

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

Veterans Affairs Canada
Procurement & Contracting
Attn: Sine MacAdam
sine.macadam@veterans.gc.ca

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

Proposal To: Veterans Affairs Canada

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 to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

Proposition aux: Anciens Combattants Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés

**Instructions: See Herein
Instructions : Voir aux présentes**

Comments - Commentaires

**Vendor/Firm Name and address
Raison sociale et adresse du fournisseur/de l'entrepreneur**

**Issuing Office – Bureau de distribution
Veterans Affairs Canada**

Title – Sujet Accessibility Assessment – Canada’s Overseas Memorials, France And Belgium	
Solicitation No. – N° de l’invitation 3000760918	Date 2023-08-02
GETS Reference No. – N° de reference de SEAG -	
File No. – N° de dossier 1000507727	CCC No. / N° CCC - FMS No. / N° VME
Solicitation Closes – L’invitation prend fin at – à 14:00 on – le 2023-08-29	Time Zone Fuseau horaire Eastern Daylight Time EDT
F.O.B. - F.A.B. Plant-Usine: (Destination: (Other-Autre: (
Address Inquiries to : - Adresser toutes questions à: SINE MACADAM	Buyer Id – Id de l’acheteur MSMACADA
Telephone No. – N° de téléphone : (902) 626-5288	FAX No. – N° de FAX
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein	

Delivery required - Livraison exigée See Herein	Delivered Offered – Livraison proposée
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print)- Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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3000760918
Client Ref. No. - N° de réf. du client
1000507727

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
MSMACADA

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Insurance Requirements, and any other annexes.

1.2 Summary

Veterans Affairs Canada's (VAC) requires services to obtain an accessibility audit of Canada's overseas memorials that will assist in understanding and addressing a diverse range of visitor and employee needs and barriers at its 13 overseas memorials in France and Belgium. This assessment should identify barriers encountered by visitors and employees—including anything physical, architectural, technological that hinders the full and equal participation in society of persons with an impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment or a functional limitation. Additionally, other visitor needs should also be taken into account including those of families, 2SLGBTGI+ communities, among others. The key outcomes of these assessments are to provide an accessibility baseline and to flag areas and priorities for improvement.

The period of the contract will be from date of contract award to March 29, 2024.

Considering accessibility criteria and features is obligatory with this requirement. For additional information consult the [Policy on the Planning and Management of Investments](#).

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](#) (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Technical Difficulties of Bid Transmission

Despite anything to the contrary in (05), (06) or (08) of the Standard Instructions, where a Bidder has commenced transmission of its bid through an electronic submission method (such as facsimile or Canada Post Corporation's (CPC) Connect service, or other online service) in advance of the bid solicitation closing date and time, but due to technical difficulties, Canada was unable to receive or decode the entirety of the Bid by the deadline, Canada may nonetheless accept the entirety of the Bid received after the bid solicitation closing date and time, provided that the Bidder can demonstrate the following:

- (i) The bidder contacted Canada in advance of the bid solicitation closing date and time to attempt to resolve its technical difficulties; OR
- (ii) The electronic properties of the Bid documentation clearly indicate that all components of the Bid were prepared in advance of the bid solicitation closing date and time.

Completeness of the Bid

After the closing date and time of this bid solicitation, Canada will examine the Bid to determine completeness. The review for completeness will be limited to identifying whether any information submitted as part of the bid can be accessed, opened, and/or decoded. This review does not constitute an evaluation of the content, will not assess whether the Bid meets any standard or is responsive to all solicitation requirements, but will be solely limited to assessing completeness. Canada will provide the Bidder with the opportunity to submit information found to be missing or incomplete in this review within two business days of notice.

Specifically, the bid will be reviewed and deemed to be complete when the following elements have been submitted by the bidder:

1. That certifications and securities required at bid closing are included.
2. That bids are properly signed, that the bidder is properly identified.
3. Acceptance of the terms and conditions of the bid solicitation and resulting contract.
4. That all documents created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.
5. All certifications, declarations and proofs created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to Sine MacAdam by the date and time indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile, courier or mail will not be accepted.

2.3 Former Public Servant

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

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes () No ()

If so, the Bidder must provide the following information, for all FPSs 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 published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) 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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to

the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 5 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) 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)
- (c) 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.

