalo National Park - Fort Smith, NT</b>	Per Round Trip Per Crew	1	\$	\$
1.2.8	Crew Rate - for five (5) person crew based on an eight (8) hour work day	Per Crew Per Day	14	\$	\$
1.2.9	Crew Rate - for five (5) person crew for <u>statutory holidays</u>	Per Crew Per Day	1	\$	\$

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	based on an eight (8) hour work day				
1.2.10	Type II Crew Rate - for hours worked in excess of eight (8) hours per five (5) person crew	Per Crew Per Hour	78		\$
1.2.11	Crew Rate - for hours worked in excess of eight (8) hours per five (5) person crew <u>for statutory holidays</u>	Per Crew Per Hour	6		\$
1.2.12	Vehicle Rate - per crew cab or extended cab 4x4	Per Vehicle Per Day	14	\$	\$
<b>Combined Estimated Total Standing Offer Option Year 1 – (NWT)</b>					\$
<b>Option Year Two (2) - Firm Unit Prices: April 1, 2024 to March 31, 2025</b>					
1.2.13	Mobilization and Demobilization to <b>Wood Buffalo National Park - Fort Smith, NT</b>	Per Round Trip Per Crew	1	\$	\$
1.2.14	Crew Rate - for five (5) person crew based on an eight (8) hour work day	Per Crew Per Day	14	\$	\$
1.2.15	Crew Rate - for five (5) person crew <u>for statutory holidays</u> based on an eight (8) hour work day	Per Crew Per Day	1	\$	\$
1.2.16	Type II Crew Rate - for hours worked in excess of eight (8) hours per five (5) person crew	Per Crew Per Hour	78		\$
1.2.17	Crew Rate - for hours worked in excess of eight (8) hours per five (5) person crew <u>for statutory holidays</u>	Per Crew Per Hour	6		\$
1.2.18	Vehicle Rate - per crew cab or extended cab 4x4	Per Vehicle Per Day	14	\$	\$
<b>Combined Estimated Total Standing Offer Option Year 2 – (NWT)</b>					\$

1.2 The total offer evaluated price is the sum of table above.

<b>ESTIMATED TOTAL COMBINED <u>EVALUATED</u> OFFER PRICE (Region 2: NWT) (excluding applicable tax)</b>	<b>\$</b>
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**1.3 Region 3. British Columbia**

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

The Contractor will be paid for the actual days and/or hours worked at the firm unit prices indicated below. The Contractor will be paid for a minimum of five (5) work days per crew for each individual call-up.

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
<b>Standing Offer Year - Firm Unit Prices: Date of Offer to March 31, 2023</b>					
1.3.1	Mobilization and Demobilization to <b>Glacier National Park</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.3.2	Mobilization and Demobilization to <b>Kootenay National Park</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.3.3	Mobilization and Demobilization to <b>Mount Revelstoke National Park</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.3.4	Mobilization and Demobilization to <b>Yoho National Park</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.3.5	Mobilization and Demobilization to <b>Fort St James NHS</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.3.6	Crew Rate - for five (5) person crew based on an eight (8) hour work day	<b>Per Crew Per Day</b>	14	\$	\$
1.3.7	Crew Rate - for five (5) person crew <u>for statutory holidays</u> based on an eight (8) hour work day	<b>Per Crew Per Day</b>	1	\$	\$
1.3.8	Type II Crew Rate - for hours worked in excess of eight (8) hours per five (5) person crew	<b>Per Crew Per Hour</b>	78	\$	\$
1.3.9	Crew Rate - for hours worked in excess of eight (8) hours per five (5) person crew <u>for statutory holidays</u>	<b>Per Crew Per Hour</b>	6	\$	\$
1.3.10	Vehicle Rate - per crew cab or extended cab 4x4	<b>Per Vehicle Per Day</b>	14	\$	\$

