



**RETURN ARRANGEMENTS TO:**

Parks Canada Agency  
E-mail Address: [archeologie-archaeology@pc.gc.ca](mailto:archeologie-archaeology@pc.gc.ca)

This is the only acceptable email address for responses to the Request for Supply Arrangement. Arrangements submitted by email directly to the Supply Arrangement 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 arrangement documents will not be accepted.

**REQUEST FOR A SUPPLY ARRANGEMENT**

Canada, as represented by the Minister of the Environment and Climate Change for the purposes of the Parks Canada Agency, hereby requests a Supply Arrangement on behalf on the Identified Users herein.

**Issuing Office:**  
Parks Canada Agency  
National Contracting Services  
Cornwall, ON

<b>Title:</b> Terrestrial Archaeology Services – Supply Arrangement	
<b>Solicitation No.:</b> 5P300-23-0054/A	<b>Date:</b> June 9, 2023
<b>Client Reference No.:</b> n/a	

<b>Solicitation Closes:</b> <b>At:</b> 2:00 PM <b>On:</b> December 31, 2100	<b>Time Zone:</b> EST
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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> Nicholas Moïse
<b>Telephone No.:</b> 343-585-4589
<b>Email Address:</b> <a href="mailto:nicholas.moise@pc.gc.ca">nicholas.moise@pc.gc.ca</a>
<b>Destination of Goods, Services, and Construction:</b> See herein

**TO BE COMPLETED BY THE SUPPLIER**

<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>

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5P300-23-0054/A

**Amendment No.:**  
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**Supply Arrangement  
Authority:**  
Nicholas Moïse

**Client Reference No.:**  
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### **IMPORTANT NOTICE TO SUPPLIERS**

The email address for responses to the Request for Supply Arrangement (RFSA) is [archeologie-archaeology@pc.gc.ca](mailto:archeologie-archaeology@pc.gc.ca)

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

The Supplier 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 Supplier should send the arrangement in multiple emails properly labeled with the solicitation number, project name, and indicate how many emails are included (ex. 1 of 2).

#### **Comprehensive Land Claims Agreement(s)**

This procurement is subject to the following Comprehensive Land Claims Agreement(s):

- James Bay and Northern Quebec Agreement
- Northeastern Quebec Agreement
- Nunavik Inuit Land Claims Agreement
- Labrador Inuit Land Claims Agreement
- Inuvialuit Final Agreement
- Gwich'in Comprehensive Land Claims Agreement
- Sahtu Dene and Metis Comprehensive Land Claims Agreement
- Maa-Nulth First Nations Final Agreement
- Champagne and Aishihik First Nations Final Agreement
- Vuntut Gwitchin First Nation Final Agreement
- Tr'ondëk Hwëch'in Final Agreement
- Kluane First Nation Final Agreement

#### **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 Supply Arrangement will be required to complete a direct deposit enrolment form to register their direct deposit information with Parks Canada.

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

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## **PART 1 – GENERAL INFORMATION**

### **1.1. Introduction**

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 6A. Supply Arrangement, 6B. Bid Solicitation, and 6C. Resulting Contract Clauses:
  - 6A. includes the Supply Arrangement (SA) with the applicable clauses and conditions;
  - 6B. includes the instructions for the bid solicitation process within the scope of the SA;
  - 6C. includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Statement of Work and any other annexes.

### **1.2. Summary**

Parks Canada Agency requires terrestrial archaeological services for protected heritage places. These may include: Archaeological Overview Assessments, Archaeological Inventory or Survey, Archaeological Impact Assessment, Implementation of Archaeological Mitigation Strategies, Archaeological Analysis, and Monitoring the Condition of Archaeological Resources.

#### **1.2.1. Security**

There are security requirements associated with the requirements of the Supply Arrangement. For additional information, consult Part 1 – General Information and Part 6A – Supply Arrangement.

#### **1.2.2. Comprehensive Land Claims Agreements**

The Request for Supply Arrangements (RFSA) is to establish Supply Arrangements for the delivery of the requirement detailed in the RFSA, to the Identified Users, including areas subject to Comprehensive Land Claims Agreements (CLCAs).

#### **1.2.3. Duration of the Supply Arrangement**

The Supply Arrangement may be issued for a specific period as set out in the Supply Arrangement or until such time as Canada no longer considers it to be advantageous to use the Supply Arrangement to award contracts under the Supply Arrangement framework.

#### **1.2.4. Value of the Supply Arrangement**

Contracts resulting from the SA will have a maximum limitation of expenditure of **\$1,000,000.00** (Applicable Taxes and fees are included).

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### **1.2.5. Indigenous Procurement**

PCA reserves the right to employ various strategies to enhance Indigenous opportunities. Under this agreement, PCA may employ strategies which include, but are not limited to, the Procurement Strategy for Indigenous Business (PSIB), Indigenous Benefits Plans (IBP) and setting aside packages of work to Indigenous Supply Arrangement holders.

### **1.2.6. Performance Evaluation**

The supplier will be evaluated by Canada on specific aspects of its performance, as specified in article 6.11 of Part 6A – Supply Arrangement Clauses. Key elements of this include the systematic assessments of supplier performance against set indicators, communicating assessment results to suppliers, and informal discussions for both parties to provide feedback and comments. Suppliers may be required to collect, compile, and present performance information to support these assessments.

For additional information, consult 6.11 'Performance Evaluation: Contract' in Part 6A – Supply Arrangement.

### **1.3. Security Requirements**

New personnel security clearance requests require the fingerprinting of individuals to conduct a criminal record check. The validity of an existing personnel security clearance issued by the Government of Canada is not affected by this requirement of the criminal record check process. Suppliers who require personnel security clearances to perform a contract for the Government of Canada are responsible for all costs associated with obtaining the security clearances.

**1.3.1.** Before issuance of a Supply Arrangement, the following conditions must be met:

- (a) The Supplier's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6A – Supply Arrangement;
- (b) The Supplier must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

### **1.4. Debriefings**

Suppliers may request a debriefing on the results of the Request for Supply Arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the Request for Supply Arrangements process. The debriefing may be in writing, by telephone or in person.

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## **PART 2 – SUPPLIER INSTRUCTIONS**

### **2.1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) 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.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The [2008](#) (2022-03-29), Standard Instructions – Request for Supply Arrangements – Goods or Services, are incorporated by reference into and form part of the RFSA.

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

Subsection 2. entitled Canada Post Corporation's Connect service of section 08, 'Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service' of the Standard Instructions 2008 incorporated by reference above is deleted in its entirety

### **2.2. Submission of Arrangements**

The email address for responses to the Request for Supply Arrangement (RFSA) is [archeologie-archaeology@pc.gc.ca](mailto:archeologie-archaeology@pc.gc.ca).

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The Supplier 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 Supplier should send the arrangement in multiple emails properly labeled with the solicitation number, project name, and indicate how many emails are included (ex. 1 of 2).

### **2.3. Former Public Servant – Notification**

Service 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. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, [Contracting Policy Notice 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### **2.4. Federal Contractors Program for Employment Equity – Notification**

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) – Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [Employment and Social Development Canada \(ESDC\) – Labour's](#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>).

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## **2.5. Enquiries – Request for Supply Arrangements**

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by Suppliers 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 Suppliers do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Suppliers. Enquiries not submitted in a form that can be distributed to all Suppliers may not be answered by Canada.

## **2.6. Applicable Laws**

The Supply Arrangement and any contract awarded under the Supply Arrangement must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 Suppliers.

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

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

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)

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



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## **PART 3 – ARRANGEMENT PREPARATION INSTRUCTIONS**

### **3.1. Arrangement Preparation Instructions**

The arrangement must be gathered per section and separated as follows:

**Section I: Technical Arrangement**

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

**Section II: Certifications**

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

## **PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1. Evaluation Procedures**

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

#### **4.1.1. Technical Evaluation**

Technical arrangements will be evaluated against the mandatory technical evaluation criteria at **Annex B**.

#### **4.1.2. Basis of Selection**

An arrangement must comply with the requirements of the Request for Supply Arrangements and meet all mandatory qualification criteria to be declared responsive. Responsive arrangements will be recommended for award of a Supply Arrangement.

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## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Suppliers must provide the required certifications and additional information to be issued a Supply Arrangement.

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any Supply Arrangement arising from this RFSA and any resulting contracts.

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

### **5.1. Certifications Required with the Arrangement**

Suppliers must submit the following duly completed certifications as part of their arrangement.

#### **5.1.1. Integrity Provisions – Declaration of Convicted Offences**

In accordance with the Integrity Provisions of the Standard Instructions, all Suppliers must provide with their arrangement, 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 the Issuance of a Supply Arrangement and Additional Information**

The certifications and additional information listed below should be submitted with the arrangement, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier 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 provided will render the arrangement 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 Supplier must provide the required documentation, as applicable, to be given further consideration in the procurement process.

The Supplier, regardless of their status under the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html), must provide the information requested at **Annex D** prior to issuance of a Supply Arrangement.

#### **5.2.2. Additional Certifications Precedent to Issuance of a Supply Arrangement**

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

The Supplier certifies that, should it be issued a supply arrangement as a result of the request for supply arrangements, every individual proposed in the arrangement or individuals with similar qualifications and experience will be available for the term of the supply arrangement.

If the Supplier has proposed any individual who is not an employee of the Supplier, the Supplier 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 Supplier must, upon request from the Supply Arrangement Authority, provide a written confirmation, signed by the individual, of the permission given to the Supplier and of his/her availability.

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#### **5.2.2.2. Education and Experience**

The Supplier certifies that all the information provided in the résumés and supporting material submitted with the arrangement, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Supplier to be true and accurate.

