



**RETURN BIDS TO:**

Parks Canada Agency Bid Receiving Unit  
National Contracting Services  
Bid Fax: 1-866-246-6893  
Bid E-mail Address: [soumissionsouest-bidswest@canada.ca](mailto:soumissionsouest-bidswest@canada.ca)

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

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

**REQUEST FOR PROPOSAL**

**Proposal to: Parks Canada Agency**

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

**Comments:**

This procurement is set aside under the federal government Procurement Strategy for Indigenous Business (PSIB). In order to be considered, the Bidder must certify that it qualifies as an Indigenous business as defined under PSIB.

This bid solicitation cancels and supersedes previous bid solicitation number 5P420-22-0014/A dated June 21, 2022 with a closing of July 13, 2022 at 14:00 MDT. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

**Issuing Office:**

Parks Canada Agency  
National Contracting Services  
Calgary, Alberta

<b>Title:</b> Special Event Coordinator for Jasper Indigenous Exhibit Grand Opening – Jasper National Park	
<b>Solicitation No.:</b> 5P420-22-0014/B	<b>Date:</b> November 7, 2022
<b>Client Reference No.:</b> n/a	
<b>GETS Reference No.</b> PW-22-01012804	

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

**TO BE COMPLETED BY THE BIDDER**

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

**Solicitation No.:**  
5P420-22-0014/B

**Amendment No.:**  
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**Contracting Authority:**  
Ryan Taylor

Ver.02.09.2022

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

**Title:**  
Special Event Coordinator for Jasper Indigenous Exhibit Grand Opening – Jasper National Park

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## **IMPORTANT NOTICE TO BIDDERS**

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

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

The only acceptable email address for responses to the bid solicitation is [soumissionsouest-bidswest@canada.ca](mailto:soumissionsouest-bidswest@canada.ca). Bids submitted by email directly to the Contracting Authority or to any email address other than [soumissionsouest-bidswest@canada.ca](mailto:soumissionsouest-bidswest@canada.ca) will not be accepted.

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

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

### **Set-Aside Under the Procurement Strategy for Indigenous Business**

This procurement is set aside under the federal government Procurement Strategy for Indigenous Business (PSIB). In order to be considered, the Bidder must certify that it qualifies as an Aboriginal business as defined under PSIB.

### **Direct Deposit**

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

Additional information on this Government of Canada initiative is available at:  
<http://www.directdeposit.gc.ca>

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## **PART 1 – INFORMATION AND INSTRUCTIONS**

### **1.1. Security Requirements**

1.1.1. There is no security requirement associated with the bid solicitation.

### **1.2. Statement of Work**

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

### **1.3. Set-aside under the Procurement Strategy for Indigenous Business**

This procurement is set aside under the federal government Procurement Strategy for Indigenous Business. For more information on Indigenous business requirements of the Set-aside Program for Indigenous Business, see [Annex 9.4](#) of the *Supply Manual*.

This procurement is set aside from the international trade agreements under the provision each has for measures with respect to Aboriginal peoples or for set-asides for small and minority businesses.

### **1.4. Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

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## PART 2 – BIDDER INSTRUCTIONS

### 2.1. Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2022-03-29), Standard Instructions – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Subsection 2. entitled Canada Post Corporation's Connect service of section 08, Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety.

#### 2.1.1 Reissue of Bid Solicitation

This bid solicitation cancels and supersedes previous bid solicitation number 5P420-22-0014/A dated June 21, 2022 with a closing of July 13, 2022 at 14:00 MDT. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

### 2.2. Submission of Bids

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

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

The only acceptable facsimile for responses to bid solicitations is 1-866-246-6893.

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

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

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

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

### **2.3. Enquiries – Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### **2.4. Applicable Laws**

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

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

### **2.5. Bid Challenge and Recourse Mechanisms**

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

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

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

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

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## **PART 3 – BID PREPARATION INSTRUCTIONS**

### **3.1. Bid Preparation Instructions**

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

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

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

#### **Section I:      Technical Bid**

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

#### **Section II:     Financial Bid**

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

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

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

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

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



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

### **4.1. Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada and Indigenous Exhibit Working Group will evaluate the bids.