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<b>Combined Estimated Total Standing Offer Year - (British Columbia)</b>					\$
<b>Option Year One (1) - Firm Unit Prices: April 1, 2023 to March 31, 2024</b>					
<b>1.3.11</b>	Mobilization and Demobilization to <b>Glacier National Park</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
<b>1.3.12</b>	Mobilization and Demobilization to <b>Kootenay National Park</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
<b>1.3.13</b>	Mobilization and Demobilization to <b>Mount Revelstoke National Park</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
<b>1.3.14</b>	Mobilization and Demobilization to <b>Yoho National Park</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
<b>1.3.15</b>	Mobilization and Demobilization to <b>Fort St James NHS</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
<b>1.3.16</b>	Crew Rate - for five (5) person crew based on an eight (8) hour work day	<b>Per Crew Per Day</b>	14	\$	\$
<b>1.3.17</b>	Crew Rate - for five (5) person crew <u>for statutory holidays</u> based on an eight (8) hour work day	<b>Per Crew Per Day</b>	1	\$	\$
<b>1.3.18</b>	Type II Crew Rate - for hours worked in excess of eight (8) hours per five (5) person crew	<b>Per Crew Per Hour</b>	78	\$	\$
<b>1.3.19</b>	Crew Rate - for hours worked in excess of eight (8) hours per five (5) person crew <u>for statutory holidays</u>	<b>Per Crew Per Hour</b>	6	\$	\$
<b>1.3.20</b>	Vehicle Rate - per crew cab or extended cab 4x4	<b>Per Vehicle Per Day</b>	14	\$	\$
<b>Combined Estimated Total Standing Offer Option Year 1 - (British Columbia)</b>					\$
<b>Option Year Two (2) - Firm Unit Prices: April 1, 2024 to March 31, 2025</b>					
<b>1.3.21</b>	Mobilization and Demobilization to <b>Glacier National Park</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$

1.3.22	Mobilization and Demobilization to <b>Kootenay National Park</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.3.23	Mobilization and Demobilization to <b>Mount Revelstoke National Park</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.3.24	Mobilization and Demobilization to <b>Yoho National Park</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.3.25	Mobilization and Demobilization to <b>Fort St James NHS</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.3.26	Crew Rate - for five (5) person crew based on an eight (8) hour work day	<b>Per Crew Per Day</b>	14	\$	\$
1.3.27	Crew Rate - for five (5) person crew <u>for statutory holidays</u> based on an eight (8) hour work day	<b>Per Crew Per Day</b>	1	\$	\$
1.3.28	Type II Crew Rate - for hours worked in excess of eight (8) hours per five (5) person crew	<b>Per Crew Per Hour</b>	78	\$	\$
1.3.29	Crew Rate - for hours worked in excess of eight (8) hours per five (5) person crew <u>for statutory holidays</u>	<b>Per Crew Per Hour</b>	6	\$	\$
1.3.30	Mobilization and Demobilization to <b>Yoho National Park</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
<b>Combined Estimated Total Standing Offer Option Year 2 - (British Columbia)</b>					\$

1.3 The total offer evaluated price is the sum of table above.

<b>ESTIMATED TOTAL COMBINED <u>EVALUATED</u> OFFER PRICE (Region 3: British Columbia) (excluding applicable tax)</b>	\$
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Solicitation No.:  
5P420-20-0425/A

Amendment No.:  
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Contracting Authority:  
Ryan Taylor

Ver.02.08.21

Client Reference No.:  
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Title:  
Type 2 Sustained Action Wildland Firefighting Personnel for Parks Canada Fire Management

**1.4 Region 4. Saskatchewan**

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

The Contractor will be paid for the actual days and/or hours worked at the firm unit prices indicated below. The Contractor will be paid for a minimum of five (5) work days per crew for each individual call-up.

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
<b>Standing Offer Year - Firm Unit Prices: Date of Offer to March 31, 2023</b>					
1.4.1	Mobilization and Demobilization to <b>Batoche National Historic Site</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.4.2	Mobilization and Demobilization to <b>Fort Walsh National Historic Site</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.4.3	Mobilization and Demobilization to <b>Grasslands National Park</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.4.4	Mobilization and Demobilization to <b>Prince Albert National Park</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.4.5	Crew Rate - for five (5) person crew based on an eight (8) hour work day	<b>Per Crew Per Day</b>	14	\$	\$
1.4.6	Crew Rate - for five (5) person crew <u>for statutory holidays</u> based on an eight (8) hour work day	<b>Per Crew Per Day</b>	1	\$	\$
1.4.7	Type II Crew Rate - for hours worked in excess of eight (8) hours per five (5) person crew	<b>Per Crew Per Hour</b>	78	\$	\$
1.4.8	Crew Rate - for hours worked in excess of eight (8) hours per five (5) person crew <u>for statutory holidays</u>	<b>Per Crew Per Hour</b>	6	\$	\$
1.4.9	Vehicle Rate - per crew cab or extended cab 4x4	<b>Per Vehicle Per Day</b>	14	\$	\$
<b>Combined Estimated Total Standing Offer Year - (Saskatchewan)</b>					\$

