



RETURN BIDS TO:

Parks Canada Agency Bid Receiving Unit
 National Contracting Services
 Bid Fax: 1-877-558-2349
 Bid E-mail Address:
soumissionsest-bidseast@pc.gc.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.

Issuing Office:

Parks Canada Agency
 National Contracting Services
 Gatineau (Quebec)

Title: Surf Guard Service - Prince Edward Island National Park	
Solicitation No.: 5P300-23-0233/A	Date: February 2, 2024
Client Reference No.: N/A	
GETS Reference No.: N/A	

Solicitation Closes: At: 2:00 PM On: February 27, 2024	Time Zone: EST
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F.O.B.: Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	
Address Enquiries to: Eric Robinson	
Telephone No.: 873-355-0824	Email Address: eric.robinson@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:

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Eric Robinson

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Surf Guard Service - Prince Edward Island 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 soumissionsest-bidseast@pc.gc.ca. Bids submitted by email directly to the Contracting Authority or to any email address other than soumissionsest-bidseast@pc.gc.ca will not be accepted.

The only acceptable facsimile for responses to bid solicitations is 1-877-558-2349.

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.

Security Requirements

There are security requirements associated with this requirement. For further instructions consult Part 1 – General Information and Part 6 – Resulting Contract Clauses.

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. The contractor's personnel as well as their subcontractors that require unescorted access to a work site(s) as well as access to sensitive assets or information must EACH hold and maintain a valid **RELIABILITY STATUS**, granted or approved by Parks Canada Agency Security Directorate (PCASD).

*Sensitive assets may include: cash, artefacts, firearms, explosives, keys, vehicles, historic sites and bldgs., electronic equipment, IT networks, critical installations and systems, etc.

1.1.2. The contractor's personnel as well as their subcontractors **MUST NOT** remove any PCA information or assets from the identified work site(s) without consent from a PCA employee, and they must ensure that their personnel are made aware of and comply with this restriction.

1.2. Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

1.3. Optional Bidders' Conference

A bidders' conference will be held on February 19, 2024. The conference will begin at 12:00 PM EST and will be held virtually on Microsoft Teams. 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 (eric.robinson@pc.gc.ca) before the conference to confirm attendance. 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 February 18, 2024 at 11:59 PM EST.

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.

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PART 2 – BIDDER INSTRUCTIONS

2.1. Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (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.

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 soumissionsest-bidseast@pc.gc.ca.

The only acceptable email address for responses to bid solicitations is soumissionsest-bidseast@pc.gc.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 five (5) 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

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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 Prince Edward Island.

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

2.5. Bid Challenge and Recourse Mechanisms

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

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

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

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

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PART 3 – BID PREPARATION INSTRUCTIONS

3.1. Bid Preparation Instructions

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

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

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

Section I: Technical Bid

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

Section II: Financial Bid

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

3.1.1. Exchange Rate Fluctuation

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

Section III: Certifications

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

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PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada 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 E 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 E to Part 4 of the Bid Solicitation**.

4.1.2. Financial Evaluation

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

4.2. Basis of Selection – Highest Combined Rating of Technical Merit and Price

4.2.1. To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation;
- b. meet all mandatory criteria;
- c. obtain the required minimum points specified for criteria numbers 2.1 through 2.7 for the technical evaluation; and
- d. obtain the required minimum of 132 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 220 points.

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

4.2.3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.

4.2.4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.

4.2.5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.

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

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- 4.2.7.** Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000.

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

		Bidder 1	Bidder 2	Bidder 3
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	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

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PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1. Certifications Required with the Bid

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

5.1.1. Integrity Provisions – Declaration of Convicted Offences

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

5.2. Certifications Precedent to Contract Award and Additional Information

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

5.2.1. Integrity Provisions – Required Documentation

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

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

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

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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](#) 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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the information requested at **Annex H to Part 5 of the Bid Solicitation** prior to contract award. If the Bidder is a Joint Venture, the Bidder must provide the information requested for each member of the Joint Venture.

5.2.4. Additional Certifications Precedent to Contract Award

5.2.4.1. Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

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PART 6 – RESULTING CONTRACT CLAUSES

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

6.1. Security Requirements

The following security requirements apply to and form part of the Contract.

- 6.1.1.** The contractor personnel as well as their subcontractors that require unescorted access to a work site(s) as well as access to sensitive assets or information must EACH hold and maintain a valid **RELIABILITY STATUS**, granted or approved by Parks Canada Agency Security Directorate (PCASD).

*Sensitive assets may include: cash, artefacts, firearms, explosives, keys, vehicles, historic sites and bldgs., electronic equipment, IT networks, critical installations and systems, etc.

- 6.1.2.** The contractor's personnel as well as their subcontractors **MUST NOT** remove any PCA information or assets from the identified work site(s) without consent from a PCA employee, and they must ensure that their personnel are made aware of and comply with this restriction.

6.2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

6.2.1. Task Authorization Process

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the a Task Authorization Form.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.2.2. Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

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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

[2010B](#) (2022-12-01), General Conditions – Professional Services (Medium Complexity) apply to and form part of the Contract.

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

6.3.2. Supplemental General Conditions

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

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

6.4. Term of Contract

6.4.1. Period of the Contract

The period of the Contract is from Contract award to November 30, 2026, inclusive.

6.4.2. Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5. Authorities

6.5.1. Contracting Authority

The Contracting Authority for the Contract is:

Eric Robinson
Contracting Officer
Parks Canada Agency
National Contracting Services
Chief Financial Officer Directorate
Gatineau (Quebec)

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Telephone: 873-355-0824

E-mail address: eric.robinson@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 ***

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6.7. Payment

6.7.1. Basis of Payment – Firm Lot Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price, as specified in in Annex B for a cost of \$ _____ (to be inserted 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. Basis of Payment – Firm Unit Prices – Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit prices in accordance with the basis of payment, in Annex B, as specified in the authorized TA. 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.3. Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$9,999.99, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

6.7.4. Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (to be inserted at contract award). Customs duties are included, and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

6.7.5. Milestone Payments - Not subject to holdback

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- a. an accurate and complete claim for payment and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- c. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

6.7.5.1. Schedule of Milestones

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

Milestone number	Description	Percentage of contract value (%)	Step value (\$)	Due date
Surf Guard Service - Prince Edward Island National Park				
1	Work completed as per the Statement of Work from the beginning of the operational season to July 10 plus approved Task Authorizations, if applicable	30%	To be determined	By July 10 of every contract year
2	Work completed as per the Statement of Work from July 11 to August 10 plus approved Task Authorizations, if applicable	30%		By August 10 of every contract year
3	Work completed as per the Statement of Work from August 11 to September 10 plus approved Task Authorizations, if applicable	40%		By September 10 of every contract year

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:
 - a. A copy must be electronically forwarded to the email addresses shown on page 1 of the Contract for certification and payment.

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6.9. Certifications and Additional Information

6.9.1. Compliance

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

6.9.2. Federal Contractors Program for Employment Equity – Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC) – Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms 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 [2010B](#) (2022-12-01), General Conditions – Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) Annex D, Attestation and Proof of Compliance with Occupational Health and Safety (OHS);
- (g) The Contractor's bid dated ***** to be inserted at contract award *****.

6.12. Government Property

Government Property must be used only for the purpose of performing the Contract.