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

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

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

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

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

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

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

### **4.2. Basis of Selection – Highest Combined Rating of Technical Merit (60%) and Price (40%)**

#### **4.2.1. To be declared responsive, a bid must:**

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all mandatory criteria;
- (c) obtain the required minimum points specified for criteria numbers 3.1 and 3.2 for the technical evaluation, and
- (d) obtain the required minimum of 120 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 170 points.

#### **4.2.2. Bids not meeting (a) or (b) or (c) or (d) will be declared non-responsive.**

#### **4.2.3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.**

#### **4.2.4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.**

#### **4.2.5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.**

#### **4.2.6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.**

**4.2.7.** Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000.

**Basis of Selection – Highest Combined Rating Technical Merit (60%) and Price (40%)**

		Bidder 1	Bidder 2	Bidder 3
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	<b>Pricing Score</b>	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
<b>Combined Rating</b>		83.84	75.56	80.89
<b>Overall Rating</b>		1st	3rd	2nd

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1. Certifications Required with the Bid

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

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

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

### 5.2. Certifications Precedent to Contract Award and Additional Information

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

#### 5.2.1. Set-aside for Indigenous Business

This procurement is set aside under the federal government Procurement Strategy for Indigenous Business (PSIB). The Bidder must provide the information requested at **Annex E to Part 5 of the Bid Solicitation** prior to contract award.

#### 5.2.2. Integrity Provisions – Required Documentation

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

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

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### **5.2.3. Former Public Servant**

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

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

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

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) – Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

### **5.2.5. Additional Certifications Precedent to Contract Award**

#### **5.2.5.1 Status and Availability of Resources**

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

#### **5.2.5.2 Education and Experience**

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

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## **PART 6 – RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### **6.1. Security Requirements**

**6.1.1.** There is no security requirement applicable to the Contract.

### **6.2. Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at **Annex A** and the Contractor's technical bid entitled (*insert at time of contract award*), dated (*insert at time of contract award*).

### **6.3. Standard Clauses and Conditions**

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

#### **6.3.1. General Conditions**

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

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

#### **6.3.2. Supplemental General Conditions**

##### **6.3.2.1. Compliance with On-site Measures, Standing Orders, Policies, and Rules**

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

### **6.4. Term of Contract**

#### **6.4.1. Period of the Contract**

The period of the Contract is from date of Contract to October 31, 2023 inclusive.

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n/a

**Title:**  
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## **6.5. Authorities**

### **6.5.1. Contracting Authority**

The Contracting Authority for the Contract is:

Ryan Taylor  
Contracting Officer  
Parks Canada Agency  
National Contracting Services  
Chief Financial Officer Directorate

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

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### **6.5.2. Project Authority**

The Project Authority for the Contract is:

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

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

### **6.5.3. Contractor's Representative**

The Contractor's Representative for the Contract is:

\*\*\*to be completed by the Bidder\*\*\*

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Title:  
Special Event Coordinator for Jasper Indigenous Exhibit Grand Opening – Jasper  
National Park

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

#### 6.6. Proactive Disclosure of Contracts with Former Public Servants

\*\*\* [SACC Manual clause A3025C](#) to be inserted at contract award, if applicable \*\*\*

#### 6.7. Payment

##### 6.7.1. Basis of Payment: Cost Reimbursable – Limitation of Expenditure

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in **Annex "B"**, to a limitation of expenditure of \$ *(insert at time of contract award)*. Customs duties are included and Applicable Taxes are extra.

##### 6.7.2. Limitation of Expenditure

**6.7.2.1** Canada's total liability to the Contractor under the Contract must not exceed \$ *(insert at time of contract award)*. Customs duties are included and Applicable Taxes are extra.

**6.7.2.2** No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or

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

whichever comes first.

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

### **6.7.3. Progress Payments**

**6.7.3.1.** Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to the amount claimed and approved by Canada if:

- (a) an accurate and complete invoice and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) the amount claimed is in accordance with the basis of payment.

