



**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](mailto:soumissionsouest-bidswest@canada.ca)

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

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

**REQUEST FOR PROPOSAL**

**Proposal to: Parks Canada Agency**

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

**Comments:**

**Issuing Office:**

Parks Canada Agency  
 National Contracting Services  
 Calgary, Alberta

<b>Title:</b> Parks Canada Radio Dispatch Upgrade Project – Banff and Jasper National Parks	
<b>Solicitation No.:</b> 5P420-22-0277/A	<b>Date:</b> June 27, 2023
<b>Client Reference No.:</b> n/a	
<b>GETS Reference No.:</b> n/a	

<b>Solicitation Closes:</b> <b>At: 14:00</b> <b>On: July 28, 2023</b>	<b>Time Zone:</b> <b>MDT</b>
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<b>F.O.B.:</b> Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	
<b>Address Enquiries to:</b> Ryan Taylor	
<b>Telephone No.:</b> (587) 436-5987	<b>Fax No.:</b> 1-866-246-6893
<b>Email Address:</b> <a href="mailto:ryan.taylor@pc.gc.ca">ryan.taylor@pc.gc.ca</a>	
<b>Destination of Goods, Services, and Construction:</b> See Herein	

**TO BE COMPLETED BY THE BIDDER**

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

## **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](mailto:soumissionsouest-bidswest@canada.ca). Bids submitted by email directly to the Contracting Authority or to any email address other than [soumissionsouest-bidswest@canada.ca](mailto:soumissionsouest-bidswest@canada.ca) will not be accepted.

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

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

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

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

### **Direct Deposit**

The Government of Canada has replaced cheques with direct deposit payment(s); an electronic transfer of funds deposited directly into a bank account. In order to receive payment, new vendors that are awarded a contract will be required to complete a direct deposit enrolment form to register their direct deposit information with Parks Canada.

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

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**Solicitation No.:**  
5P420-22-0277/A

**Amendment No.:**  
00

**Contracting Authority:**  
Ryan Taylor

Ver.12.12.2022

**Client Reference No.:**  
n/a

**Title:**  
Parks Canada Radio Dispatch Upgrade Project – Banff and Jasper National Parks

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## **PART 1 – INFORMATION AND INSTRUCTIONS**

### **1.1. Security Requirements**

- 1.1.1.** System design and components must be reviewed and approved by Parks Canada IT Security & Business Management.

### **1.2. Statement of Work**

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

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.

### **1.3. 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.

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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](#) (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 5.4 of [2003](#), Standard Instructions – Goods or Services – Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

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

### 2.2. Submission of Bids

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

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

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

The only acceptable email address for responses to bid solicitations is [soumissionsouest-bidswest@canada.ca](mailto: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 ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### **2.4. Applicable Laws**

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

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

### **2.5. Bid Challenge and Recourse Mechanisms**

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

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

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

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

## **PART 3 – BID PREPARATION INSTRUCTIONS**

### **3.1. Bid Preparation Instructions**

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

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

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

#### **Section I:      Technical Bid**

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

#### **Section II:     Financial Bid**

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

##### **3.1.1. Exchange Rate Fluctuation**

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

#### **Section III:    Certifications**

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



## PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1. Evaluation Procedures

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

#### 4.1.1. Technical Evaluation

##### 4.1.1.1. Mandatory Technical Criteria

Technical bids will be evaluated against the mandatory technical evaluation criteria at **Annex 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

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 75 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 130 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 equal 135 and the lowest evaluated price is \$45,000 (45).

**Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)**

		Bidder 1	Bidder 2	Bidder 3
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	<b>Pricing Score</b>	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27$	$45/45 \times 30 = 30.00$
<b>Combined Rating</b>		84.18	73.15	77.70
<b>Overall Rating</b>		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 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.

### **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.

### **5.2.4. Additional Certifications Precedent to Contract Award**

#### **5.2.4.1. Status and Availability of Resources**

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

#### **5.2.4.2. Education and Experience**

*SACC Manual* clause [A3010T](#) (2010-08-16), Education and Experience

## 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 System design and components must be reviewed and approved by Parks Canada IT Security & Business Management.

### 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*).

#### 6.2.1. Work Authorization Process – As-and-when Requested Services

##### 6.2.1.1. Work Authorization:

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 Work Authorization (WA). The Work described in the WA must be in accordance with the scope of the Contract.

##### 6.2.1.2. Work Authorization Process:

- (a) The Project Authority will provide the Contractor with a description of the work.
- (b) The Work Authorization (WA) 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.
- (c) The Contractor must provide the Project Authority, within two (2) business days of receipt, the proposed total estimated cost for performing the work and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
- (d) The Contractor must not commence work until a WA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a WA has been received will be done at the Contractor's own risk.

#### 6.2.2. Canada's Obligation – Portion of the Work – Work Authorizations

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

### 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

[2035](#) (2022-12-01) General conditions: Higher Complexity Services 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. Hardware Purchase, Lease and Maintenance**

[4001](#) (2015-04-01), Hardware Purchase, Lease and Maintenance apply to and form part of the Contract.

Subsection 4001 01 (2010-01-11) Interpretation of [4001](#) (2015-04-01) Hardware Purchase, Lease and Maintenance, is amended as follows:

Delete:

"User Time"

means 7:00 a.m. to 7:00 p.m., Eastern Time, Mondays through Fridays, excluding statutory holidays observed by Canada at the site where the Hardware is being used.

Insert:

"User Time"

means 24/7, Mondays through Sundays, including statutory holidays observed by Canada at the site where the Hardware is being used.

#### **6.3.2.2. Software Development or Modification Services**

[4002](#) (2010-08-16), Software Development or Modification Services

#### **6.3.2.3. Licensed Software**

[4003](#) (2010-08-16), Licensed Software.

#### **6.3.2.4. 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 November 30, 2024 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 as follows: December 01, 2024 to November 30, 2025 inclusive, and December 01, 2025 to November 30, 2026 inclusive 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 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:

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](mailto: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:

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

## 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

**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; and
- (b) the percentage of work completed.

Each invoice must be supported by:

- (a) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses (when applicable).

**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 [4001](#) (2015-04-01) Hardware Purchase, Lease and Maintenance;
- (c) the supplemental general conditions [4002](#) (2010-08-16), Software Development or Modification Services
- (d) the supplemental general conditions [4003](#) (2010-08-16), Licensed Software.
- (e) the general conditions [2035](#) (2022-12-01) General conditions: Higher Complexity - Services;
- (f) Annex A, Statement of Work;
- (g) Annex B, Basis of Payment;
- (h) Annex C, Commercial General Liability Insurance;
- (i) Annex D, Attestation and Proof of Compliance with Occupational Health and Safety (OHS); and
- (j) the Contractor's bid dated **\*\*\* to be inserted at contract award \*\*\***.

