



RETURN ARRANGEMENTS TO:

Parks Canada Agency Bid Receiving Unit
National Contracting Services

Arrangement Fax: 1-866-246-6893

Arrangement E-mail Address:

soumissionsouest-bidswest@canada.ca

This is the only acceptable email address for responses to the Request for Supply Arrangement. Arrangements submitted by email directly to the Supply Arrangement 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 arrangement documents will not be accepted.

REQUEST FOR A SUPPLY ARRANGEMENT

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

Comments:

Issuing Office:

Parks Canada Agency
National Contracting Services
Calgary Alberta

Title: Parks Canada Agency Supply Arrangement - Extraction, Air Separation, Stratification and Propagation of Whitebark and Limber Pine Seeds, Mountain Parks Region	
Solicitation No.: 5P420-20-0315/B	Date: February 22, 2023
Client Reference No.: n/a	
GETS Reference No.: TBD	

Solicitation Closes: At: 14:00 On: March 31, 2100	Time Zone: MDT
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F.O.B.: Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	
Address Enquiries to: Ryan Taylor	
Telephone No.: (587) 436-5987	Fax No.: 1-866-246-6893
Email Address: ryan.taylor@pc.gc.ca	
Destination of Goods, Services, and Construction: Mountain Parks Region	

TO BE COMPLETED BY THE SUPPLIER

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:

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Amendment No.:
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Contracting Authority:
Ryan Taylor

Ver.02.08.21

Client Reference No.:
n/a

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Parks Canada Agency Supply Arrangement - Extraction, Air Separation, Stratification and Propagation of Whitebark and Limber Pine Seeds, Mountain Parks Region

IMPORTANT NOTICE TO SUPPLIERS

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

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

The only acceptable email address for responses to the Request for Supply Arrangement (RFSA) is soumissionsouest-bidswest@canada.ca. Arrangements submitted by email directly to the Supply Arrangement Authority or to any email address other than soumissionsouest-bidswest@canada.ca will not be accepted.

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

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

The Supplier 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 Supplier should send the arrangement 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 arrangement documents will not be accepted. Arrangement documents must be sent as email attachments.

Re-issuance of RFSA Solicitation

This solicitation is a re-issuance for the refresh of the Request for Supply Arrangement 5P420-20-0315/A. Existing qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

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 Supply Arrangement will be required to complete a direct deposit enrolment form to register their direct deposit information with Parks Canada.

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

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PART 1 – GENERAL INFORMATION

1.1. Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement 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 arrangement, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 6A. Supply Arrangement, 6B. Bid Solicitation, and 6C. Resulting Contract Clauses:
 - 6A. includes the Supply Arrangement (SA) with the applicable clauses and conditions;
 - 6B. includes the instructions for the bid solicitation process within the scope of the SA;
 - 6C. includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

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

1.2. Summary

Parks Canada requires the services of experienced growers to extract, separate, stratify and grow seeds from whitebark and/or limber pine that are provided by the mountain national parks in Alberta and British Columbia. Whitebark and limber pine cones are collected by mountain national park staff in late summer and sent to a nursery for seed extraction by the fall. Extraction, air separation and propagation occur over the fall/winter and mature seedlings are grown in the nursery and delivered to the Parks or Field Units for fall planting two year after collection.

1.3. Security Requirements

- 1.3.1.** There is no security requirement associated with the Request for Supply Arrangements.

1.4. Debriefings

Suppliers may request a debriefing on the results of the Request for Supply Arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the Request for Supply Arrangements process. The debriefing may be in writing, by telephone or in person.

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PART 2 – SUPPLIER INSTRUCTIONS

2.1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) 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.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The [2008](#) (2022-03-29), Standard Instructions – Request for Supply Arrangements – Goods or Services, are incorporated by reference into and form part of the RFSA.

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

Subsection 2. entitled epost Connect of section 08, Transmission by Facsimile or by epost Connect of the Standard Instructions [2008](#) incorporated by reference above is deleted in its entirety.

2.2. Submission of Arrangements

Arrangements 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 Supply Arrangements (RFSA).