**6.7.3.2.** Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

### **6.8. Invoicing Instructions**

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

Each invoice must be supported by:

- a) a copy of the progress report.

**6.8.2.** Invoices must be distributed as follows:

- a. The invoice must be forwarded electronically to the Project Authority for certification and payment.

### **6.9. Certifications and Additional Information**

#### **6.9.1. Compliance**

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



## 6.9.2. Indigenous Business Certification

SACC Manual [A3000C](#) (2022-05-12), Indigenous Business Certification

## 6.10. Applicable Laws

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

## 6.11. Priority of Documents

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

- (a) The Articles of Agreement;
- (b) The general conditions [2010C](#) (2022-01-28), General Conditions – Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Attestation and Proof of Compliance with Occupational Health and Safety (OHS); And
- (f) The Contractor's bid dated **\*\*\* to be inserted at contract award \*\*\***.

## 6.12. SACC Manual Clauses

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

## 6.13. Insurance Requirements

SACC Manual clause [G1005C](#) (2016-01-28), Insurance – No Specific Requirement

## 6.14. 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

#### SPECIAL EVENT COORDINATOR FOR JASPER INDIGENOUS EXHIBIT GRAND OPENING – JASPER NATIONAL PARK

##### 1. Background

###### 1.1. Project Background

For over ten years Jasper National Park has been working with representatives from the Jasper Indigenous Forum to collaboratively conceptualize, design, and construct a large permanent exhibit/plaza on the front lawn of the Jasper Information Centre. This exhibit will include paths, landscaping, bronze sculpture, artworks and community panels created by over 15 Indigenous Partner communities.

In addition, this exhibit will recognize the forced removal and exclusion of Indigenous Peoples from the land that became Jasper National Park.

We anticipate the opening of this exhibit to occur on a weekend in September 2023 and will require professional services to plan and host a 3-day grand opening event with ~200 formal attendees from Indigenous Partner groups. This event is anticipated to include a Thursday/Friday arrival, Saturday event, and Sunday departure.

###### 1.2. Existing Conditions

Jasper National Park is the largest of Canada's rocky mountain parks. The busy townsite sees ~2.5m visitors per year.

The townsite has numerous hotels, restaurants, and associated services.

In addition, Jasper has a unique cultural use area specifically for use by Indigenous Partner groups. This area is appropriate for camping and can be utilized for this event.

Similarly, there may be other opportunities to book spaces at other campgrounds nearby to the Jasper townsite.

The event will include, but is not limited to:

- Camping for attendees at the Jasper Cultural Use Area. This does not include providing accommodations on site (tents or trailers), but will include catering and coordination of site services (washrooms, washing stations, garbage, etc.)
- Welcoming gift package for attendees.
- Traditional ceremonies and protocol as directed by the Indigenous Exhibit Working Group.
- Hotel Accommodations for ~200 attendees.
- Transportation options between the cultural use area and the townsite.
- Vendor area.
- Speeches and event.
- Evening feast with entertainment.

##### 2. Objective

The objective of this project is to create a meaningful and welcoming experience to commemorate the opening of the Jasper Indigenous Exhibit.

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This event will incorporate direction from the Jasper Indigenous Exhibit Working Group and will include The Contractor, working in collaboration with Parks Canada and the Indigenous Exhibit Working Group will provide leadership in the planning, coordination and delivery of the Jasper Indigenous Exhibit Grand Opening event tentatively scheduled for September 2023 in Jasper National Park.

