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**REVISION 001 TO A
 REQUEST FOR PROPOSAL**

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

Issuing Office:
 Parks Canada Agency
 National Contracting Services
 Calgary, AB

Title: Facilitator – National External Engagement on Indigenous Stewardship – Parks Canada Agency	
Solicitation No.: 5P420-21-0348/A	Date: May 25, 2022
Amendment No.: 001	
Client Reference No.: N/A	
GETS Reference No.: PW-22-00994456	

Solicitation Closes: At: 14:00 On: June 14, 2022	Time Zone: MDT
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F.O.B.: Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	
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TO BE COMPLETED BY THE BIDDER

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

Amendment 001

This amendment is raised to distribute questions and answers from the bidders' teleconference held May 12, 2022 and to make changes to the requirements.

The following are included:

- A. Distribute information from the Bidders' Teleconference;
- B. Amend Annex B – Basis of Payment.

Bidders **MUST** submit their bids in accordance with the amended Basis of Payment included herein. Bids that are not submitted in accordance with this amendment will be deemed non-responsive to the solicitation requirements.

A. Bidders' Teleconference Information

1. Questions & Answers

Q1. RE: Part 6 – Resulting Contract Clauses, Section 6.2 Security Requirements: 6.2.1.3, p. 14 of 50.

The above noted section states, that the contractor must not use their own IT equipment and must use a PCA issued laptop computer – and use is only approved in a specified PCA office or home office.

- How many PCA issued computers can be made available. Can PCA laptops be used at an office? Given the travel requirements for this contract, how can the designated computer only be used in two locations?

A1a. *As a starting point, PCA can provide up to three (3) laptops to the consulting firm. If more laptops are required, such requirements can be discussed. All protected information must be stored on this laptop. The consultants may work from their home office and/or an approved office provided by the firm. When approved PCA travel occurs, the consultant(s) will be allowed to work remotely due to operational requirements.*

- Is it possible to provide a list of programs that are not compatible/accessible on the PCA laptops and/or PCA systems, and that may be relevant to engagement work? E.g. Zoom, MS Teams? Data limitations would help to understand choices regarding digital engagement.

A1b. *Most videoconference online platforms are compatible/accessible on PCAs laptops and network. Whenever possible, MS Teams and WebEx will be the prioritized videoconference platform. If requested by Indigenous partners, other platforms can however be tested and used, which includes but is not limited to Google Meets and Zoom. Whenever videoconference is not ideal, a Government of Canada teleconference line can be also be provided. All other software must be approved prior to use on the PCA laptops.*

Q2. RE: Part 6 - Resulting Contract Clauses, Section 6.3 Statement of Work: 6.3.1.1 Work Authorization, p. 15 of 50.

The above section states, that the work will be on an "as and when requested basis."

- Can PCA identify the limits? E.g. number of hours, types of activities.

- A2.** *As and when requested services are not currently defined/known. Should the need for as and when arise, PCA will define the work and provide the Contractor with a description of the work (as per section 6.2.1.2 Work Authorization Process on page 15 of 50). The Contractor must review that description and provide a cost estimate in accordance with the hourly rate established in Annex B – Basis of Payment section 2. Firm Unit Price(s) – As and When Requested Services on page 31 of 50. The rate for the as and when work cannot exceed that established hourly rate.*
- Q3. RE: ANNEX A – Statement of Work, Section 2: Objectives, p. 21 of 50.**
The above section states, that PCA plans to engage with Indigenous communities, organizations, governments and experts, as well as with other internal/external partners and stakeholders and Canadians.
- What does PCA mean when stating engagement will take place with stakeholders? Do they have a list of interested parties, willing to engage already? Is the public aware that the National Engagement Process is taking place? What would the consultant's role be, if any, in identifying stakeholders?
- A3a.** *The consultant's focus will primarily be on engaging Indigenous communities, governments, organizations and experts. PCA does plan to meet with other stakeholders (e.g. friends of the parks and places, Other non-Indigenous Governments, private businesses, and Canadians), this will however not be in the scope of this contract*
- Who will be responsible for recruiting engagement?
- A3b.** *In most places, PCA already holds relationships with Indigenous partners. Recruiting will mostly be done in concert with PCAs Field Units and PCAs existing network. If the consultant(s) has contacts or ideas on how to recruit participant for engagement, these will be taken into consideration*
- Q4. RE: ANNEX A – Statement of Work, Section 2: Objectives, p. 21 of 50.**
The above section states, that PCA employees are developing the strategic approach to engagement.
- Will contractors be able to review the strategic approach to engagement before the contract is awarded? Will there be an opportunity to collaborate or provide feedback?
- A4.** *The strategic approach to engagement will not be shared before the contract is awarded. PCA will however gladly accept feedback once the contract has been awarded.*
- Q5. RE: ANNEX A – Statement of Work, Section 3: Draft Engagement Plan, p. 23 of 50.**
The above section states, that PCA expects (2-3) in-person sessions will be held in remote settings.
- Can PCA provide a list of the remote locations? Locations would provide a useful guideline for costing in-person travel, which can vary widely depending on location.
- A5.** *The locations of in-person engagement sessions have not yet been defined. For the purpose of this work, remote locations can be projected as Whitehorse, Iqaluit and Inuvik. As the locations have not been fully defined, PCA has set the travel at \$40,000.00 for all bidders as per Annex B – Basis of Payment section 3. Estimated Travel and Living Expenses on page 31 of 50. Travel related expenses are to fall within that value. Line*
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item 1.3 Travel days for in-person meetings on page 30 of 50 are for the Contractor's time on those days.