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

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

The only acceptable email address for responses to the RFSA is soumissionsouest-bidswest@canada.ca.

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

The Supplier 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 Supplier should send the arrangement 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 arrangement documents will not be accepted. Arrangement documents must be sent as email attachments.

2.3. Former Public Servant – Notification

Service 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. Therefore, the Request for Supply Arrangements will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, [Contracting Policy Notice 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

2.4. Federal Contractors Program for Employment Equity – Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) – Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [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).

2.5. Enquiries – Request for Supply Arrangements

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

Suppliers should reference as accurately as possible the numbered item of the RFSAs to which the enquiry relates. Care should be taken by Suppliers 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 Suppliers do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Suppliers. Enquiries not submitted in a form that can be distributed to all Suppliers may not be answered by Canada.

2.6. Applicable Laws

The Supply Arrangement and any contract awarded under the Supply Arrangement must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 Suppliers.

2.7. Bid Challenge and Recourse Mechanisms

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

2.7.2. 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)

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- Canadian International Trade Tribunal (CITT)

2.7.3. 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 – ARRANGEMENT PREPARATION INSTRUCTIONS

3.1. Arrangement Preparation Instructions

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

Section I: Qualification Arrangement (1 electronic copy in PDF format)
Section II: Certifications (1 electronic copy in PDF format)

Section I: Qualification Arrangement

In their qualification arrangement, Suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Certifications

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

PART 4 – QUALIFICATION PROCEDURES AND BASIS OF SELECTION

4.1. Qualification Procedures

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the qualification criteria;
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

4.1.1. Qualification Evaluation

4.1.1.1. Mandatory Qualification Criteria

Arrangements will be evaluated against the mandatory qualification evaluation criteria at **Annex B to Part 4 of the Request for Supply Arrangements**.

4.1.1.2. Point Rated Qualification Criteria

Arrangements will be evaluated against the point rated qualification evaluation criteria at **Annex B to Part 4 of the Request for Supply Arrangements**.

4.1.2. Basis of Selection

An arrangement must comply with the requirements of the Request for Supply Arrangements to be declared responsive. All arrangements that are declared responsive will be recommended for award of a Supply Arrangement.

- 4.1.2.1** To be declared responsive, an arrangement must:
 - a. comply with all the requirements of the Request for Supply Arrangements;
 - b. meet all mandatory qualification evaluation criteria; and
 - c. obtain the required minimum of 35 points overall for the qualification evaluation criteria which are subject to point rating. The rating is performed on a scale of 85 points.
- 4.1.2.2** Arrangements not meeting (a), (b) or (c) above will be declared non-responsive.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Suppliers must provide the required certifications and additional information to be issued a Supply Arrangement.

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any Supply Arrangement arising from this RFSA and any resulting contracts.

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

5.1. Certifications Required with the Arrangement

Suppliers must submit the following duly completed certifications as part of their arrangement.

5.1.1. Integrity Provisions – Declaration of Convicted Offences

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

5.2. Certifications Precedent to the Issuance of a Supply Arrangement and Additional Information

The certifications and additional information listed below should be submitted with the arrangement, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier 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 provided will render the arrangement 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 Supplier must provide the required documentation, as applicable, to be given further consideration in the procurement process.

The Supplier, 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 C to Part 5 of the Request for Supply Arrangements** prior to issuance of a Supply Arrangement.

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 Supplier must provide the information requested at **Annex D to Part 5 of the Request for Supply Arrangements** prior to issuance of a Supply Arrangement.

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5.2.3. Additional Certifications Precedent to Issuance of a Supply Arrangement

5.2.3.1. Education and Experience

SACC *Manual* clause [S1010T](#) (2008-12-12), Education and Experience

PART 6 – SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

6.1. Arrangement

The Supply Arrangement covers the Work described in the Statement of Work at **Annex A**.

6.2. Security Requirements

6.2.1. There is no security requirement applicable to the Supply Arrangement.

6.3. Standard Clauses and Conditions

All clauses and conditions identified in the Supply Arrangement 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.