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## **PART 6 – SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES**

### **A. SUPPLY ARRANGEMENT**

#### **6.1. Arrangement**

The Supply Arrangement covers the Work described in the Statement of Work at **Annex A**.

#### **6.2. Security Requirements**

**6.2.1.** The following security requirements apply and form part of the Supply Arrangement.

##### **6.2.1.1. Reliability Status**

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

*\*Sensitive assets may include: Cash, artifacts, firearms, explosives, keys, vehicles, Historic sites and buildings, electronic equipment, IT networks, Critical installations and systems, etc.*

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

#### **6.3. Standard Clauses and Conditions**

All clauses and conditions identified in the Supply Arrangement and resulting contract(s) 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**

[2020](#) (2022-12-01), General Conditions – Supply Arrangement – Goods or Services, apply to and form part of the Supply Arrangement.

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

#### **6.4. Term of Supply Arrangement**

##### **6.4.1. Period of the Supply Arrangement**

The Supply Arrangement has no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use it.

##### **6.4.2. Comprehensive Land Claims Agreements (CLCAs)**

The Supply Arrangement (SA) is for the delivery of the requirement detailed in the SA to the Identified Users, including areas subject to Comprehensive Land Claims Agreements (CLCAs).

##### **6.4.3. PCA Obligation**

A Supply Arrangement does not commit PCA to authorize the utilization of a Supply Arrangement or to pay any cost incurred in the submission of proposals, or cost incurred in making necessary studies for the preparation thereof, or to procure or contract for any services. PCA reserves the right to reject or authorize for utilization any proposal in

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whole or in part, with or without further discussion or negotiation. Canada reserves the right to cancel or amend the Supply Arrangement at any time.

## **6.5. Authorities**

### **6.5.1. Supply Arrangement Authority**

The Supply Arrangement Authority is:

Nicholas Moïse, A/Advisor  
Parks Canada Agency  
National Contracting Services

Telephone: 343-585-4589  
[nicholas.moïse@pc.gc.ca](mailto:nicholas.moïse@pc.gc.ca)

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

### **6.5.2. Supplier's Representative**

The Supplier's Representative for the Supply Arrangement is:

*To be identified upon issuance of Supply Arrangement*

## **6.6. Identified Users**

The Identified User is Parks Canada Agency National Contracting Services.

## **6.7. On-going Opportunity for Qualification**

An on-going Opportunity for Qualification is posted on the Government Electronic Tendering Service (GETS) to allow new suppliers to become qualified.

## **6.8. 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 the Supply Arrangement;
- (b) The general conditions [2020](#) (2022-12-01), General Conditions – Supply Arrangement – Goods or Services;
- (c) Annex A, Statement of Work;
- (d) The Supplier's arrangement dated **\*\*\* to be inserted at issuance of a Supply Arrangement \*\*\***.

## **6.9. Certifications and Additional Information**

### **6.9.1. Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Supplier in its arrangement or precedent to issuance of the Supply Arrangement (SA), and the ongoing cooperation in providing additional information are conditions of issuance of the SA and failure to comply will constitute the Supplier in default. Certifications are subject to verification by Canada during the entire period of the SA and of any resulting contract that would continue beyond the period of the SA.

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## 6.10. Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in [To be inserted at issuance of a Supply Arrangement](#).

## 6.11. Performance Evaluation: Contract

### 6.11.1. Objective

The supplier will be evaluated by Canada on specific aspects of its performance, as specified below. Key elements of this include the systematic assessments of supplier performance against set indicators, communicating assessment results to suppliers, and informal discussions for both parties to provide feedback and comments. Project Authorities will have ongoing communication with the Supplier with respect to performance, proactively raising issues as they occur, to support a “no surprises” approach to performance management and evaluations. Suppliers may be required to collect, compile, and present performance information to support these assessments.

### 6.11.2. Evaluation

1. Canada will evaluate the performance of the supplier during and upon completion of the contract. The scorecard used for these evaluations will include set indicators grouped by the following 4 categories:
  - a. Quality
  - b. Management
  - c. Cost
  - d. Schedule
2. To evaluate the above criteria, a 5-point scale will be used, as follows:
  1. Significant Improvement Needed
  2. Moderate Improvement Needed
  3. Achieved
  4. Surpassed
  5. Exceptional

The scorecard that will be used to evaluate the performance of the supplier as part of the performance evaluation process, can be found at Annex E.

3. Outcomes resulting from low scores in the evaluation are outlined as follows:
  - a. If 2 points or less is achieved on any one criterion, a letter is sent to the supplier requiring a detailed plan be provided to address the problems identified in the performance evaluation on future contracts.
  - b. For an overall rating of between 6 and 11, a warning letter is sent to the Supplier indicating that if, within the next two years from the date of the letter, they receive 11 or less on another evaluation, the Supplier may be suspended from any new Parks Canada Agency Terrestrial Archaeology solicitations, for a period of up to one year.
  - c. For an overall rating of less than 6, a suspension letter will be sent to the Contractor indicating that the Contractor is suspended from any new PCA Terrestrial Archaeology solicitations for a period of up to one year from the date of the letter.

In all cases, the supplier will be required to provide a detailed plan to address the problems identified in the performance evaluation on future contracts. The plan must be accepted by PCA before the supplier will continue to be invited to bid under the Supply Arrangement.

4. In instances where there is a disagreement in the scores achieved in the final performance evaluation, the supplier will have 10 business days to dispute the result after receipt of the completed scorecard.

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### **6.11.3. Application Guidelines**

1. Some key performance indicators (KPIs) include qualitative language such as “minor/major”, “minimal/significant”, “frequent/infrequent”, etc. These criteria are designed to provide flexibility to the Project Authority to apply them in a context that is appropriate to the particularities the contract. Where appropriate, KPIs may be linked to quantitative metrics specific to the contract. At the outset of the contract, Parks Canada Agency (PCA) and the supplier should review and discuss all evaluation criteria, and the frequency and timing of interim and final performance evaluations.
2. At least one interim evaluation should be completed at the mid-point of the contract (for projects longer than 3 months), or every 6 months for multi-year contracts. More frequent interim evaluations may be appropriate and are at the discretion of PCA based on the nature of the contract.
3. Interim and final evaluations are to be completed by the designated evaluator representing PCA for the contract. The Contracting Authority is responsible for reviewing scorecards completed by the Project Authority before finalizing.
4. Parks Canada (and/or its representative) is expected keep detailed records of both positive and negative contractor performance, as well as extenuating circumstances and other considerations that should be taken into account during evaluations.

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## **B. BID SOLCITATION**

### **6.12. Bid Solicitation Documents**

Canada will use the following bid solicitation templates based on the estimated dollar value and complexity of the requirement:

- Simple, for low dollar value requirements; or
- Medium Complexity (MC) for medium complexity requirements.

A copy of the standard procurement template(s) can be requested by Suppliers from the Supply Arrangement Authority or the Contracting Authority, as applicable.

**Note:** References to the Simple and MC templates in Parks Canada Agency Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

The bid solicitation will contain as a minimum the following:

- (a) Security requirements (if applicable);
- (b) A complete description of the Work to be performed;
- (c) [2003](#), Standard Instructions – Goods or Services – Competitive Requirements;

Subsection 3.a. of Section 01, Integrity Provisions – Bid of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names.
- (d) Bid preparation instructions;
- (e) Instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (f) Evaluation procedures and basis of selection;
- (g) Certifications;
- **Federal Contractors Program (FCP) for Employment Equity – Notification**
- SACC Manual [A3005T](#), [A3010T](#) for service requirements when specific individuals will be proposed for the work;
- **Integrity Provisions – Declaration of Convicted Offences**
- (h) Conditions of the resulting contract.



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### 6.13. Bid Solicitation Process

Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA. The solicitation document will be distributed directly to selected SA holders by the Identified User(s).

#### 6.13.1. Selection Process

Suppliers will be selected to participate in a bid solicitation process for each specific requirement if they hold an Arrangement where they have demonstrated Key Expertise required in the Sub-Region where the work is located. Region/Sub-Region and Expertise are outlined in Section 1 of Annex A – Statement of Work.

#### 6.13.2. Bid Solicitation Guidelines

The length of the solicitation period, the minimum number of suppliers that must receive a bid solicitation, and the notification obligations are determined by the value of each specific requirement.

The following matrix outlines the responsibilities of the Identified User when conducting the bid solicitation process.

	<b>Estimated Value</b> <i>(including applicable taxes and options)</i>	<b>Anticipated Solicitation Period</b>	<b>Supplier Selection *</b>
1	< \$40,000	5 days	Minimum of one (1) SA Holder
2	\$40,000 < \$100,000	10 days	Minimum of three (3) SA Holders
3	\$100,000 < \$1,000,000	15 days	All SA Holders
4	> \$1,000,000	The Supply Arrangement (SA) will not be used. A Bid Solicitation on the Government Electronic Tendering Service (GETS).	

\* Selection is based on required Expertise in the applicable Region/Sub-Region

#### 6.13.3. Exceptions to Supplier Selection

##### 6.13.3.1 Performance

Exceptions to the above selection process may occur in instances where consequences of a performance evaluation have been applied. Refer to Part 6A – Supply Arrangement, '6.11 Performance Evaluation: Contract' for more details.

##### 6.13.3.2 Indigenous Procurement

PCA reserves the right to employ various strategies to enhance Indigenous opportunities. Under this Supply Arrangement, PCA may employ strategies which include, but are not limited to, the Procurement Strategy for Indigenous Business (PSIB), Indigenous Benefits Plans (IBP) and setting aside packages of work to Indigenous Supply Arrangement holders.