2.8 Office of the Procurement Ombudsman

The OPO was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the award of certain federal contracts under \$30,300 for goods and \$121,200 for services. If you have concerns regarding the award of a federal contract below these dollar amounts, you may contact the OPO by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on OPO's services or to determine if your concerns are within the Ombudsman's mandate, please see the [Procurement Ombudsman Regulations](#) or visit the [Office of the Procurement Ombudsman website](#).

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid in separately bound sections as follows:

- Section I: Technical Bid (1 soft copy via e-mail)
- Section II: Financial Bid (1 soft copy via e-mail)
- Section III: Certifications (1 soft copy via e-mail)

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

In accordance with the [Treasury Board Contracting Policy](#) and the *Accessible Canada Act*, federal departments and agencies must consider accessibility criteria and features when procuring goods or services. Therefore, bidders are encouraged to highlight all the accessibility features and components of their proposal for this Statement of Work (SOW) and must:

- i. demonstrate how the bidder's proposed goods and/or services meet the accessibility requirement at delivery; or
- ii. describe how the bidder would deliver its goods and/or services under any resulting contract in a way that satisfies the mandatory requirement.

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should 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 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.

Section II: Financial Bid

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

3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "D" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "D" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

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 evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should 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 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.

4.1.1.1 Mandatory Technical Criteria

Refer to Annex C – Technical Criteria

4.1.1.2 Point Rated Technical Criteria

Refer to Annex C – Technical Criteria

4.1.1.3 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded. Canadian customs duties are included. The evaluated price will exclude any costs for Travel and Living Expenses (Annex B – Basis of Payment, Part B)

4.2 Basis of Selection (Highest Combined Rating of Technical Merit and Price)

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 28 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 68 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
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 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

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

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

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 Integrity 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.

5.2.2 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.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.3.2 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 Statement of Work

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

6.2 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.

6.2.1 General Conditions

[2035](#) (2022-12-01), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

6.3 Security Requirements

6.3.1 There is no security requirement applicable to the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Sine MacAdam
Title: Procurement Contracting Officer
Veterans Affairs Canada
Telephone: (902) 626-5288
E-mail address: sine.macadam@veterans.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 inserted at Contract Award)**

Name: _____
Title: _____
Veterans Affairs Canada
Telephone: ____-____-_____
E-mail address: _____

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 (to be inserted at Contract Award)

Name:
Title:
Organization:
Telephone:
E-Mail Address:

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2019-01 of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

For the Work described in the Statement of Work in Annex A:

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

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

6.7.2 Limitation of Expenditures for Authorized Travel and Living Expenses

Concerning the requirements to travel described in section 9 of the Statement of Work in Annex A, the Contractor will be paid for its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed outside Canada at cost, without any allowance for profit and administrative overhead, in accordance with the meal and private vehicle expenses provided 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", to a limitation of expenditure of \$20,000.00. Customs duty are included and Applicable Taxes are extra.

Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.

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

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

6.7.3 Terms of Payment (Milestone Payments)

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

- a. an accurate and complete claim for payment using [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all the certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives;
- c. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

6.7.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Direct Deposit (Domestic and International);

6.7.5 Discretionary Audit

1. The following are subject to government audit before or after payment is made:
 - a. The amount claimed under the Contract, as computed in accordance with the Basis of Payment, including time charged.
 - b. The accuracy of the Contractor's time recording system.
 - c. The estimated amount of profit in any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier, for which the Contractor has provided the appropriate certification. The purpose of the audit is to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the Contractor on a series of negotiated contracts containing one or more of the prices, time rates or multipliers mentioned above, during a particular period selected, is reasonable and justifiable based on the estimated amount of profit included in earlier price or rate certification(s).
 - d. Any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier for which the Contractor has provided a "most favoured customer" certification. The purpose of such audit is to determine whether the Contractor has charged anyone else, including the Contractor's most favoured customer, lower prices, rates or multipliers, for like quality and quantity of goods or services.
2. Any payments made pending completion of the audit must be regarded as interim payments only and must be adjusted to the extent necessary to reflect the results of the said audit. If there has been any overpayment, the Contractor must repay Canada the amount found to be in excess.

6.8 Invoicing Instructions – Progress Payment Claim

1. The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.
Each claim must show:
 - a. all information required on form [PWGSC-TPSGC 1111](#);
 - b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
 - c. the description and value of the milestone claimed as detailed in the Contract.

