



RETURN OFFERS TO:

Parks Canada Agency Bid Receiving Unit
 National Contracting Services
 Offer Fax Number: 877-558-2349
 Offer E-mail Address: soumissionest-bidseast@pc.gc.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
 Gatineau, Quebec

Title: Terrestrial Archeology Services – National Individual Standing Offer	
Solicitation No.: 5P047-21-0266/A	Date: August 19, 2022
Client Reference No.: n/a	
GETS Reference No.: PW-22-01004775	

Solicitation Closes: At: 2:00 p.m. On: March 31, 2026	Time Zone: EDT
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F.O.B.: Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	
Address Enquiries to: Jason Mulligan	
Email Address: Jason.Mulligan@pc.gc.ca	Telephone No.: 873-355-4350
Destination of Goods, Services, and Construction: See herein	

TO BE COMPLETED BY THE OFFEROR

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:

IMPORTANT NOTICE TO OFFERORS

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

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

The only acceptable email address for responses to the Request for Standing Offers (RFSO) is soumissionsest-bidseast@pc.gc.ca. Offers submitted by email directly to the Standing Offer Authority or to any email address other than soumissionsest-bidseast@pc.gc.ca will not be accepted.

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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.

The only acceptable fax number for responses to the RFSO is 877-558-2349.

On-going Opportunity for Qualification

A notice will be posted on the Government Electronic Tendering Service (GETS) for the duration of the Standing Offer to allow new Offerors to become qualified. Existing qualified Offerors, who have been issued a standing offer, will not be required to submit a new offer. Offerors who want to qualify in areas they were not qualified for previously will need to submit a new offer.

This schedule may be revised due to operational requirements.

Opening Date (first business day of the month):	Closing Date (last business day of the month):	Estimated Award Date (Subject to Change)
August	September	End of November
February	March	End of May

Security Requirements

There are security requirements associated with the requirements of the Standing Offer. For further instructions, consult Part 6 – Security and Insurance Requirements and Part 7A – Standing Offer.

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>

TABLE OF CONTENTS

PART 1 – GENERAL INFORMATION	5
1.1. INTRODUCTION	5
1.2. SUMMARY	5
1.3. SECURITY REQUIREMENTS.....	6
1.4. DEBRIEFINGS	6
PART 2 – OFFEROR INSTRUCTIONS	7
2.1. STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	7
2.2. SUBMISSION OF OFFERS.....	7
2.3. ENQUIRIES – REQUEST FOR STANDING OFFERS.....	8
2.4. APPLICABLE LAWS.....	8
2.5. BID CHALLENGE AND RECOURSE MECHANISMS.....	8
PART 3 – OFFER PREPARATION INSTRUCTIONS	9
3.1. OFFER PREPARATION INSTRUCTIONS	9
PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION	11
4.1. EVALUATION PROCEDURES.....	11
ATTACHMENT 1 TO PART 4 – EVALUATION CRITERIA	13
ATTACHMENT 2 TO PART 4 - FINANCIAL PROPOSAL	17
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	19
5.1. CERTIFICATIONS REQUIRED WITH THE OFFER	19
5.2. CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION	19
ATTACHMENT 1 TO PART 5 - LIST OF NAMES FOR INTEGRITY VERIFICATION FORM	21
ATTACHMENT 2 TO PART 5 - FORMER PUBLIC SERVANT	23
PART 6 – SECURITY AND INSURANCE REQUIREMENTS	25
6.1. SECURITY REQUIREMENTS.....	25
6.2. INSURANCE REQUIREMENTS	25
PART 7 – STANDING OFFER AND RESULTING CONTRACT CLAUSES	26
A. STANDING OFFER	26
7.1. OFFER	26
7.2. SECURITY REQUIREMENTS.....	26
7.3. STANDARD CLAUSES AND CONDITIONS.....	26
7.4. TERM OF STANDING OFFER	27
7.5. AUTHORITIES	27
7.6. PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	28
7.7. IDENTIFIED USERS.....	28
7.8. CALL-UP PROCEDURES.....	28
7.9. CALL-UP INSTRUMENT	29
7.10. LIMITATION OF CALL-UPS	29
7.11. FINANCIAL LIMITATION	29
7.12. PRIORITY OF DOCUMENTS	30
7.13. CERTIFICATIONS AND ADDITIONAL INFORMATION.....	30
7.14. APPLICABLE LAWS.....	30

B.	RESULTING CONTRACT CLAUSES	31
7.15.	STATEMENT OF WORK	31
7.16.	STANDARD CLAUSES AND CONDITIONS	31
7.17.	TERM OF CONTRACT	31
7.18.	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	31
7.19.	PAYMENT	31
7.20.	TRAVEL AND LIVING EXPENSES - NATIONAL JOINT COUNCIL TRAVEL DIRECTIVE	32
7.21.	INVOICING INSTRUCTIONS	32
7.22.	INSURANCE REQUIREMENTS	32
7.23.	REPLACEMENT OF SPECIFIC INDIVIDUALS	33
7.24.	INSPECTION AND ACCEPTANCE	33
	ANNEX A - STATEMENT OF WORK	34
	ANNEX B - BASIS OF PAYMENT	43
	ANNEX C - SECURITY REQUIREMENTS CHECK LIST	44
	ANNEX D - INSURANCE REQUIREMENTS	47
	ANNEX E - STANDING OFFER REPORTING FORM	48
	ANNEX F - HEALTH AND SAFETY REQUIREMENTS	49
	ANNEX G - ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)	51
	APPENDIX "A" – REGIONS/SUB-REGIONS AND AREAS OF EXPERTISE	53
	APPENDIX "B" – ARCHAEOLOGICAL WORK EXPERIENCE – PRINCIPAL INVESTIGATOR(S) AND LAB SUPERVISOR(S)	66

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, the Federal Contractors Program for Employment Equity – Certification and any other annexes.

1.2. Summary

1.2.1. Parks Canada Agency requires the provision of terrestrial archaeological services for protected heritage places.

1.2.2. The Request for Standing Offers (RFSO) is to establish Standing Offers for the requirement detailed in the RFSO, to the Identified Users, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting standing offers.

1.2.3. The work under the requirement will be on an “as and when” basis for an initial period from issuance to March 31, 2026 with an option to extend the offer by one (1) additional period of two (2) years under the same terms and conditions.

1.2.4. The requirement is subject to the provisions of the Canadian Free Trade Agreement, Canada-Chile Free Trade Agreement, Comprehensive and Progressive Agreement for Trans-Pacific Partnership, Canada-Colombia Free Trade Agreement, Comprehensive Economic and Trade Agreement, Canada-Honduras Free Trade Agreement, Canada-Korea Free Trade Agreement, Canada-Panama

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Amendment No.:
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Jason Mulligan

Ver.02.09.2022

Client Reference No.:
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Title:
Terrestrial Archeology Services – National Individual Standing Offer

Free Trade Agreement, Canada-Peru Free Trade Agreement, Canada-Ukraine Free Trade Agreement, Canada-United Kingdom, and the World Trade Organization-Agreement on Government Procurement.

1.3. Security Requirements

1.3.1. There are security requirements associated with the requirements of the Standing Offer. For additional information, consult Part 6 – Security, Financial and Insurance Requirements and Part 7 – Standing Offer and Resulting Contract Clauses.

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 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

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 will not be accepted.

The only acceptable fax number for responses to the RFSO is 877-558-2349.

The only acceptable email address for responses to the RFSO is soumissionsest-bidseast@pc.gc.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 5 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 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 Quebec.

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.

Offerors should indicate the regions and areas of expertise for which they would like to be considered by submitting the appropriate tables in **Appendix “A” – Regions/Sub-regions and Areas of Expertise**.

Offerors should provide a tailored resumé, limited to a maximum of 5 pages, for each proposed Principal Investigator and Lab Supervisor, including copies of any degrees or diplomas.

Offerors must provide references for the projects provided in the point rated criterion R4. The project reference must each confirm, when requested by Canada, the facts identified in the Offeror’s technical offer. For each project reference, the Offeror must, at a minimum, provide the name, telephone number or e-mail address for a contact person.

Section II: Financial Offer

Offerors must submit their financial bid in accordance with **Attachment 2 to Part 4 – Financial Proposal**.

3.1.1. Exchange Rate Fluctuation

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

Section III: Certifications

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

3.1.2. Offeror’s Proposed Sites or Premises Requiring Safeguarding Measures

3.1.2.1. As indicated in Part 6 under Security Requirements, the Offeror must provide the full addresses of the Offeror’s and proposed individuals’ sites or premises for which safeguarding measures are required for Work Performance.

