



BARKERVILLE

HISTORIC TOWN & PARK

BARKERVILLE HERITAGE TRUST

REQUEST FOR PROPOSAL

HISTORICAL INTERPRETATION

INDIGENOUS INTERPRETATION

REQUEST FOR PROPOSAL NO. BHT20-10

ISSUE DATE: JANUARY 13, 2020

CLOSING LOCATION:

Street address:
Barkerville Historic Town & Park
14301 Barkerville Highway
Barkerville BC

Mailing address:
Barkerville Historic Town & Park
PO Box 19
Barkerville BC V0K 1B0
jillian.merrick@barkerville.ca

CLOSING DATE AND TIME:

Two complete copies of each proposal must be received by 11:59 pm Pacific Time on February 24, 2020, via courier, mail, or email.

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EXECUTIVE SUMMARY

1. SUMMARY OF THE REQUIREMENT

This Request for Proposal is to solicit proposals for the:

Indigenous Interpretation: This contract will require no less than three people to facilitate the delivery of activities which illustrate the importance of the indigenous community (miners, merchants, labourers and others) during the development of Barkerville, the Cariboo goldfields, and British Columbia. These activities may include site tours, demonstrations, historically-themed vignettes and/or discussions, one-on-one costumed interpretation, and special events. Activities shall align with the recommendations of the Truth and Reconciliation Commission of Canada and the United Nations Declaration on the Rights of Indigenous Peoples.

See the attached Appendix A - 'Framework for Interpretation in Barkerville' to get a better understanding of the overall goals and expectations for the interpretation programs at Barkerville

ADMINISTRATIVE REQUIREMENTS

The following terms will apply to this Request for Proposal and to any subsequent Contract Agreement. Submission of a proposal in response to this Request for Proposal indicates acceptance of all the following terms.

2. REQUEST FOR PROPOSAL TERMINOLOGY

Throughout this Request for Proposal, terminology is used as follows:

- a) “Contract” means the written agreement resulting from this Request for Proposal executed by the Trust and the Contractor.
- b) “Contractor” means the successful Proponent to this Request for Proposal who enters into a written Contract Agreement with the Trust.
- c) “Must,” “mandatory” or “required” means a requirement that must be met in order for a proposal to receive consideration.
- d) “Proponent” means an individual or a company that submits, or intends to submit, a proposal in response to this Request for Proposal.
- e) “Should” or “desirable” means a requirement having a significant degree of importance to the objectives of the Request for Proposal.

3. REQUEST FOR PROPOSAL PROCESS

3.1 RECEIPT CONFIRMATION FORM

Proponents are advised to fill out and return the attached Receipt Confirmation Form upon receipt of this package. All subsequent information regarding this Request for Proposal, including changes made to this document will be directed only to those Proponents who return the form. Subsequent information will be distributed by the method authorized on the Receipt Confirmation Form. This form may be returned by email to jillian.merrick@barkerville.ca.

3.2 PROPONENTS’ MEETING

Not applicable.

3.3 ENQUIRIES

All enquiries related to this Request for Proposal are to be directed, in writing, to the following person. Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and may

be distributed to all Proponents at the Trust's option. *Questions on this proposal will be answered only between January 13 and February 24, 2020.*

Questions are preferred by email but will be accepted by mail or fax as well at the following addresses:

Between January 13 and February 24, 2020:

Email Address:

jillian.merrick@barkerville.ca

Mailing address:

Jillian Merrick
Manager, Preservation and
Presentation
Barkerville Historic Town & Park
PO Box 19
Barkerville BC V0K 1B0

3.4 CLOSING DATE

Two complete copies of each proposal must be received by 11:59 pm, Pacific Time on February 24, 2020 at:

Street address:

Barkerville Historic Town & Park
14301 Barkerville Highway
Barkerville BC

Mailing address:

Barkerville Historic Town & Park
PO Box 19
Barkerville BC V0K 1B0
jillian.merrick@barkerville.ca

Proposals must not be sent by facsimile, but may be emailed. Proposals sent by regular mail and their envelopes should be clearly marked with the name and address of the Proponent, the Request for Proposal number, and the project or program title.

3.5 LATE PROPOSALS

Late proposals will not be accepted and will be returned to the Proponent.