## 6.12. SACC Manual Clauses

[A1009C](#) (2008-05-12) Work Site Access  
[A9068C](#) (2010-01-11) Government Site Regulations  
[B1501C](#) (2018-06-21) Electrical Equipment  
[B6802C](#) (2007-11-30) Government Property  
[B9028C](#) (2007-05-25) Access to Facilities and Equipment

## 6.13. Insurance 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.

## 6.14. 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 Statement of Work Section 10**. 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.

## 6.16. Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: **\*\*\* to be inserted at contract award in accordance with contractor's proposal \*\*\***

## 6.17. Replacement of Specific Individuals

**6.17.1.** If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.

**6.17.2.** If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The

replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:

- (a) the name, qualifications and experience of the proposed replacement; and
- (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.

**6.17.3.** The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 6.17.2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

## ANNEX A

### STATEMENT OF WORK

#### Parks Canada Radio Dispatch Upgrade Project

##### 1.0 Scope – Parks Canada Radio Dispatch Upgrade Project

Parks Canada currently operates two independent emergency dispatch centers, one located in the town of Banff, AB and one in the town of Jasper, AB. Both sites operate an antiquated Zetron 4000 series 'hard-wired' radio dispatch system that is no longer sufficient to meet the needs of Parks Canada.

The objective of this project is to replace the two Zetron 4000 dispatch systems with a new IP-based dispatch system that spans both main dispatch locations and that supports integration with a wide range of external IP-based interfaces across multiple physical locations.

##### 2.0 Background – Parks Canada Radio Dispatch Information

The Parks Canada dispatch centers use mission-critical phone and radio communications on a daily basis, year-round, to support the park operations of National Parks across Canada, including but not limited to, the local Parks of Banff and Jasper. The dispatch centers and dispatchers are the key to coordinating a quick and effective response in dangerous situations such as Wildfire Response, Mountain/Backcountry Rescues, Helicopter Operations/ Tracking, Winter Road Plowing/ Clearing, Law Enforcement, Wildlife Management, Avalanche Control Mitigation, Natural Disaster Response, Marine Emergencies, and Lone Worker Situations.

The dispatch systems require 100% uptime to support these mission critical communications.

##### 3.0 Objective – New IP-Based Radio Dispatch Overview & Physical Interfaces

Under the new, IP-based system, there will no longer be a strict differentiation between Banff and Jasper dispatch systems, and instead it shall be considered one dispatch system, with console locations in multiple physical locations, and physical interfaces (radios) in multiple physical locations. Any console in the system will be able to dispatch all physical interfaces in the entire system, if desired.

Figure 1 below is a graphical representation of the physical interfaces required for the new IP based dispatch system. Networking equipment such as routers, etc. is not shown. The final contractor solution may vary slightly from what is shown (some pieces may not be required to meet functionality, or some pieces may need to be added).

### Parks Canada Dispatch Physical Interfaces (New IP Based System) v0.5

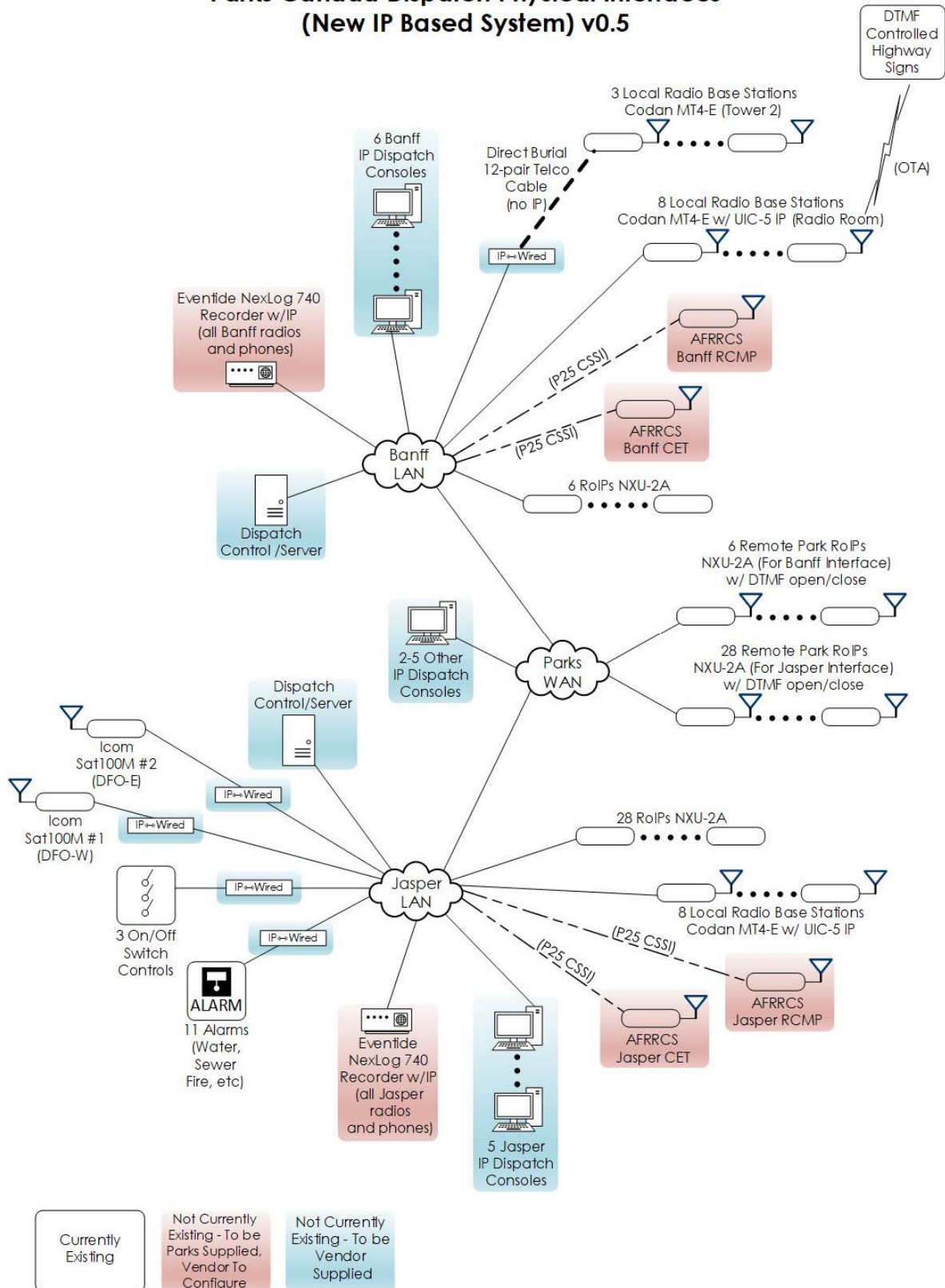


Figure 1 – Parks Canada Dispatch Physical Interfaces (New IP Based System) v0.5

#### **4.0 Work Locations**

The work is to occur in two separate locations:

1. Banff Dispatch, located at the Banff Compound, in Banff, Alberta  
Address: 216 Hawk Avenue, P.O. Box 900, Banff, AB T1L 1K2  
Equipment Locations: At the location are a Dispatching Room, where the physical consoles and dispatchers reside, and multiple equipment rooms where the back-end hardware resides.
2. Jasper Dispatch, located at the Jasper Compound, in Jasper, Alberta  
Address: 1 Compound Road, PO BOX 10, Jasper AB T0E 1E0  
Equipment Locations: At the location are a Dispatching Room, where the physical consoles and dispatchers reside, and multiple equipment rooms where the back-end hardware resides.

#### **5.0 Schedule of Project Milestones and Deliverables**

The installation window for this project is expected to be in the Fall of 2023 (Oct-Nov 2023). The exact implementation schedule is to occur in accordance with the Contractor's proposal, subject to review and approval by Parks Canada Agency. The Contractor is to perform system assessment work and planning to coincide with this implementation window.

The implementation of the dispatch upgrade will be done in two distinct phases: (1) Banff Dispatch will be installed and achieve operational status, followed by (2) Jasper Dispatch will be installed and achieve operational status, thus bringing full system functionality and site redundancy features online.

#### **6.0 Requirements – New Radio Dispatch System**

Following is a full detailed list of system design and installation requirements of the new dispatch upgrade solution (aka "the System"):

##### **6.1 Category A, General Requirements**

- 6.1.1 The System must be fully IP-based, not hard wired. The Contractor should implement the System with the requirement for the least amount of IP addresses to operate and that is capable of expanding as required.
- 6.1.2 The System hardware must be approved by AFRRCS (Alberta First Responders Radio. Communication System / Government of Alberta) for direct interfacing with AFRRCS.
- 6.1.3 Once fully implemented, the System shall be considered to be owned by Parks Canada and will function without ongoing annual license or user fees.

##### **6.2 Category B, IT/Network Requirements**

- 6.2.1 The System must be able to function within a Windows-10 desktop environment and support continued functionality on the currently supported Windows version (latest Windows updates and/or new OS releases) for a minimum of the next [10] years.
- 6.2.2 Any software running as part of the System, including servers, computers, and operating systems, must be updatable and have the possibility to be kept current with the latest security updates.
- 6.2.3 All supplied computer hardware (desktop/ laptop /etc.) must be able to run the supplied software at "full performance" and must meet or exceed the recommended minimum computer hardware specifications provided by the dispatch system manufacturer.

- 6.2.4 The System must have a method of user authentication/ user log on built in, including administrator/ configuration level only access.
- 6.2.5 The System must be compliant with Federal Information Processing Standard (FIPS) and Security Requirements for Cryptographic Modules.
- 6.2.6 The Contractor must be able to offer software and system updates for the supported lifetime of the product.
- 6.2.7 The System must pass a successful security assessment conducted by Parks Canada.
- 6.2.8 There may be an additional need for the System to be fully “accessible” and in keeping with Accessibility requirements for ICT products and services (EN 301 549).

### 6.3 Category C, Console Design and Configuration Requirements

- 6.3.1 The System must support the following topography for dispatch consoles, supporting dispatching activities from a number of geographically diverse locations, as depicted in Figure 2.

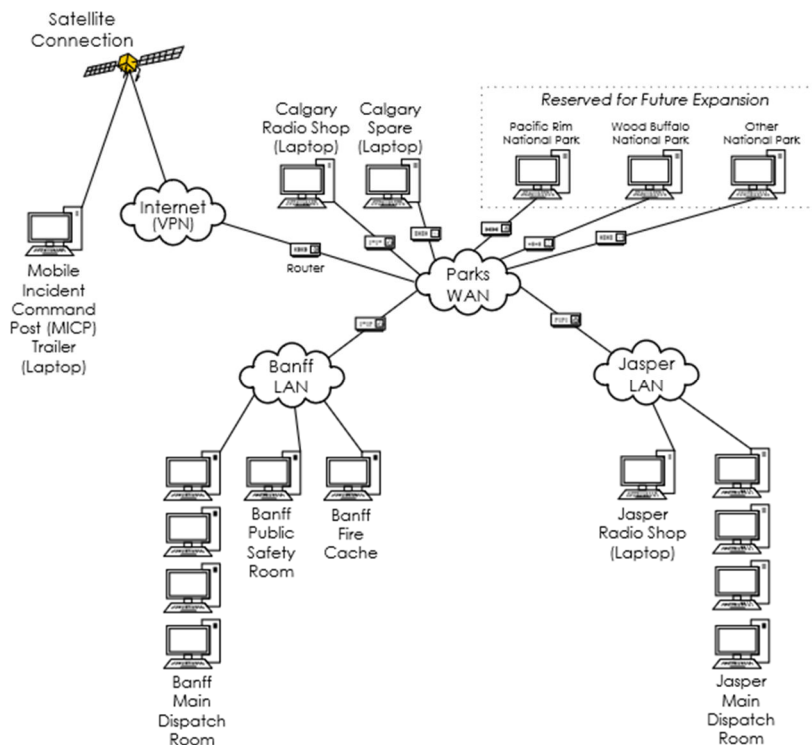


Figure 2 – Parks Canada Dispatch Console Topography (Proposed)

- 6.3.2 The Contractor is to supply all hardware and software required for the consoles, including (but not limited to) all computers/ laptops, Windows 10, monitors, speakers, microphones, keyboards, mice, etc.
- 6.3.3 Of the [14] initial consoles, [4] consoles must run off laptops and [10] will be fixed positions.
- 6.3.4 Each fixed console station is to be equipped with the following minimum accessories:
  - a) Touchscreen Monitor (minimum of 27”)
  - b) Wireless Headset