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

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Ver.02.09.2022

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- 3.1.2.2.** The Company Security Officer must ensure through the [Contract Security Program](#) that the Offeror and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

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) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1. On-going Opportunity for Qualification

A notice will be posted on the Government Electronic Tendering Service (GETS) for the duration of the Standing Offer to allow new Offerors to become qualified. Existing qualified Offerors, who have been issued a standing offer, will not be required to submit a new offer. Offerors who want to qualify in areas they were not qualified for previously will need to submit a new offer.

This schedule may be revised due to operational requirements.

Opening Date (first business day of the month):	Closing Date (last business day of the month):	Estimated Award Date (Subject to Change)
August	September	End of November
February	March	End of May

4.1.2. Technical Evaluation

4.1.2.1. Mandatory Technical Criteria

Technical offers will be evaluated against the mandatory technical evaluation criteria at **Attachment 1 to Part 4 of the Request for Standing Offers**.

4.1.2.2. Point Rated Technical Criteria

Technical offers will be evaluated against the point rated technical evaluation criteria at **Attachment 1 to Part 4 of the Request for Standing Offers**.

4.1.3. 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.

Financial evaluations will be based on **Attachment 2 to Part 4 of the Request for Standing Offers**.

4.1.4. Basis of Selection

1. To be declared responsive, an offer must:
 - a. comply with all the requirements of the Request for Standing Offers (RFSO); and
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of points for the technical evaluation criteria which are subject to point rating.
2. Offers not meeting (a) or (b) or (c) above will be declared non-responsive.

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3. The offer with the lowest responsive aggregate price will be recommended for the issuance of a Standing Offer for the particular region/sub-region and area of expertise.
4. Subsequent responsive offers with an aggregate price of not more than 20% of the offer with the lowest responsive aggregate price will also be recommended for the issuance of a Standing Offer for that particular region/sub-region and area of expertise.
5. Multiple Standing Offers may be issued per region and area of expertise.

ATTACHMENT 1 TO PART 4 – EVALUATION CRITERIA

Mandatory Technical Criteria

The offer must meet the mandatory technical criteria specified below. The Offeror must provide the necessary documentation to support compliance with this requirement.

Offers which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

No.	Description	Met / Not Met	Cross Reference in Proposal
M1	<p>The Offeror must demonstrate that each proposed Principal Investigator holds a graduate degree (MA, MSc or PhD) in Archaeology or Anthropology with a specialization in Archaeology.</p> <p>The Offeror should demonstrate this by providing a copy of the degree.</p>		
M2	<p>The Offeror must demonstrate that each proposed Principal Investigator has at least 52 weeks of experience conducting all aspects of archaeological fieldwork, including 26 weeks in a supervisory capacity, in the 10 years prior to bid closing.</p> <p>The Offeror should demonstrate this by completing Annex B - Archaeological Work Experience – Principal Investigator(s) And Lab Supervisor(s)</p>		
M3	<p>The Offeror must demonstrate that the proposed Lab Supervisor(s) (LS) holds a bachelor degree in Archaeology or in Anthropology with a specialization in Archaeology.</p> <p>The Offeror should demonstrate this by providing a copy of the degree.</p>		
M4	<p>The Offeror must demonstrate that the proposed Lab Supervisor(s) has at least 26 weeks of experience in artifact processing and inventory, in the 5 years prior to bid closing.</p> <p>The Offeror should demonstrate this by completing Annex B - Archaeological Work Experience – Principal Investigator(s) And Lab Supervisor(s)</p>		

Point Rated Technical Criteria

The consultant must obtain the pass mark established for each of the rated criteria.

For each type of expertise in Annex C, the consultant will be scored based on the following criteria:

RATED CRITERIA		Maximum Points Available	Minimum Points Required	Points Awarded
R1	<p>The Offeror must demonstrate that each proposed Principal Investigator (PI) possesses the expertise for the areas indicated in Appendix “A” – Regions/Sub-regions and Areas of Expertise. This must be done by completing Appendix “B” - Archaeological Work Experience – Principal Investigator(S) And Lab Supervisor(S).</p> <p>Scoring Methodology: 10 points for each project listed that is equivalent to the sub-region and area of expertise.</p> <p>Offerors must qualify in at least 50% of the sub-regions and areas of expertise in Alberta and British Columbia.</p>	100	60	
R2	<p>The Offeror must demonstrate that each Lab Supervisor (LS) possesses experience in the analysis and interpretation of material culture as it relates to each type of expertise identified in Appendix “A” – Regions/Sub-regions and Areas of Expertise. This must be done by completing Appendix “B” - Archaeological Work Experience – Principal Investigator(S) And Lab Supervisor(S).</p> <p>Scoring Methodology: 10 points for each project listed that is equivalent to the sub-region and area of expertise.</p> <p>Offerors must qualify in at least 50% of the sub-regions and areas of expertise in Alberta and British Columbia.</p>	100	60	

<p>R3</p>	<p>The Offeror must demonstrate its ability to provide historical research in primary documents for sites from museums, institutions, provincial and/or national archives through an excerpted section of a project report (suggested maximum 3 pages).</p> <p>Scoring Methodology: The following elements will be rated according to the rating scale*</p> <ol style="list-style-type: none"> 1. The report is an appropriate example (maximum of 5 points). 2. The example illustrates historical research in a variety of primary source documents from museums, institutions, provincial and/or national archives as appropriate (maximum of 5 points). 3. The information from the primary sources is interpreted and applied in a logical and useful way (maximum of 5 points) 4. The example illustrates comprehensive research and synthesis of information from multiple sources (maximum of 5 points) 	<p style="text-align: center;">20</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Rating*</th> <th style="text-align: left;">Points</th> </tr> </thead> <tbody> <tr> <td>Unsatisfactory</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Basic</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Acceptable</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Very Good</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Excellent</td> <td style="text-align: center;">5</td> </tr> </tbody> </table> <p style="text-align: center;">*See rating scale below</p>	Rating*	Points	Unsatisfactory	0	Basic	1	Acceptable	3	Very Good	4	Excellent	5	<p style="text-align: center;">12</p>	
Rating*	Points															
Unsatisfactory	0															
Basic	1															
Acceptable	3															
Very Good	4															
Excellent	5															
<p>R4</p>	<p>The Offeror must demonstrate its ability to prepare and deliver archaeological reports focusing on the evaluation, mitigation, and interpretation of archaeological resources and all associated deliverables. A maximum of 3 report examples will be evaluated.</p> <p>Scoring Methodology: The following elements will be rated according to the rating scale* (maximum of 50 points per report example)</p> <ol style="list-style-type: none"> 1. Key archaeological sites/areas of potential are identified and evaluated (maximum of 10 points) 2. Appropriate mitigation measures are recommended (maximum of 10 points) 3. An interpretation of the archaeological resources is provided and adequately supported by data and observations (maximum of 10 points) 4. The report illustrates that key deliverables have been prepared <ul style="list-style-type: none"> -artifact inventories -photographs -GIS mapping (maximum of 10 points) 5. The report is well organized and well written (maximum of 10 points) <p>Offerors must provide references for the projects provided in this criterion. The project reference must each confirm, when requested by Canada, the facts identified in the Offeror's technical offer. For each project reference, the Offeror must, at a minimum, provide the name, telephone number or e-mail address for a contact person.</p>	<p style="text-align: center;">150</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Rating*</th> <th style="text-align: left;">Points</th> </tr> </thead> <tbody> <tr> <td>Unsatisfactory</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Basic</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Acceptable</td> <td style="text-align: center;">6</td> </tr> <tr> <td>Very Good</td> <td style="text-align: center;">8</td> </tr> <tr> <td>Excellent</td> <td style="text-align: center;">10</td> </tr> </tbody> </table> <p style="text-align: center;">*See rating scale below</p>	Rating*	Points	Unsatisfactory	0	Basic	4	Acceptable	6	Very Good	8	Excellent	10	<p style="text-align: center;">90</p>	
Rating*	Points															
Unsatisfactory	0															
Basic	4															
Acceptable	6															
Very Good	8															
Excellent	10															
<p>Total</p>		<p style="text-align: center;">370</p>	<p style="text-align: center;">222</p>													

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Rating Scale
Unsatisfactory: No details provided. No approach or methodology was proposed.
Basic: The approach and methodology do not align with this type of project. There are several major deficiencies with the objectives and expected outcomes of this requirement. Some major elements were not clearly addressed. The bidder may meet the minimum capability to meet minor elements, but does not demonstrate the minimum capability to meet all of the major elements of the requirement.
Acceptable: The approach and methodology are structured and coherent; although most of the major necessary details are provided, there are several minor deficiencies with the objective and expected outcomes of this requirement. Some minor elements were not addressed clearly. The bidder demonstrates the minimum acceptable capability to meet most elements.
Very good: The approach and methodology are structured and coherent, and most of the necessary details are provided; minor deficiencies exist with the objective and expected outcomes of this requirement. The bidder demonstrates the capability to adequately meet all elements of the requirement.
Excellent: The approach and methodology are structured, coherent, and all necessary details are provided. No deficiencies exist. The bidder demonstrates an understanding of the objective and expected outcomes of this requirement. The bidder demonstrates the capability to fully meet all elements of this requirement.