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## **C. RESULTING CONTRACT CLAUSES**

### **6.14. General**

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using the template:

- (a) **Simple** (for low dollar value requirements), General Conditions [2029](#) will apply to the resulting contract;
- (b) **MC** (for medium complexity requirements), General Conditions [2010C](#) will apply to the resulting contract;
- (c) **Compliance with On-site Measures, Standing Orders, Policies, and Rules**, Supplemental General Conditions [4013](#) may apply to the resulting contract;

A copy of the template(s) can be provided upon request by the Supply Arrangement Authority.

**Note:** References to the Simple and MC templates in Parks Canada Agency Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

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## **ANNEX A – STATEMENT OF WORK**

### **Table of Contents**

1. Overview
2. Work to be Performed
3. General Requirements
4. Key Documents
5. Parks Canada Research and Collection Permit Application
6. Archaeological Field Work and Recording
7. Processing and Inventory of Archaeological Material and Associated Documentation
8. Records Management
9. Deliverables
10. Health and Safety Requirements
11. Process to Manage the Discovery of Protected Assets and Information

## 1. Overview

Parks Canada Agency requires terrestrial archaeological services for protected heritage places across Canada.

### 1.1 Regions / Sub-Regions

The Regions and Sub-Regions correspond to broad geographical areas divided arbitrarily by modern political boundaries that quite often will be overlapped by archaeological horizons / cultural historical areas. Regions and Sub-Regions under this Supply Arrangement are defined as follows:

Region	Sub-Region	Locations <i>(Within and surrounding the Parks and Sites listed below)</i>
<b>A. Atlantic</b>	1. New Brunswick	Fort Beausejour NHS, Fort Gaspereau NHS, Beaubears Island NHS, Carleton Martello Tower NHS, St Andrew's Blockhouse NHS, Kouchibouguac NP, Fundy NP
	2. Nova Scotia	Kejimikujik NP&NHS, Halifax Defense Complex, Fort Anne NHS, Port Royal, Grand Pré NHS, Beaubassin-Fort Lawrence, Sable Island NPR, Fort Edward NHS, Melanson Settlement NHS, St. Peters Canal NHS, Cape Breton Highlands NP, Canso Islands NHS, Fortress of Louisbourg NHS
	3. Prince Edward Island	SkmaqN-Port-la-Joye-Fort Port Lajoie Amherst NHS, PEI NP; Ardgowan NHS, Province House NHS, Dalvay-by-the-Sea NHS
	4. Newfoundland	Signal Hill NHS, Cape Spear NHS, Hawthorne Cottage NHS, Castle Hill NHS, Terra Nova NP; Port-au-Choix NHS, L'Anse aux Meadows NHS, Gros Morne NP
	5. Labrador	Hopedale Mission NHS, Torngat Mountains NP, kitjigattalik – Ramah Chert Quarries NHS; Akami-Uapishk <sup>u</sup> -KakKasuak-Mealy Mountains NPR; Red Bay NHS, Hopedale Mission NHS
<b>B. Quebec</b>	n/a	Carillon Canal NHS, Chambly Canal NHS, Lachine Canal NHS, Sainte-Anne-de-Bellevue Canal NHS, Saint-Ours Canal NHS, Fortifications of Québec NHS, Cartier-Brébuf, Lévis Forts NHS, Grosse Île and the Irish Memorial NHS, Saint-Louis Forts and Châteaux NHS, La Mauricie NP, Battle of the Châteauguay NHS, Forges du Saint-Maurice NHS, Fort Chambly NHS, Fort Lennox NHS, Fort Témiscamingue NHS, Manoir Papineau NHS, Sir George-Étienne Cartier NHS, Sir Wilfrid Laurier NHS, Coteau-du-Lac NHS, Forillon NP, Mingan Archipelago NPR, Saguenay-St. Lawrence Marine Park
<b>C. Ontario</b>	1. Southern Ontario	Fort Henry NHS, Fort Wellington NHS, Thousand Islands NP, Rideau Canal NHS, Trent-Severn Waterway NHS, Georgian Bay Islands NP, Bethune Memorial NHS, Point Pelee NP, Fort Malden NHS, Fort George NHS, Fort Mississauga NHS, Rouge NUP
	2. Northern Ontario	Sault Ste. Marie Canal NHS, Fort St. Joseph NHS, Pukaskwa NP, Lake Superior NMCA
<b>D. Prairies &amp; Northern Canada</b>	1. Prairies & Parklands	Riding Mountain NP, Prince Albert NP, Fort Pelly NHS, Fort Livingstone NHS, Batoche NHS, Fort Battleford NHS, Frenchman Butte NHS, Frog Lake NHS, Fort Esperance NHS, Motherwell NHS, Lower Fort Garry NHS, The Forks NHS, Riel House NHS, Linear Mounds NHS, Fort Walsh NHS, Grasslands NP
	2. Western Arctic	Ivvavik NP, Pingo Canadian Landmark, Tuk Tuk Nogait NP, Aulavik NP
	3. Sub-Arctic	York Factory NHS, Prince of Wales Fort NHS, Wapusk NP, Wood Buffalo NP, Nahanni NPR, Naats'ihch'oh NPR, Saoyu and Ehdacho NHS
	4. Interior Yukon / Northern BC	Kluane NPR, Chilkoot Trail NHS, Dawson Historical Complex NHS, Vuntut NP
<b>E. Alberta &amp; British Columbia</b>	1. Western Foothills/Parkland	Elk Island NP, Bar U Ranch NHS, Rocky Mountain House NHS
	2. Western Mountains	Banff NP, Jasper NP, Waterton Lakes NP, Kootenay NP, Yoho NP
	3. British Columbia Interior	Mount Revelstoke NP, Glacier NP, Fort St. James NHS, Kootenae House NHS
	4. British Columbia Coastal	Gulf Islands NPR, Gwaii Haanas NPR, Pacific Rim NPR, Fisgard Lighthouse NHS, Fort Langley NHS, Fort Rodd Hill NHS, Gitwankak Battle Hill NHS

## 1.2 Expertise

Expertise required for each of the regions is outlined as follows:

Region	Expertise
<b>A. Atlantic</b>	Indigenous (Pre- Contact)
	Indigenous (Contact/ Post- Contact)
	Multi- Component Indigenous & European
	Historic Domestic, French/British Colonial
	Military
	Industrial
	Infrastructure (Modern)
	Cemetery & Burial Sites
<b>B. Quebec</b>	Indigenous (Pre- Contact)
	Indigenous (Contact/ Post- Contact)
	French Colonial
	British Colonial
	Military
	Domestic Sites or sites related to agriculture and fishing (houses, manors, family estates)
	Industrial Sites, Transportation Networks and Forestry
	Urban Sites of the 19th & 20th Centuries
Cemetery & Burial Sites	
<b>C. Ontario</b>	Indigenous
	Fur Trade
	British Military
	Domestic
	Industrial
	Cemetery & Burial Sites
<b>D. Prairies &amp; Northern Canada</b>	Indigenous
	Historic Pre-1850
	Historic Post-1850
	Cemetery & Burial Sites
<b>E. Alberta &amp; British Columbia</b>	Indigenous
	Historic Pre-1846
	Historic Post-1846
	Cemetery & Burial Sites

## 2. Work to be Performed

### 2.1 Archaeological Overview Assessment:

- a. A review of the general history and any relevant documentation to identify known archaeological resources and determine the archaeological potential of the area of investigation.
- b. An overview identifies known archaeological resources on and nearby the area of investigation, including geographic features commonly associated with past human occupation and land use, and dividing the area of investigation into high, medium and low potential areas for the occurrence of archaeological resources.
- c. Provide a report on the results obtained and provide recommendations based on the potential and nature of resources that exist and/or may be encountered within the area of investigation in relation to the nature of the proposed intervention (development).

## **2.2 Archaeological Inventory or Survey:**

- a. A field study to identify archaeological resources within the study area.
- b. Methods for the inventory or survey may include visual inspections, subsurface testing at regular intervals, use of mechanical methods such as a grade-all, boreholes or geophysical remote sensing such as ground penetrating radar where appropriate.
- c. Provide cartography and geolocation.
- d. Conducting 3D scanning of archaeological resources may be required.
- e. Provide a report on the results obtained and recommendations as appropriate.

## **2.3 Archaeological Impact Assessment:**

- a. A detailed study of the impacts of an intervention on archaeological resources within an area of investigation based on recommendations made within the Archaeological Overview Assessment and/or the existing site inventory.
- b. Provide a report based upon results detailing method, archaeological resources and their cultural-historical context and provide recommendations and a mitigation plan appropriate to the proposed impacts to the resources.

## **2.4 Implement Mitigation Strategies:**

- a. Implement proscribed mitigation strategies to eliminate or reduce adverse impacts on archaeological sites and/or collections including the following:
  - i. Further archaeological testing/sampling.
  - ii. Archaeological on-site monitoring and recording of interventions.
  - iii. Salvage Archaeological Excavations.
- b. Provide a report detailing methods, results and interpretations including any further recommendations as appropriate.

## **2.5 Archaeological Analysis**

- a. Carryout analytical work on archaeological collections including but not limited to: processing, inventorying and analysing material culture
- b. Conducting 3D scanning of artifacts may be required.
- c. Compiling and analysing previous archaeological research including field documentation or mapping (compatible with AutoCAD for Quebec and ArcGIS/QGIS for the rest of Canada)
- d. Faunal analysis, archaeobotany, soil flotation and/or affiliated studies
- e. Provide a report based on the work carried out detailing methods, interpretations and recommendations as appropriate.

## **2.6 Monitoring the Condition of Archaeological Resources:**

- a. A field study which may be conducted on a regular basis to monitor the condition of archaeological resources.

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- b. Provide a report and/or update archaeological records/information as appropriate.