Each claim must be supported by:

- a. a copy of the receipts for all travel and living expenses (if applicable)

2. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
3. The Contractor must prepare and certify one original copy of the claim on form [PWGSC-TPSGC 1111](#), and forward it 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. The Project Authority will then forward the original copy of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.
4. The Contractor must not submit claims until all work identified in the claim is completed.

6.8.1 Schedule of Milestone Payments

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

Milestone No.	Deliverable	Firm Amount
1.	Successful completion of Research, Site Visits, Draft Report And Draft Site Evaluation	\$
2.	Successful completion of Final Report, Final Site Evaluation and Presentation	\$

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 Prince Edward Island.

6.11 Priority of Documents

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

- a) the Articles of Agreement;
- b) the general conditions [2035](#) (2022-12-01), General Conditions: Higher Complexity - Services;
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment;

- e) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award.*"), as clarified on _____ " **or** ", as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*

6.12 Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

6.13 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

6.14 Office of the Procurement Ombudsman

6.14.1 Dispute Resolution

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the OPO to request dispute resolution/mediation services. The OPO may be contacted by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on the OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [Office of the Procurement Ombudsman website](#).

6.14.2 Contract Administration

The OPO was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact the OPO by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on the OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [Office of the Procurement Ombudsman website](#).

ANNEX "A"

STATEMENT OF WORK

ACCESSIBILITY ASSESSMENT – CANADA'S OVERSEAS MEMORIALS, FRANCE AND BELGIUM

1. SCOPE

1.1. Objective:

Veterans Affairs Canada's (VAC) requires services to obtain an accessibility audit of Canada's overseas memorials that will assist in understanding and addressing a diverse range of visitor and employee needs and barriers at its 13 overseas memorials in France and Belgium. This assessment should identify barriers encountered by visitors and employees—including anything physical, architectural, technological that hinders the full and equal participation in society of persons with an impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment or a functional limitation. Additionally, other visitor needs should also be taken into account including those of families, 2SLGBTGI+ communities, among others. The key outcomes of these assessments are to provide an accessibility baseline and to flag areas and priorities for improvement.

1.2. Background:

Through PCO Order 1965-688, responsibility has been assigned to the Minister of Veterans Affairs Canada by virtue of Section 5 of the Department of Veterans Affairs Act for Canadian Overseas Memorials and Vimy Park.

Through its Commemoration Division, Veterans Affairs Canada has assigned the responsibility to its International Operations (IO) Directorate which oversees the stewardship and operation of 15 memorials in Europe (UK, Belgium, France and Türkiye).

With regard to Canada's overseas memorials, International Operations is responsible, among others, for the following:

- asset and cultural resource management
- visitor experience
- outreach and education
- maintenance and improvements

Additionally, the Canadian National Vimy Memorial and the Beaumont-Hamel Newfoundland Memorial, both National Historic Sites, together receive approximately 900,000 visitors annually and more than 45 Canadian post-secondary students provide interpretive services as guides at memorial sites in France.

2. REQUIREMENT:

The Contractor is required to visit and assess the 13 memorials in France and Belgium for accessibility. The Contractor will be required to view the memorials from the perspective of Visitor Experience and Employee Experience.

2.1. Scope of Work:

VAC will provide the Contractor with the background information about Canada's overseas memorials, range of activities, primary audiences, and visitor experience goals. The Contractor is responsible for reviewing, researching and understanding the material provided and the accessibility standards (See section 2.3.1 Standards below).

Table 1 is a summary of the sites and an estimated visit timeframe. The Contractor will undertake Site Visits suggested as follows (TBD between the Project Authority, VAC International Operations (IO) Directorate and Contractor).

Table 1: Sites

Serial	Location	Number of Sites	Estimated Days/ Nights	Site
1	Belgium	4	2 days	<ul style="list-style-type: none"> • Courtrai Newfoundland Memorial • Hill 62 (Sanctuary Wood) Canadian Memorial • Passchendaele Canadian Memorial • St Julien Canadian Memorial
2	France	7	4 days	<ul style="list-style-type: none"> • Bourlon Wood Canadian Memorial • Courcellette Canadian Memorial • Dury Canadian Memorial • Guedecourt Newfoundland Memorial • Le Quesnel Canadian Memorial • Masnières Newfoundland Memorial • Monchy-le-Preux Newfoundland Memorial
3	France	2	2 days per site 4 days total	<ul style="list-style-type: none"> • Canadian National Vimy Memorial • Beaumont-Hamel Newfoundland Memorial

The Contractor will conduct on-site evaluation of each memorial site and deliver one report to VAC. In the report, each site will identify, in table format, accessibility barriers specific to visitors, and a second table that identifies barriers specific to employees.