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ATTACHMENT 2 TO PART 4 - FINANCIAL PROPOSAL

Offerors must provide pricing in the format specified for each component identified in this proposal. **Failure to provide prices in the format specified will render the proposal non-responsive.**

The Offeror must submit firm all-inclusive unit prices in Canadian funds. Canadian customs duties and excise taxes included (if applicable), and applicable taxes extra. The all-inclusive unit prices must include all materials and operations to supply the complete quantities of the final products.

Hourly Labour Rate: days and hours of work will be determined by the needs of specific project. The fixed hourly rate applies to all work regardless of schedule.

Failure to insert an hourly rate for each position listed will render your proposal non-responsive. The same person may occupy multiple roles.

The Government of Canada's fiscal year is from April 1 to March 31. The table below reflects this fiscal year format.

Category of Personnel	For the fiscal year ending March 31, 2023	For the fiscal year ending March 31, 2024	For the fiscal year ending March 31, 2025	For the fiscal year ending March 31, 2026	For the fiscal year ending March 31, 2027 (Option year)	For the fiscal year ending March 31, 2028 (Option year)
Senior Archaeologist (oversight)	\$	\$	\$	\$	\$	\$
Principal Investigator (field)	\$	\$	\$	\$	\$	\$
Field Supervisor (field)	\$	\$	\$	\$	\$	\$
Archaeological Technician (field)	\$	\$	\$	\$	\$	\$
GIS/Mapping Technician (field)	\$	\$	\$	\$	\$	\$
Lab Supervisor (lab)	\$	\$	\$	\$	\$	\$
Archaeological Technician (lab)	\$	\$	\$	\$	\$	\$

Solicitation No.:
5P047-21-0266/A

Amendment No.:
00

Contracting Authority:
Jason Mulligan

Ver.02.09.2022

Client Reference No.:
n/a

Title:
Terrestrial Archeology Services – National Individual Standing Offer

Category of Personnel	For the fiscal year ending March 31, 2023	For the fiscal year ending March 31, 2024	For the fiscal year ending March 31, 2025	For the fiscal year ending March 31, 2026	For the fiscal year ending March 31, 2027 (Option year)	For the fiscal year ending March 31, 2028 (Option year)
Principal Investigator (office)	\$	\$	\$	\$	\$	\$
Assistant Archaeologist (office)	\$	\$	\$	\$	\$	\$
Archaeological Technician (office)	\$	\$	\$	\$	\$	\$
GIS/Mapping Technician (office)	\$	\$	\$	\$	\$	\$
Administration	\$	\$	\$	\$	\$	\$

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 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. 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 **Attachment 2 to Part 5 of the Request for Standing Officers** prior to issuance of a Standing Offer.

5.2.2. 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 **Attachment 3 to Part 5 of the Request for Standing Offers** prior to issuance of a Standing Offer.

Solicitation No.:
5P047-21-0266/A

Amendment No.:
00

Contracting Authority:
Jason Mulligan

Ver.02.09.2022

Client Reference No.:
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Title:
Terrestrial Archeology Services – National Individual Standing Offer

5.2.3. Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1. Status and Availability of Resources

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

5.2.3.2. Education and Experience

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

ATTACHMENT 1 TO PART 5 - 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 Offeror's or Offeror's organizational structure:

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

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

Supplier Information

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

List of Names

Name	Title

Solicitation No.:
5P047-21-0266/A

Amendment No.:
00

Contracting Authority:
Jason Mulligan

Ver.02.09.2022

Client Reference No.:
n/a

Title:
Terrestrial Archeology Services – National Individual Standing Offer

Declaration

I, _____, (*name*)

_____, (*position*) of

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

Signature: _____

Date: _____

ATTACHMENT 2 TO PART 5 - 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? Yes () No ()
--

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](#).

Solicitation No.:
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Amendment No.:
00

Contracting Authority:
Jason Mulligan

Ver.02.09.2022

Client Reference No.:
n/a

Title:
Terrestrial Archeology Services – National Individual Standing Offer

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? Yes () No ()
--

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.

PART 6 – SECURITY AND INSURANCE REQUIREMENTS

6.1. Security Requirements

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

6.1.1. Before issuance of a standing offer, the following conditions must be met:

- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A – Standing Offer;
- (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A – Standing Offer;
- (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- (d) the Offeror's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7A – Standing Offer;
- (e) the Offeror must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 – Section IV Additional Information.

6.1.2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a Standing Offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.

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 D.

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.

PART 7 – 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

The following security requirements apply and form part of the Standing Offer.

1. The contractor/offeror must, at all times during the performance of the contract/standing offer, hold a valid designated organization screening (DOS) with approved document safeguarding at the level of protected B, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC)
2. The contractor/offeror personnel requiring access to **protected** information, assets or work site(s) must **each** hold a valid **reliability status**, granted or approved by the CSP, PWGSC
3. The contractor **must not** utilize its Information Technology systems to electronically process, produce or store **protected** information until the CSP, PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of **protected B**
4. Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the CSP, PWGSC
5. The contractor/offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex C,
 - b. Contract Security Manual (latest edition)

7.2.1. Offeror's Sites or Premises Requiring Safeguarding Measures

- 7.2.1.1. Where safeguarding measures are required in the performance of the Work, the Offeror must diligently maintain up-to-date the information related to the Offeror's and proposed individuals' sites or premises for the following addresses:

**** to be inserted at issuance of a Standing Offer ****

- 7.2.1.2. The Company Security Officer must ensure through the [Contract Security Program](#) that the Offeror and individual(s) hold a valid security clearance at the required level.

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.

7.3.2. Standing Offer Reporting

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in annex entitled "Annex E – Standing Offer Reporting Form". If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

The data must be submitted on an annual basis to the Standing Offer Authority.

The data must be submitted to the Standing Offer Authority no later than 30 calendar days after March 31 of each year.

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 award to March 31, 2026.

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 one (1) additional two (2) year period, from April 1, 2026 to March 31, 2028 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 30 days 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:

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

Telephone: 873-355-4350
E-mail address: Jason.Mulligan@pc.gc.ca

The 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:

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

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 any representative of the Parks Canada Agency with the financial authority to enter into a call-up against the Standing Offer.

7.8. Call-up Procedures

7.8.1. The Identified User will first determine the region/sub-region where the services are required. If there are multiple Standing Offer holders in that region/sub-region, the Standing Offer holder will be chosen as follows:

Less than an estimated value of \$40,000.00: The project manager will choose an Offeror.
An estimated value between \$40,000.00 to \$100,000.00: The Offeror will be chosen on a rotational basis. Parks Canada will make a best effort to evenly allocate call-ups among the Standing Offer

holders.

An estimated value above \$100,000.00: The project manager will contact National Contracting Services to determine the next Offeror.

- 7.8.2.** The Identified User will provide a description of the requested work/ tasks, the required completion date and indicate to the Standing Offer Holder if the request is non-urgent or urgent. For complex requests, the Identified User will provide a written Scope of Work to the Standing Offer Holder. The Standing Offer Holder must respond to the Identified User indicating their acceptance or refusal of the requested work within 48 hours for non-urgent requests or 24 hours for urgent requests.
- 7.8.3.** Once the Identified User and the Standing Offer Holder have reviewed the services to be performed, the Standing Offer Holder will provide an estimate of the cost of the goods and/or performing the work to the Identified User in accordance with the pricing provisions of the Standing Offer. The Identified User will review the quote and if acceptable a call-up against the standing offer will be awarded.
- 7.8.4.** Once the call-up against the Standing Offer is issued, the Standing Offer Holder is considered to have entered into contract and must supply Parks Canada with the agreed upon goods and/or services. The Standing Offer Holder must not undertake any of the specified work unless and until a call-up against the Standing Offer is issued by the Identified User.
- 7.8.5.** In the event that the Standing Offer Holder, 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 Standing Offer Holder.

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.

- 7.9.1.** 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.
- 7.9.2.** 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 \$400,000.00 (Applicable Taxes included).