### 3. Scope of Work – Contractor Roles and Responsibilities

The Contractor must:

- .1 Plan, organize, and execute the on-site event logistics from concept to completion, ensuring the event operates smoothly, efficiently and on budget; as well as develop and implement event promotional/marketing plans to generate event awareness and opportunities for involvement;
- .2 Liaise with Parks Canada and the Indigenous Exhibit Working Group for the planning, co-ordination, delivery, and evaluation of the event. Main contacts will be determined upon contract award.
- .3 Prepare the **special event plan** and budget for the event including planned expenditures and expenditures to date. This plan will include, but is not limited to, event scoping, venue management plan, hospitality plan, schedule, delivery plan, budget, risk analysis, communications plan, staffing and volunteer requirements, health and safety plan. This plan will be updated at 60%, 90%, and 100% stages to reflect project progress.
- .4 Liaise with Parks Canada staff to mitigate all potential impacts associated with the delivery of the event including cultural landscaping, wildlife, surrounding community, etc.; Maintain close communication with the Project Authority throughout the Contract term to ensure the efficient integration of activities with site operations, policies and resources.
- .5 Prepare a site plan in collaboration with Parks Canada.
- .6 Prepare and execute a sign plan.
- .7 Prepare and execute a site security plan.
- .8 Prepare and execute on-site environmentally responsible waste initiatives.
- .9 Assign qualified staff or engage the services of Specialist Consultant(s) to provide the specialized services as required.
- .10 Engage and manage the equipment and services; e.g. portable washrooms, food & beverage vendors, medical services, special needs, etc.
- .11 Oversee the plan for site set up and clean up.
- .12 Prepare and execute a public safety plan including a traffic and parking plan.
- .13 Identify any additional staffing requirements.
- .14 Prepare, administer, and reconcile budget. This includes payment of all service providers such as hotels, musicians, food services, site services and may include disbursements to attendees (I.e. payments in the form of stipend or reimbursement of travel costs for participating Elders, drummers, dancers, and ceremonial participants as stipulated in the Special Event Plan document.). Details regarding compensation for participating Elders and event participants will be determined after contract award.

- .15 Submit to Parks Canada and all Partners a final report of all expenses incurred based on the established budget on or before October 31, 2023.

#### **4. Deliverables**

All deliverables must be prepared and submitted, as identified in the Statement of Work.

Deliverables for this project include, but are not limited to:

- .1 Kick off meeting coordination.
- .2 Special Event Plan which includes event scoping, venue management plan, hospitality plan, schedule, delivery plan, ceremony schedule and plan, budget, risk analysis, communications plan, staffing and volunteer requirements, health and safety plan.
- .3 All services described in this Statement of work to plan and deliver the special event.
- .4 Final expense report.

#### **5. Meetings**

##### **5.1. Mandatory Meetings**

Meetings will be preferentially held via online teleconferencing.

At minimum, the Contractor must meet with Project Authority and/or the project team (as determined by the Client) and, as necessary, other members of the Contractor's Team, once monthly during the term of the Contract, as follows (see 8. *Proposed Key Milestone Dates*):

- .1 Start-up meeting and site visit upon award of Contract. At this meeting one of the key objectives is the planning of the project schedule, deliverables, and preliminary budget.
- .2 Up to two meetings scheduled monthly as agreed upon by Client and Contractor. Meeting dates must be flexible and open to negotiation between the Project Authority and the Contractor.

##### **5.2. Additional Meetings**

This project requires extensive involvement by the Project Authority and/or Project team. It is therefore anticipated that there will be more meetings than those outlined above. Both the Contractor and the Project Authority will determine the requirement for these additional meetings. In such cases, the date, time and place most appropriate to the purpose of the meeting.

Should the Project Authority require additional meetings during the performance of the Contract, the Contractor shall meet with the Project Authority at the venue most appropriate to the purpose of the meeting.

Alternative communication methods (i.e. teleconference, email) shall be used wherever possible to discuss project status, review deliverables, and any other requirements.

#### **6. Considerations**

The Contractor must consider the following throughout the performance of the Work:

- .1 Partner relations;
  - .2 Traditional protocol and ceremony, as directed by the Indigenous Exhibit Working Group
  - .3 Budget constraints;
  - .4 Scheduling challenges;
  - .5 Historic Places Conservation;
  - .6 Environmental;
  - .7 Electrical Supply;
  - .8 Water/ washroom facilities – Limited availability;
-

- .9 Accessibility;
- .10 Weather – Heat, cold, inclement weather, etc.