### **3. General Requirements**

- a. Research and Collection Permit is required for all archaeological research, survey and/or field work (see Section 4.0 Research and Collection Permit Application).
- b. All work will be regulated by Parks Canada.
- c. For all archaeological fieldwork, the Principal Investigator must be present in the field and directly supervise a minimum of 75% of the archaeological field operations.
- d. Depending on the complexity of the work to be undertaken, meetings with Parks Canada Project Authority and Parks Canada Archaeology Representative (PCAR) may be required on a regular basis. A pre-work site visit may be required.
- e. Certain projects may require Indigenous group(s) and/or stakeholder consultation(s), engagement(s) and/or presentation(s).
- f. Any discussion or agreements regarding the sharing of archaeological data or repatriation/deposition of artifacts must be coordinated through the Parks Canada Agency.
- g. Human remains are not considered archaeological resources. Should human remains be encountered, all activities must be halted and the Parks Canada Project Authority must be notified. The Supplier must await further direction from the Parks Canada Project Authority.
- h. All cemeteries, burial grounds, human remains, funerary objects, and grave markers found in the project area are subject to the Management Directive 2.3.1: Human Remains, Cemeteries and Burial Grounds (Parks Canada 2000). The directive applies to all human remains, and their associated sites and material culture, Indigenous and non-Indigenous alike.
- i. All archaeological data and artifacts collected in the field are under the custody of the Crown. The artifacts and records are considered to be on loan to the Supplier until the archaeological work and final archaeological report are completed, in accordance with the allotted time period specified in the contract.
- j. The Supplier will be made aware that the Parks Canada Agency is the custodian of the site and has authority to give direction during site investigations. The Supplier must also be aware that the work and recommendations of the Supplier will be subject to the review of the PCAR.
- k. The Supplier must receive authorization from the Parks Canada Project Authority and PCAR of any adjustments in work location, work plan and method, implementation schedule, etc., during the course of the project.
- l. The site must continuously be available for inspection by the Parks Canada Project Authority, who has authority to stop the work.

### **4. Key Documents**

- a. The following documents are essential documents that will guide the Suppliers' work and will form the basis for how archaeological services are provided and recommendations are made regarding the conservation of archaeological resources.

#### **For National Historic Sites, National Parks, National Urban Parks and National Marine Conservation Areas:**

- i. *Parks Canada Cultural Resource Management Policy.*

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- ii. *Standards & Guidelines for the Conservation of Historic Places in Canada.*
- iii. *Parks Canada Archaeological Resource Management Guidelines.*
- iv. *Parks Canada Archaeological Recording Manual: Excavations and Surveys.*
- v. National Park Cultural Resource Value Statements (if completed).
- vi. Parks Canada Collections Management Directives.
- vii. National Historic Site Commemorative Integrity Statements.
- viii. Archaeological Overview Assessment(s), if applicable.

## **5. Parks Canada Research and Collection Permit Application**

- a. The qualified, pre-approved Principal Investigator (PI) representing the Supplier must apply for a Parks Canada Research and Collection Permit online at: , <https://parks.canada.ca/nature/science/recherche-research/permis-permits/formulaire-form> receive approval for a permit and abide by all terms and conditions specified in the permit.
- b. Whenever possible, permit applications should be submitted a minimum of 60 days from the date the researcher intends to start fieldwork. Additional useful information is provided in the Researcher's Guide at: [https://www.pc.gc.ca/apps/rps/ReGuide\\_e.asp](https://www.pc.gc.ca/apps/rps/ReGuide_e.asp) regarding applications and permit conditions.
- c. The Supplier is responsible for securing permit approval upon award of a contract in conjunction with 1. Work to be Performed and prior to the commencement of archaeological research taking place.

## **6. Archaeological Field Work and Recording**

### **6.1 Field and Lab Supervision**

- a. The Principal Investigator must participate in 75% of fieldwork. Approved Field Directors may assist by leading secondary field crews, but cannot replace the PI in the supervisory role for any more than 25% of the fieldwork.
- b. An approved Lab Supervisor may direct the work of lab staff, but must be overseen by the Principal Investigator.

### **6.2 Archaeological Recording**

- a. During all stages of archaeological work, the Supplier shall record all archaeological resources encountered during the project. All recording will follow the *Parks Canada Archaeological Recording Manual: Excavations and Surveys* . <https://parks.canada.ca/agence-agency/bib-lib/politiques-policies/archeologie-archaeology/fp-es> .Recording will include all work instruments and requirements that are mandatory and recommended in the manual.
- b. The Supplier must use the Parks Canada provenience system in all aspects of archaeological recording including information on excavations and mapping. The PCAR will provide the Supplier with the provenience numbers to be used.
- c. The Supplier must validate with PCAR their use of the Parks Canada provenience with the exact numbers to be used (i.e., operations, sub-operations, lots, artifact catalogues, photograph catalogues, maps etc.). All errors that do not respect the provenience system and start numbers provided must be corrected by the Supplier prior to final acceptance of deliverables, at no additional cost to Parks Canada.



- d. Archaeological control through stratigraphic excavation is required for all excavation units and test pits. Within stratigraphic layers, arbitrary layers can be assigned. The size, location and spatial distribution of test units, controlled excavation units and surface finds must be photographed and mapped with reference to provenience. Site maps must include all surface exposed archaeological features.
- e. Unless otherwise specified by the PCAR, the natural and arbitrary levels will be identified and descriptively recorded (shovel test forms) and photographed for all positive shovel test pits, mechanical tests, as well as a representative sample of negative tests.
- f. Unless otherwise specified by the PCAR, all controlled excavation units must have a to-scale soil profile and stratigraphic sequence recorded. Every natural or arbitrary level will be identified in all test pits and excavation units.
- g. Unless otherwise specified by the PCAR, all sediments excavated in shovel tests and controlled excavation units must be screened through ¼ inch (6 mm) mesh (or smaller where needed).
- h. To-scale as found planview drawings of cultural features and structural remains, encountered during the investigations, are to be produced by the Supplier. These drawings are to be clearly labelled with the appropriate provenience information.

### 6.3 Artifact Collection

- a. Artifacts recovered from the field are subject to the *Management Directive 2.1.22 Collection Management System: Conservation Services, Guidelines for Archaeological Field Conservation* (Parks Canada 1991). The current version of the directive will be provided to Suppliers upon issuance of a Supply Arrangement.
- b. All artifacts in each lot must be conserved and kept separate according to their provenience.

### 6.4 Survey and Mapping

- a. The final report shall include a site map(s) of the project area that clearly illustrates the location of all excavations and all archaeological resources encountered during the course of the project as well as the extents of areas investigated/assessed.
- b. All survey and mapping data collected must be submitted along with the final report
  - i. In Quebec data must be in a format compatible with AutoCAD (DWG) with the appropriate metadata as determined by the PCAR.
  - ii. In the rest of Canada mapping data must be in a shapefile format compatible with ArcGIS and QGIS with the appropriate metadata as determined by the PCAR.
- c. The projection system used for survey and mapping data must be approved by the PCAR.
- d. Datums, basemaps and coordinates (geodetic, assumed or otherwise), used for the mapping must be approved by the Project Authority and PCAR.
- e. The standards and expectations for survey work shall be discussed with the Project Authority and PCAR prior to commencement of work.

## 7. Processing and Inventory of Archaeological Material and Associated Documentation

- a. The processing and inventory of all archaeological material will be undertaken following Parks Canada standards. The Supplier will be provided with processing, recording and packaging procedures by the PCAR.

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- b. The PI must obtain from the PCAR the next catalogue number for artifacts, samples, images, and drawings to be used by the Supplier. If additional information or clarification is required, the Supplier will contact the PCAR. All errors that do not respect the provenience system and start numbers provided must be corrected by the Supplier prior to final acceptance of deliverables, at no additional cost to Parks Canada.
- c. Artifacts recovered from a wet, frozen or other special environment may require specialized intervention. Consultation with Parks Canada's Cultural Heritage Conservation and Field Unit Liaison Branch, through the PCAR, may be required. Any artifact requiring special treatment or handling must be put into a separate container and identified on the corresponding label as such for proper, subsequent care and attention. Such special artifacts are to be packaged in such a way as to ensure their continued survival.
- d. All artifacts will be cleaned in a manner appropriate to their material and condition and potential for future analysis (e.g., residue analysis, etc.).
- e. Unless otherwise specified by the PCAR, artifacts and any samples recovered will be labelled with the complete and appropriate provenience (including all levels of provenience, i.e. 131H25A3).
- f. An inventory of all artifacts and samples collected is to be carried out. The PCAR will provide the appropriate templates for all site, provenience, artifact, mapping and photograph inventories that will comply with Parks Canada Terrestrial Archaeology databases. Any errors that do not respect the inventory system provided must be corrected by the Supplier prior to final acceptance at no additional cost to Parks Canada.
- g. Archaeological objects of particular interest may be catalogued. The PCAR will provide the appropriate catalogue numbers.
- h. After the artifacts are processed and inventoried, all artifacts, including any samples recovered must be packaged. Packaging must be tagged clearly and permanently with the appropriate provenience information.

## **8. Records Management**

- a. All records management associated with the archaeological project will comply with the *Parks Canada Archaeological Recording Manual: Excavations and Surveys*. <https://parks.canada.ca/agence-agency/bib-lib/politiques-policies/archeologie-archaeology/fp-es>
- b. The PCAR will provide the appropriate templates for all site, provenience, artifact, mapping and photograph inventories that will comply with the Parks Canada Database. Any errors that do not respect the recording system provided must be corrected by the Supplier prior to final acceptance at no additional cost to Parks Canada.

