



RETURN BIDS TO:

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

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

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

REQUEST FOR PROPOSAL

Proposal to: Parks Canada Agency

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

Comments:

Issuing Office:

Parks Canada Agency
 National Contracting Services
 Calgary, AB

Title: Oral History Research Project – Prince Albert National Park	
Solicitation No.: 5P420-22-0182/A	Date: May 8, 2023
Client Reference No.: n/a	
GETS Reference No.: n/a	

Solicitation Closes: At: 14:00 On: May 31, 2023	Time Zone: MDT
--	---------------------------------

F.O.B.: Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	
Address Enquiries to: Ryan Taylor	
Telephone No.: 587-436-5987	Fax No.: 1-866-246-6893
Email Address: Ryan.taylor@pc.gc.ca	
Destination of Goods, Services, and Construction: See Herein	

TO BE COMPLETED BY THE BIDDER

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

Solicitation No.:
5P420-22-0182/A

Amendment No.:
00

Contracting Authority:
Ryan Taylor

Ver.06.29.2022

Client Reference No.:
n/a

Title:
Oral History Research Project – Prince Albert National Park

IMPORTANT NOTICE TO BIDDERS

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

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

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

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

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

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>

TABLE OF CONTENTS

PART 1 – INFORMATION AND INSTRUCTIONS	5
1.1. SECURITY REQUIREMENTS	5
1.2. STATEMENT OF WORK	5
1.3. DEBRIEFINGS.....	5
PART 2 – BIDDER INSTRUCTIONS	6
2.1. STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	6
2.2. SUBMISSION OF BIDS	6
2.3. ENQUIRIES – BID SOLICITATION	7
2.4. APPLICABLE LAWS	7
2.5. BID CHALLENGE AND RECOURSE MECHANISMS.....	7
PART 3 – BID PREPARATION INSTRUCTIONS.....	8
3.1. BID PREPARATION INSTRUCTIONS.....	8
PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION.....	9
4.1. EVALUATION PROCEDURES	9
4.2. BASIS OF SELECTION – HIGHEST COMBINED RATING OF TECHNICAL MERIT [70%] AND PRICE [30%]..	9
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	11
5.1. CERTIFICATIONS REQUIRED WITH THE BID.....	11
5.2. CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION.....	11
PART 6 – RESULTING CONTRACT CLAUSES.....	13
6.1. SECURITY REQUIREMENTS	13
6.2. STATEMENT OF WORK	13
6.3. STANDARD CLAUSES AND CONDITIONS	13
6.4. TERM OF CONTRACT	13
6.5. AUTHORITIES.....	14
6.6. PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	15
6.7. PAYMENT	15
6.8. INVOICING INSTRUCTIONS - PROGRESS PAYMENT CLAIM - SUPPORTING DOCUMENTATION REQUIRED	16
6.9. CERTIFICATIONS AND ADDITIONAL INFORMATION	16
6.10. APPLICABLE LAWS	16
6.11. PRIORITY OF DOCUMENTS.....	17
6.12. SACC MANUAL CLAUSES	17
6.13. INSURANCE REQUIREMENTS.....	17
6.14. INSPECTION AND ACCEPTANCE.....	17
6.15. OPTIONAL GOODS AND/OR SERVICES	17
ANNEX A	18
STATEMENT OF WORK.....	18
ANNEX B	23
BASIS OF PAYMENT	23
ANNEX C	25
ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS).....	25
ANNEX D TO PART 5 OF THE BID SOLICITATION	27
TECHNICAL EVALUATION.....	27
ANNEX E TO PART 5 OF THE BID SOLICITATION	33