6.3.1. General Conditions

[2020](#) (2022-01-28), General Conditions – Supply Arrangement – Goods or Services, apply to and form part of the Supply Arrangement.

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.

6.4. Term of Supply Arrangement

6.4.1. Period of the Supply Arrangement

The period for awarding contracts under the Supply Arrangement begins at date of Supply Arrangement.

The Supply Arrangement has no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use it.

6.5. Authorities

6.5.1. Supply Arrangement Authority

The Supply Arrangement Authority is:

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

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

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

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6.5.2. Supplier's Representative

The Supplier's Representative for the Supply Arrangement 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:		

6.6. On-going Opportunity for Qualification

An on-going Opportunity for Qualification is posted on the Government Electronic Tendering Service (GETS) to allow new suppliers to become qualified.

A Request for Supply Arrangements will be issued in accordance with the process set out below to allow new Suppliers to become qualified. Existing qualified Suppliers, who have been issued a Supply Arrangement, will not be required to submit a new arrangement.

6.7. Identified Users

The Identified User(s) are:

- **For requirements with an estimated value of less than \$9,999 (applicable taxes included):**
Parks Canada, Mountain Region Parks (Mount Revelstoke and Glacier, Waterton Lakes, Kootenay, Yoho, Banff, and Jasper National Parks) and National Contracting Services
- **For requirements with an estimated value of \$9,999 or greater (applicable taxes included):**
Parks Canada, National Contracting Services

6.8. 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.

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- (a) The articles of the Supply Arrangement;
- (b) The general conditions [2020](#) (2022-01-28), General Conditions – Supply Arrangement – Goods or Services;
- (c) Annex A, Statement of Work; and
- (d) The Supplier's arrangement dated ***** to be inserted at issuance of a Supply Arrangement *****.

6.9. Certifications and Additional Information

6.9.1. Compliance

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

6.10. Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA 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 Supply Arrangement *****.

B. BID SOLCITATION

6.1. Bid Solicitation Documents

Canada will use the following bid solicitation templates based on the estimated dollar value and complexity of the requirement:

- Supply Arrangement Request for Quotation, for services under \$9,999; or
- Simple, for services over \$9,999.

A copy of the standard procurement template(s) can be requested by Suppliers from the Supply Arrangement Authority or the Contracting Authority, as applicable.

Note: References to the templates in Parks Canada Agency Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

The bid solicitation will contain as a minimum the following:

- (a) A complete description of the Work to be performed;
- (b) [2003](#), Standard Instructions – Goods or Services – Competitive Requirements **OR** [2004](#), Standard Instructions – Goods or Services – Non-competitive Requirements;

Subsection 3.a. of Section 01, Integrity Provisions – Bid of the Standard Instructions (*insert, as applicable* “[2003](#)” **OR** “[2004](#)”) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names.
- (c) Bid preparation instructions;
 - (d) Instructions for the submission of bids (address for submission of bids, bid closing date and time);
 - (e) Evaluation procedures and basis of selection;
 - (f) Certifications
 - **Integrity Provisions – Declaration of Convicted Offences**
 - **Federal Contractors Program (FCP) for Employment Equity - Notification**
 - (g) Conditions of the resulting contract.

6.2. Bid Solicitation Process

6.2.1. Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Supplier who have been issued a SA.

6.2.2. The bid solicitation will be sent directly to Suppliers.

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6.2.3. The responsibility of the bid solicitation process and award of contracts will depend on the estimated value of the proposed work as follows:

6.2.3.1. For all requirements with an estimated value of less than \$9,999 (applicable taxes included).

The Identified User is Parks Canada, Mountain Region Parks. A minimum of one (1) Supplier will be selected based on optimal regional and seed viability considerations. The bid solicitation will be sent directly to the selected Supplier(s) by the Identified User. Resulting contract may be awarded by the Identified User. All resulting contracts must be reported to Supply Arrangement Authority.