6.13. Government Site Regulations

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

6.14. Access to Facilities and Equipment

Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. If access to government premises, computer systems (micro computer network), working space, telephones, terminals, documentation and personnel for consultation is required by the Contractor to perform the Work, the Contractor must advise the Contracting Authority of the need for such access in a timely fashion. If the Contractor's request for access is approved by Canada and arrangements are made to provide access to the Contractor, the Contractor, its subcontractors, agents and employees must

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comply with all the conditions applicable at the Work site. The Contractor must further ensure that the facilities and equipment are used solely for the performance of the Contract.

6.15. Insurance Requirements – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

6.16. 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.

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ANNEX A

STATEMENT OF WORK

1.0 PROJECT TITLE

Surf Guard Service - Prince Edward Island National Park

2.0 OBJECTIVE

The primary purpose for a surf guard service is to provide a heightened safe environment for persons utilizing supervised swimming areas within Price Edward Island (PEI) National Park. This is carried out by the provision of beach safety messaging, continual risk assessments, communication of hazards and the application of specialized lifesaving skills and equipment in emergency situations.

3.0 BACKGROUND

Visitor Safety is a top priority for Parks Canada. The ocean can be a dangerous environment with rapidly changing conditions that may pose a risk to visitors. According to the 2018 *Drowning Prevention Report*, data from 2011-2015 estimates that 8% of water-fatalities within Canada were in an ocean environment. Visitation rates in PEI National Park were reported to be over 750,000 pre-pandemic, with numbers rebounding to those levels in 2022. With over 52 kms of sandy coastline, strong winds or surf can create hazardous conditions that not all visitors may be prepared for. As such, the PEI National Park has offered surf guard services to its visitors.

4.0 SCOPE OF WORK

4.1 Area of Surf Guard Service

The International Lifesaving Federation flag standards must be followed for designating supervised swimming areas and hazards. The minimum coastline dimensions is 60 meters. Initial placement of the flags (dimensions and location) will be approved by the Visitor Safety Coordinator. Areas may be modified throughout the season, upon Parks Canada approval, to limit hazard exposure.

The Contractor is responsible for provision of surf guard services at four (4) beach locations along the north shore of PEI National Park. These designated sites are located at Cavendish Main, Brackley, Stanhope Main, and Greenwich beaches. These locations may change depending upon conditions and/or demand(s).

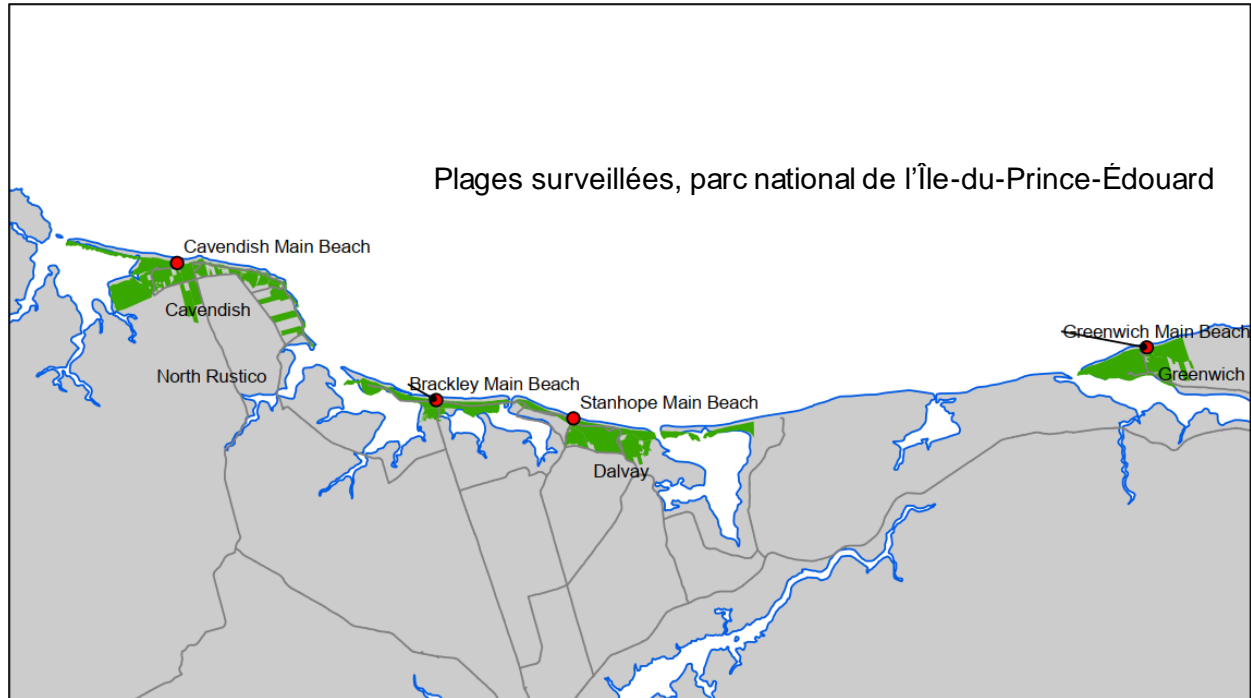
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4.2 Coverage

4.2.1 Required Work

The Contractor must provide surf guard service for a period of three (3) consecutive seasons as follows:

2024		
BEACH	DATES OF COVERAGE	DAYS OF COVERAGE
Cavendish Main Beach	June 28 th - Sept. 2 nd	67
Brackley	June 28 th - Sept. 2 nd	67
Stanhope Main Beach	June 29 th - Sept. 2 nd	66
Greenwich	June 29 th - Sept. 2 nd	66
		266
2025		
BEACH	DATES OF COVERAGE	DAYS OF COVERAGE
Cavendish Main Beach	June 27 th - Sept. 1 st	67
Brackley	June 27 th - Sept. 1 st	67
Stanhope Main Beach	June 30 th - Sept. 1 st	64
Greenwich	June 30 th - Sept. 1 st	64
	Total	262
2026		
BEACH	DATES OF COVERAGE	DAYS OF COVERAGE
Cavendish Main Beach	June 26 th - Sept. 7 th	74
Brackley	June 26 th - Sept. 7 th	74
Stanhope Main Beach	June 27 th - Sept. 7 th	73
Greenwich	June 27 th - Sept. 7 th	73
	Total	294

4.2.2 Optional Years

Option Periods - Tentative dates for subsequent years should option periods be exercised:

2027		
BEACH	DATES OF COVERAGE	DAYS OF COVERAGE
Cavendish Main Beach	June 29 th - Sept. 6 th	70
Brackley	June 29 th - Sept. 6 th	70
Stanhope Main Beach	June 30 th - Sept. 6 th	69
Greenwich	June 30 th - Sept. 6 th	69
	Total	278
2028		
BEACH	DATES OF COVERAGE	DAYS OF COVERAGE
Cavendish Main Beach	June 30 th - Sept. 4 th	67
Brackley	June 30 th - Sept. 4 th	67
Stanhope Main Beach	July 1 st - Sept. 4 th	66
Greenwich	July 1 st - Sept. 4 th	66
	Total	266

For the duration of the operational season, all beaches must be fully equipped, as per section 6.1 and 6.2, and resources in place from date of commencement, up to and including the termination date.

Each season, the Contractor will ensure participation by all guards in:

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- a. The annual surf guard competition (1 hr event), with min. 20 resources. The surf guard competition is the Contractor's responsibility to organize and execute with their staff, and
- b. Two (2) days of pre-season training facilitated by Parks Canada with collaboration by the Contractor.

