



**RETURN BIDS TO:**

Parks Canada Agency Bid Receiving Unit  
 National Contracting Services  
 Bid Fax: 1-866-246-6893  
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**REVISION 001 TO  
 REQUEST FOR PROPOSALS**

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

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

<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> December 2, 2022
<b>Amendment No.:</b> 001	
<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 9, 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>Fax No.:</b> 1-866-246-6893
<b>Email Address:</b> <a href="mailto:ryan.taylor@pc.gc.ca">ryan.taylor@pc.gc.ca</a>	
<b>Destination of Goods, Services, and Construction:</b> Jasper National Park	

**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.:**  
001

**Contracting Authority:**  
Ryan Taylor

Ver.11.30.21

**Client Reference No.:**  
N/A

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

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## Amendment 001

This amendment is raised to

- A) Extend the solicitation closing date; and
- B) Answer questions from bidders.

### A. Solicitation Closing Date

The closing date for solicitation 5P420-22-0014/B, titled “Special Event Coordinator for Jasper Indigenous Exhibit Grand Opening – Jasper National Park”, is extended from December 7, 2022 until **December 9, 2022 at 14:00 MST**.

If you have already submitted your bid, you are invited to send us your revisions, where necessary, by fax to **1-866-246-6893** or email to [soumissionsouest-bidswest@canada.ca](mailto:soumissionsouest-bidswest@canada.ca). Please indicate the solicitation number on all correspondence.

### B. Questions and Answers

- Q1.** Do we need to provide all materials in French or will there be support from Parks Canada Agency to assist with translation?
- A1.** [Parks Canada has translation staff who will handle all necessary translation at no extra cost to the contractor.](#)
- Q2.** Will federal, provincial and municipal government representatives be present to commemorate the grand opening?
- A2.** [Yes, we expect representatives from all three levels of government, as well as representatives at the CEO/Deputy Minister/Minister level.](#)
- Q3.** What is the process of selecting/identifying people who will be attending the event? Is that complete? If so, what factors were considered with respect to who to include?
- A3.** [We have been engaging with our 8 community Indigenous Exhibit Working group to determine the number of formal attendees. Attendance from each community will be selected/determined by individual Partner communities. We anticipate an approximate allocation of between 10-15 hotel rooms, and camping space at the Cultural Use Area/Campgrounds per individual community.](#)
- Q4.** Will Indigenous Partners have the opportunity to bring remarks?
- A4.** [Yes.](#)
- Q5.** Vendor area - Is the intent to provide an opportunity for Indigenous vendors to sell products on-site?
- A5.** [Yes, as integrated with the overall event.](#)
- Q6.** Will there be an online component (e.g. live streaming)?
- A6.** [This has not been discussed, but if feasible and requested in the planning process could become a component of the work.](#)

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- Q7.** The RFP identifies the need for meetings with internal stakeholders. Is there intent to meet with Indigenous community stakeholders leading up to the event? Would Parks Canada Agency conduct that Indigenous stakeholder engagement or would they like the contractor to?
- A7.** Currently we anticipate the bulk of engagement to take place with the 8-community Indigenous Exhibit Working Group (IEWG), which has met 41 times over the past three years to advise the project and event. Meetings between the contractor and the IEWG or any other partners, would be facilitated and administrated by Parks Canada.
- Q8.** Would Parks Canada be providing any staffing support for the event?
- A8.** We anticipate there will be opportunity for Parks Canada staff to assume various roles during the event depending on requirements and availability determined in the planning process.
- Q9.** Is honorarium included in the event budget?
- A9.** Compensation for Indigenous attendees will be a part of the event budget.
- Q10.** We are seeking clarification about the event budget (\$160 K). Does the 160K budget include the hotel accommodations? Or does “hotels” simply mean banquet space, contractor and artist accommodations and catering charges??
- R10.** Yes, the 160k is inclusive of hotel accommodation.
- Q11.** What is the role of the Indigenous Exhibit Working Group - are they creating the program, and who is in the group?
- R11.** The IEWG provides substantive guidance and direction on all project decisions; in this they fill a role roughly equivalent to being “project leads.” Through engagement with Parks Canada they will be directing the work required for the grand opening ceremony. The IEWG is comprised of representatives from 8 Indigenous Partner groups.
- Q12.** Design and creative was not addressed in the RFP, will there be expectations for creating marketing collateral and assets?
- R12.** Parks Canada has a team of External Relations professionals who may be able to assist with the creating and delivery of communications products. Specifics are to be determined as part of the event communications plan.
- Q13.** Would Parks Canada Agency be open to or expecting additional content creation for future promotion (ie interviews at the event, photos)?
- R13.** Parks Canada has a number of planned projects related to communications to occur along with the grand opening event. The Special Event Planner may be required to assist in elements of the coordination of these products (I.e. scheduling interview times with Partners, designated spaces for interviews to occur, coordinating delivery of press packages) etc, and this is to be determined as part of the Special Event Plan (30%) submission.

**ALL OTHER TERMS & CONDITIONS REMAIN UNCHANGED**