## **9. Deliverables**

- a. Deliverables requirements for each project may vary based on project complexity, site sensitivity and/or any other specific requirements deemed applicable to the project. All deliverables including the final report will be first submitted to the PCAR and approved by PCAR, prior to submitting a final invoice for payment.
- b. The Supplier will receive final payment after all the deliverables have been accepted. The timeline for deliverables may be detailed in the Statement of Work, Request for Proposal, or Research and Collection Permit.
- c. A Supplier who fails to comply with the terms and conditions of an Archaeological Research Permit will not be eligible for another permit within the PCA system until such time as the Principal Investigator's obligations are fulfilled.

### **9.1 Artifacts and Samples**

- a. All artifacts and samples are to be delivered to the PCAR.
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- b. Artifacts are to be processed, inventoried and packaged, by the Supplier, according to the standards of Parks Canada. The Supplier will contact PCAR to obtain templates for all artifact and sample inventories that will comply with the Parks Canada's database.
- c. Unless agreed to otherwise with the PCAR, the final, complete artifact and/or sample inventories must be provided in the electronic format and then individual box inventories must be provided for each submitted box of artifacts or samples, physically printed and included in each corresponding box.

## **9.2 Field Records**

- a. All original records (field notes, photographs, drawings etc.) both paper and digital files are to be delivered to the PCAR. If any electronic field recording is implemented, a paper and a digital (.pdf) copy of all notes will also be submitted to the PCAR.

## **9.3 Drawings, Maps, and Other Media**

- a. Digital maps are to be included in the final report.
  - i. For Quebec, the Supplier is to provide the georeferenced data set in a format compatible with AutoCAD. The Supplier must provide the complete collected data set in a file format compatible with AutoCAD.
  - ii. For the rest of Canada, the Supplier is to provide the collected data set in a shapefile format compatible with ArcGIS and QGIS, that are identical to the mapping in the report document, see Section 5.3 above. All shapefiles should be packaged as WinZip (.zip) files with all auxiliary files included. Map packages, geopackages and geodatabases will be accepted as supplemental documentation.
- b. A media inventory in the template provided by the PCAR should be submitted with digital (.pdf) versions of all site sketch maps and feature drawings, catalogued and labelled appropriately. See Section 8.2.2 of the *Parks Canada Archaeological Recording Manual: Excavations and Surveys*.
- c. The principal investigator must validate with the PCAR the exact numbers they will use (i.e., drawing catalogue numbers by site and Staff Field Number for the Supplier).

## **9.4 Photographs**

- a. Photographs are to be supplied in electronic format with accurate focus and scale bar, as applicable. Conventional photographs that are scanned must be scanned at a resolution of not less than 300 dots per inch (dpi).
- b. All photographs submitted, from fieldwork or within the report (including combined artifact plates), must be digital in .tiff or .jpeg format and in high resolution to support a minimum 300 dpi at 8 x 10" (2400 pixels by 3000 pixels, or 7.2 megapixels).
- c. The principal investigator must validate with the PCAR the exact numbers they will use (i.e., photograph catalogue numbers by site).
- d. An electronic photograph catalogue must be provided in the format specified by the PCAR.

## **9.5 Reports**

- a. At the end of the project, the Supplier must submit a plan for the project report to the PCAR for approval.

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- b. Following the completion of each project the Supplier must produce a report summarizing the substantive results of the archaeological work conducted during the project to be **first** submitted to the PCAR, and approved by PCAR, prior to submitting a final invoice for payment.
- c. Unless otherwise agreed upon with PCAR, the completed final report must include, but need not be limited to:
  - i. Introduction: stating the scope of the archaeological work and context within which it was undertaken.
  - ii. Historical/Cultural Background: outlining the temporal phases of occupation for the study area appropriately tailored to the local region and recent permits; including studies in the local area such as oral history, local knowledge where applicable.
  - iii. Method: describing documentary, field, laboratory, and analytical methods employed.
  - iv. Results: detailing the archaeological resources identified
  - v. Analysis and Interpretation: of the archaeological resources encountered in the study area.
  - vi. Conclusions: what archaeological resources are present, the significance of their presence and their locations.
  - vii. Recommendations: additional investigations required, monitoring or recording required to preserve sufficient record of the archaeological resource.
- d. A final report for the archaeological work will be signed and submitted by the Principal Investigator, who was granted the Parks Canada Research and Collection Permit. The Final report will be reviewed and approved by the PCAR.
- e. The Supplier will provide three original hard copies of the **approved** final report to the PCAR along with the accompanying electronic deliverables detailed below.
- f. All digital copies of the final report, including embedded images and tables, submitted must be:
  - i. Submitted in PDF/A, Word and an unsecured format to ensure text may be copied;
  - ii. Submitted in high resolution;
  - iii. It is acceptable to present the different sections of the report in separate, well-named and organized files. However, a single consolidated PDF version that can be easily printed should also be submitted;
  - iv. Clearly labeled, including title, permit number, project name, Supplier group/Corporate name, and the date.

## 10. Health and Safety Requirements

- a. Develop written Site-Specific Health and Safety Plan (SSHSP) based on hazard assessment prior to beginning any fieldwork and continue to implement, update, maintain, and enforce the plan through all phases of the project.
- b. The SSHSP needs to cover all activity of the Supplier team (Supplier personnel, and sub-Supplier and contractors engaged by the Supplier).

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- c. The Supplier shall incorporate in his SSHSP and abide with any additional constraint or safety requirement imposed by Parks Canada for accessing and using Parks Canada property or part thereof.
- d. Provide all required personnel protective equipment, other equipment and material as required to meet the intent of the safety requirement set in the SSHSP or as required by the Provincial Occupational Health and Safety Legislation.
- e. The Supplier shall be responsible for health and safety for all of their team on site, and for protection of general public and government employee adjacent to site to the extent that they may be affected by conduct of the fieldwork.
- f. Assign responsibility and obligation to a Competent Person or Supervisor to oversee the field work. At the Competent Person's discretion, the fieldwork may be stopped if necessary or advisable for reasons of health or safety. The Project Authority may also stop work for health and safety considerations.
- g. Prior to starting fieldwork attend a Safety Briefing meeting with Parks Canada.

#### **10.1 Health and Safety Submittals**

- a. Submit Site-Specific Health and Safety Plan 5 days prior to commencement of fieldwork. Health and Safety Plan must include:
  - i. Results of site specific safety hazard assessment;
  - ii. Mitigation and precaution measures that will be implemented as a results of safety and health risk or hazard analysis for site tasks and operations;
  - iii. Suppliers safety related communication procedures; and
  - iv. Contingency and Emergency Response Plan addressing standard operating procedures specific to the project site to be implemented during emergency situations. Where applicable, coordinate plan with existing Parks Canada Emergency Response requirements and procedures provided by Project Authority.
- b. In addition to the SSHSP, the following documents shall also be submitted:
  - i. A copy of completed "Attestation and Proof of Compliance with Occupational Health and Safety (OHS)" Form to be provided by Parks Canada.
  - ii. A copy of the Supplier Team WSIB Clearance Certificates; and
  - iii. Occupational health and safety training and certification records: The Supplier must provide documentation verifying all members of the Supplier team have received the appropriate safety training including equipment operation training as required to perform the specific field work.
- c. The Project Authority may respond in writing, where deficiencies or concerns are noted and may request re-submission with correction of deficiencies or concerns either accepting or requesting improvements.
- d. Project Authority's review of Supplier's final SSHSP should not be construed as approval and does not reduce the Supplier's overall responsibility for construction Health and Safety at the project site.

#### **10.2 Reference Codes and Standards**

The following reference codes and standards are to be referenced with regards to Health and Safety requirements:

- a. Canada Labour Code Part II.
- b. National Building Code (NBC) 2005, Division B, Part 8 Safety Measures at Construction and Demolition Sites.
- c. Canadian Standards Authority (CSA) and relevant sections thereof
- d. Workplace Safety and Insurance Act, 1997.
- e. Municipal statutes and authorities as they may apply
- f. Provincial codes and authorities as they may apply

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Depending on the Statement of Work for individual work under the Supply Arrangement , more specific Health and Safety requirements may be required.

## **11. Process to Manage the Discovery of Protected Assets and Information**

The following processes apply to all Parks Canada administered places. In some places park or site specific protocols may also apply, consult the PCAR for more information.

### **11.1 Human Remains**

- a. Where human remains are encountered, the activities in progress at the site must be suspended immediately.
- b. The Supplier must notify the Project Authority (PA) immediately.
- c. The PA immediately notifies the Field Unit Superintendent (FUS) and the Parks Canada Archaeology Representative (PCAR).
- d. The FUS in collaboration with PCAR provides direction on how to proceed. All provincial or territorial laws require that the police and/or coroner be notified when human remains are discovered. The FUS is responsible for initiating this contact.
- e. The Parks Canada *Management Directive 2.3.1: Human Remains, Cemeteries and Burial Grounds* must be applied.

### **11.2 Archaeological Objects**

- a. When an archaeological object that may be designated a protected object is identified the Supplier must notify the PA and PCAR immediately for direction on how to proceed.
- b. When a protected archaeological object is collected by the Consultant, under direction of the PCAR, the Consultant must secure and deliver the object into the custody of the Parks Canada Agency as soon as possible and accompanied by all pertinent information.
- c. The PCAR in collaboration with the PA determines the appropriate PCA employee, facility, and timeline for the delivery of the object.

### **11.3 Protected Information**

- a. When information that may be designated as protected is documented the Supplier must notify the PA and PCAR immediately for direction on how to proceed.
- b. When information is identified as protected by the PCAR, the PCAR in collaboration with the PA will determine the appropriate method for securing and transferring that information to the PCA.
- c. If the Supplier needs to continue working with the protected information to complete the contract deliverables the PCAR will provide an appropriate accommodation to support the work (for example, by providing a PCA computer and secure account for the use of the Consultant).
- d. Upon transfer of the information to the PCA, or to the PCA computer, the Supplier will delete all copies of the protected information from their own IT systems.