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LIST OF NAMES FOR INTEGRITY VERIFICATION FORM 33

ANNEX F TO PART 5 OF THE BID SOLICITATION..... 35

FORMER PUBLIC SERVANT 35

Solicitation No.:
5P420-22-0182/A

Amendment No.:
00

Contracting Authority:
Ryan Taylor

Ver.06.29.2022

Client Reference No.:
n/a

Title:
Oral History Research Project – Prince Albert National Park

PART 1 – INFORMATION AND INSTRUCTIONS

1.1. Security Requirements

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

1.2. Statement of Work

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

1.3. Debriefings

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

PART 2 – BIDDER INSTRUCTIONS

2.1. Standard Instructions, Clauses and Conditions

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

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

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

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

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

2.1.1 Basis of Canada's Ownership of Intellectual Property

The Parks Canada Agency has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#):

- 2.1.1.1 the main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination

2.2. Submission of Bids

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

Bids submitted in-person or by courier will not be accepted.

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

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

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

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

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

2.3. Enquiries – Bid Solicitation

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

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

2.4. Applicable Laws

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

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

2.5. Bid Challenge and Recourse Mechanisms

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

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

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

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

PART 3 – BID PREPARATION INSTRUCTIONS

3.1. Bid Preparation Instructions

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

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

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

Section I: Technical Bid

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

Section II: Financial Bid

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

3.1.1. Exchange Rate Fluctuation

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

Section III: Certifications

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

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1. Evaluation Procedures

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

4.1.1. Technical Evaluation

4.1.1.1. Mandatory Technical Criteria

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

4.1.1.2. Point Rated Technical Criteria

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

4.1.2. Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price – Bid

4.2. Basis of Selection – Highest Combined Rating of Technical Merit [70%] and Price [30%]

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 of 50 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 100 points.

4.2.2. Bids not meeting (a) or (b) or (c) 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.

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 70/30 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 (70%) and Price (30%)

		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	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating		84.18	73.15	77.7
Overall Rating		1st	3rd	2nd

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1. Certifications Required with the Bid

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

5.1.1. Integrity Provisions – Declaration of Convicted Offences

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

5.2. Certifications Precedent to Contract Award and Additional Information

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

5.2.1. Integrity Provisions – Required Documentation

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

The Bidder, regardless of their status under the [Ineligibility and Suspension Policy](#), must provide the information requested at **Annex E 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 F to Part 5 of the Bid Solicitation** prior to contract award.

5.2.3. Federal Contractors Program for Employment Equity – Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) – Labour's](#) 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.

PART 6 – RESULTING CONTRACT CLAUSES

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

6.1. Security Requirements

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

6.2. Statement of Work

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

6.3. Standard Clauses and Conditions

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

6.3.1. General Conditions

[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. Canada to own intellectual property rights in Foreground Information

[4007](#) (2022-12-01), Canada to own intellectual property rights in Foreground Information apply to and form part of the Contract.

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

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

6.4. Term of Contract

6.4.1. Period of the Contract

The period of the Contract is from date of Contract to September 30, 2023 inclusive.

6.5. Authorities

6.5.1. Contracting Authority

The Contracting Authority for the Contract is:

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

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

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

6.5.2. Project Authority

The Project Authority for the Contract is:

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

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

6.5.3. Contractor's Representative

The Contractor's Representative for the Contract is:

to be completed by the Bidder

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

6.6. Proactive Disclosure of Contracts with Former Public Servants

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

6.7. Payment

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

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

6.7.2. Limitation of Expenditure

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

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

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

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

6.7.3. Progress Payments

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

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

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

6.8. Invoicing Instructions - Progress Payment Claim - Supporting Documentation required

6.8.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.

Each invoice must show:

- (a) a list of all expenses;
- (b) the description and value of the work completed as detailed in the Contract.

Each invoice must be supported by:

- (a) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
- (b) a copy of the monthly progress report.

6.8.2 Invoices must be distributed as follows:

- (a) One (1) copy must be forwarded electronically to the Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

6.8.3 The Contractor must not submit invoices until all work identified in the invoice is completed.

6.9. Certifications and Additional Information

6.9.1. Compliance

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

6.10. Applicable Laws

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

6.11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions [4007](#) (2022-12-01), Canada to own intellectual property rights in Foreground Information;
- (c) the general conditions [2010B](#) (2022-12-01), General Conditions – Professional services (Medium Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Attestation and Proof of Compliance with Occupational Health and Safety (OHS); And
- (g) the Contractor's bid dated ***** to be inserted at contract award *****.