The Contractor will provide qualified guards to fulfil the following levels of coverage seven (7) days per week:

BEACH	DAILY HOURS	# of GUARDS	TOTAL DAILY HRS
Cavendish	10 AM to 6 PM	3	3X8 = 24
Cavendish	11 AM to 5 PM	2	2X6 = 12
Brackley	10 AM to 6 PM	2	2X8 = 16
Brackley	11 AM to 5 PM	2	2X6 = 12
Stanhope	11 AM to 6 PM	2	2X7 = 14
Greenwich	11 AM to 6 PM	2	2X7 = 14
Supervisor and/or Assistant Supervisor (Roving)	10 AM to 6 PM	2	2X8 = 16

Beach Captains: The Contractor must ensure that one of the guards on duty at Brackley and Cavendish beaches from 10 am-6 pm will be a *Beach Captain*.

Bilingual (English and French): The Contractor must ensure that one (1) bilingual surf guard is on duty at each beach during operational hours, as stated above. Cavendish and Brackley beach require one (1) additional bilingual guard between 10 am and 5 pm. Testing of the oral bilingual proficiency of these individuals will be performed by Parks Canada via Microsoft Team every pre-season. This testing will be completed prior to surf guards being assigned duty at a supervised beach.

Supervisor & Assistant Supervisor: The Contractor must provide a Supervisor and/or Assistant Supervisor on duty, in PEI National Park, during operational hours, as stated above. The Supervisor and/or Assistant Supervisor shall also provide roving services, which include assessing/reporting water safety conditions and visitor use at locations, including: Cavendish Campground, Cavendish Main Beach, North Rustico, Brackley Beach, Shaw's Beach, Covehead Lighthouse Beach, Stanhope Cape Beach, Ross Lane, Stanhope Main Beach, Dalvay, and Greenwich. Roving position will allow for specialized lifesaving skills should they be required at supervised and non-supervised beaches.

Roving Service: The Contractor will ensure there are two (2) vehicles available for roving services from 09:30 to 18:30 daily, seven (7) days a week during the operational season (June to September). One vehicle will travel from West to East and the other will travel from East to West ensuring all supervised and unsupervised beaches within PEI National Park are visually inspected for any potential hazards and providing the widest range of response capabilities.

The roving vehicles will be equipped with the following equipment.

- Operator of the Roving vehicle must possess a valid Medical First Responder Certification
- Trauma kit including Oxygen and AED
- Water rescue device
- Radio
- Cell phone

4.3 Extra Work

Extended Service: The Contractor may extend hours of surf coverage upon the daily approval of the Project Authority should it be deemed that there is a significant risk to visitors.

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In discussions with the Contractor, Parks Canada may request from the Contractor extension of service, at any of the supervised beaches, to meet operational goals. This may be limited based on the availability of Contractor resources.

All extra work will be authorized via a Task Authorization approved by the Project Authority .

5.0 CONTRACTOR DUTIES AND RESPONSIBILITIES

All Contractor resources will participate in the Parks Canada Quality Visitor Experience program in accordance with the training provided by Parks Canada Agency. This includes the Agency's Service Standards and Compliance program. This will involve the Contractor's resources being trained and empowered by Parks Canada to proactively prevent incidents before they occur, to safely and effectively address incidents that do occur and to transfer incidents to the appropriate law enforcement authority and/or Parks Canada Incident Liaison when required. Parks Canada will provide training annually before the operating season.

5.1 The Supervisor and on-site Assistant Supervisor must:

- Provide on-site administration and management for a professional surf guard service as specified in this Statement of Work.
- Direct and supervise beach captains and surf guards on a daily basis, including scheduling.
- Maintain regular contact between with the Project Authority or designate (Visitor Safety Coordinator). The Supervisor and/or Assistant Supervisor must be accessible by cell phone contact while beaches are supervised.
- Surf Conditions must be communicated to Parks Canada according to annually reviewed communication protocols, by 10:15 a.m. daily and immediately as conditions change throughout the day.
- Surf Condition standards (levels, interventions, and public notifications) must be followed according to Parks Canada direction, provided annually. The International Lifesaving Federation standards for flags must be followed.
- Ensure that an effective pre-season and in-season training program is maintained as outlined in the "*Alert: Lifeguarding in Action*" published by the Royal Lifesaving Society of Canada.
- Ensure the privacy of members of the public is maintained at all times.
- Ensure that incident and equipment reports are completed daily and submitted in their original forms to the Project Authority or designate (Visitor Safety Coordinator). Serious incident reports will be submitted within 24hrs, and minor incident forms will be submitted in their original form with the weekly reports.
- Inform the on-site beach visitors of any hazards or risks when present or periodically occur, either inside or adjacent to supervised swimming areas and immediately report hazards or risks to the on-call Parks Canada Incident Liaison or Visitor Safety Coordinator.
- Communicate immediately to the Parks Canada Incident Liaison, any urgent incidents that threaten people, facilities, wildlife, or the environment. All missing/lost persons are considered urgent.
- Communicate immediately to the Park Warden, any law enforcement infractions, including vandalism to any equipment/facilities. Minor compliance issues are to be referred to the Parks Canada compliance employees via radio.
- Report in a timely manner any maintenance requirements impact the health and safety of visitors (e.g., damaged infrastructure).
- Ensure that all equipment as listed in this Statement of Work, is kept in a professional, workable, accessible state and that equipment is replaced as used to meet the minimum levels required for the full duration of this contract.
- Visit Greenwich beach no less than two (2) times per week to ensure professional surf guarding services are being provided.
- Participate in and implement the Parks Canada Agency Quality Visitor Experience (QVE)

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- program in accordance with training provided by the Agency during the 2-day pre-season training.
- Ensure all surf guard staff are trained in proper Parks Canada radio communications.
 - Remove at the end of each season, all Contractor equipment from Parks Canada facilities and property.

5.2 The Beach Captain (in addition to surf guard responsibilities) must:

- Provide leadership, mentoring, supervision and direction to surf guards on a daily basis.
- Assist with pre-season and in-season training.
- Ensure the daily security, testing and safe and professional operation of all equipment, materials and supplies required.
- Report daily surf conditions to designated Parks Canada employees within 15 minutes of the beach opening.