## 7. Budget

### **The budget for the event \$160,000.00, exclusive of the general requirements provided by an event planning and management company.**

All expenditures for this project must be approved by the departmental representative through acceptance of the Special Event Plan and budget.

All costs incurred by the contractor pertaining to their operations in the delivery of the project, including but not limited to staffing, travel, and accommodations must be accounted by the contractor as General Requirements and listed separately in all budget documents from costs incurred in the planning and delivery of the special event.

## 8. Parks Canada Responsibilities

Parks Canada shall:

- .1 Be responsible for conveying all resultant Parks Canada requirements to the Contractor;
- .2 Liaise amongst and between the Contractor, Parks Canada Contracting Services and the User departments;
- .3 Manage the project through managing the Contract with the Contractor; and
- .4 Be the primary contact for all issues arising throughout the life of the project such as issues that require input or decisions.

## 9. Proposed Key Milestone Dates

Final schedule and payment amounts to be agreed upon during project kick-off

Proposed Milestone Number	Description	Proposed Date
01	Special event project start-up meeting	Before March 31, 2023
02	Special Event Plan (SEP) submission (considered as 30%)	Before March 31, 2023
03	60% Status report (updated SEP)	TBD
04	90% Status Report (updated SEP)	TBD
05	Event Delivery	September, 2023
06	Final Project Briefing and 100% status report.	TBD
07	Rentals, contracts and financials completion report.	TBD
08	Close-out	October 31, 2023

**Solicitation No.:**  
5P420-22-0014/B

**Amendment No.:**  
00

**Contracting Authority:**  
Ryan Taylor

Ver.02.09.2022

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

**Title:**  
Special Event Coordinator for Jasper Indigenous Exhibit Grand Opening – Jasper  
National Park

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## **10. Postponements**

Parks Canada reserves the right to postpone the remainder of the work at any time during the work's progress. In the event of a public health emergency, activity restriction, or environmental cause that prevents the event from proceeding in the manner planned all work must stop immediately pending instruction from the Departmental Representative. Formal communication of any postponement will be issued by Contracting Authority

**ANNEX B**

**BASIS OF PAYMENT**

**\*\*To be completed by the Bidder\*\***

**Financial Bid Submission Requirements**

- (a) Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- (b) The Bidder must submit their financial bid in accordance with the Basis of Payment.
- (c) All prices are in Canadian dollars, FOB destination
- (d) Customs duties are included and Applicable Taxes are extra.
- (e) Total Combined Evaluated Estimated Bid Price Calculation:

For the purposes of evaluation, the evaluated bid price will be comprised of the combined total of Table A and Table B.

**1. Firm Price – All Required Event Planning and Support Services**

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

<b>A</b>	<b>TOTAL FIRM PRICE (excluding applicable tax)</b>	<b>\$</b>
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**2. Limitation of Expenditure – Event Budget - Maximum**

The event budget for payment of service provides in accordance with of *Annex A – Statement of Work* in the performance of the Work.

<b>Description</b>		<b>Total Available Budget (Not to Exceed)</b>
<b>2.1</b>	Maximum budget for disbursements and payment of service providers - hotels, musicians, food services, site services and disbursements to attendees as required and agreed to.	\$ 160,000.00
<b>B</b>	<b>Estimated Total (excluding applicable tax)</b>	<b>\$160,000.00</b>

**Solicitation No.:**  
5P420-22-0014/B

**Amendment No.:**  
00

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Ryan Taylor

Ver.02.09.2022

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

**Title:**  
Special Event Coordinator for Jasper Indigenous Exhibit Grand Opening – Jasper National Park

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### 3. Estimated Total Combined Evaluated Bid Price

The total evaluated bid price is the sum of Tables A and B.