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## ANNEX B - TECHNICAL EVALUATION & SUBMISSION REQUIREMENTS

### 1. NEW SUPPLY ARRANGMENT

This submission document must be completed by Suppliers. Suppliers must demonstrate that their key personnel meet minimum experience requirements and demonstrate required expertise and experience in the applicable Region and Sub-Regions.

#### 1.1 UPDATE TO EXISTING SUPPLY ARRANGEMENT

If changes occur to the Supplier's Key Personnel that would affect what requirements the Supplier would be eligible to bid on, Suppliers must submit updated information to Parks Canada. Changes that will require a resubmission or update are outlined as follows:

Addition of new Key Personnel	Provision of a new submission in accordance with '3. Key Personnel Submission Requirements' below.
Removal of Key Personnel	Update Appendix 2.
New Expertise by Key Personnel	Update of Appendix 1 and Appendix 2.

#### 1.2 REGIONS

Regions and Sub-Regions under this Supply Arrangement are defined as follows:

Region	Sub-Region	Locations <i>(Within and surrounding the Parks and Sites listed below)</i>
<b>A. Atlantic</b>	1. New Brunswick	Fort Beausejour NHS, Fort Gaspereau NHS, Beaubears Island NHS, Carleton Martello Tower NHS, St Andrew's Blockhouse NHS, Kouchibouguac NP, Fundy NP
	2. Nova Scotia	Kejimikujik NP&NHS, Halifax Defense Complex, Fort Anne NHS, Port Royal, Grand Pré NHS, Beaubassin-Fort Lawrence, Sable Island NPR, Fort Edward NHS, Melanson Settlement NHS, St. Peters Canal NHS, Cape Breton Highlands NP, Canso Islands NHS, Fortress of Louisbourg NHS
	3. Prince Edward Island	Skmaqñ-Port-la-Joye-Fort Port Lajoie Amherst NHS, PEI NP; Ardgowan NHS, Province House NHS, Dalvay-by-the-Sea NHS
	4. Newfoundland	Signal Hill NHS, Cape Spear NHS, Hawthorne Cottage NHS, Castle Hill NHS, Terra Nova NP; Port-au-Choix NHS, L'Anse aux Meadows NHS, Gros Morne NP
	5. Labrador	Hopedale Mission NHS, Torngat Mountains NP, kitjigattalik – Ramah Chert Quarries NHS; Akami-Uapishk <sup>u</sup> -KakKasuak-Mealy Mountains NPR; Red Bay NHS, Hopedale Mission NHS
<b>B. Quebec</b>	n/a	Carillon Canal NHS, Chambly Canal NHS, Lachine Canal NHS, Sainte-Anne-de-Bellevue Canal NHS, Saint-Ours Canal NHS, Fortifications of Québec NHS, Cartier-Brébut, Lévis Forts NHS, Grosse Île and the Irish Memorial NHS, Saint-Louis Forts and Châteaux NHS, La Mauricie NP, Battle of the Châteauguay NHS, Forges du Saint-Maurice NHS, Fort Chambly NHS, Fort Lennox NHS, Fort Témiscamingue NHS, Manoir Papineau NHS, Sir George-Étienne Cartier NHS, Sir Wilfrid Laurier NHS, Coteau-du-Lac NHS, Forillon NP, Mingan Archipelago NPR, Saguenay-St. Lawrence Marine Park
<b>C. Ontario</b>	1. Southern Ontario	Fort Henry NHS, Fort Wellington NHS, Thousand Islands NP, Rideau Canal NHS, Trent-Severn Waterway NHS, Georgian Bay Islands NP, Bethune Memorial NHS, Point Pelee NP, Fort Malden NHS, Fort George NHS, Fort Mississauga NHS, Rouge NUP
	2. Northern Ontario	Sault Ste. Marie Canal NHS, Fort St. Joseph NHS, Pukaskwa NP, Lake Superior NMCA
<b>D. Prairies &amp; Northern Canada</b>	1. Prairies & Parklands	Riding Mountain NP, Prince Albert NP, Fort Pelly NHS, Fort Livingstone NHS, Batoche NHS, Fort Battleford NHS, Frenchman Butte NHS, Frog Lake NHS, Fort Esperance NHS, Motherwell NHS, Lower Fort Garry NHS, The Forks NHS, Riel House NHS, Linear Mounds NHS, Fort Walsh NHS, Grasslands NP
	2. Western Arctic	Ivvavik NP, Pingo Canadian Landmark, Tuk Tuk Nogait NP, Aulavik NP
	3. Sub-Arctic	York Factory NHS, Prince of Wales Fort NHS, Wapusk NP, Wood Buffalo NP, Nahanni NPR, Naats'ihch'oh NPR, Saoyu and Ehdacho NHS
	4. Interior Yukon / Northern BC	Kluane NPR, Chilkoot Trail NHS, Dawson Historical Complex NHS, Vuntut NP
<b>E. Alberta &amp; British Columbia</b>	1. Western Foothills/Parkland	Elk Island NP, Bar U Ranch NHS, Rocky Mountain House NHS
	2. Western Mountains	Banff NP, Jasper NP, Waterton Lakes NP, Kootenay NP, Yoho NP
	3. British Columbia Interior	Mount Revelstoke NP, Glacier NP, Fort St. James NHS, Kootenae House NHS
	4. British Columbia Coastal	Gulf Islands NPR, Gwaii Haanas NPR, Pacific Rim NPR, Fisgard Lighthouse NHS, Fort Langley NHS, Fort Rodd Hill NHS, Gitwángak Battle Hill NHS

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The Regions and Sub-Regions correspond to broad geographical areas divided arbitrarily by modern political boundaries that quite often will be overlapped by archaeological horizons / cultural historical areas. Suppliers are encouraged to present their areas of archaeological expertise wherever demonstrable. For example, if a Principal Investigator has expertise with Indigenous (Pre-Contact) Archaic sites found within both New Brunswick and Nova Scotia, then this expertise should be indicated and included for both provinces in the Atlantic Region below. The criteria for assessment will remain the same for all areas and regions where expertise is demonstrated by the Suppliers. Where there is overlap in both experience and jurisdictional boundaries as presented, the Supplier should claim that they demonstrate the same experience in both areas, and not exclude one over another.

In each Region and Sub-Region are a list of National Parks and National Historic Sites managed by Parks Canada where archaeological work may occur. These listings are intended for reference information only. The evaluation of Suppliers' expertise will not be based on whether or not the Supplier demonstrates direct archaeological experience at any of these National Historic Sites or within the National Parks.

## 1.2 EXPERTISE

Supply Arrangement holders will be invited to bid on work that requires specific Expertise. Suppliers must demonstrate their key personnel have the required Expertise (as applicable) within the Region and Sub-Region the Supplier is seeking an Arrangement for.

Expertise is outlined as follows:

Region	Expertise
<b>A. Atlantic</b>	Indigenous (Pre- Contact)
	Indigenous (Contact/ Post- Contact)
	Multi- Component Indigenous & European
	Historic Domestic, French/British Colonial
	Military
	Industrial
	Infrastructure (Modern)
	Cemetery & Burial Sites
<b>B. Quebec</b>	Indigenous (Pre- Contact)
	Indigenous (Contact/ Post- Contact)
	French Colonial
	British Colonial
	Military
	Domestic Sites or sites related to agriculture and fishing (houses, manors, family estates)
	Industrial Sites, Transportation Networks and Forestry
	Urban Sites of the 19th & 20th Centuries
Cemetery & Burial Sites	
<b>C. Ontario</b>	Indigenous
	Fur Trade
	British Military
	Domestic
	Industrial
	Cemetery & Burial Sites
<b>D. Prairies &amp; Northern Canada</b>	Indigenous
	Historic Pre-1850
	Historic Post-1850
	Cemetery & Burial Sites
<b>E. Alberta &amp; British Columbia</b>	Indigenous
	Historic Pre-1846
	Historic Post-1846
	Cemetery & Burial Sites



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## 2. SUPPLIER IDENTIFICATION

Supplier Name:	
Representative's Name:	
Title:	
Address:	
Telephone:	
Email address:	
Procurement Business Number (if available) or Goods and Services Tax Number:	
Is the company Indigenous owned?	Yes <input type="checkbox"/> No <input type="checkbox"/>

### 2.1 REGION SELECTION

All interested Suppliers are asked to identify which Regions(s) they would like to be included in. A list of qualified Suppliers for each Region will be Created.

- A. Atlantic
- B. Quebec
- C. Ontario
- D. Prairies & Northern Canada
- E. Alberta & British Columbia

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### **3. KEY PERSONNEL SUBMISSION REQUIREMENTS**

Suppliers are required to provide information for evaluation of key personnel. In addition to Security requirements, key personnel are required to meet minimum requirements.

#### **3.1 PRINCIPAL INVESTIGATOR**

There is no limit to the number of Principal Investigators that may be submitted per region for evaluation. Suppliers must list their proposed Principal Investigators by Sub-Region and expertise by completing **Appendix 1 – Regional Areas of Expertise**.

##### **3.1.1 Education**

Suppliers must demonstrate that each proposed Principal Investigator holds a graduate degree (MA, MSc or PhD) in Archaeology or Anthropology with a specialization in Archaeology.

Suppliers must demonstrate this by providing a copy of the degree. If the Anthropology degree itself does not demonstrate a specialization in Archaeology the Supplier should include a copy of their thesis title and abstract to demonstrate that an archaeological subject component was studied.

##### **3.1.2 Experience**

Suppliers must demonstrate that each proposed Principal Investigator has at least 52 weeks of experience conducting all aspects of archaeological fieldwork, including 26 weeks in a supervisory capacity, in the last 10 years.

Suppliers must demonstrate this by completing **Appendix 2 - Archaeological Work Experience** for each individual.