7.11. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **** to be inserted at issuance of a Standing Offer **** (Applicable Taxes excluded) 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) months 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](#) (2022-01-28), General Conditions – Standing Offers – Goods or Services;
- (d) The general conditions [2010B](#) (2022-01-28), General Conditions – Professional services (medium complexity);
- (e) Annex A, Statement of Work;
- (f) Annex B, Basis of Payment;
- (g) Annex C, Security Requirements Check List;
- (h) Annex D, Insurance Requirements;
- (i) Annex E, Attestation and Proof of Compliance with Occupational Health and Safety (OHS);
- (j) 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.

7.14. 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.

7.15. Statement of Work

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

7.16. Standard Clauses and Conditions

7.16.1. General Conditions

[2010B](#) (2022-01-28) General Conditions – Professional Services (Medium Complexity) apply to and form part of the Contract.

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

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

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

7.17. Term of Contract

7.17.1. Period of the Contract

The period of the contract will be based on the call-up against the Standing Offer.

7.18. Proactive Disclosure of Contracts with Former Public Servants

*** *SACC Manual* clause A3025C to be inserted at issuance of a standing offer, if applicable ***

7.19. Payment

7.19.1. Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex B. 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.

7.19.2. Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

7.19.3. Milestone Payments

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

7.19.4. Schedule of Milestones

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

Milestone No.	Description	Amount	Delivery Date
1.	Payment after completion of field work	30%	To be determined
2.	Payment after completion of lab work	30%	To be determined
3.	Payment after completion of final report	40%	To be determined

7.20. Travel and Living Expenses - National Joint Council Travel Directive

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

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

Estimated Cost: \$ ****to be determined at call-up****

7.21. Invoicing Instructions

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

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

7.22. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. 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.

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.

7.23. Replacement of Specific Individuals

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

7.24. 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.

ANNEX A - STATEMENT OF WORK

Terrestrial Archaeology Services

Table of Contents

- 1.0 Work to be Performed
- 2.0 General Requirements
- 3.0 Key Documents
- 4.0 Parks Canada Research and Collection Permit Application
- 5.0 Archaeological Field Work and Recording
- 6.0 Processing and Inventory of Archaeological Material and Associated Documentation
- 7.0 Records Management
- 8.0 Deliverables

1.0 Work to be Performed

1.1 Archaeological Overview Assessment:

- A review of the general history and any relevant documentation to identify known archaeological resources and determine the archaeological potential of the area of investigation.
- An overview identifies known archaeological resources on and nearby the area of investigation, including geographic features commonly associated with past human occupation and land use, and dividing the area of investigation into high, medium and low potential areas for the occurrence of archaeological resources.
- Provide a report on the results obtained and provide recommendations based on the potential and nature of resources that exist and/or may be encountered within the area of investigation in relation to the nature of the proposed intervention (development).

1.2 Archaeological Inventory or Survey:

- A field study to identify archaeological resources within the study area.
- Methods for the inventory or survey may include visual inspections, subsurface testing at regular intervals, use of mechanical methods such as a grade-all, boreholes or geophysical remote sensing such as ground penetrating radar where appropriate.
- Provide cartography and geolocation.
- Conducting 3D scanning of archaeological resources may be required.
- Provide a report on the results obtained and recommendations as appropriate.

1.3 Archaeological Impact Assessment:

- A detailed study of the impacts of an intervention on archaeological resources within an area of investigation based on recommendations made within the Archaeological Overview Assessment and/or the existing site inventory.
- Provide a report based upon results detailing method, archaeological resources and their cultural-historical context and provide recommendations and a mitigation plan appropriate to the proposed impacts to the resources.

1.4 Implement Mitigation Strategies:

- Implement proscribed mitigation strategies to eliminate or reduce adverse impacts on archaeological sites and/or collections including the following:
 - Further archaeological testing/sampling.
 - Archaeological on-site monitoring and recording of interventions.
 - Salvage Archaeological Excavations.

- Provide a report detailing methods, results and interpretations including any further recommendations as appropriate.

1.5 Archaeological Analysis

- Carryout analytical work on archaeological collections including but not limited to: processing, inventorying and analysing material culture
- Conducting 3D scanning of artifacts may be required.
- Compiling and analysing previous archaeological research including field documentation or mapping (compatible with Autocad for Quebec and ArcGIS/QGIS for the rest of Canada)
- Faunal analysis, archaeobotany, soil flotation and/or affiliated studies
- Provide a report based on the work carried out detailing methods, interpretations and recommendations as appropriate.

1.6 Monitoring the Condition of Archaeological Resources:

- A field study which may be conducted on a regular basis to monitor the condition of archaeological resources.
- Provide a report and/or update archaeological records/information as appropriate.

2.0 General Requirements

- Parks Canada will ensure a Statement of Work (SoW) and/or a Request for Proposal (RFP) or other descriptive document is available for each call-up for archaeological services.
- Research and Collection Permit is required for all archaeological research, survey and/or field work (see Section 4.0 Research and Collection Permit Application).
- All work will be regulated by Parks Canada.
- For all archaeological fieldwork, the Principal Investigator must be present in the field and directly supervise a minimum of 75% of the archaeological field operations.
- Depending on the complexity of the work to be undertaken, meetings with Parks Canada Project Manager and Parks Canada Terrestrial Archaeology Representative (PCTAR) may be required on a regular basis. A pre-work site visit may be required.
- Certain projects may require Indigenous group(s) and/or stakeholder consultation(s), engagement(s) and/or presentation(s).
- Any discussion or agreements regarding the sharing of archaeological data or repatriation/deposition of artifacts must be coordinated through the Parks Canada Agency.
- Human remains are not considered archaeological resources. Should human remains be encountered, all activities must be halted and the Parks Canada Project Manager must be notified. The Consultant must await further direction from the Parks Canada Project Manager.

- All cemeteries, burial grounds, human remains, funerary objects, and grave markers found in the project area are subject to the Management Directive 2.3.1: Human Remains, Cemeteries and Burial Grounds (Parks Canada 2000). The directive applies to all human remains, and their associated sites and material culture, Indigenous and non-Indigenous alike.
- All archaeological data and artifacts collected in the field are under the custody of the Crown. The artifacts and records are considered to be on loan to the Consultant until the archaeological work and final archaeological report are completed, in accordance with the allotted time period specified in the contract.
- The Consultant will be made aware that the Parks Canada Agency is the custodian of the site and has authority to give direction during site investigations. The Consultant must also be aware that the work and recommendations of the Consultant will be subject to the review of the PCTAR.
- The Consultant must receive authorization from the Parks Canada Project Manager and PCTAR of any adjustments in work location, work plan and method, implementation schedule, etc., during the course of the project.
- The site must continuously be available for inspection by the Parks Canada Project Manager, who has authority to stop the work.

3.0 Key Documents

- The following documents are essential documents that will guide the Consultants' work and will form the basis for how archaeological services are provided and recommendations are made regarding the conservation of archaeological resources.

For National Historic Sites, National Parks, National Urban Parks and National Marine Conservation Areas:

- *Parks Canada Cultural Resource Management Policy.*
- *Standards & Guidelines for the Conservation of Historic Places in Canada.*
- *Parks Canada Archaeological Resource Management Guidelines.*
- *Parks Canada Archaeological Recording Manual: Excavations and Surveys.*
- National Park Cultural Resource Value Statements (if completed).
- Parks Canada Collections Management Directives.
- National Historic Site Commemorative Integrity Statements.
- Archaeological Overview Assessment(s), if applicable.

4.0 Parks Canada Research and Collection Permit Application

- The qualified, pre-approved Principal Investigator (PI) representing the Consultant must apply for a Parks Canada Research and Collection Permit online at: http://www.pc.gc.ca/apps/rps/page1_e.asp, receive approval for a permit and abide by all terms and conditions specified in the permit.
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- Whenever possible, permit applications should be submitted a minimum of 60 days from the date the researcher intends to start fieldwork. Additional useful information is provided in the Researcher's Guide at: https://www.pc.gc.ca/apps/rps/ReGuide_e.asp regarding applications and permit conditions.
- The Consultant is responsible for securing permit approval at the time of each call-up in conjunction with 1.0 Work to be Performed and prior to the commencement of archaeological research taking place.

5.0 Archaeological Field Work and Recording

5.1 Field and Lab Supervision

- The Principal Investigator must participate in 75% of fieldwork. Approved Field Directors may assist by leading secondary field crews, but cannot replace the PI in the supervisory role for any more than 25% of the fieldwork.
- An approved Lab Supervisor may direct the work of lab staff, but must be overseen by the Principal Investigator.