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<b>Option Year One (1) - Firm Unit Prices: April 1, 2023 to March 31, 2024</b>					
1.4.10	Mobilization and Demobilization to <b>Batoche National Historic Site</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.4.11	Mobilization and Demobilization to <b>Fort Walsh National Historic Site</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.4.12	Mobilization and Demobilization to <b>Grasslands National Park</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.4.13	Mobilization and Demobilization to <b>Prince Albert National Park</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.4.14	Crew Rate - for five (5) person crew based on an eight (8) hour work day	<b>Per Crew Per Day</b>	14	\$	\$
1.4.15	Crew Rate - for five (5) person crew <u>for statutory holidays</u> based on an eight (8) hour work day	<b>Per Crew Per Day</b>	1	\$	\$
1.4.16	Type II Crew Rate - for hours worked in excess of eight (8) hours per five (5) person crew	<b>Per Crew Per Hour</b>	78	\$	\$
1.4.17	Crew Rate - for hours worked in excess of eight (8) hours per five (5) person crew <u>for statutory holidays</u>	<b>Per Crew Per Hour</b>	6	\$	\$
1.4.18	Vehicle Rate - per crew cab or extended cab 4x4	<b>Per Vehicle Per Day</b>	14	\$	\$
<b>Combined Estimated Total Standing Offer Option Year 1 - Saskatchewan)</b>					\$
<b>Option Year Two (2) - Firm Unit Prices: April 1, 2024 to March 31, 2025</b>					
1.4.19	Mobilization and Demobilization to <b>Batoche National Historic Site</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.4.20	Mobilization and Demobilization to <b>Fort Walsh National Historic Site</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.4.21	Mobilization and Demobilization to <b>Grasslands National Park</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$

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1.4.22	Mobilization and Demobilization to <b>Prince Albert National Park</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.4.23	Crew Rate - for five (5) person crew based on an eight (8) hour work day	<b>Per Crew Per Day</b>	14	\$	\$
1.4.24	Crew Rate - for five (5) person crew <u>for statutory holidays</u> based on an eight (8) hour work day	<b>Per Crew Per Day</b>	1	\$	\$
1.4.25	Type II Crew Rate - for hours worked in excess of eight (8) hours per five (5) person crew	<b>Per Crew Per Hour</b>	78	\$	\$
1.4.26	Crew Rate - for hours worked in excess of eight (8) hours per five (5) person crew <u>for statutory holidays</u>	<b>Per Crew Per Hour</b>	6	\$	\$
1.4.27	Vehicle Rate - per crew cab or extended cab 4x4	<b>Per Vehicle Per Day</b>	14	\$	\$
<b>Combined Estimated Total Standing Offer Option Year 2 - (Saskatchewan)</b>					\$

1.4 The total offer evaluated price is the sum of table above.

<b>ESTIMATED TOTAL COMBINED <u>EVALUATED</u> OFFER PRICE (Region 4: Saskatchewan) (excluding applicable tax)</b>	\$
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**1.5 Region 5: Riding Mountain National Park**

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

The Contractor will be paid for the actual days and/or hours worked at the firm unit prices indicated below. The Contractor will be paid for a minimum of five (5) work days per crew for each individual call-up.