3.6 ELIGIBILITY

- a) Proposals will not be evaluated if the Proponent's current or past corporate or other interests may, in the Trust's opinion, give rise to a conflict of interest in connection with this project.
- b) Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other Proponents.

3.7 EVALUATION COMMITTEE

Evaluation of proposals will be by a committee formed by the Trust and may include a representative from an external source with expertise in the field the RFP encompasses.

3.8 EVALUATION AND SELECTION

The evaluation committee will check proposals against the mandatory criteria. Proposals not meeting all mandatory criteria will be rejected without further consideration. Proposals that do meet all the mandatory criteria will then be assessed and scored against the desirable criteria and references of the Proponent or Proponents scoring the highest may be checked. Providing the results of the reference check are satisfactory, the Trust's intent is to enter into a Contract Agreement negotiations with the Proponent who has the highest overall ranking. Subject to successful negotiation and execution of a Concession Agreement, this Proponent will provide the required goods or services.

3.9 NEGOTIATION DELAY

If a written Contract Agreement cannot be negotiated within thirty days of notification of the successful Proponent, the Trust may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract Agreement with the next qualified Proponent or choose to terminate the Request for Proposal process and not enter into a Contract Agreement with any of the Proponents.

3.10 DEBRIEFING

At the conclusion of the Request for Proposal process, all Proponents will be notified.

4. PROPOSAL PREPARATION

4.1 SIGNED PROPOSALS

The proposal must be signed by the person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in response to this Request for Proposal.

4.2 ALTERNATIVE SOLUTIONS

If alternative solutions are offered, please submit the information in the same format, as options in the same proposal.

4.3 IRREVOCABILITY OF PROPOSALS

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. By submission of a proposal, the Proponent agrees that should its proposal be deemed successful the Proponent will enter into a Contract Agreement with the Trust.

4.4 CHANGES TO PROPOSAL WORDING

The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the Trust for purposes of clarification.

4.5 WORKING LANGUAGE

The working language of the Trust is English and all responses to this Request for Proposal must be in English.

4.6 PROPONENTS' EXPENSES

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the Trust, if any. If the Trust elects to reject all proposals, the Trust will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract Agreement, or any other matter whatsoever.

4.7 LIMITATION OF DAMAGES

Further to the preceding paragraph, the Proponent, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the Contract Agreement or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its

proposal and the Proponent, by submitting a proposal, waives any claim for loss of profits if no agreement is made with the Proponent.

4.8 FIRM PRICING

Proposals must be firm for at least ninety (30) days after the closing date. Prices will be firm for the entire Contract Agreement period.

4.9 CURRENCY AND TAXES

Prices quoted are to be:

- a) in Canadian dollars;
- b) inclusive of duty, where applicable;
- c) FOB destination, delivery charges included where applicable; and
- d) inclusive of the Goods & Services Tax (GST).

4.10 COMPLETENESS OF PROPOSAL

By submission of a proposal the Proponent warrants that, if this Request for Proposal is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal or will be provided by the Contract Agreement or at no charge.

5. ADDITIONAL TERMS

5.1 SUB-CONTRACTING

5.1.1 It is the responsibility of the Contractor to determine if this contract allows the use of Sub-contractors under the guide lines of the Canada Revenue Agency for the purpose of the Income Tax Act. The Barkerville Heritage Trust will not be held responsible for any decisions against the Contractor for failure to follow Canada Revenue Agency guide lines.

- a) Using a sub-contractor (who must be clearly identified in the proposal) is acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful interconnection of the two product or service lines and this must be defined in the proposal.
- b) Sub-contracting to any firm or individual who's current or past corporate or other interests may, in the Trust's opinion; give rise to a conflict of interest in connection with this project will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this Request for Proposal.

5.2 ACCEPTANCE OF PROPOSALS

- a) This Request for Proposal should not be construed as an agreement to purchase goods or services. The Trust is not bound to accept the lowest priced or any proposal of those submitted. Proposals will be assessed in light of the evaluation criteria. The Trust will be under no obligation to receive further information, whether written or oral, from any Proponent.
- b) Neither acceptance of a proposal nor execution of a Contract Agreement will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

5.3 DEFINITION OF CONTRACT AGREEMENT

Notice in writing to a Proponent of the acceptance of its proposal by the Trust and the subsequent full execution of a written Contract Agreement will constitute a Contract Agreement for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

5.4 LIABILITY FOR ERRORS

While the Trust has used considerable efforts to ensure an accurate representation of information in this Request for Proposal, the information contained in this Request for Proposal is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Trust, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposal is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposal.

