



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

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 His Majesty the King 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:

Issuing Office:

Parks Canada Agency
 National Contracting Services
 Banff, Alberta

| | |
|---|----------------------------------|
| Title: Report on Visitor Use Patterns at Lake Minnewanka, Banff National Park | |
| Solicitation No.: 5P421-23-0044/A | Date: October 30, 2023 |
| Client Reference No.: _____ | |
| GETS Reference No.: _____ | |

| | |
|---|--------------------------|
| Solicitation Closes: At: 14:00 On: November 20, 2023 | Time Zone: MST |
|---|--------------------------|

| | |
|--|-----------------------------------|
| F.O.B.: Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/> | |
| Address Enquiries to: Rose Marino | |
| Telephone No.: 403-760-1319 | Fax No.: 1-866-246-6893 |
| Email Address: Rose.marino@pc.gc.ca | |
| Destination of Goods, Services, and Construction: See Herein | |

TO BE COMPLETED BY THE BIDDER

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

Solicitation No.:
5P421-23-0044/A

Amendment No.:
00

Contracting Authority:
Rose Marino

Ver.12.12.2022

Client Reference No.:

Title:
Report on Visitor Use Patterns at Lake Minnewanka, Banff National Park

IMPORTANT NOTICE TO BIDDERS

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

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

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

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

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.

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. Virtual Bidders' Conference

A virtual bidders' conference will be held as a Microsoft **Teams Meeting on November 8, 2023**. The conference will begin at 10:00 AM Mountain Time. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative.

Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance and receive the call sign-in detail. Bidders should provide, in writing, to the Contracting Authority, the name(s) of the person(s) who will be attending and a list of issues they wish to table no later than noon Tuesday November 7, 2023.

Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

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.

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](#) (2023-06-08), 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.

2.2. 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 will 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.

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 six (6) 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.

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.

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 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 C 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 C to Part 4 of the Bid Solicitation**.

4.1.2. Basis of Selection

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 30 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 60 points.

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
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.
5. 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 %.
6. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
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.

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

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

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. 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 D to Part 5 of the Bid Solicitation** prior to contract award.

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 Bidder must provide the information requested at **Annex E to Part 5 of the Bid Solicitation** prior to contract award.

5.2.3. 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](http://www.esdc.gc.ca/employment-social-development) website.

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.

5.2.4. Additional Certifications Precedent to Contract Award

5.2.4.1. Status and Availability of Resources

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

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".

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](#) (2022-12-01) 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.

6.4. Term of Contract

6.4.1. Period of the Contract

The period of the Contract is from date of Contract to March 29, 2024 inclusive.

6.5. Authorities

6.5.1. Contracting Authority

The Contracting Authority for the Contract is:

Rose Marino
Contracting Advisor
Parks Canada Agency
National Contracting Services
Chief Financial Officer Directorate
P.O. Box 900
Banff, Alberta T1L 1K2

Telephone: 403-763-1319 Facsimile: 403-760-5057 E-mail address: rose.marino@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:

| | | |
|--|---------------------------------|-------------------------|
| 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. 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

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex "B" for a cost of \$ _____ (insert the amount at contract award). Customs duties are included, and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2. Single Payment

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

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

6.8. Invoicing Instructions

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.
2. Invoices must be distributed as follows:

One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

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.

6.10. 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 (2022-12-01) Service (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) The Contractor's bid dated ***** to be inserted at contract award *****. *(If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” OR “, as amended on _____” and insert date(s) of clarification(s) or amendment(s)).*

6.12. Insurance Requirements

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

6.13. 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.

Solicitation No.:
5P421-23-0044/A

Amendment No.:
00

Contracting Authority:
Rose Marino

Ver.12.12.2022

Client Reference No.:

Title:
Report on Visitor Use Patterns at Lake Minnewanka, Banff National Park

ANNEX A

STATEMENT OF WORK

The Statement of Work is included under separate attachment (Annex A.pdf).

ANNEX B

BASIS OF PAYMENT

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) Bidder must submit its financial bid in accordance with this Basis of Payment.
- (c) The bid must be submitted in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

1. Firm Price

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) 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.

| Item No. | Description | Unit of Measurement | Firm Price |
|----------|---|-------------------------|------------|
| 1 | Report on Visitor Use Patterns at Lake Minnewanka | Lump Sum | \$ |
| | | TOTAL FIRM PRICE | \$ |

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.

ANNEX C 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.).

The Bidder must submit one (1) electronic version of their technical bid, PDF is the preferred format.