5.3 The Surf Guards must:

- Provide professional and competent surf guarding services, first aid assistance and lifesaving services. Follow industry standards as set out by the International Lifesaving Federation and/or the '*Alert: Lifesaving in Action*' publication by the Royal Lifesaving Society.
- Maintain surveillance and provide a lifesaving service to areas adjacent the supervised area but not at the risk of users of the supervised areas.
- Demonstrate and maintain proficiency swimming in ocean currents and waves.
- Actively communicate and cooperate for coordinated responses to urgent incidents, under Parks Canada direction and with partnering emergency response groups.
- Actively promote and communicate water, beach, and sun safety messaging.
- Identify hazards in and adjacent to the supervised area and take appropriate action to mitigate hazard. Any actions taken are to be communicated daily to the Incident Liaison or Visitor Safety Coordinator.
- Communicate immediately to the on-call Parks Canada Incident Liaison any urgent incidents that threaten people, facilities, wildlife or the environment. All missing/lost persons are considered urgent. Follow direction from the Incident Liaison for initial search tasks, but not at the risk of the users in the supervised area.
- Communicate immediately to the Park Warden, any law enforcement infractions, including vandalism to any equipment/facilities. Minor compliance issues are to be referred to the Parks Canada compliance employees via radio.
- Conduct daily surf and risk assessments, reporting this and water temperature, within 15 minutes of opening a beach and immediately as risks change. Standards for risk assessment and communication protocols will be provided by Parks Canada during training and updated annually.
- Maintain daily surf condition and risk information with flags and signs provided by Parks Canada using standard terminology in both official languages. Condition reports are to be modified and updated as conditions change.
- On a daily basis, inspect and maintain delineation of the supervised swimming areas.
- Maintain daily records and reports on surf and weather conditions, first aid incidents, water rescue incidents, compliance incidents, damaged or missing equipment inventory, lost and found reports, comment cards, beach attendance records and any other required reports.
- Ensure the privacy of information collected from visitors and information regarding incident response. This includes restrictions from public/social media comments and the use of photographs.
- Maintain lifesaving, first aid equipment and facilities such as surf hut and first aid room in clean, organized, operational condition. If equipment is used, it is to be cleaned, restocked and/or disposed of appropriately and immediately.
- At the beginning of every shift, surf guards will update surf condition signs the status of the beach and the surf conditions. Conditions will be communicated with Parks Canada staff via radio. Any

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changes to surf conditions during the day will be communicated updated in the same manner. Immediate risks (e.g., lightning) will be announced over loud hailer, in-water swimmers verbally informed, signage/flags updated and communicated to the Incident Liaison.

- At the end of every shift, supervised beaches will be deemed unsupervised by the removal of signs and equipment, which will be securely stored in locked huts. Surf guards will ensure supervised beach hours are posted.
- Surf guards will not answer media questions and will refer all media questions and interview requests to the Resource Conservation Manager or designate (Visitor Safety Coordinator). Requests for interviews will be coordinated by the Manager of External Relations for the PEI Field Unit to coordinate a response with an appropriate spokesperson.
- Perform water rescue demonstrations at the supervised beach areas as requested by the Field Unit Superintendent or designate (Visitor Safety Coordinator), but not at the risk of users of the supervised areas.
- Participate in and implement the Parks Canada Agency Quality Visitor Experience (QVE) program in accordance with training provided by the Agency. Promote Parks Canada messaging and mandate.
- Remove sand from the ramps, stairs and/or mobility mats at supervised beach areas where\when applicable (if it can be done without compromising the safety of swimmers). Accesses will be cleared at the beginning of the day by Contractor and any issues relayed to Project Authority or designate (Visitor Safety Coordinator).
- Annual updates to protocols, standards or operational requirements not covered in this Statement of Work, will be covered during surf guard pre-season training and adhered to.

In accordance with Sections 4.1 & 4.2 of this Statement of Work, the level of service and the number of surf guards required may be reduced or eliminated at any or all beaches at the discretion of the Field Unit Superintendent. The reduction may be in response to a reduced number of beach users or the closure of a particular beach area due to unforeseen circumstances such as storm damage, safety issues, environmental concerns, economic constraints / realities, etc.

6.0 EQUIPMENT

6.1 Parks Canada Equipment

Parks Canada will supply to the Contractor in good working order:

- Keyed access to first aid rooms (Cavendish Main, Brackley, Greenwich)
- Park Passes for active resources
- Form templates (electronic or hard copy)
- Signage (surf conditions, rip current messaging, hazards, etc.)
- Storage (Cavendish, Greenwich & Brackley First Aid Rooms)
- One (1) surf guard hut for each supervised beach
- One (1) surf guard stand for the following sites
 - Stanhope Main and Greenwich
- Two (2) surf guard stands for each of the following sites
 - Cavendish Main, Brackley
- Portable very high frequency (VHF) radios & battery chargers as follows
 - One (1) radio kit for each surf guard stand (6 in total)
 - One (1) radio kit each for the Supervisor and Supervisor Assistant

Parks Canada will ensure huts and stands are provided to the Contractor in good condition at the onset of the first contractual year. Parks Canada and the Contractor will conduct inspection of the huts and stands.

1. By June 1st annually,
2. After they have been moved to the beach for the season,

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3. After moving the huts/stands for winter storage.

Parks Canada will transport huts and stands to and/from supervised locations annually and will ensure each hut is leveled with all doors and windows functioning properly. Locations will be mutually identified and agreed upon by the parties.

The Contractor must ensure that equipment supplied by Parks Canada is used only for its intended purpose and during normal operating hours. Surf huts intended use is to provide shelter and privacy for first aid, for the housing of lifesaving equipment and to provide surf guards shelter from the sun and inclement weather. Personal belongings must be removed daily. Huts are to be kept clean at all times.

General maintenance of the surf huts and stands will be the responsibility of Parks Canada, including all repairs and maintenance for general wear and tear. Repairs from unforeseen circumstances (e.g., vandalism, weather events, etc.) will be the responsibility of Parks Canada. Any damage to the surf guard stands/huts caused by the Contractor will be the responsibility of the Contractor to repair.

The Contractor must ensure that appropriate VHF radio protocols and procedures are followed when using Parks Canada's radio system. Radio must be charged daily as required, and radios and chargers must be kept free of sand, dust and debris.

6.2 Contractor Equipment

The Contractor will supply and maintain in good working order;

- Seven (7) Surfboards (min.10 feet with rail handles) and stands as follows:
 - Three (3) at Cavendish Main
 - Two (2) at Brackley
 - One (1) each at Stanhope Main and Greenwich
- Rescue cans (one for each guard on duty & each Supervisor)
- First aid kit (Kit#3 PEI OSH Act-General Regulations (Section 9.11))
 - One (1) kit each per surf guard stand
 - One (1) kit each per mobile Supervisor
- Oxygen kit (Full canister/regulator/Adult & pediatric delivery devices-BVM, Non-Rebreather Mask, Nasal Cannula)
 - One (1) kit each per surf guard stand
 - One (1) kit each per mobile Supervisor
- Cervical Collar, one per first aid kit
- Scoop stretcher (with head blocking and all straps), one per hut
- AED (with adult pad), one per hut
- Eye wash station, one per hut
- Mattress, washable mattress cover & blanket (dry cleaned and/or hygienically wrapped), one per hut and first aid room
- Surf guard logbook, one per stand, inclusive of required printed material (templates provided by Parks Canada)
- Loud hailer (including charged batteries), one per stand
- Binoculars, one per stand & one per mobile supervisor
- Whistle, one per guard on duty
- Supplies to delineate supervised areas (inclusive of buoys, anchors, and shoreline flags/bases)
- Keyed or combination locks for huts. The Contractor must provide Parks Canada with keys or combinations to surf hut locks. As well, any costs associated with the cutting of keys or replacement of locks due to loss etc. will be the responsibility of the Contractor.

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The Contractor must ensure that all equipment remains in a serviceable, safe and presentable condition. Equipment must be replenished, cleaned and/or serviceable after use. The Contractor must allow the Field Unit Superintendent and Project Authority or designate (Visitor Safety Coordinator) to inspect all equipment at any time during the operating season.