- c) External Speakers
  - d) Mouse Footswitch
- 6.3.5 Each laptop console station is to be equipped with the following minimum accessories:
- a) Touchscreen Monitor (minimum of 15")
  - b) Wireless Headset
  - c) External Speakers
  - d) Mouse Footswitch
  - e) [1] of the laptop console station must be equipped with accessibility components
- 6.3.6 The System must support a minimum of [14] IP-based consoles at system implementation, with room for future expansion up to a minimum of [20] consoles.
- 6.3.7 The consoles must support multiple user-interfaces that can be instantly loaded on-demand from any console location (i.e. a 'Banff Dispatch' interface and a 'Jasper Dispatch' interface). A minimum of [10] custom console displays must be supported.
- 6.3.8 The console interface must be able to simultaneously display all of the Banff Radio Channels (up to [25] radio channels) or all of the Jasper Radio Channels (up to [45] radio channels) or all physical interfaces across the entire system, or some combination thereof, with room for future expansion.
- 6.3.9 The System should support centralized setup of console configurations, channels, alarms, cross-muting, and displays from one central interface. It should not be necessary to independently configure each console separately.
- 6.3.10 Consoles must include touch-screen interfaces/ monitors.
- 6.3.11 The consoles must support "select" and "unselect" audio coming from the consoles, with independent volume controls on each.
- 6.3.12 The consoles must have the ability to save and use pre-programmed paging and DTMF code series (i.e. dispatchers do not need to manually type all digits every time).
- 6.3.13 Consoles must be able to control cross muting of consoles in the same location so there is no feedback. The system must also provide selectable channel cross mutes on multiple channels (For example: when console 1 in Jasper transmits on channel 4, all other consoles must mute the RX on channels 3, and Console 1 must also at the same time mute its own channel 3 RX).
- 6.3.14 The consoles must support DTMF audio tones being sent by the consoles and received and decoded by the other end to trigger controls (i.e. sign controls), including over the VoIP/ RoIP links to remote parks, as DTMF controls are used to turn those links on/off at the remote end.
- 6.3.15 The System must support two tone paging signals being sent by the consoles.
- 6.3.16 The System must support cross-patching of two or more radio 'channels' from the console interface.
- 6.3.17 The System must support dispatching redundancy between the main Banff and Jasper Dispatch sites. If either location becomes 'uninhabitable' for some reason, all radio dispatch functions of that site must be immediately available at the other location (assumes that IP connectivity remains viable between all locations and physical interfaces).



#### 6.4 Category D, Overall System and Integration Requirements

- 6.4.1 The System must remain functional locally in Banff and Jasper in the event of an external Internet outage in either location (it is understood that any connections to external sites and VoIPs will be lost under this scenario). Local radios must be useable by the system in the physical locations regardless of external network status.
- 6.4.2 The System must support Dispatch Consoles being moved around to various physical locations within the Banff/ Jasper LANs, or within the wider Parks Canada WAN without adding additional system hardware.
- 6.4.3 The System must support future integration with a minimum of [10] SIP devices, such as a SIP phone system.
- 6.4.4 The existing Eventide NexLog 740 recording devices in Banff + Jasper will be re-configured from analog recording to IP-based recording by Parks Canada in advance of the console system upgrade and must be supported by the new dispatch system.
- 6.4.5 The System must support direct P25 CSSI/ISSI interfacing to third party systems such as AFRRCS. The Contractor is to configure and enable this functionality on the System.
- 6.4.6 The System must support Console Management of a minimum [11] External Alarms and [3] External Switches (all physically located in Jasper). These are not currently “IP” capable, and the solution must include an interface. Console operators must be capable of acknowledging/ silencing any incoming alarms. Both 12V active high and 12V active low alarms are currently in service but may be modified if necessary. Switches will be all relay contact closures - 2 pins.
- 6.4.7 The System must include the configuration and licensing of [2] ICOM SAT100M Devices (both physically located in Jasper), with room to support more a minimum of [2] additional SAT100M devices at Jasper or Banff in the future if necessary.
- 6.4.8 The System must support interfacing with a minimum [30] remote RoIP interfaces for Jasper and [8] remote RoIP interfaces for Banff, with room for future expansion of a minimum of [5] devices in the future. Currently this is done via JPS NXU-2/2A/2B pairs, with one located in the remote park and a sister unit located in Banff or Jasper.
- The Contractor should provide a solution that provides the complete removal of the Jasper/ Banff NXU hardware and replace it with direct system interfacing with the remote NXUs.
  - If the Contractor’s solution cannot support the NXU hardware natively, the Contractor may propose alternative hardware that can facilitate the IP connections to remote parks. Note that two-way DTMF functionality must remain viable.
- 6.4.9 The System must support interfacing with [8] existing local DFSI radio interfaces for Jasper and [11] existing local DFSI radio interfaces for Banff, with support for a minimum of [2] additional future physical interfaces in Banff and [2] additional future physical interfaces in Jasper. These are all Codan MT4-E repeaters with DFSI capability (will have a UIC-5 IP interface card). These **cannot** be substituted with new hardware.
- The System must be capable of port addressing in order to control two base stations (two Tx/Rx pairs) in one subrack with one UIC-5 card.

#### 6.5 Category E, System Implementation and Support Requirements

- 6.5.1 The implementation of the dispatch upgrade will be done in two distinct phases: (1) Banff Dispatch will be upgraded and achieve operational status, followed by (2) Jasper Dispatch will be upgraded and achieve operational status, thus bringing full system functionality and site redundancy features online.

- 6.5.2 The Contractor is responsible for all initial console programming/ channel configuration/ interface layout and system setup [14 initial consoles], including any servers required.
- 6.5.3 The Contractor will be required to deliver to site (Banff and Jasper sites only) all required hardware, install all required hardware, and fully configure the initial working setup of all consoles (fully programmed for all channels, alarms, interfaces, etc.), and system components (servers, etc.), thus providing a fully functional dispatch.
- 6.5.4 As part of the implementation, the Contractor must include/ provide to Parks Canada staff: (1) basic dispatcher/ operator training; (2) system administration training [i.e. how to add/ remove users, how to add/remove radio channels, set permissions, etc.]; and (3) back-end technical maintenance training for technical staff (technologists) on how to troubleshoot and maintain the system. Online (Zoom, Teams, etc) training is acceptable.
- 6.5.5 The Contractor must supply detailed system drawings/ schematics and a full documentation suite for the final solution (post contract award and analysis phase).
- 6.5.6 The Contractor must be able to offer ongoing service for Tier-1 technical support and/or maintenance on the implemented system for one year.
- 6.5.7 During the implementation of the new system, there can be no complete downtime of the dispatching capabilities. There may be limited interruptions of individual functions as they are switched over. All downtime is to be limited to as little as possible

## **7.0 Project Management and Control Procedures**

The project is anticipated to follow these stages, with all deliverables provided by the Contractor:

- 1) System assessment
- 2) Final design submission and approval by Parks Canada Agency
- 3) System build and installation in Banff
- 4) Banff system testing
- 5) System build and installation in Jasper
- 6) Full system integration and testing
- 7) Training
- 8) Support & maintenance (minimum one (1) year)

## **8.0 Responsibilities**

### **8.1 Contractor Responsibilities and Tasks**

The Contractor must:

- a) Conduct and complete all work in accordance with proposed and approved solution meeting all system requirements defined herein.
  - b) Perform system assessment work and equipment procurement to coincide with their implementation window.
  - c) Obtain required business licences for work within the Parks.
  - d) Comply with federal health and safety site specific requirements.
  - e) Deliver user operation training for Parks Canada dispatch staff.
-

- f) Supply Operations and Maintenance Manuals, digital and hard copies for Banff and Jasper.
- g) Provision of all cost warranty in accordance with supplemental general conditions in contracts for the purchase or lease of hardware.