<b>ESTIMATED TOTAL COMBINED <u>EVALUATED</u> BID PRICE (A + B) (excluding applicable tax)</b>	<b>\$</b>
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**Notes:**

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



Solicitation No.:  
5P420-22-0014/B

Amendment No.:  
00

Contracting Authority:  
Ryan Taylor

Ver.02.09.2022

Client Reference No.:  
n/a

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Special Event Coordinator for Jasper Indigenous Exhibit Grand Opening – Jasper  
National Park

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## ANNEX C

### ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)

\*\*\* to be completed after contract award \*\*\*

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

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

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

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

Location of Work
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General Description of Work to be Completed
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Solicitation No.:  
5P420-22-0014/B

Amendment No.:  
00

Contracting Authority:  
Ryan Taylor

Ver.02.09.2022

Client Reference No.:  
n/a

Title:  
Special Event Coordinator for Jasper Indigenous Exhibit Grand Opening – Jasper  
National Park

**Mark "Yes" where applicable.**

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

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

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

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

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

**ANNEX D TO PART 4 OF THE BID SOLICITATION**

**TECHNICAL EVALUATION**

**1. Technical Bid Format**

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

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

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

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

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

**2. Mandatory Technical Criteria**

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

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

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

Item No.	Evaluation Criteria	Met / Not Met		Remarks / Notes
		<b>**To Be Completed by Evaluation Team**</b>		
2.1	The Bidder <b>must</b> submit examples/ information for two (2) completed special event management projects that have been coordinated by the Bidder within the last ten (10) years.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
	The Bidder <b>must</b> have been the main contractor for the two (2) completed special event management projects submitted.			
2.2	<p>The Bidder <b>must</b> provide a project proposal that includes:</p> <ul style="list-style-type: none"> <li>• schedule of significant activities, milestones (see 8. <i>Proposed Key Milestone Dates of Annex A – Statement of Work</i>) and deliverables of the project, the expected points of Client input, review and approval, mandatory meetings (see 5.1. <i>Mandatory Meetings of Annex A – Statement of Work</i>).</li> </ul> <p>All work outlined in the proposal schedule <b>must</b> be completed by October 31th, 2023.</p>	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	

### 3. Point Rated Technical Criteria

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

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

Each point rated technical evaluation criterion has a weight that reflects its importance in the proposal submission. The degree to which the proposal satisfies the requirement of each criterion will be assessed and a score will be assigned ranging from 0 to 10 as outlined under the 4. Generic Evaluation Criteria, with 0 meaning the proposal completely fails to satisfy the requirements, and 10 meaning the proposal fully meets the outlined criterion. This score will then be multiplied by the weight indicated for that point rated evaluation criterion. An odd number of points may be awarded in consensus evaluation.

Item No.	Evaluation Criteria	Weight	Maximum Weighted Points
3.1.	<b>Knowledge and Experience</b>	<b>Weight</b>	<b>100</b>
3.1.1	<p><b>Special Event – Project Management Experience</b></p> <p>The Bidder should demonstrate their knowledge and experience in special event management.</p> <p>The Bidder should provide a summary or résumé highlighting the qualifications and experience for each project team member, if more than one individual, as it relates to their role in this project.</p> <p>The Evaluation Team is looking for Bidders with experience in Indigenous relations, partnership building, and project management.</p> <p>The following information should be included in each summary or résumé:</p> <ol style="list-style-type: none"> <li>.1 Name;</li> <li>.2 Special event management experience;</li> <li>.3 Position or role and responsibilities in special event management projects;</li> <li>.4 Identification as subcontractor or employee of the Bidder’s company. If they are a sub-contractor, the company that they worked for should be identified;</li> <li>.5 Credentials, certifications, education;</li> <li>.6 Experience with event/ project management and/or client/ stakeholder collaboration and communication with Indigenous groups, communities, and projects;</li> </ol> <p><b><i>Each summary of qualifications and experience or résumé should be limited to two (2) pages.</i></b></p> <p><b>Team experience</b></p> <p>Proposal should clearly demonstrate depth and diversity of the Bidder’s team related to event management, planning and execution on projects of similar size, scope and complexity.</p>	<b>5.0</b>	<b>/10 x 5.0= /50</b>