6.12. SACC Manual Clauses

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

6.13. Insurance Requirements

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

6.14. Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

6.15. Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A Section 6.13 of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

ANNEX A

STATEMENT OF WORK

1. Parks Canada Mandate

On behalf of the people of Canada, we protect and present nationally significant examples of Canada's natural and cultural heritage, and foster public understanding, appreciation and enjoyment in ways that ensure their ecological and commemorative integrity for present and future generations.

2. Background

Prince Albert National Park ("the park"), in collaboration with local Indigenous groups, is undertaking a project that will tell stories of the long-lasting, multi-generational impacts of park establishment and early park management on local Indigenous communities, in the voices of the local Indigenous people impacted. This project will bring to the forefront the previously marginalized history of the Indigenous Peoples living on and using this land before the park was created, and of the increased restriction and separation of Indigenous Peoples from their traditional lands and waters between the period of 1910 and 1940.

3. Objective

Prince Albert National Park requires the service of a researcher to work closely with the parks project lead to deepen the knowledge on the multi-generational impact of the establishment of the park on local Indigenous communities, through historical research and analysis and through meeting with community members.

4. Scope of Work

Using existing oral history transcripts gathered recently from the impact of the parks establishment on local Indigenous communities project, background documents on the history of this region, as well as original research and additional local knowledge, research and write an approximately 30-page public history document on the history of the impact of the establishment of Prince Albert National Park on local Indigenous communities, relationship with the land, the family connection, centering oral history evidence at the fore of the narrative.

Supplement the research by meeting with community members to learn more about their stories, gather local knowledge, historical and modern photographs and maps incorporating names, to give a better sense of place to these narratives.

The Contractor will arrange engagement and project update meetings with local First Nation and Métis communities.

5. Initial Consultation Prior to Commencement of Project

The Consultant must meet with the park project lead, and Parks Canada historians, as appropriate, in order to ensure the project requirements are understood, to identify any issues, receive training on Parks Canada procedures and establish a communication protocol for the duration of the project.

6. Tasks/Requirements

The Consultant is required to complete the project requirements that include the following:

- 6.1 Review all current documentation pertaining to this project, this includes but is not limited to: reference document created by Parks Canada historian for this project, audio interviews and transcripts, archival records from Parks Canada and other sources;
- 6.2 Write a public history document of approximately 30 pages of the impact of the park establishment on the local Indigenous communities, weaving local Indigenous perspectives, stories and voices;