## **8.2 Parks Canada Responsibilities**

Parks Canada shall:

- a) Be responsible for approval of assessment, and final design.
- b) Provide a point person for the project. On site IT support will be available as well.
- c) Provide access to facilities and security of equipment once delivered to site. Site orientation will be provided by Parks Canada.

## **9.0 Project Constraints**

- 9.1 The System design and all equipment must be reviewed and approved by Parks Canada's IT Security. Any changes to the approved design and system components must be communicated to the Project Authority and no changes can be made without appropriate approval provided by Parks Canada.
- 9.2 It is expected that ongoing maintenance after one (1) full year of service could be completed by the owner.
- 9.3 On site installation can only occur Monday to Friday from 9am to 5pm.
- 9.4 There can be no complete downtime of the dispatching capabilities during the implementation of the new system.

## **10.0 Optional Services – As and When Requested**

- 10.1 The Contractor must be capable of providing continuation of Tier-1 technical support and/or maintenance upon request. annual technical support, maintenance and troubleshooting services following installation and year one (1) support requirement. The optional service component may only be for a portion of the System (i.e. only Banff or only Jasper) or for all of it and be requested and performed upon request.
- 10.2 The Contractor must offer optional advanced technical training options, such as hands-on training at the equipment manufacturer's location.

## **11.0 Project Team**

- 11.1 If changes to the team are required throughout the life of the project, the Parks Canada Project Authority must be notified immediately. Changes to the project team will not be allowed without authorization from Parks Canada.

**Appendix A – Supplemental System Drawings**

These drawings are included for informational purposes only.

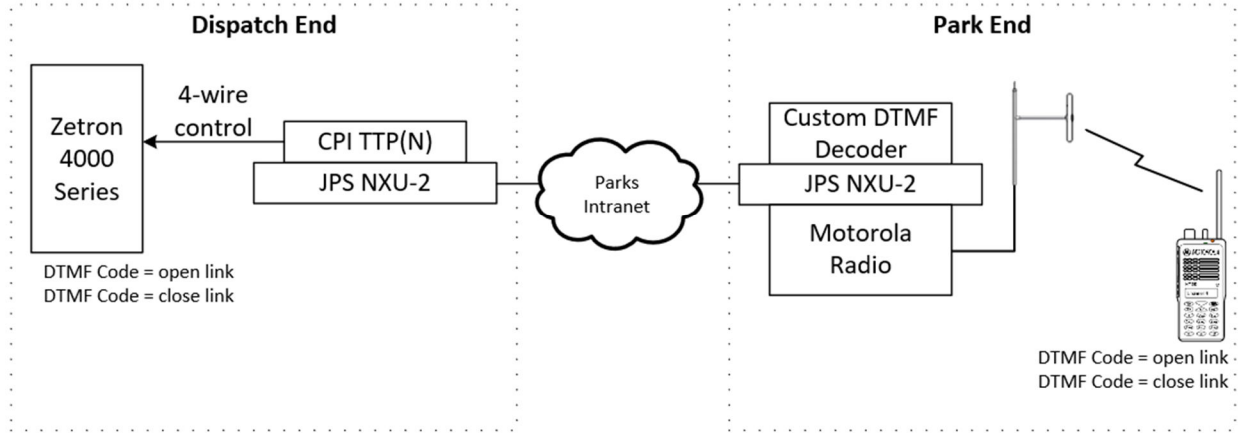


Figure 3 – Banff/Jasper VoIP Overview (Existing Configuration)

## B120 Aux o/p Block - Controls

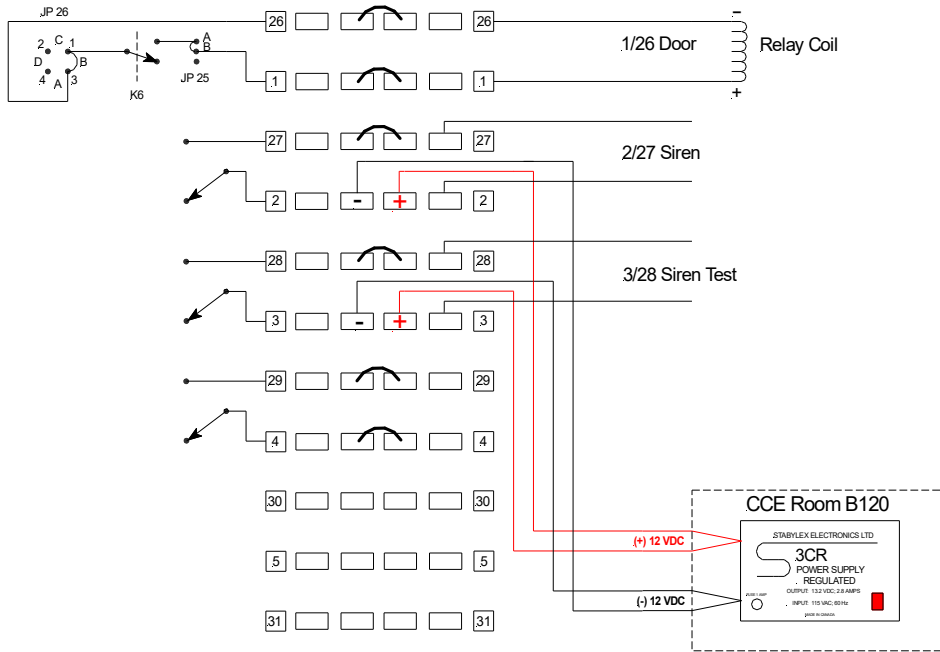


Figure 4 – Jasper Room B120 Aux Output Controls (Existing Configuration)