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
<b>Standing Offer Year - Firm Unit Prices: Date of Offer to March 31, 2023</b>					
1.5.1	Mobilization and Demobilization to <b>Riding Mountain National Park</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.5.2	Crew Rate - for five (5) person crew based on an eight (8) hour work day	<b>Per Crew Per Day</b>	14	\$	\$
1.5.3	Crew Rate - for five (5) person crew <u>for statutory holidays</u> based on an eight (8) hour work day	<b>Per Crew Per Day</b>	1	\$	\$
1.5.4	Type II Crew Rate - for hours worked in excess of eight (8) hours per five (5) person crew	<b>Per Crew Per Hour</b>	78	\$	\$
1.5.5	Crew Rate - for hours worked in excess of eight (8) hours per five (5) person crew <u>for statutory holidays</u>	<b>Per Crew Per Hour</b>	6	\$	\$
1.5.6	Vehicle Rate - per crew cab or extended cab 4x4	<b>Per Vehicle Per Day</b>	14	\$	\$
<b>Combined Estimated Total Standing Offer Year - (Riding Mountain National Park)</b>					
<b>Option Year One (1) - Firm Unit Prices: April 1, 2023 to March 31, 2024</b>					
1.5.7	Mobilization and Demobilization to <b>Riding Mountain National Park</b>	<b>Per Round Trip Per Crew</b>	1	\$	\$
1.5.8	Crew Rate - for five (5) person crew based on an eight (8) hour work day	<b>Per Crew Per Day</b>	14	\$	\$
1.5.9	Crew Rate - for five (5) person crew <u>for statutory holidays</u> based on an eight (8) hour work day	<b>Per Crew Per Day</b>	1	\$	\$

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1.5.10	Type II Crew Rate - for hours worked in excess of eight (8) hours per five (5) person crew	Per Crew Per Hour	78	\$	\$
1.5.11	Crew Rate - for hours worked in excess of eight (8) hours per five (5) person crew <u>for statutory holidays</u>	Per Crew Per Hour	6	\$	\$
1.5.12	Vehicle Rate - per crew cab or extended cab 4x4	Per Vehicle Per Day	14	\$	\$
<b>Combined Estimated Total Standing Offer Option Year 1 - (Riding Mountain National Park)</b>					
<b>Option Year Two (2) - Firm Unit Prices: April 1, 2024 to March 31, 2025</b>					
1.5.13	Mobilization and Demobilization to <b>Riding Mountain National Park</b>	Per Round Trip Per Crew	1	\$	\$
1.5.14	Crew Rate - for five (5) person crew based on an eight (8) hour work day	Per Crew Per Day	14	\$	\$
1.5.15	Crew Rate - for five (5) person crew <u>for statutory holidays</u> based on an eight (8) hour work day	Per Crew Per Day	1	\$	\$
1.5.16	Type II Crew Rate - for hours worked in excess of eight (8) hours per five (5) person crew	Per Crew Per Hour	78	\$	\$
1.5.17	Crew Rate - for hours worked in excess of eight (8) hours per five (5) person crew <u>for statutory holidays</u>	Per Crew Per Hour	6	\$	\$
1.5.18	Vehicle Rate - per crew cab or extended cab 4x4	Per Vehicle Per Day	14	\$	\$
<b>Combined Estimated Total Standing Offer Option Year 2 - (Riding Mountain National Park)</b>					\$

1.5 The total offer evaluated price is the sum of table above.

<b>ESTIMATED TOTAL COMBINED <u>EVALUATED</u> OFFER PRICE (Region 5: Riding Mountain National Park) (excluding applicable tax)</b>	<b>\$</b>
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## 2. Accommodations and Meals

If the Contractor has received prior authorization from Parks Canada for accommodations, accommodation expenses will be reimbursed at a flat rate of **\$120.00** per room with two (2) of the Contractor's personnel sharing a room (any deviation requires prior approval from Parks Canada). Receipts will not be required.

Parks Canada may require contract fire crews to stay in Parks Canada supplied fire camps while working on a job, which will be provided at no cost to the Contractor.

The prior approval of the Parks Canada Representative is required for a Contractor's crew or any person who is not working to stay in a fire camp supplied by Parks Canada. The Contractor must deduct **\$72.00** per person per day in these circumstances.

If the Contractor has received prior authorization from Parks Canada for meals, meal allowances will be paid in accordance with Appendix C of the *Treasury Board Travel Directive*.

## 3. Combined Total Offer Price – Per Region

In conducting its evaluation of the Offer, Canada may, but has no obligation to correct any error in the extended pricing of bids by using unit pricing and any error in quantities in bids to reflect the quantities stated in the offer solicitation. In the case of error in the extension of prices, the unit price will govern.

Offer price total **must** be provided for at least one (1) Region.