- 6.3 Share drafts of written document to the park project lead for review – at least 3 iterations are required, incorporating Parks Canada feedback and comments after receiving them;
- 6.4 Plot the information obtained through meetings and existing research material on a map of the park. The purpose of the map is to record traditional and current land uses. This could include wildlife habitat, trails, roads, rivers, medicinal plants and trapping cabins. The map will also indicate areas of historical, cultural and spiritual significance to local communities as determined through oral history and/or historical records;
- 6.5 Work hand-in-hand with the park project lead and local First Nations and Métis communities to coordinate the time, location, and participant list for research meetings. The Consultant will work with the communities to determine key members who are available to consult and check-in with during the course of the work. The participating communities and organizations may include, but is not limited to: Montreal Lake Cree Nation, Lac La Ronge Indian Band, Little Red Indian Reservations (IR 106 B,C &D), Sturgeon Lake First Nation, Ahtahkakoop First Nation, and Big River First Nation, and Prince Albert Grand Council, Gabriel Dumont Institute, Saskatchewan Indigenous Cultural Centre, First Nation University, and the Metis Nation of Saskatchewan;
- 6.6 Engage with local Indigenous community leadership to learn the proper protocols and methods, and ensure that these are followed through the project;
- 6.7 Prior to every meeting, gain permission from participants to use the information they have shared through release form, including but not limited to photo release forms;
- 6.8 Organize and facilitate up to 2 project update meetings with local Indigenous communities, following proper cultural protocol;
- 6.9 Prepare all documents associated with the payment to participants of interviews and meeting. Collect signature and any necessary documents related to compensation.
- 6.10 Systematically organize, document and save in an electronic folder gathered materials. Create summaries of discussions and take meeting notes. Clearly document where and how the information was obtained, including but not limited to: the name of the individual engaged, time and location; how the individual was determined to be suitable for the project; list of key community members consulted during the course of the project;
- 6.11 Provide updates and respond to queries and concerns from the participants as well as Indigenous communities in a timely and respectful manner. All email exchanges must copy the project lead;
- 6.12 Meet on an as-and-when-needed basis with project lead in person in Waskesiu and/or virtually.
- 6.13 Optional Services: Additional hours of support and development may be required to complete all project objectives and deliverables. Parks Canada must request and approve any work that is considered to be in addition to the required services. Optional services will be requested and approved based on the contractor's hourly rate and estimated expenses in accordance with Annex B of the contract.

7. Deliverables

The Consultant will be expected to deliver:

- 7.1 A written document of approximately 30 pages weaving oral history content, traditional knowledge, and archival records, in an accessible language. The document must use plain language and elaborate on, but not limited to, the impact of the park establishment on local Indigenous people, family relation to this land, personal stories, and any topics deemed relevant by local Indigenous people;
- 7.2 Notes and comments of every meeting with individuals or groups, in a Microsoft Word document, within two weeks of the meeting having taken place. These notes should include a brief overview of each communities/individual connection to the lands within Prince Albert

National Park. These connections will primarily involve land use, routes, familial homes and cabins, etc.

- 7.3** Copies and documents (digital and/or hard copies) of any of the audio interviews conducted with community members in a mp3 format, to be provided by the end of the contract;
- 7.4** Any other documentation related to the project during the course of the work such as but not limited to: historical photography, letters, books, maps, to be provided by the end of the contract.

8. Qualifications of Consultant

- 8.1** Consultant must be fluent in English;
- 8.2** Consultant must have familiarity and an established working relationship with one or more of the identified Indigenous communities;
- 8.3** Consultant must have recent experience (within the past 5 years) that demonstrates knowledge of methodologies of historical research;
- 8.4** Consultant must have recent experience (within the past 5 years) working independently on a comparable project in conducting research, preparing reports or writing research papers on the history of Canada and/or Indigenous History;
- 8.5** Consultant must have good relationship building skills;
- 8.6** Consultant must have experience in using a computer;
- 8.7** Consultant must have own transportation;
- 8.8** Consultant must have access to and be available to communicate via telephone and email;
- 8.9** Consultant must have access to a computer, internet and a printer;
- 8.10** Consultant may be fluent in a local Indigenous language, such as Woodland Cree or Plains Cree;
- 8.11** Consultant may have experience in the principals, method, techniques, and practices of oral history; and the recording, management and documentation of oral history;
- 8.12** Consultant may be studying or have graduated with a master's degree from a recognized university, with a specialization in Canadian History, Indigenous Studies, Canadian studies, anthropology or other field relevant to the requirements of the contract.

9. Work Location

- 9.1** All administrative work will be done from the consultant's home/office.
- 9.2** All meetings with community members will be completed at various locations, including but not limited to:
- Prince Albert National Park;
 - Local First Nations and Métis communities and organizations in the area of Prince Albert National park, specific locations to be determined in consultation with the communities over the course of the contract;
 - Virtual / online meetings.