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 | | | |
|---|--|------------------------------|----------------------------------|-----------------|
| 2.1 | Proposed Team: Proposed team members, qualifications, and roles. <i>Evaluated against Mandatory Technical Criteria 2.1.1 through 2.1.3. Further evaluated against additional criteria under Point Rated Technical Criteria section 3.1.</i> | | | |
| Item No. | Evaluation Criteria | Met / Not Met | | Remarks / Notes |
| <i>**To Be Completed by Evaluation Team**</i> | | | | |
| 2.1.1 | The Bidder must identify all members of the team proposed to work on the project, including employees and subcontractors. | <input type="checkbox"/> Met | <input type="checkbox"/> Not Met | |
| 2.1.2 | The Bidder must provide CVs clearly outlining the qualifications of each | <input type="checkbox"/> Met | <input type="checkbox"/> Not Met | |

| | | | | |
|-----------------|--|---|----------------------------------|------------------------|
| | member of the team proposed to work on the project, including employees and subcontractors. | | | |
| 2.1.3 | The Bidder must clearly outline the role of each member of the team proposed to work on the project in accomplishing the project scope of work, including employees and subcontractors. | <input type="checkbox"/> Met | <input type="checkbox"/> Not Met | |
| Item No. | Evaluation Criteria | | | |
| 2.2 | <p>Portfolio:</p> <p>One previous project completed by the Bidder within the last ten (10) years at time of solicitation closing.</p> <p><i>Evaluated against Mandatory Technical Criteria 2.2.1. Further evaluated against additional criteria under Point Rated Technical Criteria section 3.2.</i></p> | | | |
| Item No. | Evaluation Criteria | Met / Not Met | | Remarks / Notes |
| | | <i>**To Be Completed by Evaluation Team**</i> | | |
| 2.2.1 | <p>The Bidder must provide a portfolio of one previous project which is similar in scope that has been completed by the Bidder within the last ten (10) years.</p> <p>Note: The month and year of completion should be indicated – e.g. Completed July 2016.</p> | <input type="checkbox"/> Met | <input type="checkbox"/> Not Met | |
| Item No. | Evaluation Criteria | | | |
| 2.3 | <p>Familiarity with Parks and/or Protected Areas:</p> <p>A summary of what capacity the project team is familiar with national / provincial parks or protected areas.</p> <p><i>Evaluated against Mandatory Technical Criteria 2.3.1. Further evaluated against additional criteria under Point Rated Technical Criteria section 3.3.</i></p> | | | |
| Item No. | Evaluation Criteria | Met / Not Met | | Remarks / Notes |
| | | <i>**To Be Completed by Evaluation Team**</i> | | |
| 2.3.1 | The Bidder must provide a summary of ways that the project team is familiar with national / provincial parks or protected areas. | <input type="checkbox"/> Met | <input type="checkbox"/> Not Met | |

| | | | | |
|-----------------|---|---|----------------------------------|------------------------|
| | Note: These examples may be different than the proposal examples submitted under 2.2. | | | |
| Item No. | Evaluation Criteria | | | |
| 2.4 | Proposed Approach, Methodology and Schedule: Proposed project approach, methodology, and schedule meeting all of the objectives and deliverables outlined in the Statement of Work. <i>Evaluated against Mandatory Technical Criteria 2.4.1 through 2.4.6. Further evaluated against additional criteria under Point Rated Technical Criteria section 3.4.</i> | | | |
| Item No. | Evaluation Criteria | Met / Not Met | | Remarks / Notes |
| | | <i>**To Be Completed by Evaluation Team**</i> | | |
| 2.4.1 | The Bidder must provide a proposed <u>approach</u> for the project. | <input type="checkbox"/> Met | <input type="checkbox"/> Not Met | |
| 2.4.2 | The Bidder must provide a proposed <u>methodology</u> for the project. | <input type="checkbox"/> Met | <input type="checkbox"/> Not Met | |
| 2.4.3 | The Bidder must provide a proposed <u>schedule</u> for the project. | <input type="checkbox"/> Met | <input type="checkbox"/> Not Met | |

Bids that do not demonstrate and meet all of the mandatory technical criteria will be given no further evaluation.

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.

All Point Rated Technical Criteria will be evaluated using the [Generic Evaluation Criteria](#).

- 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.
- Scores will be assigned in accordance with the Generic Evaluation Criteria, 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.

| Item No. | Evaluation Criteria | Weight | Points Awarded <i>**To Be Completed by Evaluation Team**</i> |
|---|--|--------|---|
| 3.1 | Proposed Team – Qualifications and Experience: Provide CVs outlining previous experience (depth and diversity) of team members and subcontractors in key areas such as quantitative analysis; spatial analysis, people movement analysis, and transportation planning. | 1.0 | /10 |
| 3.1 <i>**To Be Completed by Evaluation Team**</i> | Reference(s): | | |
| | Strengths: | | |
| | Weaknesses: | | |
| Total Points Score Criteria 3.1 <i>**To Be Completed by Evaluation Team**</i> | | | /10 |
| Item No. | Evaluation Criteria | Weight | Points Awarded <i>**To Be Completed by Evaluation Team**</i> |
| 3.2 | For the relevant project that has been completed by the Bidder within the last ten (10) years, the Bidder should consider their relevance to the breadth of requirements described in <i>Annex A – Statement of Work</i> . The Bidder should clearly demonstrate having successfully completed a project of similar scope and budget. The following project summary should be provided for the completed project: <ul style="list-style-type: none">• Project title, description, duration and location;• Budget, project goals, scope, planning methodology and delivery strategy;• Bidder’s role in the project, its process and project outcomes and outputs; and Overall creativity, innovation, technical skills, and quality of work will also be evaluated. | 1.0 | /10 |