The Contractor must supply and ensure that an identifiable uniform is worn by all guards and supervisors. The uniform will include a warm-up suit, shorts, t-shirt and hat (suitable for sunshade). The design, color and insignia of the uniform pieces must be approved by the Project Authority. Parks Canada will not supply sunglasses, sunscreen, insect repellent, bottled water or vehicles. Swim wear is to be professional and conducive to safe and effective rescue operations, as determined by Parks Canada. The Contractor is responsible to ensure that uniforms clearly identify the resources by the Contractor's name and that the uniform must not resemble a Parks Canada Uniform in any way.

The Contractor must be responsible for the annual installation, removal, transportation and off -site winter storage of all supplies used to delineate supervised swimming areas.

7.0 Health & Wellness

Both parties agree to promote:

- Occupational Health and Safety
- A work culture based on the fundamental Values and Ethics of the Parks Canada Agency: Respect, Engagement, Excellence, and Integrity.
- An ethical culture and intervene effectively to help address issues and concerns that may arise in the workplace.
- Employee mental health and well-being, particularly with regards to critical incidents.
- A harassment-free workplace
- An inclusive, representative, diversified, respectful and meaningful work environment.

8.0 COMMUNICATION

8.1 External Communications

The Contractor will promote water and sun safety messaging to beach users in accordance with the messaging used by Parks Canada. Daily and changing surf conditions will follow protocols laid out in *Surf Notification Communication Protocols*, updated by Parks annually. Surf guards will follow protocols established in annual pre-season training.

The Contractor and its resources will not answer media questions and will refer all media questions and interview requests to the Project Authority or designate (Visitor Safety Coordinator). Requests for interviews will be coordinated by the Manager of External Relations for the PEI Field Unit to coordinate a response with an appropriate spokesperson. Social media sharing of information about incident response details and/or personal information of beach users, is strictly prohibited.

The Contractor must ensure that signage provided by Parks Canada indicating a bilingual service offer at the beaches is displayed at locations specified by the Project Authority or designate (Visitor Safety Coordinator). Services must be actively offered and provided in both official languages at all times.

8.2 Internal Communications

The Project Authority for the Prince Edward Island National Park (PEINP), Parks Canada Agency will be the Project Authority and/or designate (Visitor Safety Coordinator) for Prince Edward Island Field Unit of Parks Canada.

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Eric Robinson

Client Reference No.:
N/A

Title:
Surf Guard Service - Prince Edward Island National Park

The Supervisor will meet with the Project Authority and/or designate (Visitor Safety Coordinator) on a yearly basis at least fifteen (15) days prior to the start of each operating season to discuss any changes required for the surf guard service operations and review planned operating procedures.

The Supervisor will meet with the Project Authority or designate (Visitor Safety Coordinator) on a weekly basis to present daily reports and discuss the surf guard service operations for the previous and current week.

The Contractor will maintain open channels of communication with the Project Authority and/or designate (Visitor Safety Coordinator). The Contractor must also ensure that his/her co-operate with and maintain good working relations with Parks Canada personnel.

All emergency incident reporting will be communicated to the Incident Liaison immediately and reports from involved contractor provided within 24 hours.

9.0 TRAVEL

Parks Canada will not pay for any travel associated with the work. The Contractor must provide roving services and the vehicles necessary to facilitate this service.

10.0 DELIVERABLES

Management of information produced during the work outlined in the Statement of Work, must follow applicable requirements for the *Privacy Act* and the *Access to Information Act* where it is appropriate.

The Contractor will be responsible for providing the following information and/or records for each supervised beach and submitting them, in their original form, monthly to the Project Authority or designate (Visitor Safety Coordinator). Samples of standard report forms to be used will be provided by Parks Canada prior to the start of the season:

- Daily weather conditions, including water and air temperatures
- Beach visitation, estimated at 1200 hrs and 1500 hrs daily
- Complaints received and/or comment cards
- First aid incident report(s)
- Water rescues report(s)
- Lost and found articles
- Lost/missing person report(s) form
- Damaged items requiring repairs
- Surf conditions
- Missing items / gear
- Compliance program reporting

The Contractor will submit a month's end report to the Project Authority or designate (Visitor Safety Coordinator) for the operational dates in June/July (due August 5th) and August/September (due September 15th). Original forms for all items listed above must be included. A template report form will be provided by Parks Canada and may include for each supervised beach:

- Incident statistics
- Beach visitation numbers
- Items of concern
- Notable events (ex. serious incidents, special events, weather events, training, etc.)

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Eric Robinson

Client Reference No.:
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Title:
Surf Guard Service - Prince Edward Island National Park

The Contractor will submit an annual end-of-season report on the year's activities to the Project Authority or designate (Visitor Safety Coordinator) by September 15th each operational year. A template report form will be provided by Parks Canada and may include:

- Incident statistics
- Items of concern / interest
- Recommendations for operational improvements
- Recommendations for gear requirements / improvements
- Observations (hazards, weather conditions, recurring incidents)

11.0 PROFESSIONAL STANDARDS

The Contractor must adhere to and stay current with the guidelines provided in the most current publications issued by both the International Lifesaving Federation (Position Statements) and the Royal Life Saving Society of Canada publication titled "*ALERT: LIFEGUARDING IN ACTION*", in carrying out the obligations of this contract. If there is a discrepancy between this Statement of Work and the current edition of the aforementioned publication, the higher level of quality of service is to be followed. Any deviation from the above must be approved by the Project Authority and/or designate (Visitor Safety Coordinator). To help ensure that the level and quality of service is appropriate and understood, there will be a two (2) day training session prior to the start of the season co-delivered by Parks Canada and the Contractor.

The Contractor's performance will be monitored by the Project Authority or designate (Visitor Safety Coordinator), and feedback provided on a regular basis. If applicable, deficiencies identified are to be corrected immediately and to the satisfaction of Parks Canada.

An annual performance evaluation will be produced and made available to the contractor. This evaluation will also include any outstanding deficiencies and associated requests for action.

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Contracting Authority:
Eric Robinson

Client Reference No.:
N/A

Title:
Surf Guard Service - Prince Edward Island National Park

Appendix 1 to Annex "A" – STATEMENT OF WORK

MANDATORY REQUIREMENTS PRIOR TO WORK COMMENCE

The Contractor will provide the the Resource Conservation Manager or designate (Visitor Safety Coordinator) the following confirmations:

- Confirmation of contact information, qualifications & security clearance for the Supervisor, the Assistant Supervisor(s) and two (2) Beach Captains no later than May 1st annually.
- Confirmation of qualifications & security clearances for each surf guard no later than June 1st annually.
- Surf guard schedule for each beach (indicating bilingual capacity) & Supervisor schedule no later than June 14th annually.

The Contractor must submit to the Resource Conservation Manager or designate (Visitor Safety Coordinator) all qualifications for any resources hired during the season prior to them beginning work.