10. Travel

- 10.1** Travel to various locations is required as part of this contract. The consultant will be required to use their own vehicle. The travel expenses incurred by the consultant will be reimbursed by the park, in line with the Treasury Board Travel Directive;
- 10.2** The park will reimburse approved travel expenses between the work locations and as far as Saskatoon. The consultant will be expected to travel approximately 10 times. **Scenario:** base your travel cost on the scenario of travelling approximately 10 times from as far as Saskatoon to Montreal Lake.

11. Participant Compensation

The contractor will be responsible for payment to research participants. These costs will be recoverable and are to be included when invoicing. A maximum budget of \$2,000.00 has been allocated for these payments. Rates are established at \$150 for ½ day (up to 3 hours), or \$300 for a full day (between 3 and 7.5 hours)

12. Work Timeline

The contract will begin at Contract award and is expected to be completed by September 29, 2023.

Milestones	Timeline
Participate to initial meeting with project lead, review of current documentation, interview transcripts/audio recording, archives, engage with local Indigenous communities and identify cultural protocols.	May - June 2023
Research phase – Compile relevant information for written document, identify gaps and meet key participants for additional information	June 2023 – July 2023
First draft of written document completed	July 2023
Incorporate PCA feedback – Second draft completed	August 2023
Incorporate PCA feedback	August - September 2023
Compile and submit all documents acquired during the project, including but not limited to historical photographs, maps, meeting notes, etc.	
Final document completed	September 2023

13. Parks Canada's Responsibilities

- a. Communicating and meeting with the Consultant throughout the project and providing available, relevant materials, to ensure that the Consultant is aware of key subject areas, goals and objectives;
- b. Cover the costs of rental space and hospitality;
- c. Cover payments to participants.
- d. Share any necessary resource materials owned by Parks Canada Agency;
- e. Support consultant at all meetings and interviews;
- f. Provide location and hospitality for group meeting if required;
- g. Provide oral history recording and transcripts;
- h. Review and provide feedback and comments of all drafts of final report;
- i. Store information obtained through this project according to the protocols outlined and permissions granted by the communities.

14. Consultant's Responsibilities

The consultant will execute the scope of work and complete the tasks/deliverables outlined in Section 4 and 5, Description of Work.

- a. Work closely with the project lead in an effective and collegial manner, to maintain a productive working relationship;
- b. Respond to queries and concerns from the project lead in a timely and respectful manner;
- c. Incorporate Parks Canada feedback and comments into report after each drafts review;
- d. Be familiar with Parks Canada's corporate mandate, policies, and guidelines as these relate to the Project;

- e. Keep the Project lead apprised of the project's progress and any delays or setbacks that may affect the schedule;
- f. Review, understand and comply with the general conditions of the contract;
- g. Perform the work as described in this 'Statement of Work';
- h. To arrange own travel, accommodation and meals as required for the completion of the project, and in line with the Treasury Board travel directive;
- i. Arrange logistic associated with the completion of the tasks included in the scope of work;
- j. To cover costs associated with the completion of the deliverables and tasks/requirements. These costs may include but are not limited to: office supplies; reports and photocopying costs;

Prepare and submit invoices and all required documents, based on payment schedule within 2 weeks of scheduled date.

ANNEX B

BASIS OF PAYMENT

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

Financial Bid Submission Requirements

- (a) Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- (b) The Bidder must submit their financial bid in accordance with the Basis of Payment.
- (c) The Bidder must submit prices for all items listed in the Basis of Payment.
- (d) All prices are in Canadian dollars, FOB destination.
- (e) Customs duties are included and Applicable Taxes are extra.

1. Table 1: Firm Price – Required Services

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

TOTAL FIRM BID PRICE (excluding applicable tax)	\$
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2. Table 2: Travel & Living Expenses

The successful Bidder will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal and private vehicle allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

According to Statement of Work Section 10 "Travel" the Bidder estimates that their travel and living expenses to perform and complete the work will be:

TOTAL ESTIMATED TRAVEL & LIVING EXPENSES (excluding applicable taxes)	\$
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3. Table 3: Participant Compensation Budget – Maximum

The budget for payment of participant services in accordance with of *Annex A – Statement of Work* is as follows.