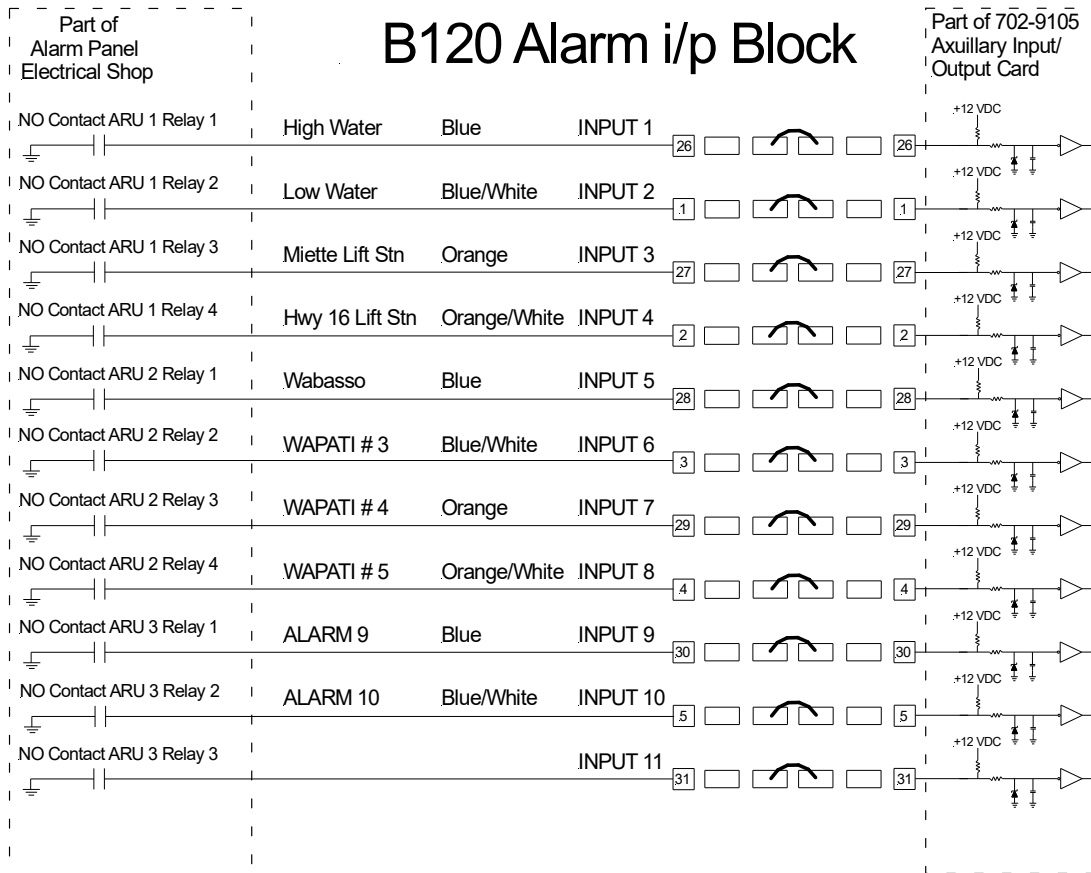


Figure 5 – Jasper Room B120 Aux Input Controls (Existing Configuration)

**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) All prices are in Canadian dollars, FOB destination
- (d) Customs duties are included and Applicable Taxes are extra.
- (e) The Bidder must be prepared to provide a cost breakdown and timetable outlining all relevant tasks and associated fees for the completion of the work as per the Bid prices indicated below.

**1. Firm Price(s) – Contract (Date of Contract to November 30, 2024)**

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

Item No.	Description	Unit of Measurement	Firm Price
1.1	System Assessment, Design Finalization and System Components	Lump Sum	\$
1.2	Installation, Testing and Operational Training	Lump Sum	\$
1.3	Year One (1) Operational Support Services and Warranty Services	Lump Sum	\$
(A)	<b>TOTAL FIRM PRICE(S) Sum of Firm Prices</b>		\$

**2. Firm Unit Price(s) – As and When Requested Services and Optional Services  
Continuing Support: Maintenance, Training and Troubleshooting**

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 Unit Price (a)	Estimated Quantity (b)	Extended Total = a x b
<b>Optional Services – Contract (Date of Contract to November 30, 2024)</b>					
2.1	Additional Training Services – Optional Service	Per Course or Session	\$	1	\$

<b>First Option Period – Optional Services (December 01, 2024 to November 30, 2025 inclusive)</b>					
2.2	Optional Support and Service <b>Banff</b>	Per Hour	\$	20	\$
2.3	Optional Support and Service <b>Jasper</b>	Per Hour	\$	20	\$
2.4	Additional Training Services	Per Course or Session	\$	1	\$
<b>Second Option Period – Optional Services (December 01, 2025 to November 30, 2026 inclusive)</b>					
2.5	Optional Support and Service <b>Banff</b>	Per Hour	\$	20	\$
2.6	Optional Support and Service <b>Jasper</b>	Per Hour	\$	20	\$
2.7	Additional Training Services	Per Course or Session	\$	1	\$
(B)	<b>TOTAL FIRM UNIT PRICE(S) Sum of Extended Totals</b>				\$

### 3. Total Combined Evaluated Bid Price

Item	Description	Bid Price
(A)	Firm Price(s) – Contract (Date of Contract to November 30, 2024) <b>TOTAL FIRM PRICE(S)</b>	\$
(B)	Firm Unit Price(s) – As and When Requested Services and Optional Services Continuing Support: Maintenance, Training and Troubleshooting <b>TOTAL FIRM UNIT PRICE(S)</b>	\$
(C)	<b>TOTAL COMBINED EVALUATED BID PRICE Sum of Total Firm Price(s) and Total Firm Unit Price(s)</b>	\$

**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

### 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.

**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.

<b>Parks Canada Responsible Authority/Project Lead</b>	<b>Address</b>	<b>Contact Information</b>
<b>Project Manager</b>		
<b>Prime Contractor</b>		
<b>Subcontractor(s)</b> (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 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.).