Item No.	Description	Combined Total Price(s)
1.1	Region 1: Alberta	\$
1.2	Region 2: Northwest Territories	\$
1.3	Region 3: British Columbia	\$
1.4	Region 4: Saskatchewan	\$
1.5	Region 5: Riding Mountain National Park	\$

### Notes:

- (a) Unidentified costs will not be allowable under the Standing Offer unless there is a change to the work requirements and addressed by an amendment issued by the Standing Offer Authority;
- (b) Additional payment terms and conditions will not apply to the Standing Offer; and
- (c) Customs duties are included and Applicable Taxes are extra.

## ANNEX C

### INSURANCE REQUIREMENTS

#### 1. Commercial General Liability Insurance

- 1.1. 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.
- 1.2. 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 Parks Canada Agency.
  - (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 Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - (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.

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**Title:**  
Type 2 Sustained Action Wildland Firefighting Personnel for Parks Canada Fire Management

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## **2. Automobile Liability Insurance**

- 2.1.** The Contractor must obtain Automobile 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.
- 2.2.** The policy must include the following:
- (a) Third Party Liability - **\$2,000,000** Minimum Limit per Accident or Occurrence;
  - (b) Accident Benefits - all jurisdictional statutes;
  - (c) Uninsured Motorist Protection;
  - (d) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.



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Management

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**ANNEX D****ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)**

\*\*\* to be completed after call-up award \*\*\*

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.

<b>Parks Canada Responsible Authority/Project Lead</b>	<b>Address</b>	<b>Contact Information</b>
<b>Project Manager</b>		
<b>Prime Contractor</b>		
<b>Subcontractor(s)</b> (add additional fields as required)		

<b>Location of Work</b>
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<b>General Description of Work to be Completed</b>
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**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**

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## ANNEX E TO PART 4 OF THE REQUEST FOR STANDING OFFERS

### TECHNICAL EVALUATION

#### 1. Technical Bid Format

The technical bid must address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient.

In order to facilitate the evaluation of the bid, **Canada strongly requests that bidders address and present topics in the order of the evaluation criteria under the same headings.**

To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

The Bidder is advised to pay careful attention to the wording used throughout this Request for Proposal (RFP). Failure to satisfy a term or condition of this RFP may result a bid being deemed non-responsive.

All information required for evaluation purposes must be included directly in the Bidder's technical bid. The evaluation team cannot consider information not provided directly in the technical bid (e.g. links to additional website content, references checks, etc.).

#### 2. Mandatory Technical Criteria

Technical bids will be evaluated against the mandatory technical criteria below.

For a bid to be declared responsive to the solicitation requirements it must demonstrate and meet all of the mandatory technical criteria. Bids declared non-responsive to the mandatory technical criteria will be given no further evaluation.

Note: Any dates provided must indicate months and years (e.g. November 2008 – July 2015).

Item No.	Evaluation Criteria
3.1	<b>Wildland Firefighting Crews</b> The Offeror must demonstrate that the crews provided will meet the minimum requirements outlined in section 3.(b) of <i>Annex A – Statement of Work</i> and <i>Appendix A1 – Fireline Qualification for Wildland Firefighting Crews</i> .
3.2	<b>Equipment, Transportation and Supplies</b> The Offeror must demonstrate that the equipment, supplies, and transportation meet the requirements outlined in sections 3.(h), 3.(j), 4.(a) and 5.(c) of <i>Annex A – Statement of Work</i> .

The Offeror **must** complete and submit the following with their offer.

Check “yes” or “no” for each criteria and provide clear support in the technical offer.