With regard to visitor experience the Contractor is required to convey for each site:

- The standards against which the sites were assessed
- Barriers encountered by visitors including but not limited to language, mobility and sensory abilities (hearing, vision), flexibility and dexterity, developmental levels and mental/psychological needs
- Visitor barriers, gaps, encountered throughout the visitor experience cycle (i.e., from arrival, the visit, and departure)
- Opportunities and/or recommendations for improved access
- Prioritized list of proposed action items for the short and longer term
- Presentation of the findings, proposed actions and priorities back to the International Operations Directorate team

With regard to employee accessibility at Vimy and Beaumont-Hamel, the Contractor is required to convey for each site:

- The standards against which the sites were assessed
- Barriers encountered by employees including but not limited to language, mobility and sensory abilities (hearing, vision), flexibility and dexterity, developmental levels and mental/psychological needs
- Opportunities and recommendations for improved access
- Prioritized list of proposed action items for the short and longer term
- Presentation of the findings, proposed actions and priorities back to the International Operations Directorate team

2.2. Deliverables and Acceptance Criteria:

2.2.1. Visitor Experience Accessibility Assessment

For the Visitor Experience assessment, the audit will begin from the point of arrival at the site. Transportation must be considered by bus, car, motorcycle, bicycle or on foot, as applicable.

A typical visit to any of the memorials includes the following key elements:

- Arrival experience
 - Arrival at the site by motorized vehicle (bus, car, motorcycle), bicycle or on foot.
 - Independent activities:
 - As most memorials serve to mark historic events in Canada and Newfoundland's First World War (FWW) experiences, the sites do not contain visitor centres (VC's) or any amenities. As such, independent activities at some sites are limited to interpretive panels or downloaded narratives of the battle. However, visitors can choose to conduct independent activities at both the Canadian National Vimy Memorial (with the exception of tours of the tunnels (subways)) and at the Beaumont-Hamel Newfoundland Memorial.
 - Visitor Services (Applicable only to the two National Historic Sites (NHS): the Canadian National Vimy Memorial and the Beaumont-Hamel Newfoundland Memorial)
 - Visitor Centre (including exhibits and displays)
 - Guided Tours: A guided tour through preserved First World War (FWW) trenches and tunnels (subways) which can be adapted to the group's needs and desires.
 - An independent tour of the Vimy memorial itself; self-guided tours/brochures are available for the memorial and the trenches.

Key Visitor Experience Nodes (Vimy)

Visitor Centre (Vimy): Visitors arriving via a variety of transportation methods can tour the exhibits and displays housed in the VC independently or guided, and/or proceed to either independent tours of the trench systems.

- Grange Subway: Tours of the tunnels (subways) must be guided.
- Vimy Memorial: Visitors can visit the memorial, as well as other memorials in location, either independently or with a guide present during some rotations in the day.
- Cemeteries: Although there are a number of cemeteries on and surrounding the sites, they are the responsibility of and maintained by the Commonwealth War Graves Commission (CWGC) and, as such, are not part of this accessibility assessment.

Infrastructure elements supporting Visitor Experience (Vimy)

- Visitor Centre
- Exhibits and Displays
- Washrooms
- Pathways
- Signage
- Preserved trenches and tunnels (subways)

Key Visitor Experience Nodes (Beaumont-Hamel)

- Visitor Centre (Beaumont-Hamel): Visitors arriving via a variety of transportation methods can tour the exhibits and displays housed in the VC independently or guided, and/or proceed to either independent tours of the trench systems and battlefield.
- Beaumont-Hamel Memorial: Visitors can visit the memorial, as well as other memorials in location, either independently or guided.
- Cemeteries: Although there are a number of cemeteries on and surrounding the sites, they are the responsibility of and maintained by the Commonwealth War Graves Commission (CWGC) and, as such, are not part of this accessibility assessment.

Infrastructure elements supporting Visitor Experience (Beaumont-Hamel)

- Visitor Centre
- Exhibits and Displays
- Washrooms
- Pathways
- Signage
- Preserved trenches

An accessibility assessment will identify barriers that prevent visitors from fully experiencing Canada's overseas memorials and Veterans Affairs Canada Visitor Experience program.