Q6. RE: ANNEX A – Statement of Work, Section 4: Scope of Work – 4.1 Tasks/Technical Specifications, p. 24 of 50.

The above noted section states that culturally appropriate and inclusive engagement that integrates GBA+ with regard to, for example: women, LGBTQ2S, youth, seniors, people in rural, remote, isolated northern communities, people with low incomes, low literacy or numeracy, people with limited western scientific knowledge, and people who are differently abled.

- PCA plans to have in-person and virtual meetings for 2-4 hours or 1 – 1.5 days. With integrating a GBA+ approach, and in the spirit of reconciliation, many of the groups may require additional support to engage (e.g. follow-ups, pre-prepared materials, additional in-person meetings, and phone calls). If PCA's proposed timelines and various groups' potential needs for additional support come into conflict, what is PCA's preference? Would we pace engagement to match these groups' needs, or aim to keep engagement moving on PCA's proposed timeframes?

A6a. *The PCA approach and timelines will attempt to be as flexible an adaptable as possible in order to meet the needs and timeframes of our Indigenous partners. PCA will actively work with the hired consultant(s) to enable a maximum level of flexibility.*

- Are there alternatives to the in-person and virtual meetings for 2-4 hours or 1 – 1.5 days? Would PCA be open to exploring alternatives together with the successful bidder?

A6b. *PCA will work with Indigenous partners and the consultant to find the best engagement model that fits each partner. The 2-4h and 1-1.5 days are estimates that may change depending on the needs of Indigenous communities, governments, organizations and experts.*

Q7. RE: ANNEX B, Basis of Payment, section 4: Limitation of Expenditure – Participant Support, p. 31 of 50

The above noted section states, "The Contractor will be reimbursed for payments made to participants in accordance with section E. of Annex A – Statement of Work in the performance of the Work". Annex A – Statement of Work appears to solely contain sections A, B, C, and D, and not 'E'. Can you please provide the contents of section E as noted?

A7. Please see amended Annex B – Basis of Payment contained herein.

Q8. RE: ANNEX B, Basis of Payment, section 4: Limitation of Expenditure – Participant Support, p. 31 of 50

Regarding the statement (within the above noted section), "*The Contractor will be reimbursed for payments made to participants in accordance with section E. of Annex A – Statement of Work in*

the performance of the Work” – please advise if can we charge an administrative fee on the disbursements.

A8. Yes, please see amended Annex B – Basis of Payment contained herein.

Q9. RE: ANNEX E TO PART 4 OF THE BID SOLICITATION section 3.7, p. 41 of 50

Is the simultaneous translation requirement applicable to ASL/French and English or Indigenous languages as well?

A9. This is not a mandatory requirement. The language is less important as the technical capacity to do such translation.

Q10. What is PCA looking for that does not already exist on the PCA team?

A10. PCA is looking for a consultant that can bring additional experience and knowledge to the process and help in ensuring Indigenous communities across Canada have the flexibility and adaptability to do our work. In addition, PCA is looking for someone neutral that can help us build positive relationships with Indigenous partners.

Q11. To what extent will PCA be involved in each engagement meeting?

A11. A PCA member from the National team as well as the local Field Unit at minimum will be involved. PCA is looking for a consultant that can set the stage so everyone is treated at equals at the table. PCA is not looking for the consultant to do the engagement on PCA's behalf but rather facilitate the session.

Q12. Question around context/scope of conversation and the implication of UNDRIP and the work DOJ is already doing. DOJ has already done their work and how those conversations might feed this one and be consistent across the federal government and having that and not just having more conversations.

A12. The Government of Canada as a whole is at the early stages of implementing UNDRIP. This engagement work will be a listening and dialoging tool that will help PCA inform future PCA policies and potential legislative changes as well as potentially inform Parks Canada's UNDRIP action plan.

Our policy team has been actively working with members of DOJ. PCA work on Indigenous Stewardship is separate from UNDA, however it may align to the work being done on the UNDRIP implementation. This can't be done without putting forward the voices and knowledge of Indigenous partners.

Q13. Are there any requirements for the support staff? (ie those that would support the facilitator)

A13. Not specifically. It is up to the Consultant to determine the need for support staff.

Q14. What is the Intellectual Property ownership under the resulting contract?

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001

Contracting Authority:
Kirsten Sage

Ver.02.09.2022

Client Reference No.:
N/A

Title:
Facilitator – National External Engagement on Indigenous Stewardship – Parks
Canada Agency

- A14.** As per section 6.4.2.1, Contractor to Own Intellectual Property Rights in Foreground Information. Additional information can be found at the link under that clause: [4006](#). PCA recognizes the value and intellectual importance around Indigenous Knowledge (IK).

B. Amend Annex B – Basis of Payment

Bidders MUST submit their bids in accordance with the amended Basis of Payment included herein. Bids that are not submitted in accordance with this amendment will be deemed non-responsive to the solicitation requirements.

Delete Annex B – Basis of Payment in its entirety and replace it with the following:

INSERT

The Basis of Payment is included under separate attachment (Annex B – Basis of Payment_amnd 01-21-0348.pdf).

ALL OTHER TERMS & CONDITIONS REMAIN UNCHANGED.