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

#### 2. Mandatory Technical Criteria

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

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

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

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

Item No.	Evaluation Criteria	
2.1	<p><b>Previous Project Experience:</b></p> <p>The Bidder must demonstrate their suitability for this project by providing two (2) project summaries for completed work of a similar scope and complexity.</p> <p>Information must clearly show experience assessing and replacing dispatch systems with new IP based dispatch systems that support integration with a wide range of external IP-based interfaces across multiple physical locations.</p> <p>Examples must have been completed or in progress in the past 10 years.</p> <p>The Bidder must include a summary of each project, no more than two pages in length per project will be evaluated.</p> <p><u>Note to Bidders:</u> The month and year of dates should be indicated – e.g. November 2013 – July 2023.</p> <p><i>Further evaluated under Point Rated Technical Criteria 3.1.</i></p>	
<b>Met / Not Met</b>		<b>Remarks / Notes</b>
**To Be Completed by Evaluation Team**		
<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
Item No.	Evaluation Criteria	
2.2	<p><b>Project Lead:</b></p> <p>The Bidder must identify one (1) project lead who must have experience in the assessment and development of IP-based dispatch systems.</p> <p>A summary of the proposed project lead’s relevant employment and project history must be provided and clearly demonstrate required experience.</p> <p>The Bidder must include an accompanying C.V. to support credentials.</p> <p><u>Note to Bidders:</u> The month and year of dates of experience should be indicated – e.g. November 2015 – July 2020.</p> <p><i>Further evaluated under Point Rated Technical Criteria 3.2.</i></p>	
<b>Met / Not Met</b>		<b>Remarks / Notes</b>
**To Be Completed by Evaluation Team**		
<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	

Item No.	Evaluation Criteria	
<b>2.3</b>	<p><b>Project Team:</b></p> <p>The Bidder must clearly identify the project team, including key personnel to be assigned to the project and their proposed role for the project.</p> <p>The Bidder must provide a detailed account of the project team’s experience and qualifications to complete the contract.</p> <p>The experience and qualifications of any proposed sub-contractors must also be provided.</p> <p>For each proposed project team member the Bidder must include an accompanying C.V. to support credentials.</p> <p><i>Note to Bidders:</i> If changes to the project team are required throughout the life of the project, the Parks Canada Project Authority must be notified immediately. Changes to the Project Team will not be allowed without prior authorization from Parks Canada.</p> <p><i>Further evaluated under Point Rated Technical Criteria 3.2.</i></p>	
<b>Met / Not Met</b>		<b>Remarks / Notes</b>
<i>**To Be Completed by Evaluation Team**</i>		
<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
Item No.	Evaluation Criteria	
<b>2.4</b>	<p><b>Work Methodology and Approach:</b></p> <p>The Bidder must submit a work methodology and approach that shows an understanding of the nature of the project, the scope of the work and the risks associated with the work.</p> <p>Work methodology and approach must include the following:</p> <ul style="list-style-type: none"> <li>- Draft schedule of activities which describes the duration of each of the major tasks (e.g. a GANTT chart);</li> <li>- Preliminary design of the replacement system with new system block diagram;</li> <li>- Proposed system components;</li> <li>- User training – training plan; and</li> <li>- Technical support and maintenance on the implemented system.</li> </ul> <p><i>Further evaluated under Point Rated Technical Criteria 3.3 through 3.6.</i></p>	
<b>Met / Not Met</b>		<b>Remarks / Notes</b>
<i>**To Be Completed by Evaluation Team**</i>		
<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.**

## 2 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. **Point Rated Technical Criteria will be evaluated using the Generic Evaluation Criteria at Section 4 below.**

- Each point rated technical evaluation criterion has a weight that reflects its importance in the proposal submission.
- The degree to which the proposal satisfies the requirement of each criterion will be assessed and a score will be assigned ranging from 0 to 10.
- Scores will be assigned in accordance with the Generic Evaluation Criteria, with 0 meaning the proposal completely fails to satisfy the requirements, and 10 meaning the proposal fully meets the outlined criterion.
- The assigned score out of 10 will then be multiplied by the weight indicated for that point rated evaluation criterion to determine the total value of points awarded.
- Technical bid evaluation may be performed by an individual or an evaluation board. Should evaluation 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).

Item No.	Evaluation Criteria	Weight	Points Awarded <small>**To Be Completed by Evaluation Team**</small>
3.1	<p><b>Previous Project Experience:</b></p> <p>The Bidder should clearly demonstrate its relevant experience with dispatch system assessments and upgrades to IP based systems that support integration with a wide range of external IP-based interfaces across multiple physical locations.</p> <p>The Bidder should provide information that clearly demonstrates the following:</p> <ul style="list-style-type: none"> <li>- A history of successfully completed projects of similar scope;</li> <li>- Relevant project details such as project description, duration, location, and budget;</li> <li>- The roles and responsibilities of the Bidder and their personnel along with any subcontractors who worked on the project;</li> <li>- Previous experience leading successful IP based dispatch system upgrades; and</li> <li>- Experience working with and coordination of multi disciplinary teams along with successful supply chain management.</li> </ul>	1.0	<p>/10</p> <p>X</p> <p>1.0</p> <p>=</p> <p>/10</p>
3.1 <small>**To Be Completed</small>	<p><b>Reference(s):</b></p> <p><b>Strengths:</b></p>		

by Evaluation Team**	<b>Weaknesses:</b>
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Item No.	Evaluation Criteria	Weight	Points Awarded <small>**To Be Completed by Evaluation Team**</small>
3.2	<p><b>Project Lead and Project Team:</b></p> <p>The Bidder should clearly demonstrate the qualifications and experience of proposed project lead and project team, highlighting the proposed roles for all individuals with regards to the work requirements and phases.</p> <p>The Bidder should provide information that clearly demonstrates the following:</p> <ul style="list-style-type: none"> <li>- The proposed project team has the human resources to execute the project successfully and on time, accounting for project management;</li> <li>- Each member of the proposed project team has experience and qualifications required to perform the scope of work;</li> <li>- The Bidder's approach to capacity development and mentorship of staff/ team members; and</li> <li>- The propose project team demonstrates previous experience in successfully executing projects IP based dispatch systems.</li> </ul>	2.0	/10 X 2.0 = /20
3.2	<b>Reference(s):</b>		
<small>**To Be Completed by Evaluation Team**</small>	<b>Strengths:</b>		
	<b>Weaknesses:</b>		

Item No.	Evaluation Criteria	Weight	Points Awarded <small>**To Be Completed by Evaluation Team**</small>
3.3	<p><b>Work Methodology and Approach:</b></p> <ul style="list-style-type: none"> <li>- <i>Draft schedule of activities which describes the duration of each of the major tasks (e.g. a GANTT chart)</i></li> </ul> <p>The Bidder should clearly demonstrate their understanding of the nature of the project, the scope of the work and the risks associated with the work.</p> <p>The Bidder should address in detail their proposed schedule of activities and project milestones.</p> <p>The project is anticipated to follow these stages:</p>	2.0	/10 X 2.0 = /20