2.2.2. Employee Accessibility Assessment

In addition to the Visitor Experience Accessibility Assessment, there is a requirement to assess the infrastructure at the Canadian National Vimy Memorial and the Beaumont-Hamel Newfoundland Memorial from an employee accessibility perspective.

Table 2 is a summary of the infrastructure and buildings located at the Canadian National Vimy Memorial and the Beaumont-Hamel Newfoundland Memorial. Between these two sites, Veterans Affairs Canada is responsible for 17 buildings.

Table 2: Infrastructure and Buildings, Canadian National Vimy Memorial and the Beaumont-Hamel Newfoundland Memorial

Serial	Building Type	Vimy	Beaumont-Hamel (BH)	Remarks
1	Visitor Centre (VC)	X	X	Additional offices located on 2 nd floor of VC at Vimy. The offices are located on the main floor at Beaumont-Hamel.
2	Administration Building	X		Beaumont-Hamel offices co-located in Visitor Centre
3	Residence		X	
4	Garage	X	X	
5	Gardener base site facilities	X	X	
6	Workshop	X		
7	Guide Kiosk		X	
8	Security Post	X		
9	Electrical Building	X	X	
10	Storage Building/Training Facility	X		
11	Hangar/Storage shed	X		
12	Monument Toilet Block	X		
13	Trenches Toilet Block and guide kiosk	X		

While the Visitor Centres would need to be assessed from both a visitor and employee perspective, the remaining buildings would need to be assessed only from an accessibility perspective for employees and contracted resources .

2.3. Tasks:

The Contractor is responsible for the following:

- Conduct an assessment of the accessibility of the arrival experience, the key service delivery elements (reception & guided tours), the independent experiences, the visitor centre experience (including exhibits and displays), the memorials, the trenches and tunnels experience (Vimy), trenches experience (Beaumont-Hamel) and of supporting amenities.
- Conduct an assessment of Veterans Affairs Canada's infrastructure at the Canadian National Vimy Memorial, including preserved trenches and tunnels (subways) and the infrastructure located at the Beaumont-Hamel Newfoundland Memorial, including preserved trenches.
- The Contractor will deliver the draft report (reflecting both the visitor experience and the employee experience) in MS Word for input prior to submitting a final report. The draft reports are due February 29, 2024. All reports must be in English and follow accessible guidelines for reporting [Guidelines on Making Information Technology Usable by All](#) and [Accessible PowerPoint presentations - Digital Accessibility Toolkit / Sharing space \(canada.ca\)](#).
- The Contractor will deliver a comprehensive annotated report in MS Word of the assessment complete with photos and key recommendations for each of the assessed components of the visitor and employee experiences mentioned above. Any recommendations made should be assigned a priority rating in order to assist with work planning that will ensue. The final report is due by March 29, 2024.
- The Contractor will virtually present findings and recommendations to VAC via MS Teams. The virtual presentation must utilize accessible presentation best practices. The virtual presentation must include an executive summary, delineated (tabbed) by site, highlighting barriers from both visitor and employee perspectives to the International Operations staff team during a team meeting with a Q&A to finish. The virtual presentation must occur by March 29, 2024.
- The Contractor is responsible to arrange their own airfare, accommodations, meals, ground transportation and travel insurance.
- The Contractor must ensure they have the appropriate personnel and materials to complete this contract.

2.3.1 Standards

Veterans Affairs Canada is developing and updating standards and guidelines for visitor experience products, services and amenities. In addition, we would appreciate the identification of opportunities that may not be covered in the standards below:

- National Building Code of Canada (2015): [National Building Code of Canada 2015 - National Research Council Canada](#)
- Treasury Board Directive on the Management of Real Property (2021): [Directive on the Management of Real Property- Canada.ca](#)
- CSA Accessible Design for the Built Environment (2018): <https://www.csagroup.org/wp-content/uploads/B651-18EN.pdf>
- Standards and Guidelines for the Conservation of Historic Places in Canada (2nd Edition)
- Canadian Environmental Assessment Act (2012): [81468-parks-s+g-eng-web2.pdf \(historicplaces.ca\)](#)
- EN 17210, Accessibility and usability of the built environment – Functional requirements [BS EN 17210:2021 Accessibility and usability of the built environment. Functional requirements - European Standards \(en-standard.eu\)](#)
- Accessible Tourism (EU): [Accessibility \(europa.eu\)](#)

As per the TBS Directive on the Management of Real Property, the contractor must ensure that all work aligns with the requirements of the local jurisdiction. Accordingly, host nation national and/or regulatory

standards regarding building codes, environmental standards and cultural/heritage standards, for example, must also be met. This includes EN 17210, Accessibility and usability of the built environment – Functional requirements as well as the Accessible Tourism (EU Standard).