5.2 Archaeological Recording

- During all stages of archaeological work, the Consultant shall record all archaeological resources encountered during the project. All recording will follow the *Parks Canada Archaeological Recording Manual: Excavations and Surveys* (<http://www.pc.gc.ca/eng/docs/pc/guide/fp-es/titre-title.aspx>). Recording will include all work instruments and requirements that are mandatory and recommended in the manual.
- The Consultant must use the Parks Canada provenience system in all aspects of archaeological recording including information on excavations and mapping. The PCTAR will provide the Consultant with the provenience numbers to be used.
- The Consultant must validate with PCTAR their use of the Parks Canada provenience with the exact numbers to be used (i.e., operations, sub-operations, lots, artifact catalogues, photograph catalogues, maps etc.). All errors that do not respect the provenience system and start numbers provided must be corrected by the Consultant prior to final acceptance of deliverables, at no additional cost to Parks Canada.
- Archaeological control through stratigraphic excavation is required for all excavation units and test pits. Within stratigraphic layers, arbitrary layers can be assigned. The size, location and spatial distribution of test units, controlled excavation units and surface finds must be photographed and mapped with reference to provenience. Site maps must include all surface exposed archaeological features.
- Unless otherwise specified by the PCTAR, the natural and arbitrary levels will be identified and descriptively recorded (shovel test forms) and photographed for all positive shovel test pits, mechanical tests, as well as a representative sample of negative tests.
- Unless otherwise specified by the PCTAR, all controlled excavation units must have a to-scale soil profile and stratigraphic sequence recorded. Every natural or arbitrary level will be identified in all test pits and excavation units.

- Unless otherwise specified by the PCTAR, all sediments excavated in shovel tests and controlled excavation units must be screened through ¼ inch (6 mm) mesh (or smaller where needed).
- To-scale as found planview drawings of cultural features and structural remains, encountered during the investigations, are to be produced by the Consultant. These drawings are to be clearly labelled with the appropriate provenience information.

5.3 Artifact Collection

- Artifacts recovered from the field are subject to the *Management Directive 2.1.22 Collection Management System: Conservation Services, Guidelines for Archaeological Field Conservation* (Parks Canada 1991).
- All artifacts in each lot must be conserved and kept separate according to their provenience.

5.4 Survey and Mapping

- The final report shall include a site map(s) of the project area that clearly illustrates the location of all excavations and all archaeological resources encountered during the course of the project as well as the extents of areas investigated/assessed.
- All survey and mapping data collected must be submitted along with the final report
 - In Quebec data must be in a format compatible with AutoCAD (DWG) with the appropriate metadata as determined by the PCTAR.
 - In the rest of Canada mapping data must be in a shapefile format compatible with ArcGIS and QGIS with the appropriate metadata as determined by the PCTAR.
- The projection system used for survey and mapping data must be approved by the PCTAR.
- Datums, basemaps and coordinates (geodetic, assumed or otherwise), used for the mapping must be approved by the Project Manager and PCTAR.
- The standards and expectations for survey work shall be discussed with the Project Manager and PCTAR prior to commencement of work.

6.0 Processing and Inventory of Archaeological Material and Associated Documentation

- The processing and inventory of all archaeological material will be undertaken following Parks Canada standards. The Consultant will be provided with processing, recording and packaging procedures by the PCTAR.
 - The PI must obtain from the PCTAR the next catalogue number for artifacts, samples, images, and drawings to be used by the Consultant. If additional information or clarification is required, the Consultant will contact the PCTAR. All errors that do not respect the provenience system and start numbers provided must be corrected by the Consultant prior to final acceptance of deliverables, at no additional cost to Parks Canada.
 - Artifacts recovered from a wet, frozen or other special environment may require specialized intervention. Consultation with Parks Canada's Conservation, Collections and Curatorial Branch, through the PCTAR, may be required. Any artifact requiring special treatment or handling must be
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put into a separate container and identified on the corresponding label as such for proper, subsequent care and attention. Such special artifacts are to be packaged in such a way as to ensure their continued survival.

- All artifacts will be cleaned in a manner appropriate to their material and condition and potential for future analysis (e.g., residue analysis, etc.).
- Unless otherwise specified by the PCTAR, artifacts and any samples recovered will be labelled with the complete and appropriate provenience (including all levels of provenience, i.e. 131H25A3).
- An inventory of all artifacts and samples collected is to be carried out. The PCTAR will provide the appropriate templates for all site, provenience, artifact, mapping and photograph inventories that will comply with Parks Canada Terrestrial Archaeology databases. Any errors that do not respect the cataloguing system provided must be corrected by the Consultant prior to final acceptance at no additional cost to Parks Canada.
- Archaeological objects of particular interest may be catalogued. The PCTAR will provide the appropriate catalogue numbers.
- After the artifacts are processed and inventoried, all artifacts, including any samples recovered must be packaged. Packaging must be tagged clearly and permanently with the appropriate provenience information.

7.0 Records Management

- All records management associated with the archaeological project will comply with the *Parks Canada Archaeological Recording Manual: Excavations and Surveys*.
- The PCTAR will provide the appropriate templates for all site, provenience, artifact, mapping and photograph inventories that will comply with the Parks Canada Database. Any errors that do not respect the cataloguing system provided must be corrected by the Consultant prior to final acceptance at no additional cost to Parks Canada.

8.0 Deliverables

- Deliverables requirements for each project may vary based on project complexity, site sensitivity and/or any other specific requirements deemed applicable to the project. All deliverables including the final report will be first submitted to the PCTAR and approved by PCTAR, prior to submitting a final invoice for payment.
- The Consultant will receive final payment after all the deliverables have been accepted. The timeline for deliverables may be detailed in the Statement of Work, Request for Proposal, or Research and Collection Permit.
- A Consultant who fails to comply with the terms and conditions of an Archaeological Research Permit will not be eligible for another permit within the PCA system until such time as the Principal Investigator's obligations are fulfilled.

8.1 Artifacts and Samples

- All artifacts and samples are to be delivered to the PCTAR.
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- Artifacts are to be processed, inventoried and packaged, by the Consultant, according to the standards of Parks Canada. The Consultant will contact PCTAR to obtain templates for all artifact and sample inventories that will comply with the Parks Canada's database.
- Unless agreed to otherwise with the PCTAR, the final, complete artifact and/or sample catalogues must be provided in the electronic format and then individual box inventories must be provided for each submitted box of artifacts or samples, physically printed and included in each corresponding box.

8.2 Field Records

- All original records (field notes, photographs, drawings etc.) both paper and digital files are to be delivered to the PCTAR. If any electronic field recording is implemented, a paper and a digital (.pdf) copy of all notes will also be submitted to the PCTAR.

8.3 Drawings, Maps, and Other Media

- Digital maps are to be included in the final report.
 - For Quebec, the Consultant is to provide the georeferenced data set in a format compatible with AutoCAD. The consultant must provide the complete collected data set in a file format compatible with AutoCAD.
 - For the rest of Canada, the Consultant is to provide the collected data set in a shapefile format compatible with ArcGIS and QGIS, that are identical to the mapping in the report document, see Section 5.3 above. All shapefiles should be packaged as WinZip (.zip) files with all auxiliary files included. Map packages, geopackages and geodatabases will be accepted as supplemental documentation.
- A media inventory in the template provided by the PCTAR should be submitted with digital (.pdf) versions of all site sketch maps and feature drawings, catalogued and labelled appropriately. See Section 8.2.2 of the *Parks Canada Archaeological Recording Manual: Excavations and Surveys*.
- The principal investigator must validate with the PCTAR or delegate the exact numbers they will use (i.e., drawing catalogue numbers by site and Staff Field Number for the Consultant).