Description		Total Available Budget
3.1	Maximum budget for disbursements and payment of participant services	\$ 2,000.00

4. Table 4: Optional Services - Firm Unit Price – Hourly Rate

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 material costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

Description	Unit of Measurement	Firm Unit Price (a)	Estimated Quantity (b)	Extended Total = a x b
Optional Services: Hourly rate for additional work if required	Per Hour	\$	40	\$

5. Estimated Total Combined Evaluated Bid Price

The total evaluated bid price is the sum of Tables 1 through 4.

ESTIMATED TOTAL COMBINED EVALUATED BID PRICE (Table 1 + Table 2 + Table 3 + Table 4) (excluding applicable tax)	\$
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Notes:

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

ANNEX C

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

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

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

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

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

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

Location of Work

General Description of Work to be Completed

Mark "Yes" where applicable.

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

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

Name: _____

Signature: _____

Date: _____

ANNEX D TO PART 5 OF THE BID SOLICITATION

TECHNICAL EVALUATION

1. Technical Bid Format

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

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

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

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

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

2. Mandatory Technical Criteria

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

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

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

Item No.	Evaluation Criteria	Met / Not Met		Remarks / Notes
		To Be Completed by Evaluation Team		
2.1	The Bidder must demonstrate that they have existing working relationships or strong familiarity with Indigenous communities in the area of Prince Albert National Park who will be involved in this project. Bidders must clearly describe their working relationships or familiarity with the Indigenous communities.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
2.2	The Bidder must provide a summary of at least one (1) completed project of a similar scope and intent which clearly demonstrates their experience.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
2.3	The Bidder must provide a draft project plan briefly describing their approach to completing the objectives of this project in a timely manner.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	

3. Point Rated Technical Criteria

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

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

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

General Evaluation Note: Due to the nature of the resulting contract, the bidder’s written communication will be assessed throughout the evaluation; grammar, clarity, and general composition of the written submission will be considered when rating the Technical Bid.

Item No.	Evaluation Criteria	Maximum Weighted Points
3.1.	Knowledge and Experience	
3.1.1	<p>Knowledge and Experience with Indigenous communities (Maximum of 500 words)</p> <p>It is important that bidders have existing working relationships or strong familiarity with the identified Indigenous communities who will be involved in this project.</p> <p>Using a brief written statement not to exceed 500 words in length, Bidders should clearly demonstrate the following:</p> <ul style="list-style-type: none"> - Their knowledge of the communities and experience working cooperatively and directly with community members. - How they will use their relationships and/or familiarity with communities to ensure they are meaningfully included in the project. - What they will do to continue to build a successful and respectful relationship with the communities and community members during project fulfillment. 	<p>2.0</p> <p>/10 x 2.0= /20</p>
3.1.1 <i>**To Be Completed by Evaluation Team**</i>	<p>Reference(s):</p> <hr/> <p>Strengths:</p> <hr/> <p>Weaknesses:</p>	

<p>3.1.2</p>	<p>Examples of Recent Experience (Maximum of 500 words per summary)</p> <p>The Evaluation Team is requesting <u>at least one (1)</u> written project summary describing previously completed work, or work that is currently in progress, that is of a similar scope, nature, and complexity to the proposed project.</p> <p>Bidders should address the following information for this project summary:</p> <ul style="list-style-type: none"> .1 Project overview: what were the objectives and final results. .2 Methodologies of historical research used to complete project Bidder's role; .3 How did the project relate to the history of Canada and/or Indigenous History? .4 Time management practices used to complete project in a timely manner. 	<p>2.0</p>	<p>/10 x 2.0= /20</p>
<p>3.1.3</p>	<p>Bidders are encouraged to provide <u>one (1) additional</u> written project summary describing previously completed work, or work that is currently in progress, that is of a similar scope, nature and complexity (for a maximum of two (2) summaries) for review.</p> <p>Bidders should address the following information for this project summary:</p> <ul style="list-style-type: none"> .1 Project overview: what were the objectives and final results. .2 Methodologies of historical research used to complete project Bidder's role; .3 How did the project relate to the history of Canada and/or Indigenous History? .4 Time management practices used to complete project in a timely manner. <p><i>The Evaluation Team will only evaluate a maximum of two (2) completed project summaries, the summaries will be reviewed in order of appearance in the Bidder's proposal.</i></p>	<p>1.0</p>	<p>/10 x 1.0= /10</p>
<p>3.1.2 **To Be Completed by Evaluation Team**</p>	<p>Reference(s):</p> <hr/> <p>Strengths:</p> <hr/> <p>Weaknesses:</p>		