Qualifications- Supervisor and/or Rover	Qualifications- Assistant Supervisor and/or Rover
Minimum four (4) seasons of supervisory lifeguarding experience or significant experience in a water safety leadership role	Minimum two (2) seasons of supervisory experience relating to lifeguarding
Experience (6 months) in staff and/or project management	Experience (6 months) in staff and/or project management
Minimum four (4) seasons waterfront or surf guard experience	Minimum two (2) seasons waterfront or surf guard experience
Proficiency in the industry standards for surf guarding as set out by the Royal Lifesaving Society and/or the International Lifesaving Federation	Proficiency in the industry standards for surf guarding as set out by the Royal Lifesaving Society and/or the International Lifesaving Federation
Possession of a valid Standard First Aid & CPR (level C), plus Oxygen Administration. Roving position to possess Valid Medical First Responder Certification. *Supervisor can carry out duties of Supervisor and Rover simultaneously	Possession of a valid Standard First Aid & CPR (level C), plus Oxygen Administration. Roving position to possess Valid Medical First Responder Certification. *Assistant Supervisor can carry out duties of Supervisor and Rover simultaneously
Possession of a valid Driver's License	Possession of a valid Driver's License
Valid Reliability Status Security Clearance as verified through Parks Canada	Valid Reliability Status Security Clearance as verified through Parks Canada

Qualifications - Beach Captain	Qualifications - Surf guard
Experience (3 months) in the supervision of staff and/or in a leadership role	Possession of a valid Standard First Aid Cardio-Pulmonary Resuscitation (Level C), plus Oxygen Administration
Minimum two (2) seasons waterfront or surf guard experience	Possession of valid certification for National Lifesaving Society "Waterfront"
Including all qualifications for 'Surf guard'	Valid Reliability Status Security Clearance as verified through Parks Canada

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Contracting Authority:
Eric Robinson

Client Reference No.:
N/A

Title:
Surf Guard Service - Prince Edward Island National Park

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.
- (d) Total Combined Evaluated Estimated Bid Price Calculation:
 - a. For the purposes of evaluation, the evaluated bid price will be comprised of the combined total of Table A through Table E.

A. Contract period – Year 1 – Contract award date to November 30, 2024

A1. 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
A1.1	The work as described in Annex A - Statement of Work	Lump Sum	\$
(A1)	TOTAL FIRM PRICE		\$

A2. Task Authorizations – Labour

The Contractor will be paid for the actual hours worked at the firm hourly rates detailed below. The Contractor will be paid an initial half hour minimum charge calculated from the time the Contractor's resources arrives on-site. All additional chargeable time, over and above the first half hour, will be rounded to the nearest quarter hour.

Estimated quantities shown in the grid are for estimation and evaluation purposes only.

The Task Authorization – Labour is described in section 4.3 of Annex A – Statement of Work.

Solicitation No.:
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Amendment No.:
000

Contracting Authority:
Eric Robinson

Client Reference No.:
N/A

Title:
Surf Guard Service - Prince Edward Island National Park

Item No.	Description	Unit of Measurement	Firm Hourly Rate (a)	Estimated Quantity (b)	Extended Total = a x b
A2.1	Regular Hours – Supervisor	Per Hour	\$	5	\$
A2.2	Outside Regular Hours - Supervisor	Per Hour	\$	5	\$
A2.3	Regular Hours – Assistant Supervisor	Per Hour	\$	5	\$
A2.4	Outside Regular Hours – Assistant Supervisor	Per Hour	\$	5	\$
A2.5	Regular Hours – Beach Captain	Per Hour	\$	5	\$
A2.6	Outside Regular Hours – Beach Captain	Per Hour	\$	5	\$
A2.7	Regular Hours – Surf Guard	Per Hour	\$	5	\$
A2.8	Outside Regular Hours – Surf Guard	Per Hour	\$	5	\$
(A2)	SUB-TOTAL LABOUR COSTS Sum of Extended Total(s)				\$

A3. Sub-total Evaluated Bid Price – Year 1 – Contract award date to November 30, 2024

Item	Description	Bid Price
(A)	SUB-TOTAL EVALUATED BID PRICE – Year 1 Sum of A1 + A2 =	\$

B. Contract period – Year 2 – December 1, 2024 to November 30, 2025

B1. 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
B1.1	The work as described in Annex A - Statement of Work	Lump Sum	\$

Solicitation No.:
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000

Contracting Authority:
Eric Robinson

Client Reference No.:
N/A

Title:
Surf Guard Service - Prince Edward Island National Park

(B1)	TOTAL FIRM PRICE	\$
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B2. Task Authorizations – Labour

The Contractor will be paid for the actual hours worked at the firm hourly rates detailed below. The Contractor will be paid an initial half hour minimum charge calculated from the time the Contractor's resources arrives on-site. All additional chargeable time, over and above the first half hour, will be rounded to the nearest quarter hour.

Estimated quantities shown in the grid are for estimation and evaluation purposes only.

The Task Authorization – Labour is described in section 4.3 of Annex A – Statement of Work.

Item No.	Description	Unit of Measurement	Firm Hourly Rate (a)	Estimated Quantity (b)	Extended Total = a x b
B2.1	Regular Hours – Supervisor	Per Hour	\$	5	\$
B2.2	Outside Regular Hours - Supervisor	Per Hour	\$	5	\$
B2.3	Regular Hours – Assistant Supervisor	Per Hour	\$	5	\$
B2.4	Outside Regular Hours – Assistant Supervisor	Per Hour	\$	5	\$
B2.5	Regular Hours – Beach Captain	Per Hour	\$	5	\$
B2.6	Outside Regular Hours – Beach Captain	Per Hour	\$	5	\$
B2.7	Regular Hours – Surf Guard	Per Hour	\$	5	\$
B2.8	Outside Regular Hours – Surf Guard	Per Hour	\$	5	\$
(B2)	SUB-TOTAL LABOUR COSTS Sum of Extended Total(s)				\$

B3. Sub-total Evaluated Bid Price – Year 2 – December 1, 2024 to November 30, 2025

Item	Description	Bid Price
(B)	SUB-TOTAL EVALUATED BID PRICE – Year 2 Sum of B1 + B2 =	\$

Solicitation No.:
5P300-23-0233/A

Amendment No.:
000

Contracting Authority:
Eric Robinson

Client Reference No.:
N/A

Title:
Surf Guard Service - Prince Edward Island National Park

C. Contract period – Year 3 – December 1, 2025 to November 30, 2026

C1. 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
C1.1	The work as described in Annex A - Statement of Work	Lump Sum	\$
(C1)	TOTAL FIRM PRICE		\$

C2. Task Authorizations – Labour

The Contractor will be paid for the actual hours worked at the firm hourly rates detailed below. The Contractor will be paid an initial half hour minimum charge calculated from the time the Contractor's resources arrives on-site. All additional chargeable time, over and above the first half hour, will be rounded to the nearest quarter hour.

Estimated quantities shown in the grid are for estimation and evaluation purposes only.

The Task Authorization – Labour is described in section 4.3 of Annex A – Statement of Work.

Item No.	Description	Unit of Measurement	Firm Hourly Rate (a)	Estimated Quantity (b)	Extended Total = a x b
C2.1	Regular Hours – Supervisor	Per Hour	\$	5	\$
C2.2	Outside Regular Hours - Supervisor	Per Hour	\$	5	\$
C2.3	Regular Hours – Assistant Supervisor	Per Hour	\$	5	\$
C2.4	Outside Regular Hours – Assistant Supervisor	Per Hour	\$	5	\$
C2.5	Regular Hours – Beach Captain	Per Hour	\$	5	\$
C2.6	Outside Regular Hours – Beach Captain	Per Hour	\$	5	\$
C2.7	Regular Hours – Surf Guard	Per Hour	\$	5	\$

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Contracting Authority:
Eric Robinson

Client Reference No.:
N/A

Title:
Surf Guard Service - Prince Edward Island National Park

C2.8	Outside Regular Hours – Surf Guard	Per Hour	\$	5	\$
(C2)	SUB-TOTAL LABOUR COSTS Sum of Extended Total(s)				\$

C3. Sub-total Evaluated Bid Price – Year 3 – December 1, 2025 to November 30, 2026

Item	Description	Bid Price
(C)	SUB-TOTAL EVALUATED BID PRICE – Year 3 Sum of C1 + C2 =	\$

D. Option Year 1 – December 1, 2026 to November 30, 2027

D1. 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
D1.1	The work as described in Annex A - Statement of Work	Lump Sum	\$
(D1)	TOTAL FIRM PRICE		\$

D2. Task Authorizations – Labour

The Contractor will be paid for the actual hours worked at the firm hourly rates detailed below. The Contractor will be paid an initial half hour minimum charge calculated from the time the Contractor's resources arrives on-site. All additional chargeable time, over and above the first half hour, will be rounded to the nearest quarter hour.