6.2.3.2. For all requirements with an estimated value of \$9,999 to less than \$19,999 (applicable taxes included).

The Identified User is Parks Canada, National Contracting Services. A minimum of two (2) Suppliers will be selected based on optimal regional and seed viability considerations; however, a minimum of one (1) Supplier may be selected if only one (1) supplier is determined to adequately meet regional growing requirements. The bid solicitation will be sent directly to the selected Supplier(s) by the Identified User. Resulting contract may be awarded by the Identified User.

6.2.3.3. For all requirements with an estimated value greater than \$19,999 (applicable taxes included).

The Identified User is Parks Canada, National Contracting Services. A minimum of three (3) Suppliers will be selected based on optimal regional and seed viability considerations. The bid solicitation will be sent directly to the selected Suppliers by the Identified User. Resulting contract may be awarded by the Identified User.

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C. RESULTING CONTRACT CLAUSES

6.1. General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using the template:

- (a) **Service Contract Template <\$9,999**, General Terms and Conditions will apply to the resulting contract;
- (b) **Simple**, General Conditions [2029](#) will apply to the resulting contract.

A copy of the template(s) can be provided by the Supply Arrangement Authority upon request.

Note: References to the templates in Parks Canada Agency Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

ANNEX A

STATEMENT OF WORK

1. Title:

Extraction, Air Separation, Stratification and Propagation of Whitebark and Limber Pine Seeds

2. Background:

Whitebark pine is an endangered species listed on Schedule 1 of the Species at Risk Act (SARA). Limber pine was recommended for listing as endangered by COSEWIC in 2014. The Parks Canada Agency (PCA) has specific obligations under SARA and PCA works with federal and provincial agencies to deliver on recovery plans. Commitments under SARA include collecting seed from putatively resistant trees, testing to confirm genetic resistance of priority trees, and producing seedlings from putatively and confirmed resistant trees. Whitebark and limber pine cones are collected by mountain national park staff in the fall and sent to a nursery for seed extraction that fall or at a later date. Typically, extraction, air separation, stratification, and propagation occur over the fall/winter and mature seedlings are grown in the nursery and delivered to the Parks or Field Units for fall planting two years after collection.

3. Objective:

To extract, separate, stratify and grow seeds from whitebark and/or limber pine that are provided by the mountain national parks. Whitebark and limber pine seeds are collected in multiple jurisdictions such as national and provincial parks as well as on provincial crown land by stakeholders who have expressed an interest in using whitebark and limber pine to rehabilitate high-elevation sites that have experienced impacts.

4. Scope of Work:

The Contractor is responsible for the following:

To design and submit a detailed work plan that includes seed extraction, air separation, stratification, sowing (number of seeds per plug), transplanting (if more than one germinant per cell) and a growing plan. Optional: application of mycorrhizal inoculum.

The following will be mandatory components of the plan:

- *Extraction of seeds from cones collected and provided annually from Parks Canada;
- *Strategy and methods of conducting air separation of seedlots (to reduce the amount of non-viable seeds)
- Stratification strategy/protocols of whitebark and/or limber pine seeds;
- Sowing strategy
- Transplanting strategy
- Growing strategy

*If nursery does not conduct these services it is sufficient to indicate so in the plan.

In addition to implementing the work plan described above:

- 1) The contractor will be required to package and ship additional seeds (over and above the number of seed stratified) from the annual crop to a storage facility or rust resistance testing facility as indicated by the Parks Canada Agency (PCA) Project Authority. Shipping will be arranged by the contractor and paid for by Parks Canada.
- 2) The contractor will be required to package and ship seedlings to the planting location or rust resistance testing facility as indicated by the Parks Canada Agency (PCA) Project Authority, or coordinate with Parks Canada for pick up. Shipping will be arranged by the contractor and paid for by Parks Canada.

- 3) The contractor will be required to regularly provide growing updates and records as specified in section 4.2 (Reports and Deliverables).

4.1 Meetings:

- 1) Upon Contract Award, contact the PCA Project Authority within 2 business days to discuss the work required and clarify client expectations and needs.
- 2) Additional meeting may be required as and when required.