8.4 Photographs

- Photographs are to be supplied in electronic format with accurate focus and scale bar, as applicable. Conventional photographs that are scanned must be scanned at a resolution of not less than 300 dots per inch (dpi).
 - All photographs submitted, from fieldwork or within the AOA and AIA (including combined artifact plates), must be digital in .tiff or .jpeg format and in high resolution to support a minimum 300 dpi at 8 x 10" (2400 pixels by 3000 pixels, or 7.2 megapixels).
 - The principal investigator must validate with the PCTAR (or delegate) the exact numbers they will use (i.e., photograph catalogue numbers by site).
 - An electronic photograph catalogue must be provided in the format specified by the PCTAR.
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8.5 Reports

- At the end of the project, the consultant must submit a plan for the project report to the PCTAR for approval.
- Following the completion of each project the Consultant must produce a report summarizing the substantive results of the archaeological work conducted during the project to be **first** submitted to the PCTAR, and approved by PCTAR, prior to submitting a final invoice for payment.
- Unless otherwise agreed upon with PCTAR, the completed final report must include, but need not be limited to:
 - Introduction: stating the scope of the archaeological work and context within which it was undertaken.
 - Historical/Cultural Background: outlining the temporal phases of occupation for the study area appropriately tailored to the local region and recent permits; including studies in the local area such as oral history, local knowledge where applicable.
 - Method: describing documentary, field, laboratory, and analytical methods employed.
 - Results: detailing the archaeological resources identified
 - Analysis and Interpretation: of the archaeological resources encountered in the study area.
 - Conclusions: what archaeological resources are present, the significance of their presence and their locations.
 - Recommendations: additional investigations required, monitoring or recording required to preserve sufficient record of the archaeological resource.
- A final report for the archaeological work will be signed and submitted by the Principal Investigator, who was granted the Parks Canada Research and Collection Permit. The Final report will be reviewed and approved by the PCTAR.
- The Consultant will provide three original hard copies of the **approved** final report to the PCTAR along with the accompanying electronic deliverables detailed below.
- All digital copies of the final report, including embedded images and tables, submitted must be:
 - Submitted in PDF/A, Word and an unsecured format to ensure text may be copied;
 - Submitted in high resolution;
 - It is acceptable to present the different sections of the report in separate, well-named and organized files. However, a single consolidated PDF version that can be easily printed should also be submitted;
 - Clearly labeled, including title, permit number, project name, Consultant group/Corporate name, and the date.

Solicitation No.:
5P047-21-0266/A

Amendment No.:
00

Contracting Authority:
Jason Mulligan

Ver.02.09.2022

Client Reference No.:
n/a

Title:
Terrestrial Archeology Services – National Individual Standing Offer

ANNEX B - BASIS OF PAYMENT

*** to be inserted at issuance of a Standing Offer** according to data provided in Attachment 2 of part 4.

ANNEX C - SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat 5P047-21-0266
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS / COTE DE FIABILITE <input type="checkbox"/> TOP SECRET - SIGINT / TRÈS SECRET - SIGINT <input type="checkbox"/> SITE ACCESS / ACCÈS AUX EMPLACEMENTS Special comments: / Commentaires spéciaux : _____ NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	<input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/> SECRET / SECRET <input type="checkbox"/> NATO SECRET / NATO SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)	
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PRODUCTION	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui



Contract Number / Numéro du contrat 5P047-21-0266
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



Contract Number / Numéro du contrat 5P047-21-0266
Security Classification / Classification de sécurité

PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production		X														
IT Media / Support TI		X														
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

ANNEX D - INSURANCE REQUIREMENTS

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Standing Offer arrangement, in an amount usual for a Work of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Parks Canada.
 - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - (e) Cross Liability/Separation of Insured: 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 Standing Offer 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.

ANNEX F - HEALTH AND SAFETY REQUIREMENTS

1. Develop written Site-Specific Health and Safety Plan (SSHSP) based on hazard assessment prior to beginning any fieldwork and continue to implement, update, maintain, and enforce the plan through all phases of the project.
2. The SSHSP needs to cover all activity of the Consultant team (Consultant personnel, and sub-consultant and contractors engaged by the Consultant).
3. The Consultant shall incorporate in his SSHSP and abide with any additional constraint or safety requirement imposed by Parks Canada for accessing and using Parks Canada property or part thereof.
4. Provide all required personnel protective equipment, other equipment and material as required to meet the intent of the safety requirement set in the SSHSP or as required by the Provincial Occupational Health and Safety Legislation.
5. The Consultant shall be responsible for health and safety for all of their team on site, and for protection of general public and government employee adjacent to site to the extent that they may be affected by conduct of the fieldwork.
6. Assign responsibility and obligation to a Competent Person or Supervisor to oversee the field work. At the Competent Person's discretion, the fieldwork may be stopped if necessary or advisable for reasons of health or safety. The Departmental Representative may also stop work for health and safety considerations.
7. Prior to starting fieldwork attend a Safety Briefing meeting with Parks Canada.

Health and Safety Submittals

1. Submit Site-Specific Health and Safety Plan 5 days prior to commencement of fieldwork. Health and Safety Plan must include:
 - Results of site specific safety hazard assessment;
 - Mitigation and precaution measures that will be implemented as a results of safety and health risk or hazard analysis for site tasks and operations;
 - Consultants safety related communication procedures; and
 - Contingency and Emergency Response Plan addressing standard operating procedures specific to the project site to be implemented during emergency situations. Where applicable, coordinate plan with existing Parks Canada Emergency Response requirements and procedures provided by Departmental Representative.
2. In addition to the SSHSP, the following documents shall also be submitted:
 - A copy of completed "Attestation and Proof of Compliance with Occupational Health and Safety (OHS)" Form to be provided by Parks Canada.
 - A copy of the Consultant Team WSIB Clearance Certificates; and
 - Occupational health and safety training and certification records: The Consultant must provide documentation verifying all members of the Consultant team have received the appropriate safety training including equipment operation training as required to perform the specific field work.

3. The Departmental Representative may respond in writing, where deficiencies or concerns are noted and may request re-submission with correction of deficiencies or concerns either accepting or requesting improvements.
4. Departmental Representative's review of Consultant's final SSHSP should not be construed as approval and does not reduce the Consultant's overall responsibility for construction Health and Safety at the project site.

Reference Codes and Standards

The following reference codes and standards are to be referenced with regards to Health and Safety requirements:

- Occupational Health and Safety Act Revised Statutes of Ontario 1990, Chapter O.1 as amended, and;
- Regulations for Construction Projects, O. Reg. 213/91 as amended.
- Canada Labour Code Part II.
- National Building Code (NBC) 2005, Division B, Part 8 Safety Measures at Construction and Demolition Sites.
- Canadian Standards Authority (CSA) and relevant sections thereof
- Workplace Safety and Insurance Act, 1997.
- Municipal statutes and authorities as they may apply
- Provincial codes and authorities as they may apply

Depending on the Statement of Work for individual work under the Standing Offer, more specific Health and Safety requirements may be required.

ANNEX G - ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)

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

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

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

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

Location of Work

General Description of Work to be Completed

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: _____

APPENDIX “A” – REGIONS/SUB-REGIONS AND AREAS OF EXPERTISE

Atlantic Region

Principal Investigator(s)

The Consultant must indicate the **Principal Investigator(s)** region(s) and area(s) of expertise (maximum of 3 PIs). List the name of each Principal in the appropriate box in the Atlantic Region (Table 1) below.

Table 1: Principal Investigators Atlantic Region Expertise								
Region	Expertise							
	Indigenous (Pre- Contact)	Indigenous (Contact/ Post-Contact)	Multi-Component Indigenous & European:	Historic Domestic, French/British Colonial,	Military	Industrial	Infrastructure (Modern)	Cemetery & Burial Sites
<i>Within and surrounding the Parks and Sites listed below (NOTE: Not every national historic site may be listed below).</i>	Eg. PaleoIndian, Archaic, Woodland, Pre-Inuit, Inuit multi-component sites	Eg. Inuit, Innu, Mi'kmaq, Maliseet, Passamaquoddy;; multi-component sites.	Eg. Trade (i.e. HBC Posts), Missionary (Moravian), multi-component (pre- and post- contact components)	Eg. 18th-20th century houses, homesteads, hamlets, Acadian Dykeland	Eg. Fortifications (Earthen, palisade, masonry), battlefields, fieldworks, siegeworks, etc .	Eg. Milling, forestry, mining, shipbuilding, fishing, farming	Eg. Roads, canals, bridges, Building repair, coastal erosion/coastal systems and/or climate change mitigation	
New Brunswick								
<i>Fort Beausejour NHS, Fort Gaspereau NHS, Beaubears Island NHS, Carleton Martello Tower NHS, St Andrew's Blockhouse NHS, Kouchibouguac NP, Fundy NP</i>								

Solicitation No.:
5P047-21-0266/A

Amendment No.:
00

Contracting Authority:
Jason Mulligan

Ver.02.09.2022

Client Reference No.:
n/a

Title:
Terrestrial Archeology Services – National Individual Standing Offer

Table 1: Principal Investigators Atlantic Region Expertise								
Region	Expertise							
Nova Scotia								
Kejimikujik NP&NHS, , Halifax Defense Complex, Fort Anne NHS, Port Royal, Grand Pré NHS, Beaubassin-Fort Lawrence , Sable Island NPR, Fort Edward NHS, Melanson Settlement NHS, St. Peters Canal NHS, Cape Breton Highlands NP, Canso Islands NHS, Fortress of Louisbourg NHS,								
Prince Edward Island								
Skmaqn-Port-la-Joye- Fort Port Lajoie Amherst NHS, PEI NP; Ardgowan NHS, Province House NHS, Dalvay-by-the-Sea NHS								
Newfoundland								
Signal Hill NHS, Cape Spear NHS, Hawthorne Cottage NHS, Castle Hill NHS, Terra Nova NP; Port- au-Choix NHS, L'Anse aux Meadows NHS, Gros Morne NP,								
Labrador								