Estimated quantities shown in the grid are for estimation and evaluation purposes only.

The Task Authorization – Labour is described in section 4.3 of Annex A – Statement of Work.

Item No.	Description	Unit of Measurement	Firm Hourly Rate (a)	Estimated Quantity (b)	Extended Total = a x b
D2.1	Regular Hours – Supervisor	Per Hour	\$	5	\$
D2.2	Outside Regular Hours - Supervisor	Per Hour	\$	5	\$

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Eric Robinson

Client Reference No.:
N/A

Title:
Surf Guard Service - Prince Edward Island National Park

D2.3	Regular Hours – Assistant Supervisor	Per Hour	\$	5	\$
D2.4	Outside Regular Hours – Assistant Supervisor	Per Hour	\$	5	\$
D2.5	Regular Hours – Beach Captain	Per Hour	\$	5	\$
D2.6	Outside Regular Hours – Beach Captain	Per Hour	\$	5	\$
D2.7	Regular Hours – Surf Guard	Per Hour	\$	5	\$
D2.8	Outside Regular Hours – Surf Guard	Per Hour	\$	5	\$
(D2)	SUB-TOTAL LABOUR COSTS Sum of Extended Total(s)				\$

D3. Sub-total Evaluated Bid Price – Option Year 1 – December 1, 2026 to November 30, 2027

Item	Description	Bid Price
(D)	SUB-TOTAL EVALUATED BID PRICE – Option Year 1 Sum of D1 + D2 =	\$

E. Option Year 2 – December 1, 2027 to November 30, 2028

E1. 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
E1.1	The work as described in Annex A - Statement of Work	Lump Sum	\$
(E1)	TOTAL FIRM PRICE		\$

E2. Task Authorizations – Labour

The Contractor will be paid for the actual hours worked at the firm hourly rates detailed below. The Contractor will be paid an initial half hour minimum charge calculated from the time the Contractor's resources arrives on-site. All additional chargeable time, over and above the first half hour, will be rounded to the nearest quarter hour.

Estimated quantities shown in the grid are for estimation and evaluation purposes only.

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Contracting Authority:
Eric Robinson

Client Reference No.:
N/A

Title:
Surf Guard Service - Prince Edward Island National Park

The Task Authorization – Labour is described in section 4.3 of Annex A – Statement of Work.

Item No.	Description	Unit of Measurement	Firm Hourly Rate (a)	Estimated Quantity (b)	Extended Total = a x b
E2.1	Regular Hours – Supervisor	Per Hour	\$	5	\$
E2.2	Outside Regular Hours - Supervisor	Per Hour	\$	5	\$
E2.3	Regular Hours – Assistant Supervisor	Per Hour	\$	5	\$
E2.4	Outside Regular Hours – Assistant Supervisor	Per Hour	\$	5	\$
E2.5	Regular Hours – Beach Captain	Per Hour	\$	5	\$
E2.6	Outside Regular Hours – Beach Captain	Per Hour	\$	5	\$
E2.7	Regular Hours – Surf Guard	Per Hour	\$	5	\$
E2.8	Outside Regular Hours – Surf Guard	Per Hour	\$	5	\$
(E2)	SUB-TOTAL LABOUR COSTS Sum of Extended Total(s)				\$

E3. Sub-total Evaluated Bid Price – Option Year 2 – December 1, 2027 to November 30, 2028

Item	Description	Bid Price
(E)	SUB-TOTAL EVALUATED BID PRICE – Option Year 2 Sum of E1 + E2 =	\$

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Contracting Authority:
Eric Robinson

Client Reference No.:
N/A

Title:
Surf Guard Service - Prince Edward Island National Park

F. Total Evaluated Bid Price

Item	Description	Bid Price
(A)	Total Evaluated Bid Price Year 1 – Contract award date to November 30, 2024	\$
(B)	Total Evaluated Bid Price Year 2 – December 1, 2024 to November 30, 2025	\$
(C)	Total Evaluated Bid Price Year 3 – December 1, 2025 to November 30, 2026	\$
(D)	Total Evaluated Bid Price Option Year 1 – December 1, 2026 to November 30, 2027	\$
(E)	Total Evaluated Bid Price Option Year 2 – December 1, 2027 to November 30, 2028	\$
(F)	TOTAL EVALUATED BID PRICE Sum of Bid Price(s)	\$

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.

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N/A

Title:
Surf Guard Service - Prince Edward Island National Park

ANNEX C

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Parks Canada Agency.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

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Eric Robinson

Client Reference No.:
N/A

Title:
Surf Guard Service - Prince Edward Island National Park

- I. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

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Client Reference No.:
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Title:
Surf Guard Service - Prince Edward Island National Park

ANNEX D

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

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

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

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

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

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

Location of Work

General Description of Work to be Completed
--

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Eric Robinson

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N/A

Title:
Surf Guard Service - Prince Edward Island National Park

Mark "Yes" where applicable.

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

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

Name: _____

Signature: _____

Date: _____

Solicitation No.:
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Amendment No.:
000

Contracting Authority:
Eric Robinson

Client Reference No.:
N/A

Title:
Surf Guard Service - Prince Edward Island National Park

ANNEX E TO PART 4 OF THE BID SOLICITATION

TECHNICAL EVALUATION

1. Technical Bid Format

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

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

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

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

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

2. Mandatory Technical Criteria

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

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

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

Item No.	Evaluation Criteria			
2.1	The Bidder must provide proof of financial capability to undertake the work covered by the Statement of Work. This should be in the form of letter from the Contractor's financial institution certifying that the Contractor has the financial capability to undertake and meet all the work covered the Statement of Work. This includes six weeks working capital to meet payroll obligations, equipment purchases and contract start-up costs.			
Item No.	Evaluation Criteria	Met / Not Met		Remarks / Notes
		To Be Completed by Evaluation Team		
2.1.1	The Bidder must provide proof of financial capability to undertake the work covered by the Statement of Work.	<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.

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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, as identified. Bids that do not meet or exceed the identified minimum weighted points required (if applicable) for the point rated technical criteria will be given no further evaluation. **In addition, a bid must have achieved a minimum technical score of 132/220.**

Point Rated Technical Criteria 2.2 through 2.7 will be evaluated in accordance with 4. Generic Evaluation Criteria.