Meeting arrangements will be made via email or telephone conversation between the Contractor and PCA Project Authority or their designate at mutually agreeable dates and times.

4.2 Reports and Deliverables:

The Contractor is required to submit to the PCA Project Authority the following tabulated records:

- 1) Within one month of receiving the cones or seeds,
 - If conducting extraction and/or separation services:
 - Parent tree ID,
 - Location,
 - Species,
 - Number of cones provided, if applicable,
 - Total seed weight (g),
 - Total estimated seeds,
 - Seeds per cone, if applicable,
 - Available seeds after separation,
 - Total weight of seeds (g) post-separation,
 - Number of seeds to be stratified, and
 - Number of seed to be provided to the storage facility (e.g., BC Tree Seed Centre, Alberta Tree Improvement and Seed Centre).
 - If only conducting stratification, sowing, transplanting, and growing services for seed received:
 - Parent Tree ID,
 - Location,
 - Species, and
 - Number of seeds received to be stratified.
- 2) The spring/summer following stratification (year 1)
 - The number of successful germinates (broken down by parent)
- 3) The spring/summer prior to shipping (year 2):
 - The number of successful seedlings (broken down by parent)
- 4) A detailed inventory list of seedlings included in the shipping boxes

A nursery may choose to grow over a shorter period of time depending on agreement with field unit, thus will provide successful germinates and seedlings at earlier dates.

4.3 Payment and Delivery Schedule

The following is an example using a two-year growing plan for the 2022 cone crop. Actual dates will depend on seed delivery and nursery plan.

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Task	When	Invoice Due
Extraction (2022 crop)	Fall 2022	N/A
Air separation (2022 crop)	Fall 2022	N/A
Stratification (2022 crop)	Fall 2022	N/A
Propagation, labelling & growing (2022 crop)	Fall 2022 - Summer 2024	Partial payment of 50% by March 31, 2023
Delivery of seedlings	Summer/Fall 2024	Final invoice due September 30, 2024

5. Parks Canada Agency Responsibilities

- Collection of whitebark and limber pine cones
- Parks Canada will pay for all shipping costs (cones, seeds and seedlings)
- Label all cones or seeds by Parent ID when shipping to the contractor
- Provision of data on species and number of cones or seeds for each parent tree
- Confirm sowing and transplant plan with growers

ANNEX B TO PART 4 OF THE REQUEST FOR SUPPLY ARRANGEMENTS

QUALIFICATION EVALUATION

1. Qualification Package Format

The qualification package 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, **Parks Canada strongly requests that suppliers address and present topics in the order of the evaluation criteria under the same headings.**

To avoid duplication, suppliers 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 Supplier is advised to pay careful attention to the wording used throughout this Request for Supply Arrangement (RFSA). 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 Supplier’s qualification package. The evaluation team cannot consider information not provided directly in the qualification package (e.g. links to additional website content, references checks, etc.).

2. Submission Requirements

The Supplier must submit one copy of its qualification package by either fax or email. For bids submitted via email the qualification package must be Adobe PDF format or other universally readable format.

3. Mandatory Qualification Criteria

Item No.	Evaluation Criteria	Met / Not Met		Remarks / Notes
		To Be Completed by Evaluation Team		
3.1	The proposed nursery must have a minimum of three (3) years of experience within the last ten (10) years in growing and managing native tree species.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
3.2	The supplier must submit a detailed project work plan. The proposed work plan will outline a detailed work plan that addresses seed extraction, air separation, stratification, sowing (number of seeds per plug), transplanting (if more than one germinant per cell) and growing.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	

4.0 Evaluation of Rated Criteria

Parks Canada will use the following criteria to evaluate each proposal that meets the mandatory requirements. Proposals must obtain the minimum score for each of the rated criteria in order to be considered compliant with the rated technical criteria. Proposals that do not achieve the minimum number of points required will be deemed non-compliant. specifications. Proposals will be assessed against the following criteria:

Item No.	Evaluation Criteria	Weight	Points Awarded <i>**To Be Completed by Evaluation Team**</i>
Qualification and Experience			
4.1	<p>Experience of the nursery in growing native plants and trees. Suppliers should provide clear examples and information of previous relevant experience demonstrating years of experience.</p> <p>0 Points: The nursery has the minimum acceptable 3 years of experience but less than 4 years of total experience growing and managing native plants.</p> <p>4 Points: The nursery has been successfully growing and managing native plants for 4 or more years but less than 7 years.</p> <p>7 Points: The nursery has been successfully growing and managing native plants for 7 or more years but less than 10 years.</p> <p>10 Points: The nursery has been successfully growing and managing native plants for 10 years or more.</p>	2.0	<p style="text-align: center;">/10 x (Weight) = /20</p>
4.1 <i>**To Be Completed by Evaluation Team**</i>	<p>Reference(s):</p> <hr/> <p>Strengths:</p> <hr/> <p>Weaknesses:</p>		

4.2	<p>Experience growing whitebark or limber pine. Suppliers should provide clear examples and information of previous relevant experience demonstrating the following:</p> <p>0 Points: The nursery has demonstrated no experience growing whitebark or limber pine.</p> <p>1 Points: The nursery has demonstrated less than one year of successful growing whitebark or limber pine.</p> <p>4 Points: The nursery has demonstrated successful growing whitebark or limber pine for 1-2 years.</p> <p>7 Points: The nursery has demonstrated successful growing whitebark or limber pine for more than 2 years but less than 5 years.</p> <p>10 Points: The nursery has demonstrated successful growing whitebark or limber pine for 5 or more years.</p>	4.0	<p>/10 x (Weight) = /40</p>
4.2 <i>**To Be Completed by Evaluation Team**</i>	<p>Reference(s):</p> <hr/> <p>Strengths:</p> <hr/> <p>Weaknesses:</p> <hr/>		
Approach and Methodology			
4.3	<p>The proposed project outlines a detailed work plan that addresses seed extraction*, air separation*, stratification, sowing (number of seeds per plug), transplanting (if more than one germinant per cell) and growing.</p> <p>*If nursery does not conduct these services it is sufficient to indicate so in the plan.</p> <p><i>Optional:</i> application of mycorrhizal inoculum</p> <p>0 points: The information provided is unsuitable or insufficient.</p> <p>4 points: Proposed work plan is lacking detail. The proposed plan is somewhat suitable and could meet project requirements. Further development is needed.</p> <p>6 points: Good level of detail in proposed work plan.</p>	2.5	<p>/10 x (Weight) = /25</p>

	<p>Proposed work plan should be adequate for project requirements.</p> <p>8 points: Very good level of detail in proposed work plan. Proposed work plan should ensure project requirements are met.</p> <p>10 points: Excellent level of detail in proposed work plan. Proposed work plan should ensure project requirements are met and/or exceeded.</p>		
<p>4.3 **To Be Completed by Evaluation Team**</p>	Reference(s):		
	Strengths:		
	Weaknesses:		
Maximum Points Available for Point Rated Criteria			85
Minimum Points Required for Point Rated Criteria			35

Offers that do not obtain the required minimum of 35 points overall for the point rated technical criteria will be given no further evaluation.

5. Point Rated Technical Criteria Summary Table

Item No.	Evaluation Criteria	Weight Factor	Maximum Weighted Rating
Qualification and Experience			
4.1	Previous Experience – Native plants and trees	2.0	20
4.2	Previous Experience – Whitebark or limber pine	4.0	40
Approach and Methodology			
4.3	Proposed project outlines a detailed work plan	2.5	25
Maximum Points Available for Point Rated Technical Criteria			85
Minimum Points Required for Point Rated Technical Criteria			35

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ANNEX C TO PART 5 OF THE REQUEST FOR SUPPLY ARRANGEMENTS

LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Requirements

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

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

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

Supplier Information

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

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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

ANNEX D TO PART 5 OF THE REQUEST FOR SUPPLY ARRANGEMENTS

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 (<input type="checkbox"/>) No (<input type="checkbox"/>)
--

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

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

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the

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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 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.