Suppliers must also demonstrate that each proposed Principal Investigator possesses the expertise for the sub-region and area of expertise combinations indicated in Appendix 1. Expertise is demonstrated by the participation of the Principal Investigator in at least **five (5) projects (minimum 4-week duration each)** with equivalent sub-region and area of expertise.

##### **3.1.3 Principal Investigator Checklist**

For each Principal Investigator, Suppliers must provide the following:

- CV(s) (*per Principal Investigator*)
- Degree(s) (*per Principal Investigator*)
- Appendix 1 – Regional Areas of Expertise – (Identifying all Principal Investigators)
- Appendix 2 - Archaeological Work Experience (per Principal Investigator)

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### **3.2 LAB SUPERVISOR**

There is no limit to the number of Lab Supervisors that may be submitted per region for evaluation. Suppliers must list their proposed Lab Supervisors by Sub-Region and expertise by completing **Appendix 1 – Regional Areas of Expertise**.

#### **3.2.1 Experience**

Suppliers must demonstrate that each proposed Lab Supervisor has at least 26 weeks of experience in archaeological artifact processing and inventory, in the last 5 years.

Suppliers must demonstrate this by completing **Appendix 2 - Archaeological Work Experience** for each individual.

Suppliers must also demonstrate that each proposed Lab Supervisor possesses the expertise for the sub-region and area of expertise combinations indicated in Appendix "A". Expertise is demonstrated by the participation of the Lab Supervisor in the analysis and interpretation of material culture for **five (5) projects (minimum 4-week duration each)** with equivalent sub-region and area of expertise.

#### **3.2.2 Lab Supervisor Checklist**

For each Lab Supervisor, Suppliers must provide the following:

- CV(s) (*per Lab Supervisor*)
- Appendix 1 – Regional Areas of Expertise (*Identifying all Lab Supervisors*)
- Appendix 2 - Archaeological Work Experience (*per Lab Supervisor*)

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#### **4. SUPPLIER EXPERIENCE**

##### **4.1 HISTORICAL RESEARCH**

The Supplier must demonstrate its ability to provide historical research in primary documents for the analysis and interpretation of archaeological sites from museums, institutions, provincial and/or national archives through an excerpted section of a project report (maximum 3 pages).

The Supplier should provide a minimum of one (1) example for review.

Example(s) must demonstrate the following:

- The example illustrates historical research in a variety of primary source documents from museums, institutions, provincial and/or national archives as appropriate.
- The information from the primary sources is interpreted and applied in a logical and useful way.
- The example illustrates comprehensive research and synthesis of information from multiple sources.

##### **4.2 ARCHAEOLOGICAL REPORTS**

The Supplier must demonstrate its ability to prepare and deliver archaeological reports focusing on the evaluation, mitigation, and interpretation of archaeological resources and all associated deliverables.

The Supplier must provide **3** example reports produced within the last 10 years for review.

Examples should demonstrate the following:

- Key archaeological sites/areas of potential are identified and evaluated.
- Appropriate mitigation measures are recommended.
- An interpretation of the archaeological resources is provided and adequately supported by data and observations.
- The report contents illustrate that key deliverables have been prepared such as artifact inventories, photographs, GIS mapping, etc.
- The report is well organized and well written.

##### **4.2.1 Archaeological Report References**

The Supplier must provide references for the 3 Archaeological Reports projects provided above. The project reference must each confirm the project related facts. For each project reference, the Supplier must, at a minimum, provide the name, telephone number or e-mail address for a contact person.

##### **4.3 SUPPLIER EXPERIENCE CHECKLIST**

- one (1) historical research in primary documents example
- three (3) Archaeological reports examples
- references for three (3) Archaeological reports examples

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## ANNEX C - 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: 2012-2](#) 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:

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- (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.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

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## ANNEX D - LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

### Requirements

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names when participating in a procurement process. The required list differs depending on the Bidder's or Offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

### Supplier Information

<b>Supplier's Legal Name:</b>		
<b>Organizational Structure:</b> <input type="checkbox"/> Corporate Entity <input type="checkbox"/> Privately Owned Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership		
<b>Supplier's Legal Address:</b>		
<b>City:</b>	<b>Province / Territory:</b>	<b>Postal Code:</b>
<b>Supplier's Procurement Business Number (optional):</b>		

### List of Names

Name	Title

**Solicitation No.:**  
5P300-23-0054/A

**Amendment No.:**  
00

**Supply Arrangement  
Authority:**  
Nicholas Moïse

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

**Title:**  
Terrestrial Archaeology Services – Supply Arrangement

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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.

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**Signature**

**Date**



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## ANNEX E - SUPPLIER PERFORMANCE SCORECARD

Supplier Information	
Supply Arrangement #:	
Supplier Name:	

Contract Information	
Contract #:	
Project #:	
Project Title:	
Contract Award Value:	
Contract Award Date:	
No. of Amendments:	
Final Contract Value:	
Contract Completion Date:	

Final Performance Score	
1. Quality	/ 5
2. Management	/ 5
3. Cost	/ 5
4. Schedule	/ 5
<b>Total</b>	

	Project Authority	Parks Canada Archaeology Representative	Contracting Authority
Name:			
Telephone #:			
E-Mail Address:			
Signature:			
Date:			

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## 1. Quality (Deliverable Quality)

Deliverables must meet any standards, guidelines or other requirements specified in the contract. If there are multiple deliverables, they may be evaluated collectively or individually and averaged to provide a single performance category score for the contractor, at the discretion of the evaluator. At the outset of the contract it should be discussed which formal deliverables will be evaluated and the applicable standards and criteria used.

Indicators for this category include (if applicable):

1. **Content Requirements:** The content of the document addresses all contract requirements.
2. **Level of Detail:** The level of detail provided is appropriate, without missing or extraneous information.
3. **Quality of Writing:** The quality of writing, including clarity, grammar, completeness, and consistent use of technical terms, meets or exceeds expectations.
4. **Format:** The format follows the provided templates, and guidelines as applicable.
5. **Standards:** The deliverables meet or exceed all applicable standards.
6. **Revisions:** Minimal or no draft versions requiring revisions. Required revisions are minor, not extensive, and addressed promptly.

The contractor's performance is rated for each indicator according to the following criteria:

**Succeeds +:** The contractor met or exceeded performance expectations consistently with no need for improvement noted.

**Succeeds -:** The contractor did not always meet performance expectations. Some minor errors or shortcomings that could be improved upon were noted.

**Significant Underperformance:** The contractor did not consistently meet minimum performance expectations. There were repeated deficiencies noted which had a considerable impact on overall contractual outcomes, requiring significant effort to address.

Indicator	Rating	Supporting Justification
1. Content Requirements	<input type="checkbox"/> Succeeds + <input type="checkbox"/> Succeeds - <input type="checkbox"/> Significant Underperformance <input type="checkbox"/> Not Applicable	
2. Level of Detail	<input type="checkbox"/> Succeeds + <input type="checkbox"/> Succeeds - <input type="checkbox"/> Significant Underperformance <input type="checkbox"/> Not Applicable	
3. Quality of Writing	<input type="checkbox"/> Succeeds + <input type="checkbox"/> Succeeds - <input type="checkbox"/> Significant Underperformance <input type="checkbox"/> Not Applicable	
4. Format	<input type="checkbox"/> Succeeds + <input type="checkbox"/> Succeeds - <input type="checkbox"/> Significant Underperformance	

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Indicator	Rating	Supporting Justification
	<input type="checkbox"/> Not Applicable	
5. Standards	<input type="checkbox"/> Succeeds + <input type="checkbox"/> Succeeds - <input type="checkbox"/> Significant Underperformance <input type="checkbox"/> Not Applicable	
6. Revisions	<input type="checkbox"/> Succeeds + <input type="checkbox"/> Succeeds - <input type="checkbox"/> Significant Underperformance <input type="checkbox"/> Not Applicable	

Based on the ratings received for all indicators, the contractor is scored according to the table below:

Score	Scoring Guide
<input type="checkbox"/> 5 Exceptional	<ul style="list-style-type: none"> <li>Succeeds (+) across all applicable indicators</li> </ul>
<input type="checkbox"/> 4 Surpassed	<ul style="list-style-type: none"> <li>Succeeds (-) across only 1 indicator and no significant underperformance against any indicators.</li> </ul>
<input type="checkbox"/> 3 Achieved	<ul style="list-style-type: none"> <li>Succeeds (-) across only 2 indicators and no significant underperformance against any indicators.</li> </ul>
<input type="checkbox"/> 2 Moderate Improvement Needed	<ul style="list-style-type: none"> <li>Succeeds (-) across 3 indicators and no significant underperformance against any indicators.</li> </ul>
<input type="checkbox"/> 1 Significant Improvement Needed	<ul style="list-style-type: none"> <li>Succeeds (-) across 4 or more indicators or significant underperformance against 1 or more indicators.</li> </ul>

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## 2. Management (Communication and Coordination)

Evaluates the contractor's effectiveness in managing and coordinating activities needed to execute the contract.

Indicators for this category include (as applicable):

- 1. Communication:** The contractor is consistent and proactive in their communications, provides clear and comprehensive information, and timely progress updates.
- 2. Issue Management:** The contractor is proactive and effective in responding to and resolving any issues (e.g. weather delays, unexpected finds). Contracting and project authorities are informed of risks and issues and provided with corrective action plans in a timely manner. Any issues are resolved or effectively contained by the contractor.
- 3. Relationship Management:** The contractor maintains and coordinates effective professional relationships with all contract stakeholders.
- 4. Flexibility:** The contractor demonstrates agility, openness, collaboration and cooperation in coordinating activities and in responding to inquiries and requested changes to deliverables quickly.
- 5. Reliability:** The contractor manages contract work independently, including following through on agreed upon action items, decisions and commitments, without excessive guidance, oversight or intervention required.
- 6. Continuous Improvement:** The contractor demonstrates commitment to improving contract outcomes by acknowledging performance areas of weakness, taking corrective action, and providing valuable input for process improvement, where applicable.