2.3.2 Language Requirements

The Contractor will deliver the reports, templates and presentation in English.

2.3.3 Travel Requirements

The Contractor is responsible to arrange their own airfare, accommodations, meals, ground transportation and travel insurance for their time in France and Belgium to conduct the accessibility assessment at the sites listed in Table 1 of the SOW.

2.4. Support Provided by Veterans Affairs Canada:

VAC will provide and be responsible for the following under the contract,

- Provision of a visitor orientation and complete guided tours at the Canadian National Vimy Memorial and the Beaumont-Hamel Newfoundland Memorial
- Provision of available staff to answer questions
- Provision of maps and any requested supporting documents
- Final approval of all work.

2.5. Timeframe and Delivery Dates:

The work must be completed by March 29, 2024, or earlier.

Table 3: Deliverables Timeline

Deliverable	Timeline	Notes
Research	Summer 2023	To begin within two weeks of contract award.
Site Visits <ul style="list-style-type: none"> • Location: Belgium, 4 memorials • Location: France, 9 memorials 	Summer/ Fall 2023	<ul style="list-style-type: none"> • On-site accessibility assessments. • 2 sites in France are NHS and have 17 buildings as well as preserved battlefield terrain, including trenches and tunnels.
Draft Report and Draft Site Evaluation	Completed by February 29, 2024	For comments and review by VAC. VAC will provide response within 5 business days.
Final Report, Final Site Evaluation and Presentation	Completed by March 29, 2024	

3.0 PRIVACY AND INFORMATION MANAGEMENT

Requests for Information

Should the Contractor receive a request for information from a third party the Contractor will advise the Project Authority. Following consultation with the VAC Access to Information and Privacy Coordinator, the Project Authority will provide the Contractor with guidance and direction on handling the request.

Ownership of Information

The Contractor must ensure that all records which are collected, used, processed, handled, stored, and created for the purposes of fulfilling the requirements of the contract, regardless of the format, remain under the ownership and control of Veterans Affairs Canada (VAC).

The Contractor acknowledges that all records belonging to VAC are managed in accordance with all applicable Government of Canada legislation.

Upon delivery of the final requirements of the contract, the Contractor will ensure that all information belonging to VAC is transferred or disposed of, following a process approved by the Project Authority and VAC Information Management.

Non-Disclosure of Veterans Affairs Canada Information

The Contractor agrees that all information, created or used to fulfill the requirements of this contract, remains under the ownership and control of Veterans Affairs Canada (VAC). The Contractor will not disclose information belonging to VAC to any third party for any reason or purpose whatsoever. This applies to both during and after the contract period.

ANNEX B

BASIS OF PAYMENT

A: PROFESSIONAL FEES

DESCRIPTION	Unit of Measure	TOTAL
Research, Site Visits, Draft Report And Draft Site Evaluation	LOT	\$
Final Report, Final Site Evaluation and Presentation	LOT	\$
	Sub-total	\$
	Applicable Taxes	\$
	Total	\$

B TRAVEL AND LIVING EXPENSES

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, 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.

Estimated Cost: \$ 20,000.00.

ANNEX C

TECHNICAL EVALUATION CRITERIA

Instructions

The Bidder must provide the necessary documentation to support compliance with this requirement.

The Bidder is advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will not constitute “demonstrated” for the purpose of the evaluation.

The Bidder must clearly demonstrate in the proposal how the experience was gained or knowledge was attained, supported by resumes and any necessary supporting documentation.

The Bidder must provide complete details as to where, when and how (through which activities/responsibilities) the stated experience were obtained. In order to demonstrate when experience was obtained, the Bidder must indicate the year in which the experience was gained.

Mandatory Technical Criteria

The bid must meet the mandatory criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

DEFINITIONS

For the purposes of these criterion, Natural and/or Cultural Heritage includes: commemorative tourism, heritage tourism, cultural tourism, sustainable tourism, museums, cultural sites, public parks or private parks.