<b>3.3 Wildland Firefighting Crew – Requirements</b>	
i. Crew members are at least 18 years of age.	Yes ( ) No ( )
ii. Crew members meet prescribed medical and physical fitness standards by successfully completing “Physical Activity Readiness Questionnaire” and the “Field Pack Test”.	Yes ( ) No ( )
iii. All crew members meet the minimum training requirements including “Standard First Aid & CPR”, “Incident Command System I-100”, “Transportation of Dangerous Goods – Air and Ground”, “WHMIS” and at least two (2) crew members per crew possess a valid driver’s license.	Yes ( ) No ( )
iv. Crew members meet additional training requirements including a Wildland Crewmember Training course approved by Parks Canada.	Yes ( ) No ( )
v. Crew leaders meet additional training requirements including a Wildland Crew Leader Training course approved by Parks Canada.	Yes ( ) No ( )
vi. Crew leaders meet minimum experience requirements of two (2) seasons as a crew member in fire situations involving helicopters, tankers and heavy equipment.	Yes ( ) No ( )
vii. Crew leaders meet minimum experience requirements of ten (10) active fire days acting as a crew leader in fire situations involving helicopters, tankers and heavy equipment.	Yes ( ) No ( )
viii. Crew configurations include at least one (1) crew member who has successfully completed Parks Canada approved courses in “Chainsaw Operation” and “Basic Wilderness First Aid”.	Yes ( ) No ( )
ix. Crew configurations include at least two (2) crew members with a minimum of five (5) fires or 150 hours of wildland fireline duty time with experience in hand-line construction, water delivery, chainsaw operation, burnout operations, and fire camp operation.	Yes ( ) No ( )
x. Offerors must submit a copy of their Standard Operating Procedures outlining: <ul style="list-style-type: none"> <li>(a) Crew leader and crew member qualification standards:               <ul style="list-style-type: none"> <li>• minimum age</li> <li>• training and experience requirements</li> <li>• medical and fitness standards</li> <li>• licences / certifications</li> </ul> </li> <li>(b) Equipment and transportation standards:               <ul style="list-style-type: none"> <li>• equipment issued to each crew</li> <li>• equipment maintenance standards</li> <li>• vehicle transportation standards (vehicle size, on-board equipment, inspection certificate)</li> </ul> </li> </ul>	Yes ( ) No ( )

**For a bid to be declared responsive to the solicitation requirements it must demonstrate and meet all Mandatory Technical Criteria. Bids declared non-responsive to the Mandatory Technical Criteria will be given no further evaluation.**

**4. Point Rated Technical Criteria**

Technical offers will be evaluated against the point rated technical criteria below.

For an offer to be declared responsive to the solicitation requirements it must meet or exceed the minimum points required for the point rated technical criteria. Offers that do not meet or exceed the minimum points required for the point rated technical criteria will be given no further evaluation.

Offers will be evaluated against the Point Rated Technical Criteria below.

Item No.	Evaluation Criteria	Weight	Points
4.1	<p>The Offeror demonstrates an ability to supply competent personnel including but not limited to:</p> <ul style="list-style-type: none"> <li>(a) Recruitment, training, and quality control procedures;</li> <li>(b) Details on the Offeror’s training, medical and fitness standards/ programs;</li> <li>(c) The number of crews and personnel the Offeror can provide and how they are organized;</li> <li>(d) Availability of back-up personnel;</li> <li>(e) For three (3) key crew leaders and three (3) key crew members: the number of incidents personnel have worked in the last five (5) years. Include location of incident, year, position, number of hours worked, and details of assignment (e.g. initial attack, sustained action, or prescribed burn); and</li> <li>(f) Any notable accomplishments, achievements, or awards.</li> </ul>	3.0	/10 x 3.0
4.2	<p>The Offeror demonstrates a suitable level of corporate structure, background, and experience including but not limited to:</p> <ul style="list-style-type: none"> <li>(a) A brief description of a maximum of five (5) incidents relevant to this Request for Standing Offer, completed over the last three (3) years by the Offeror, or its key personnel;</li> <li>(b) For the above incidents: the names of key personnel who were directly or indirectly involved and describe their respective responsibilities;</li> <li>(c) For the above incidents: indicate agency worked for, location of incident, year, length of assignment, and details of assignment (e.g. initial attack, sustained action, or prescribed burn);</li> <li>(d) For the above incidents: describe scope of services rendered, notable achievements, challenges and how challenges were dealt with;</li> <li>(e) Organization of the company showing roles and responsibilities of key personnel in the Offeror’s organization;</li> </ul>	3.0	/10 x 3.0