	<p>Experience will be assessed according to the following criteria:</p> <ul style="list-style-type: none"> <li>• Experience in event management, planning and execution on projects of similar size, scope and complexity.</li> <li>• Applicable credentials, certifications and education.</li> <li>• Experience working with Indigenous groups, communities and projects.</li> </ul>		
<p><b>3.1.1</b> **To Be Completed by Evaluation Team**</p>	<p><b>Reference(s):</b></p> <p><b>Strengths:</b></p> <p><b>Weaknesses:</b></p>		
<p><b>3.1.2</b></p>	<p><b>Examples of Previous Work</b></p> <p>For the two (2) completed special event management projects within the last ten (10) years, the Bidder should provide examples of completed special event management projects that demonstrate to the Evaluation Team the qualifications and experience of the Bidder.</p> <p>The Evaluation Team is looking for examples of completed special event management projects that are similar in scope, nature and complexity to the proposed Jasper Indigenous Exhibit Grand Opening. Ideally, these would include projects with Indigenous collaborations/ partner involvement such as sporting or concert events, fairs and exhibitions, charity events, festivals, etc.</p> <p><i>The Evaluation Team will only evaluate a maximum of two (2) completed special event management projects in order of appearance in the Bidder's proposal.</i></p> <p>Bidders should provide the following for each of their two (2) completed special event management projects:</p> <ol style="list-style-type: none"> <li>.1 Project title, description, and location venue;</li> <li>.2 Reference information for event host organization;</li> <li>.3 Start date of work (month and year) and completion date (month and year);</li> <li>.4 Bidder's role;</li> <li>.5 Total special event budget;</li> <li>.6 Event host reference information;</li> <li>.7 Event Outline.</li> </ol> <p>The submitted projects will be assessed according to the following criteria:</p> <ul style="list-style-type: none"> <li>• Projects are a similar scope and complexity to this project.</li> <li>• Quality of project references.</li> <li>• Event outlines are complete and comprehensive.</li> </ul>	<p><b>5.0</b></p>	<p><b>/10</b> <b>x 5.0=</b> <b>/50</b></p>
<p><b>3.1.2</b> **To Be Completed by Evaluation Team**</p>	<p><b>Reference(s):</b></p> <p><b>Strengths:</b></p> <p><b>Weaknesses:</b></p>		



	<ul style="list-style-type: none"> <li>Demonstrates ability to meet deadlines and allocates sufficient time for each step.</li> </ul>		
3.2.2 <b>**To Be Completed by Evaluation Team**</b>	Reference(s):		
	Strengths:		
	Weaknesses:		

### 3.3 Point Rated Technical Criteria Summary Table

Item No.	Evaluation Criteria	Weight	Maximum Weighted Points
3.1.	<b>Knowledge and Experience</b>		<b>100</b>
3.1.1.	Previous experience (depth and diversity) of the Bidder in event management, planning and execution on projects of similar size, scope and complexity.	5.0	<b>50</b>
3.1.2.	Examples of two (2) completed special event management projects that have been coordinated by the Bidder within the last ten (10) years are similar in nature, scope, and complexity, to this project.	5.0	<b>50</b>
3.2	<b>Proposed Approach, Methodology, and Project Plan</b>		<b>70</b>
3.2.1.	The proposed project plan and methodologies are detailed and well thought out. The proposed approach and methodologies are effective, efficient, yet flexible, and meets all requirements of project within the stated timelines.	5.0	<b>50</b>
3.2.2.	The proposed project schedule reflects all required activities, deliverables, meetings, milestones, and points of Client review/ stakeholder involvement, etc. and information is outlined in sufficient detail. Demonstrates ability to meet deadlines and allocates sufficient time for each step.	2.0	<b>20</b>
<b>Total Weighted Points Available</b>			<b>170</b>