National historic sites can be found in almost any setting, from rural and urban to wilderness; they may be sacred spaces, archaeological sites, battlefields, heritage houses, historic districts, places of scientific discovery, and much more. These sites allow us to learn more about Canadian history, including the diverse cultural communities who make up Canada, and the history and culture of Indigenous peoples.

MANDATORY TECHNICAL CRITERIA			
REQUIRED RESOURCE'S EXPERIENCE			
The Bidder must determine the composition of the proposed team. The proposed team must include a Project Lead and up to a maximum of 5 supporting resources.			
Number	Description	MET/NOT MET	COMMENTS
MT1	<p>The organization must have experience completing a minimum of 1 accessibility assessment(s) within the last 5 years.</p> <p>To demonstrate this experience, the bidder must provide a list of accessibility projects completed.</p> <ul style="list-style-type: none"> a) Title of assessment b) Date c) Client d) Description of project experience 		
MT2	<p>The proposed Project Lead must have at least 3 years of experience in accessibility assessment within the last 5 years.</p> <p>The bidder must demonstrate the Project Lead experience by providing the following;</p> <ul style="list-style-type: none"> a) Accessibility assessment qualifications/ certifications; b) Project(s) <ul style="list-style-type: none"> I. Title of assessment II. Date III. Client IV. Description of project experience 		
MT3	<p>The bidder must demonstrate that the Project Lead has accessibility assessment experience.</p> <p>To demonstrate this experience, the bidder must provide a minimum of 1 project(s) including the following;</p> <ul style="list-style-type: none"> a) Title of assessment b) Date c) Client d) Description of project experience 		
MT4	<p>The proposed Project Lead must have experience completing accessibility assessments at outdoor sites, including but not limited to trails, terrain, outdoor buildings, facilities and infrastructure.</p>		
MT5	<p>The proposed Project Team Lead must have experience completing accessibility assessments of Canadian National Historic Sites or National Parks.</p>		

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1000507727

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
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	<p>Bidders must provide a minimum of 1 example of experience</p> <ul style="list-style-type: none">a) Title of assessmentb) Datec) Clientd) Description of project experience		
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Point Rated Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bidders should ensure that the rated requirements are addressed in sufficient depth yet concisely to enable a thorough assessment. Bids which fail to obtain the required minimum number of points overall in the point rating will be declared non-responsive. Each point rated technical criterion should be addressed separately.

	Point Rated Technical Criteria	Page #	For Evaluation Purposes	
			Score	Comments
PR1	<p>For each year of additional experience the Proposed Project Lead has in leading accessibility assessments that exceeds the mandatory 3 years of experience outlined in MT2. The Bidder will be awarded 1 point per year, up to a maximum of 2 points.</p> <p>Example: Project Lead Experience, 3 Years = M2 Project Lead Experience, 3+-5 Years = 1 Point Project Lead Experience 5+ Years = 2 Points</p>			Maximum Total Points for PR1: 2
PR2	<p>Proposed bidder's experience completing accessibility assessments in an international setting. The Bidder will be awarded 1 point per project, up to a maximum of 2 points.</p> <p>Definition: The experience must be with project(s) abroad or Canadian projects abroad.</p> <p>Example: International Experience, 1 Project = 1 point International Experience, 2+ Project = 2 point</p>			Maximum Total Points for PR2: 2
PR3	<p>Proposed Project Lead has experience completing additional accessibility assessments at Canadian National Historic Sites and/or Canadian National Parks (MT5)</p> <p>Examples National Historic Site or National Park, 1 project = MT5 Additional National Historic Site project(s) = 1 point Additional National Park project(s) = 1 point Additional National Historic Site and National Park project(s) = 2 points</p>			Maximum Total Points for PR3: 2
TOTAL Total possible score = 6			Maximum score = 6 Minimum score = 3	

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ANNEX D to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts to be paid by of the following Electronic Payment Instrument(s):

() Direct Deposit (Domestic and International)

ANNEX E

LIST OF NAMES FOR INTEGRITY VERIFICATION

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 with their bid or offer. The required list differs depending on the bidder 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: <input type="checkbox"/> Corporate entity <input type="checkbox"/> Privately owned corporation <input type="checkbox"/> Sole proprietor
Supplier's Address:
Supplier's Procurement Business Number (optional):
Solicitation or Transaction Number:
Date of Bid, or closing date of Solicitation:

List of names

Name	Title

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: _____

Please include with your bid or offer.