Solicitation No.:
5P047-21-0266/A

Amendment No.:
00

Contracting Authority:
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Ver.02.09.2022

Client Reference No.:
n/a

Title:
Terrestrial Archeology Services – National Individual Standing Offer

Table 1: Principal Investigators Atlantic Region Expertise								
Region	Expertise							
<i>Hopedale Mission NHS, Torngat Mountains NP, kitjigattalik – Ramah Chert Quarries NHS; Akami-Uapishk^u-KakKasuak-Mealy Mountains NPR; Red Bay NHS, Hopedale Mission NHS;</i>								

Solicitation No.:
5P047-21-0266/A

Amendment No.:
00

Contracting Authority:
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Ver.02.09.2022

Client Reference No.:
n/a

Title:
Terrestrial Archeology Services – National Individual Standing Offer

Lab Supervisor(s)

The Consultant must indicate the **Lab Supervisor(s)** region(s) and area(s) of expertise (maximum of 2 LSs). List the name of the Lab Supervisor in the appropriate box in Table 2 below.

Table 2: Lab Supervisor(s) Atlantic Region Expertise		
Sub-Regions	Expertise	
Within and surrounding the Parks and Sites listed below	Indigenous	Historic
New Brunswick		
<i>Fort Beausejour NHS, Fort Gaspereau NHS, Beaubears Island NHS, Carleton Martello Tower NHS, St Andrew’s Blockhouse NHS, Kouchibouguac NP, Fundy NP ;Saint Croix Island International Historic Site, Boishébert NHS, Fort Howe NHS</i>		
Nova Scotia		
<i>Kejimkujik NP&NHS, Kejimkujik Seaside Adjunct, Halifax Defense Complex, Fort Anne NHS, Port Royal, Grand Pré NHS, Beaubassin-Fort Lawrence , Sable Island NHS, Fort Edward NHS, Melanson Settlement NHS; St. Peters Canal NHS, Cape Breton Highlands NP, Canso Islands NHS, Fortress of Louisbourg NHS, Marconi NHS, Alexander Graham Bell NHS</i>		
Prince Edward Island		
<i>Skmaq-Port-la-Joye-Fort Port Lajoie Amherst NHS, PEI NP; Ardgowan NHS, Province House NHS, Dalvay-by-the-Sea NHS</i>		
Newfoundland		
<i>Signal Hill NHS, Cape Spear NHS, Hawthorne Cottage NHS, Castle Hill NHS, Terra Nova NP; Port-au-Choix NHS, L’Anse aux Meadows NHS, Gros Morne NP,</i>		
Labrador		
<i>Hopedale Mission NHS, Torngat Mountains NP, kitjigattalik – Ramah Chert Quarries NHS; Akami-Uapishk^u-KakKasuak-Mealy Mountains NPR; Hopedale Mission NHS; Red Bay NHS,</i>		

Quebec Region

Principal Investigator(s)

The Consultant must indicate the Principal Investigator(s) area(s) of expertise (maximum of 3 PIs). List the name of each Principal in the appropriate box in the Quebec Region (Table 1) below.

Table 1: Principal Investigators Quebec Region Expertise									
	Expertise								
<i>Within and surrounding the Parks and Sites listed below</i>	Indigenous (Pre-Contact Period)	Indigenous (Contact and Historic Periods)	French Colonial	British Colonial	Military Sites	Domestic sites related to agriculture and fishing (houses, manors, family estates)	Industrial Sites, Transportation Networks and Forestry	Urban Sites of the 19 th & 20 th centuries	Cemeteries and Burial Grounds
Including but not limited to: <i>Carillon Canal NHS, Chambly Canal NHS, Lachine Canal NHS, Sainte-Anne-de-Bellevue Canal NHS, Saint-Ours Canal NHS, Fortifications of Québec NHS, Cartier-Brébuf, Lévis Forts NHS, Grosse Île and the Irish Memorial NHS, Saint-Louis Forts and Châteaux NHS, La Mauricie NP, Battle of the Châteauguay NHS, Forges du Saint-Maurice NHS, Fort</i>									

Solicitation No.:
5P047-21-0266/A

Amendment No.:
00

Contracting Authority:
Jason Mulligan

Ver.02.09.2022

Client Reference No.:
n/a

Title:
Terrestrial Archeology Services – National Individual Standing Offer

<i>Chambly NHS, Fort Lennox NHS, Fort Témiscamingue NHS, Manoir Papineau NHS, Sir George-Étienne Cartier NHS, Sir Wilfrid Laurier NHS, Coteau-du-Lac NHS, Forillon NP, Mingan Archipelago NPR, Saguenay-St. Lawrence Marine Park</i>									
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Solicitation No.:
5P047-21-0266/A

Amendment No.:
00

Contracting Authority:
Jason Mulligan

Ver.02.09.2022

Client Reference No.:
n/a

Title:
Terrestrial Archeology Services – National Individual Standing Offer

Lab Supervisor(s)

The Consultant must indicate the **Lab Supervisor(s)** area(s) of expertise (maximum of 2 LSs). List the name of the Lab Supervisor in the appropriate box in Table 2 below.

Table 2: Lab Supervisor(s) Quebec Region Expertise					
Within and surrounding the Parks and Sites listed below	Expertise				
	Indigenous (Pre-Contact, Contact and Historic Periods)	French Colonial	British Colonial	Military Sites	Other sites of 19 th to 20 th centuries
Including but not limited to: <i>Carillon Canal NHS, Chambly Canal NHS, Lachine Canal NHS, Sainte-Anne-de-Bellevue Canal NHS, Saint-Ours Canal NHS, Fortifications of Québec NHS, Cartier-Brébuf, Lévis Forts NHS, Grosse Île and the Irish Memorial NHS, Saint-Louis Forts and Châteaux NHS, La Mauricie NP, Battle of the Châteauguay NHS, Forges du Saint-Maurice NHS, Fort Chambly NHS, Fort Lennox NHS, Fort Témiscamingue NHS, Manoir Papineau NHS, Sir George-Étienne Cartier NHS, Sir Wilfrid Laurier NHS, Coteau-du-Lac NHS, Forillon NP, Mingan Archipelago NPR; Saguenay-St. Lawrence Marine Park</i>					

Solicitation No.:
5P047-21-0266/A

Amendment No.:
00

Contracting Authority:
Jason Mulligan

Ver.02.09.2022

Client Reference No.:
n/a

Title:
Terrestrial Archeology Services – National Individual Standing Offer

Ontario Region

Principal Investigator(s)

The Consultant must indicate the Principal Investigator(s) region(s) and area(s) of expertise (maximum of 3 PIs). List the name of each Principal in the appropriate box in the Ontario Region (Table 1) below.

Table 1: Principal Investigators Ontario Region Expertise					
Sub-Regions	Expertise				
<i>Within and surrounding the Parks and Sites listed below</i>	Indigenous (e.g. Pre-Contact Period, Contact Period and Multicomponent)	Fur Trade: (e.g. British, French, Indigenous)	British Military (e.g. War of 1812, 1837-1838 Rebellion)	Domestic; Late 18 th to 20 th Century, Houses, Farmsteads, Urban sites.	Industrial; Canals, Milling and Logging Sites, Manufacturing Sites
Southern Ontario					
Including, but not limited to: Fort Henry NHS, Fort Wellington NHS, Thousand Islands NP, Rideau Canal NHS, Trent-Severn Waterway NHS, Georgian Bay Islands NP, Bethune Memorial NHS, Point Pelee NP, Fort Malden NHS, Fort George NHS, Fort Mississauga NHS, Rouge NUP.					
Northern Ontario					
Including, but not limited to: Sault Ste. Marie Canal NHS, Fort St. Joseph NHS, Pukaskwa NP, Lake Superior NMCA.					

Solicitation No.:
5P047-21-0266/A

Amendment No.:
00

Contracting Authority:
Jason Mulligan

Ver.02.09.2022

Client Reference No.:
n/a

Title:
Terrestrial Archeology Services – National Individual Standing Offer

Lab Supervisor(s)

The Consultant must indicate the **Lab Supervisor(s)** region(s) and area(s) of expertise (maximum of 2 LSs). List the name of the Lab Supervisor in the appropriate box in Table 2 below.