Item No.	Evaluation Criteria	Weight	Points Awarded <i>**To Be Completed by Evaluation Team**</i>
3.2	Proposed Approach, Methodology, and Project Schedule		
3.2.1	<p>Draft Project Plan (Maximum of 500 Words)</p> <p>The Bidder's draft project plan should be clear and provide a framework for their approach to completing the project objectives.</p> <p>The proposed approach should focus on providing information on the following:</p> <ul style="list-style-type: none"> - time management; - research methodologies; and - a project schedule that will support the timeline stated in Section 12 of the Statement of work. <p>The bidder's proposal will be assessed according to the following criteria:</p> <ul style="list-style-type: none"> • Proposed project plan and methodologies are very detailed and very well laid out. • The proposed approach and methodologies are effective and efficient and meet requirements of the project including timeline for completion. • There is an innovative and flexible approaches to the work required. • Are considerations for project success addressed or part of the project plan such as: <ul style="list-style-type: none"> ○ Partner relations; ○ Budget constraints; ○ Scheduling challenges. 	5.0	<p>/10 x 5.0 = /50</p>
3.2.1 <i>**To Be Completed by Evaluation Team**</i>	Reference(s):		
	Strengths:		
	Weaknesses:		

3.3 Point Rated Technical Criteria Summary Table

Item No.	Evaluation Criteria	Weight	Maximum Weighted Points
3.1.	Knowledge and Experience		
3.1.1.	Knowledge and Experience with Indigenous communities	2.0	20
3.1.2.	Previous Example 1	2.0	20
3.1.3	Previous Example 2	1.0	10
3.2	Proposed Approach, Methodology, and Project Plan		
3.2.1.	Proposed Approach, Methodology, and Project Plan	5.0	50
Total Weighted Points Available			100

3.4 Required Minimum Weighted Points

Item No.	Evaluation Criteria	Weighted Points
Required Minimum Weighted Points Overall		50

Bids that do not obtain the required minimum of 50 points for the Point Rated Technical Criteria will be given no further evaluation.

4. Generic Evaluation Criteria

Parks Canada Agency (PCA) Evaluation Board members will individually evaluate the strengths and weaknesses of the Proponent's response to the evaluation criteria and will rate each criterion using the generic evaluation table below. The PCA Evaluation Board may award an odd number for evaluation criterion once consensus has been reached.

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

ANNEX E 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

Solicitation No.:
5P420-22-0182/A

Amendment No.:
00

Contracting Authority:
Ryan Taylor

Ver.06.29.2022

Client Reference No.:
n/a

Title:
Oral History Research Project – Prince Albert National Park

Declaration

I, _____, **(name)**

_____, **(position)** of

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

Signature: _____

Date: _____

ANNEX F TO PART 5 OF THE BID SOLICITATION

FORMER PUBLIC SERVANT

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes (<input type="checkbox"/>) No (<input type="checkbox"/>)

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

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

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

Solicitation No.:
5P420-22-0182/A

Amendment No.:
00

Contracting Authority:
Ryan Taylor

Ver.06.29.2022

Client Reference No.:
n/a

Title:
Oral History Research Project – Prince Albert National Park

published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-1](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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