### 3.4 Required Minimum Weighted Points

Item No.	Evaluation Criteria	Maximum Weighted Points Available	Minimum Weighted Points Required
1.	<b>Knowledge and Experience</b>	<b>100</b>	<b>70</b>
2.	<b>Proposed Approach, Methodology, and Project Plan</b>	<b>70</b>	<b>50</b>
<b>Required Minimum Weighted Points Overall</b>		<b>120</b>	

#### 4. Generic Evaluation Criteria

For Point Rated Requirements 3.1 to 3.2:

- The degree to which the proposal satisfies the requirement of each criterion will be assessed and a score will be assigned ranging from 0 to 10. Scores will be assigned in accordance with the Generic Evaluation Criteria below, with 0 meaning the proposal completely fails to satisfy the requirements, and 10 meaning the proposal fully meets the outlined criterion.
- The assigned score out of 10 will then be multiplied by the weight indicated for that point rated evaluation criterion to determine the total value of points awarded.
- Technical bid evaluation will be performed by an evaluation board. Evaluation board members will individually evaluate the technical bid(s) and will rate each criterion using the Generic Evaluation Criteria. The evaluation board will then reach consensus on a final evaluated score for the technical bid(s). When reaching consensus on a final evaluated score for the technical bid(s), the evaluation board may award an odd number of points.

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



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## ANNEX E TO PART 5 OF THE BID SOLICITATION

### SET-ASIDE PROGRAM FOR INDIGENOUS BUSINESS

**\*\* to be completed by the Bidder \*\***

#### 1. Set-aside for Indigenous Business

1.1 This procurement is set aside under the federal government Procurement Strategy for Indigenous Business, For more information on Indigenous business requirements of the Set-aside Program for Indigenous Business, see [Annex 9.4](#), Supply Manual.

1.2 The Bidder:

- i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
- ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
- iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.

1.3 The Bidder must check the applicable box below:

- i.  The Bidder is an Indigenous business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.

**OR**

- ii.  The Bidder is either a joint venture consisting of two or more Indigenous businesses or a joint venture between an Indigenous business and a non-Indigenous business.

1.4 The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.

1.5 By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

#### 2. Owner Certification - Set-aside for Indigenous Business

If requested by the Contracting Authority, the Bidder must provide the following certification for each owner who is Indigenous:

1. I am an owner of \_\_\_\_\_ (*insert name of business*), and an Indigenous person, as defined in [Annex 9.4](#) of the *Supply Manual* entitled "Requirements for the Set-aside Program for Indigenous Business".
2. I certify that the above statement is true and consent to its verification upon request by Indigenous Services Canada.

\_\_\_\_\_  
Printed name of owner

\_\_\_\_\_  
Signature of owner

\_\_\_\_\_  
Date

**ANNEX F TO PART 5 OF THE BID SOLICITATION**

**LIST OF NAMES FOR INTEGRITY VERIFICATION FORM**

**\*\* to be completed by the Bidder \*\***

**Requirements**

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

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

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

**Supplier Information**

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

**List of Names**

Name	Title

**Solicitation No.:**  
5P420-22-0014/B

**Amendment No.:**  
00

**Contracting Authority:**  
Ryan Taylor

Ver.02.09.2022

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

**Title:**  
Special Event Coordinator for Jasper Indigenous Exhibit Grand Opening – Jasper National Park

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**Declaration**

I, \_\_\_\_\_, **(name)**

\_\_\_\_\_, **(position)** of

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

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

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

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## ANNEX G TO PART 5 OF THE BID SOLICITATION

### FORMER PUBLIC SERVANT

**\*\* to be completed by the Bidder \*\***

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

#### Definitions

For the purposes of this clause,

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

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

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

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

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

As per the above definitions, is the Bidder a FPS in receipt of a pension? <b>Yes</b> ( <input type="checkbox"/> ) <b>No</b> ( <input type="checkbox"/> )
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If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

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

**Solicitation No.:**  
5P420-22-0014/B

**Amendment No.:**  
00

**Contracting Authority:**  
Ryan Taylor

Ver.02.09.2022

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

**Title:**  
Special Event Coordinator for Jasper Indigenous Exhibit Grand Opening – Jasper National Park

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

### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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