Table 2: Lab Supervisor(s) Ontario Region Expertise			
Sub-regions: <i>Within and surrounding the Parks and Sites listed below</i>	Expertise		
	Indigenous (Pre-Contact Period)	Indigenous (Contact Period)/Fur Trade	Historical
Southern Ontario Including, but not limited to: Fort Henry NHS, Fort Wellington NHS, ThousandIslands NP, Rideau Canal NHS, Trent-Severn Waterway NHS, Georgian Bay Islands NP, Bethune Memorial NHS, Point Pelee NP, Fort Malden NHS, Fort George NHS, Fort Mississauga NHS, Rouge NUP.			
Northern Ontario Including, but not limited to: Sault Ste. Marie Canal NHS, Fort St. Joseph NHS, Pukaskwa NP, Lake Superior NMCA			

Prairies and Northern Canada Region

Principal Investigator(s)

The Consultant must indicate the **Principal Investigator(s)** region(s) and area(s) of expertise (maximum of 3 PIs). List the name of each Principal in the appropriate box in the Prairies and Northern Canada Region (Table 1) below.

Table 1: Principal Investigators Prairies and Northern Canada Region Expertise			
Sub-Regions	Expertise		
<i>Within and surrounding the Parks and Sites listed below</i>	Indigenous (e.g. Pre-Contact Period)	Historic – Pre-1850 (e.g. Fur Trade, Domestic, Military, Industrial)	Historic – Post-1850 (e.g. Fur Trade, Domestic, Military, Industrial)
Prairies & Parklands			
Riding Mountain NP, Prince Albert NP, Fort Pelly NHS, Fort Livingstone NHS, Batoche NHS, Fort Battleford NHS, Frenchman Butte NHS, Frog Lake NHS, Fort Esperance NHS, Motherwell NHS, Lower Fort Garry NHS, The Forks NHS, Riel House NHS, Linear Mounds NHS, Fort Walsh NHS, Grasslands NP			
Western Arctic			
Ivvavik NP, Pingo Canadian Landmark, Tuk Tuk Nogait NP, Aulavik NP			
Sub-Arctic			
York Factory NHS, Prince of Wales Fort NHS, Wapusk NP, Wood Buffalo NP, Nahanni NPR, Naats'ihch'oh NPR, Saoyu and Ehdacho NHS.			
Interior Yukon / Northern BC			
Kluane NPR, Chilkooot Trail NHS, Dawson Historical Complex NHS, Vuntut NP			

Solicitation No.:
5P047-21-0266/A

Amendment No.:
00

Contracting Authority:
Jason Mulligan

Ver.02.09.2022

Client Reference No.:
n/a

Title:
Terrestrial Archeology Services – National Individual Standing Offer

Prairies and Northern Canada Region

Lab Supervisor(s)

The Consultant must indicate the **Lab Supervisor(s)** region(s) and area(s) of expertise (maximum of 2 LSs). List the name of the Lab Supervisor in the appropriate box in Table 2 below.

Table 2: Lab Supervisor(s) Prairies and Northern Canada Region Expertise		
Sub-Regions	Expertise	
<i>Within and surrounding the Parks and Sites listed below</i>	Indigenous	Historic
Prairies & Parklands		
Riding Mountain NP, Prince Albert NP, Fort Pelly NHS, Fort Livingstone NHS, Batoche NHS, Fort Battleford NHS, Frenchman Butte NHS, Frog Lake NHS, Fort Esperance NHS, Motherwell NHS, Lower Fort Garry NHS, The Forks NHS, Riel House NHS, Linear Mounds NHS, Fort Walsh NHS, Grasslands NP		
Western Arctic		
Ivvavik NP, Pingo Canadian Landmark, Tuk Tuk Nogait NP, Aulavik NP		
Sub-Arctic		
York Factory NHS, Prince of Wales Fort NHS, Wapusk NP, Wood Buffalo NP, Nahanni NPR, Naats'ihch'oh NPR, Saoyu and Ehdacho NHS.		
Interior Yukon / Northern BC		
Kluane NPR, Chilkoot Trail NHS, Dawson Historical Complex NHS, Vuntut NP		

Solicitation No.:
5P047-21-0266/A

Amendment No.:
00

Contracting Authority:
Jason Mulligan

Ver.02.09.2022

Client Reference No.:
n/a

Title:
Terrestrial Archeology Services – National Individual Standing Offer

Alberta and British Columbia Region

Principal Investigator(s)

The Consultant must indicate the **Principal Investigator(s)** region(s) and area(s) of expertise (maximum of 3 PIs). List the name of each Principal in the appropriate box in the Alberta and British Columbia Region (Table 1) below.

Table 1: Principal Investigators Alberta and British Columbia Region Expertise			
Sub-regions	Expertise		
<i>Within and surrounding the Parks and Sites listed below</i>	Indigenous (e.g. Pre-Contact Period)	Historic – Pre-1846 (e.g. Fur Trade, Domestic, Military, Industrial)	Historic – Post-1846 (e.g. Fur Trade, Domestic, Military, Industrial)
Western Foothills/Parkland			
Elk Island NP, Bar U Ranch NHS, Rocky Mountain House NHS			
Western Mountains			
Banff NP, Jasper NP, Waterton Lakes NP, Kootenay NP, Yoho NP			
British Columbia Interior			
Mount Revelstoke NP, Glacier NP, Fort St. James NHS, Kootenae House NHS			
British Columbia Coastal			
Gulf Islands NPR, Gwaii Haanas NPR, Pacific Rim NPR, Fisgard Lighthouse NHS, Fort Langley NHS, Fort Rodd Hill NHS, Gitwagak Battle Hill NHS			

Solicitation No.:
5P047-21-0266/A

Amendment No.:
00

Contracting Authority:
Jason Mulligan

Ver.02.09.2022

Client Reference No.:
n/a

Title:
Terrestrial Archeology Services – National Individual Standing Offer

Lab Supervisor(s)

The Consultant must indicate the **Lab Supervisor(s)** region(s) and area(s) of expertise (maximum of 2 LSs). List the name of the Lab Supervisor in the appropriate box in Table 2 below.

Table 2: Lab Supervisor(s) Alberta and British Columbia Region Expertise		
Sub-Regions	Expertise	
<i>Within and surrounding the Parks and Sites listed below</i>	Indigenous	Historic
Western Foothills/Parkland		
Elk Island NP, Bar U Ranch NHS, Rocky Mountain House NHS		
Western Mountains		
Banff NP, Jasper NP, Waterton Lakes NP, Kootenay NP, Yoho NP		
British Columbia Interior		
Mount Revelstoke NP, Glacier NP, Fort St. James NHS, Kootenae House NHS		
British Columbia Coastal		
Gulf Islands NPR, Gwaii Haanas NPR, Pacific Rim NPR, Fisgard Lighthouse NHS, Fort Langley NHS, Fort Rodd Hill NHS, Gitwangak Battle Hill NHS		

Solicitation No.:
5P047-21-0266/A

Amendment No.:
00

Contracting Authority:
Jason Mulligan

Ver.02.09.2022

Client Reference No.:
n/a

Title:
Terrestrial Archeology Services – National Individual Standing Offer

APPENDIX “B” – ARCHAEOLOGICAL WORK EXPERIENCE – PRINCIPAL INVESTIGATOR(S) AND LAB SUPERVISOR(S)

The Offeror must indicate each team member’s direct experience in archaeological fieldwork and laboratory in reverse chronological order for individuals they would like considered for **Principal Investigator (PI)** and **Lab Supervisor (LS)**.

1. Name of project or archaeological site(s). Include Parks Canada Provenience when applicable.	5. Region / Sub-region as per Appendix “A”
2. Phase(s) of archaeological investigation undertaken as per Annex A– 1.0 Work to be Performed (e.g. Archaeological Overview)	6. Expertise as per Table 1 for proposed PIs, above. For LSs, indicate whether Indigenous type and/or Historical types of artifacts were analyzed.
3. Position held as per Annex D – Basis of Payment, below.	7. Number of days the team member participated in the project.
4. Name of archaeologist who held the permit for the project.	8. Briefly describe the duties performed by the team member for the project.

Table 3: Archaeological Work Experience – Principal Investigator(s) and Lab Supervisor(s)

Team Member’s Name:				Position(s) to be Considered for:			
1. Project Name	2. Phase	3. Position	4. Senior / Project Archaeologist	5. Region	6. Expertise	7. No. of Days	8. Description of Duties