The contractor's performance is rated for each indicator according to the following criteria:

**Succeeds +:** The contractor met or exceeded performance expectations consistently with no need for improvement noted.

**Succeeds -:** The contractor did not always meet performance expectations. Some minor errors or shortcomings that could be improved upon were noted.

**Significant Underperformance:** The contractor did not consistently meet minimum performance expectations. There were repeated deficiencies noted which had a considerable impact on overall contractual outcomes, requiring significant effort to address.

Indicator	Rating	Supporting Justification
1. Communication	<input type="checkbox"/> Succeeds + <input type="checkbox"/> Succeeds - <input type="checkbox"/> Significant Underperformance <input type="checkbox"/> Not Applicable	
2. Issue Management	<input type="checkbox"/> Succeeds + <input type="checkbox"/> Succeeds - <input type="checkbox"/> Significant Underperformance <input type="checkbox"/> Not Applicable	
3. Relationship Management	<input type="checkbox"/> Succeeds + <input type="checkbox"/> Succeeds - <input type="checkbox"/> Significant Underperformance <input type="checkbox"/> Not Applicable	
4. Flexibility	<input type="checkbox"/> Succeeds + <input type="checkbox"/> Succeeds - <input type="checkbox"/> Significant Underperformance	

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Indicator	Rating	Supporting Justification
	<input type="checkbox"/> Not Applicable	
5. Reliability	<input type="checkbox"/> Succeeds + <input type="checkbox"/> Succeeds - <input type="checkbox"/> Significant Underperformance <input type="checkbox"/> Not Applicable	
6. Continuous Improvement	<input type="checkbox"/> Succeeds + <input type="checkbox"/> Succeeds - <input type="checkbox"/> Significant Underperformance <input type="checkbox"/> Not Applicable	

Based on the ratings received, the contractor is scored according to the table below:

Score	Scoring Guide
<input type="checkbox"/> 5 Exceptional	<ul style="list-style-type: none"><li>Succeeds (+) across all applicable indicators.</li></ul>
<input type="checkbox"/> 4 Surpassed	<ul style="list-style-type: none"><li>Succeeds (-) across only 1 indicator and no significant underperformance against any indicators.</li></ul>
<input type="checkbox"/> 3 Achieved	<ul style="list-style-type: none"><li>Succeeds (-) across only 2 indicators and no significant underperformance against any indicators.</li></ul>
<input type="checkbox"/> 2 Moderate Improvement Needed	<ul style="list-style-type: none"><li>Succeeds (-) across 3 indicators and no significant underperformance against any indicators.</li></ul>
<input type="checkbox"/> 1 Significant Improvement Needed	<ul style="list-style-type: none"><li>Succeeds (-) across 4 or more indicators or significant underperformance against 1 or more indicators.</li></ul>

### 3. Cost

Cost control is an important aspect of performance, even where there is a firm price basis of payment. It is not uncommon for the need for unscheduled work to arise during the course of a contract. Particularly in complex projects, unforeseen circumstances, issues and changes in requirements can occur. Typically, the unscheduled work that was not part of the original contract must be approved through a change request/contract amendment process. This often involves proposal submissions and negotiations with the Contractor and can lead to unreasonable cost escalation.

Indicators for this category include:

- Justification of amendment requests.
- Reasonableness of price quotations for additional work.
- Timeliness of issue identification and notification.
- Identification and provisioning of credits (if applicable).

Score	Scoring Guide
<input type="checkbox"/> 5 Exceptional	<ul style="list-style-type: none"> <li>• Sufficient justification was provided for all amendment requests.</li> <li>• Contractor's requests for amendments were submitted promptly and amendment processes were followed before commencing work.</li> <li>• Cost breakdowns for additional work were always detailed and supportable.</li> <li>• Credits were identified and provided where applicable.</li> <li>• Substantial cost avoidance as a result of early identification and mitigation of issues (including prior to contact award).</li> </ul>
<input type="checkbox"/> 4 Surpassed	<ul style="list-style-type: none"> <li>• Sufficient justification was provided for all amendment requests.</li> <li>• Contractor's requests for amendments were submitted promptly and amendment processes were followed before commencing work.</li> <li>• Cost breakdowns for additional work were always detailed and supportable.</li> <li>• Credits were identified and provided where applicable.</li> </ul>
<input type="checkbox"/> 3 Achieved	<ul style="list-style-type: none"> <li>• Sufficient justification was provided for all amendment requests.</li> <li>• Contractor's requests for amendments were submitted promptly and amendment approval processes were followed before commencing work.</li> <li>• Cost breakdowns for additional work were usually detailed and supportable. Time and materials pricing was required occasionally for amendments where a firm price basis was preferable.</li> <li>• Credits were identified and provided where applicable.</li> </ul>
<input type="checkbox"/> 2 Moderate Improvement Needed	<ul style="list-style-type: none"> <li>• Isolated instance(s) of performance issues related to cost control, such as:                         <ul style="list-style-type: none"> <li>○ questionable justification for amendment requests</li> <li>○ late notification of additional work resulting in additional costs that could have been mitigated or avoided through early identification</li> <li>○ commencement of unauthorized work</li> <li>○ inadequate price support for additional work</li> <li>○ failure to identify or provide credits where applicable</li> </ul> </li> <li>• The contractor made a reasonable effort to address cost control issues and minimize recurrence.</li> </ul>
<input type="checkbox"/> 1 Significant Improvement Needed	<ul style="list-style-type: none"> <li>• Persistent performance issues related to cost control, such as:                         <ul style="list-style-type: none"> <li>○ questionable justification for amendment requests</li> <li>○ inadequate price support for additional work</li> <li>○ commencement of unauthorized work</li> <li>○ late notification of additional work resulting in additional costs that could have been mitigated or avoided through early identification</li> <li>○ failure to identify or provide credits where applicable</li> </ul> </li> <li>• The contractor did not make a reasonable effort to address cost control issues or corrective measures were ineffective.</li> </ul>

#### 4. Schedule (Time Management)

Requirements for complex contracts are commonly tied to an overall project schedule. Where the project schedule is primarily managed and controlled by the contractor, the Schedule (Time Management) performance category evaluates the contractor's effectiveness in establishing and maintaining the schedule as well as the ability to mitigate potential delays, in accordance of the contract.

In certain contract situations it may not be possible to establish firm contract timelines prior to contract award, and the initial schedule may need to be adjusted as a result of post-award activities.

The contractor is often not solely responsible for the entire project but one of multiple stakeholders that share defined roles and responsibilities. On such projects delays can occur that are outside of the contractor's responsibility and control. The tasks the contractor must perform may be dependent on tasks by other stakeholders being completed first or concurrently. Allowances should be made for excusable delays for circumstances beyond the contractor's responsibility and control, at the discretion of the evaluator.

Indicators for this category include:

1. The timeliness and effectiveness in establishing the initial schedule, including (as applicable) critical path, task orders, milestones, acceptance criteria and delivery schedule.
2. The timeliness and effectiveness of progress monitoring and notification when revisions or clarification to the schedule, including deliverables, are required.
3. The timeliness and effectiveness in addressing issues and minimizing delays within the contractor's control.
4. The contractor's ability to improve efficiency throughout the contract, even if the overall timeline is delayed due to circumstances beyond the contractor's responsibility and control.

Score	Scoring Guide
<input type="checkbox"/> 5 Exceptional	<ul style="list-style-type: none"> <li>• Timely provision of a schedule that was reasonable and in accordance with contract requirements.</li> <li>• Detailed and effective progress monitoring and notification of changes to the project schedule.</li> <li>• Issue identification and mitigation was effective with minimal or no delays to the project schedule that were attributable to the contractor.</li> <li>• Proactive and collaborative improvements to project efficiency throughout the contract, significantly reducing completion time (&gt;10%) of the overall project.</li> </ul>
<input type="checkbox"/> 4 Surpassed	<ul style="list-style-type: none"> <li>• Timely provision of a schedule that was reasonable and in accordance with contract requirements.</li> <li>• Detailed and effective progress monitoring and notification of changes to the project schedule.</li> <li>• Issue identification and mitigation was effective with minimal or no delays to the project schedule that were attributable to the contractor.</li> <li>• Proactive and collaborative improvements to project efficiency throughout the contract, moderately reducing completion time of the overall project.</li> </ul>
<input type="checkbox"/> 3 Achieved	<ul style="list-style-type: none"> <li>• Timely provision of a schedule that was reasonable and in accordance with contract requirements.</li> <li>• Detailed and effective progress monitoring and notification of changes to the project schedule.</li> <li>• Issue identification and mitigation was effective with minimal or no delays to the project schedule that were attributable to the contractor.</li> </ul>
<input type="checkbox"/> 2 Moderate Improvement Needed	<ul style="list-style-type: none"> <li>• Initial schedule provided was not feasible and required significant revisions and administrative effort by Canada to make acceptable.</li> <li>• Progress monitoring and notification was inconsistent and required significant administrative effort by Canada.</li> <li>• The contractor made some effort to mitigate potential delays to the project schedule that was partially effective.</li> </ul>
<input type="checkbox"/> 1 Significant Improvement Needed	<ul style="list-style-type: none"> <li>• Commencement of the project was delayed as a result of late delivery of an acceptable project schedule.</li> <li>• Minimal or unreliable progress monitoring and notification, resulted in operational impacts to the project.</li> <li>• The contractor was not responsive when addressing issues which led to significant delays to the project schedule.</li> </ul>