	(f) Roles and responsibilities of key personnel that will perform the majority of the work resulting from call-ups under a resulting Standing Offer; and  (g) Approach to responding to the individual call-ups which may arise as a result of the Standing Offer.		
<b>4.3</b>	The Offeror clearly demonstrates an understanding of the scope and objectives of the Work required including but not limited to:  (a) A detailed list of the services the Offeror is able to provide.	<b>2.0</b>	<b>/10 x 2.0</b>
<b>4.4</b>	The Offeror clearly demonstrates an understanding of the Technical Specifications of the Statement of Work including but not limited to:  (a) List of the type of equipment, including personal protective equipment, and supplies that will be provided by the Offeror to their personnel. Include make/model where appropriate; and  (b) Description of the type of transportation that will be provided by the Offeror to their personnel.	<b>2.0</b>	<b>/10 x 2.0</b>
<b>4.5</b>	The Offeror clearly demonstrates a commitment to safe work practices including but not limited to:  (a) Submission of company safe work practices guidelines or procedures that cover use of PPE, incident response/reporting procedures, safety record keeping, work/rest guidelines	<b>3.0</b>	<b>/10 x 3.0</b>
<b>4.6</b>	The Offeror demonstrates an ability to respond to potential problems including but not limited to:  (a) Equipment failure; and  (b) Human resource issues relating to conflict resolution, drug/ alcohol use, incidental expenses by company personnel.	<b>2.0</b>	<b>/10 x 2.0</b>
<b>Total Points Available</b>			<b>150</b>
<b>Minimum Points Required</b>			<b>105</b>

## 5. Generic Evaluation Criteria

Parks Canada Agency (PCA) Evaluation Board members will individually evaluate the strengths and weaknesses of the Proponent's response to the evaluation criteria and will rate each criterion using the generic evaluation table below. The PCA Evaluation Board may award an odd number for evaluation criterion once consensus has been reached.

<b>Non Responsive</b>	<b>Inadequate</b>	<b>Weak</b>	<b>Adequate</b>	<b>Fully Satisfactory</b>	<b>Strong</b>
<b>0 Point</b>	<b>2 Points</b>	<b>4 Points</b>	<b>6 Points</b>	<b>8 Points</b>	<b>10 Points</b>
No information submitted	Lacks complete or almost complete understanding of the requirements	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	Proponent is qualified and experienced	No significant weaknesses	No apparent weaknesses
Sample projects not related to this requirement	Proponent lacks qualifications and experience	Proponent has an acceptable level of qualifications and experience	Sample projects generally related to this requirement	Proponent is highly qualified and experienced	Proponent is a leader in their field
Extremely poor, insufficient to meet performance requirements	Sample projects generally not related to this requirement	Sample projects generally related to this requirement	Satisfactory capability, should ensure effective results	Sample projects directly related to this requirement	Sample projects precisely related to this requirement
	Little capability to meet performance requirements	Acceptable capability, could ensure adequate results		Superior capability, should ensure very effective results	Exceptionally capable, no doubt of efficacy

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**ANNEX F TO PART 5 OF THE REQUEST FOR STANDING OFFERS****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  
call-up(s) issued against the Standing Offer resulting from this Request for Standing Offers 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 Standing Offer and any resulting call-ups (contracts). I understand that the  
certifications provided to Canada are subject to verification at all times. I also understand that Canada will  
declare an Offeror or contractor in default, if a certification is found to be untrue, whether made knowingly  
or unknowingly, during period of the Standing Offer or call-up (contract). 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 Standing Offer and call-up (contract).

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

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

**Optional**



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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 any resulting Contract and who require access to federal government workplaces where they may come into contact with public servants.

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## ANNEX G TO PART 5 OF THE REQUEST FOR STANDING OFFERS

### 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

<b>Supplier's Legal Name:</b>		
<b>Organizational Structure:</b> <input type="checkbox"/> Corporate Entity <input type="checkbox"/> Privately Owned Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership		
<b>Supplier's Legal Address:</b>		
<b>City:</b>	<b>Province / Territory:</b>	<b>Postal Code:</b>
<b>Supplier's Procurement Business Number (optional):</b>		

#### List of Names

Name	Title

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**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.

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**Signature**

**Date**

## ANNEX H TO PART 5 OF THE REQUEST FOR STANDING OFFERS

### 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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? <b>Yes</b> ( <input type="checkbox"/> ) <b>No</b> ( <input type="checkbox"/> )
--

If so, the Offeror 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, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-1](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

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### **Work Force Adjustment Directive**

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? <b>Yes ( ) No ( )</b>
--

If so, the Offeror 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.