Item No.	Evaluation Criteria	Weight	Min Score	Max Score	Total Score **To Be Completed by Evaluation Team**
2.1	<p>Competitive compensation:</p> <p>Bidders should describe the strategies by which they will attract and retain qualified and experienced guards to ensure adequate staff levels and qualifications. Strategies should demonstrate;</p> <ul style="list-style-type: none"> Competitive rates of pay for the region Incentives for highly qualified and experienced guards 	4	6/10	10/10	/40
To Be Completed by Evaluation Team	Reference(s):				
	Strengths:				
	Weaknesses:				
Item No.	Evaluation Criteria	Weight	Min Score	Max Score	Total Score **To Be Completed by Evaluation Team**
2.2	References:	1	6/10 per question	10/10 per question	/40

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	<p>Bidders should submit two (2) references that can provide evidence of satisfactory water safety and/or program management proficiency and experience. References and questions will be weighted equally. All questions must meet a pass (6+ points) to qualify. References should be in a position to offer examples of how the bidder meets the standard. All references will be contacted (name, email and phone numbers must be included) and must be available for contact during the evaluation period (week following contract posting closure).</p> <p><u>The reference question themes are the following:</u></p> <ol style="list-style-type: none"> 1. Describe your familiarity with the candidates experience or knowledge of water safety standards or lifeguarding operations. Provide examples if available. <i>(At least one reference must be able to speak to this)</i> 2. Provide an example of how the candidate displayed good communication and/or conflict management skills. 3. Provide an example of the candidate delivering & managing a program or business. Describe the quality & complexity. 4. Provide an example of how the candidate has displayed attributes of leadership and/or flexibility? 				
<p>2.2 **To Be Completed by Evaluation Team**</p>	<p>Reference(s):</p> <hr/> <p>Strengths:</p> <hr/> <p>Weaknesses:</p> <hr/>				
<p>Item No.</p>	<p>Evaluation Criteria</p>	<p>Weight</p>	<p>Min Score</p>	<p>Max Score</p>	<p>Total Score **To Be Completed by Evaluation Team**</p>
<p>2.3</p>	<p>Knowledge of coastal risks:</p> <p>Bidders should demonstrate an in-depth knowledge of both the primary physical hazards (rip currents, offshore winds) and social/cultural dynamics that pose challenges to operating a coastal safety and lifeguarding operation in an ocean environment in PEI. Bidders should describe those hazards/challenges and propose potential preparedness and/or mitigation strategy for each.</p>	<p>4</p>	<p>6/10</p>	<p>10/10</p>	<p>/40</p>
<p>2.3</p>	<p>Reference(s):</p>				

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To Be Completed by Evaluation Team	Strengths:				
	Weaknesses:				
Item No.	Evaluation Criteria	Weight	Min Score	Max Score	Total Score **To Be Completed by Evaluation Team**
2.4	<p>Plans to implement in-season training for lifeguards:</p> <p>In addition to the training that guards have, maintenance of those skills is vital. Outside of the pre-season training the Bidders should provide a detailed description of how they intend to implement an in-season training program that ensures staff peak performance for safe and effective operations. This should include, but is not limited to, these four (4) core areas;</p> <ol style="list-style-type: none"> 1. Physical fitness, 2. Water safety awareness, 3. Technical skills, and 4. Emergency equipment familiarity. 	2	6/10	10/10	/20
2.4 **To Be Completed by Evaluation Team**	Reference(s):				
	Strengths:				
	Weaknesses:				
Item No.	Evaluation Criteria	Weight	Min Score	Max Score	Total Score **To Be Completed by Evaluation Team**
2.5	<p>Knowledge of industry professional standards:</p> <p>Bidders should demonstrate that they have the experience and knowledge in professional standards through detailing their familiarity of the international beach flag warning systems. In 1,500 words or less, describe how the bidder has demonstrated proficiency in professional standards.</p>	2	6/10	10/10	/20

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Item No.	Evaluation Criteria	Weight	Min Score	Max Score	Total Score **To Be Completed by Evaluation Team**
2.5 **To Be Completed by Evaluation Team**	Reference(s):				
	Strengths:				
	Weaknesses:				
2.6	Adequate supervision of personnel: Bidder should demonstrate plan for supervision of personnel throughout the duration of the contract to ensure that its personnel are qualified, perform the tasks in accordance with the contract, and work in compliance with health and safety rules.	3	6/10	10/10	/30
2.6 **To Be Completed by Evaluation Team**	Reference(s):				
	Strengths:				
	Weaknesses:				
Item No.	Evaluation Criteria	Weight	Min Score	Max Score	Total Score **To Be Completed by Evaluation Team**
2.7	Operational continuity and response to emergencies/incidents: Bidder should outline a contingency plan that demonstrates how they will be able to provide operational continuity and have additional resources respond to emergencies within 30 minutes. They must demonstrate that they have qualified resources available should employees be absent from time to time, leave during the season or need to be replaced for performance or other reasons.	3	6/10	10/10	/30
2.7	Reference(s):				

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To Be Completed by Evaluation Team	Strengths:
	Weaknesses:

Maximum Points Available for Point Rated Technical Criteria	220
Minimum Points Required for Point Rated Technical Criteria	132

Bids that do not obtain the required minimum of **132** points overall for the point rated technical criteria will be given no further evaluation.

4. Generic Evaluation Criteria

For Point Rated Requirements 2.2 to 2.7:

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

	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, industry standards, and/or hazards.	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements, industry standards, and/or hazards.	Demonstrates a good understanding of the requirements, industry standards, and/or hazards.	Demonstrates a very good understanding of the requirements, industry standards, and/or hazards.	Demonstrates an excellent understanding of the requirements, industry standards, and/or hazards.
	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	No significant weaknesses	No apparent weaknesses
	Bidder do not possess qualifications and experience	Bidder lacks qualifications and experience	Bidder has an acceptable level of qualifications and experience	Bidder is qualified and experienced	Bidder is highly qualified and experienced
	Operational plan proposed is not likely able to meet requirements	Operational plan does not cover all components or overall experience is weak	Operational plan covers most components and will likely meet requirements	Operational plan covers all components	Operational plan covers all components and has been successful in past comparable projects

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	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
	Supervision and business continuity plan is not likely able to meet requirements	Supervision and business continuity plan does not cover all components or overall experience is weak	Supervision and business continuity plan covers most components and will likely meet requirements	Supervision and business continuity plan covers all components and some team members have worked successfully together	Supervision and business continuity plan covers all components and team members have 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
	Significant deficiencies and shortcomings in the bidder's strategies for attracting and retaining qualified employees	Strategies for attracting and retaining qualified and experienced employees are somewhat lacking	Strategies for attracting and retaining qualified experienced employees are acceptable and are likely to meet requirements	Strategies for attracting and retaining qualified experienced employees are strong and likely to be highly effective	Strategies for attracting and retaining qualified experienced employees are exceptional and exemplary in every aspect

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ANNEX F 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: _____

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ANNEX G 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 () No ()

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 Yes () No () terms of the Work Force Adjustment Directive?

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.

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ANNEX H TO PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

<p>() A1. The Bidder certifies having no work force in Canada.</p> <p>() A2. The Bidder certifies being a public sector employer.</p> <p>() A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.</p> <p>() A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.</p> <p>A5. The Bidder has a combined workforce in Canada of 100 or more employees; and</p> <p>() A5.1 The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC – Labour.</p> <p>OR</p> <p>() A5.2 The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC – Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC – Labour.</p>
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B. Check only one of the following:

<p>() B1. The Bidder is not a Joint Venture.</p> <p>OR</p> <p>() B2.</p>

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The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity – Certification. (Refer to the Joint Venture section of the Standard Instructions)