	<p>1) System Assessment 2) Final design submission 3) System Build and Installation in Banff 4) Banff system testing 5) System Build and Installation in Jasper 6) Full system integration and testing 7) Training 8) Support &amp; Maintenance (minimum One (1) Year)</p> <p>Include a schedule which will illustrate the expected duration of each of the major tasks, including desktop tasks, meetings, assessments, key personal or organizations involved/ leads per activity and field work.</p>		
<p><b>3.3</b> **To Be Completed by Evaluation Team**</p>	<p><b>Reference(s):</b></p> <p><b>Strengths:</b></p> <p><b>Weaknesses:</b></p>		

Item No.	Evaluation Criteria	Weight	Points Awarded **To Be Completed by Evaluation Team**
<p><b>3.4</b></p>	<p><b>Work Methodology and Approach:</b></p> <ul style="list-style-type: none"> <li>- <b><i>Preliminary design of replacement system with new system block diagram</i></b></li> <li>- <b><i>Proposed system components</i></b></li> </ul> <p>Preference will be given to solutions that provide the complete removal of the Jasper/ Banff NXU hardware and replace it with direct system interfacing with the remote NXUs.</p> <p>If the contractor solution cannot support the NXU hardware natively, the Bidder may propose alternative hardware that can facilitate the IP connections to remote parks. Note that two-way DTMF functionality must remain viable.</p> <p>Preference will be given to solutions that meet Accessibility requirements for ICT products and services “EN 301 549” accessibility standard.</p> <p>The Bidder should provide clear information on how they will conduct their work and ensure all system requirements are met.</p> <p>The Bidder should provide information that clearly demonstrates the following:</p> <ul style="list-style-type: none"> <li>- Assessment of client requirements, and design and development of a system that supports IP touch screen consoles;</li> <li>- Identification of consoles capable of support to multiple</li> </ul>	<p><b>4.0</b></p>	<p><b>/10</b> <b>X</b> <b>4.0</b> <b>=</b> <b>/40</b></p>

	<p>user-interfaces, on demand, including third party systems;</p> <ul style="list-style-type: none"> <li>- Capability with working with remote sites;</li> <li>- Management of installation of IP based dispatch system ensuring integration or transfer with an existing system is seamless and without down time;</li> <li>- Clearly indicate number of IP addresses;</li> <li>- How the Bidder’s proposal addresses the requirements detailed in the Statement of Work at Annex A, sections 6.1 through 6.4; and</li> <li>- Ability of the proposed solution to meet Accessibility requirements for ICT products and services “EN 301 549” accessibility standard.</li> </ul> <p><u>Note to Bidders:</u> Proposals will be assessed in accordance with the system requirements detailed in the Statement of Work at Annex A. Bidders should ensure they clearly communicate how their proposal will meet <b>all</b> the requirements listed.</p>		
<b>3.4</b> **To Be Completed by Evaluation Team**	<b>Reference(s):</b>		
	<b>Strengths:</b>		
	<b>Weaknesses:</b>		

Item No.	Evaluation Criteria	Weight	Points Awarded <small>**To Be Completed by Evaluation Team**</small>
3.5	<p><b>Work Methodology and Approach:</b></p> <ul style="list-style-type: none"> <li>- <b>User training – training plan</b></li> </ul> <p>The Bidder should demonstrate and address the following training tasks and include detailed course descriptions, durations, and locations.</p> <p>The Bidder should provide information that clearly demonstrates provision of the following to Parks Canada staff:</p> <ul style="list-style-type: none"> <li>- Basic dispatcher/ operator training;</li> <li>- System administration training [i.e. how to add/ remove users, how to add/ remove radio channels, set permissions, etc]; and</li> <li>- Back-end technical maintenance training for technical staff (technologists) on how to troubleshoot and maintain the system. Online (Zoom, Teams, etc.) training is acceptable.</li> </ul> <p>The Bidder is encouraged to provide information on potential advanced technical training options, such as: hands-on training at the equipment manufacturer’s location.</p>	2.0	/10 X 2.0 = /20
3.5	<b>Reference(s):</b>		

<b>**To Be Completed by Evaluation Team**</b>	<b>Strengths:</b>
	<b>Weaknesses:</b>

Item No.	Evaluation Criteria	Weight	Points Awarded <small>**To Be Completed by Evaluation Team**</small>
3.6	<p><b>Work Methodology and Approach:</b></p> <ul style="list-style-type: none"> <li>- <b>Technical support and maintenance of implemented system</b></li> </ul> <p>The Bidder should address in detail how they will implement the system and provide technical support and maintenance for one (1) full year following installation.</p> <p>The Bidder should also describe how they will provide continued technical support and maintenance on an annual basis for optional years two (2) and three (3) of any resulting contract.</p> <p>The Bidder should provide information that clearly demonstrates the following:</p> <ul style="list-style-type: none"> <li>- Availability of support. (Example, 24 hour on call support); and</li> <li>- Support capabilities such as in-person and/or remote support for troubleshooting.</li> </ul>		/10 X 2.0 = /20
3.6 <small>**To Be Completed by Evaluation Team**</small>	<b>Reference(s):</b>		
	<b>Strengths:</b>		
	<b>Weaknesses:</b>		

<b>Maximum Points Available for combined items 3.1 through 3.6</b>	<b>130</b>
<b>Minimum Pass Mark Required for combined items 3.1 through 3.6</b>	<b>75</b>

**Bids that do not obtain the minimum required 75 points overall for the combined point rated technical criteria will be given no further evaluation.**

<b>Overall Total Technical Score</b> <b>Sum of 3.1 though 3.6</b> <small>**To Be Completed by Evaluation Team**</small>	<b>/130</b>
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**4. Generic Evaluation Criteria**

The Evaluation Board members will individually evaluate the strengths and weaknesses of the Bidder's response to the evaluation criteria and will rate each criterion using the generic evaluation table below.

The Evaluation Board may award an odd number for evaluation criterion once consensus has been reached.

<b>Non Responsive</b>	<b>Inadequate</b>	<b>Weak</b>	<b>Adequate</b>	<b>Fully Satisfactory</b>	<b>Strong</b>
<b>0 Point</b>	<b>2 Points</b>	<b>4 Points</b>	<b>6 Points</b>	<b>8 Points</b>	<b>10 Points</b>
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



**Solicitation No.:**  
5P420-22-0277/A

**Amendment No.:**  
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**Contracting Authority:**  
Ryan Taylor

Ver.12.12.2022

**Client Reference No.:**  
n/a

**Title:**  
Parks Canada Radio Dispatch Upgrade Project – Banff and Jasper National Parks

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**Declaration**

I, \_\_\_\_\_, **(name)**

\_\_\_\_\_, **(position)** of

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

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## ANNEX 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? <b>Yes</b> ( <input type="checkbox"/> ) <b>No</b> ( <input type="checkbox"/> )
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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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n/a

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

### **Work Force Adjustment Directive**

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

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.