| | |
|--|----------------------|
| 3.2.1 **To Be Completed by Evaluation Team** | Reference(s): |
| | Strengths: |
| | Weaknesses: |
| Total Points Score Criteria 3.2 **To Be Completed by Evaluation Team** | |
| /10 | |

| Item No. | Evaluation Criteria | Weight | Points Awarded **To Be Completed by Evaluation Team** |
|--|--|------------|--|
| 3.3 | Familiarity with Parks and/or Protected Areas: A summary of what capacity the project team is familiar with national / provincial parks or protected areas. The Bidder should demonstrate their experience that supports an in depth understanding of challenges and opportunities at large national/provincial parks or protected areas. | 1.0 | /10 |
| 3.3 **To Be Completed by Evaluation Team** | Reference(s): | | |
| | Strengths: | | |
| | Weaknesses: | | |
| Total Points Score Criteria 3.3 **To Be Completed by Evaluation Team** | | | /10 |

| Item No. | Evaluation Criteria | Weight | Points Awarded **To Be Completed by Evaluation Team** |
|--------------|--|------------|--|
| 3.4 | Proposed Approach, Methodology and Schedule: | | |
| 3.4.1 | Proposed Approach: | | |
| | The proposal outlines a comprehensive and appropriate approach for the project that includes details related to: project management; content development; writing; client communication; and revisions / review periods for different phases of the project. | 1.0 | /10 |

| | |
|--|----------------------|
| 3.4.1 **To Be Completed by Evaluation Team** | Reference(s): |
| | Strengths: |
| | Weaknesses: |

| Item No. | Evaluation Criteria | Weight | Points Awarded <small>**To Be Completed by Evaluation Team**</small> |
|---|--|------------|---|
| 3.4.2 | Proposed Methodology: The proposal outlines a comprehensive and appropriate methodology for the project that demonstrates and understanding of the project, issues, constraints and challenges that will affect the delivery and implementation of the project are identified along with a broad overview of how the Bidder will address these. | 1.0 | /10 |
| 3.4.2 **To Be Completed by Evaluation Team** | Reference(s): | | |
| | Strengths: | | |
| | Weaknesses: | | |
| 3.4.3 | Proposed Schedule: The proposal outlines a comprehensive and appropriate schedule for the project that is realistic and appropriate to the project. Significant activities, milestones and deliverables, the expected points of client and stakeholder input, reviews and approvals, and required meetings are identified. Clear and measurable timelines should be provided, as well as factors which may impact timelines. | 1.0 | /10 |
| 3.4.3 **To Be Completed by Evaluation Team** | Reference(s): | | |
| | Strengths: | | |
| | Weaknesses: | | |
| Total Points Score Criteria 3.4 <small>**To Be Completed by Evaluation Team**</small> | | | /30 |

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Amendment No.:
00

Contracting Authority:
Rose Marino

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| | |
|--|-----------|
| Maximum Points Available for Point Rated Technical Criteria | 60 |
| Minimum Points Required for Point Rated Technical Criteria | 30 |

Bids that do not obtain the required minimum 30 points overall for the point rated technical criteria will be given no further evaluation.

4. Point Rated Technical Criteria Summary Table

| Item No. | Evaluation Criteria | Weight Factor | Maximum Weighted Rating |
|--|--|---------------|-------------------------|
| 3.1 | <u>Proposed Team – Qualifications and Experience:</u> | | 10 |
| 3.1 | Qualifications and Experience | 1.0 | 10 |
| 3.2 | <u>Portfolio:</u> | | 10 |
| 3.2.1 | Portfolio Example | 1.0 | 10 |
| 3.3 | <u>Familiarity with Parks and/or Protected Areas:</u> | | 10 |
| 3.3.1 | Familiarity with Parks and/or Protected Areas Summary | 1.0 | 10 |
| 3.4 | <u>Proposed Approach, Methodology and Schedule:</u> | | 30 |
| 3.4.1 | Proposed Approach | 1.0 | 10 |
| 3.4.2 | Proposed Methodology | 1.0 | 10 |
| 3.4.3 | Proposed Schedule | 1.0 | 10 |
| Maximum Points Available for Point Rated Criteria | | | 60 |
| Minimum Points Required for Point Rated Criteria | | | 30 |

Bids that do not obtain the required minimum of 30 points for the point rated technical criteria overall will be given no further evaluation.

5. Generic Evaluation Criteria

| 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 |

ANNEX D TO PART 5 OF THE BID SOLICITATION

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 E TO PART 5 OF THE BID SOLICITATION

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

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.

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

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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 Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? Yes () No () |
|---|

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.