5.5 AGREEMENT WITH TERMS

By submitting a proposal the Proponent agrees to all the terms and conditions of this Request for Proposal. Proponents who have obtained the Request for Proposal electronically must not alter any portion of the document, with the exception of adding the information requested. To do so will invalidate the proposal.

5.6 MODIFICATION OF TERMS

The Trust reserves the right to modify the terms of the Request for Proposal at any time at its sole discretion.

5.7 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

All documents, including proposals, submitted to the Trust become the property of the Trust. They will be received and held in confidence by the Trust, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

5.8 USE OF REQUEST FOR PROPOSAL

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

5.9 CONFIDENTIALITY OF INFORMATION

Information pertaining to the Trust obtained by the Proponent as a result of participation in this project is confidential and must not be disclosed without written authorization from the Trust.

5.10 RECIPROCITY

The Trust may consider and evaluate any proposals from other jurisdictions on the same basis that the government purchasing authorities in those jurisdictions would treat a similar proposal from a British Columbia supplier.

6. SELECTED CONTRACT AGREEMENT CLAUSES

6.1 REGISTRATION WITH WORKERS' COMPENSATION BOARD

The Contract Agreement may contain a provision that the Contractor and any approved sub-Contractors must be registered with the Workers' Compensation Board (WCB), in which case WCB coverage must be maintained for the duration of the Contract Agreement. Periodically, throughout the term of the Contract Agreement, the Contractor may be required to submit a WCB Clearance Letter indicating that all WCB assessments have been paid.

6.2 BUSINESS REGISTRATION

The successful Proponent may be required to register to conduct business in British Columbia.

6.3 LAWS OF BRITISH COLUMBIA AND CANADA

Any Contract Agreement resulting from this Request for Proposal will be governed by and will be construed and interpreted in accordance with the laws of Canada and the Province of British Columbia.

6.4 ARBITRATION

All disputes arising out of or in connection with the Contract Agreement must, unless the parties otherwise agree, be referred to and finally resolved by arbitration pursuant to the Commercial Arbitration Act.

6.5 INDEMNITY

The Contractor will indemnify and save harmless the Trust, its employees and agents from and against all claims, demands, losses, damages, costs and expenses made against or incurred, suffered or sustained by the Trust at any time or times (either before or after the expiration or sooner termination of this Contract Agreement) where the same or any of them are based upon or arise out of or from anything done or omitted to be done by the Contractor or by any servant, employee, officer, director or sub-Contractor of the Contractor pursuant to the Contract Agreement excepting always liability arising out of the independent acts of the Trust.

6.6 INSURANCE

The Contract Agreement may contain a provision that the Contractor will, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Contract Agreement term, Commercial/Comprehensive General Liability in an amount not less than \$2,000,000.00, inclusive per occurrence insuring against bodily injury, personal injury and property damage and including liability assumed under Contract Agreement with insurers licensed in the Province of British Columbia and in the forms and amounts acceptable to the Trust. All required insurance will be endorsed to provide the Trust with thirty (30) days advance written notice of cancellation or material change. The Contractor will provide the Trust with evidence of the required insurance, in the form of a completed Barkerville Heritage Trust Certificate of Insurance, immediately following execution and delivery of the Contract Agreement.

6.7 CONTRACT AGREEMENT ADMINISTRATOR

A Contract Agreement administrator will be assigned by the Trust to oversee the Contract Agreement awarded to the successful Proponent. In addition, the Contractor will be expected to name a counterpart project manager. The Contractor's project manager will be responsible for providing scheduled status reports to the Contract Agreement administrator or a designate.

6.8 PAYMENT HOLDBACK

The Contract Agreement may contain a provision whereby the Trust will hold back a portion of the total Contract Agreement price or the Performance Guarantee until the requirements of the Contract Agreement have been met.

6.9 COMPLIANCE WITH LAWS

The Contractor will give all the notices and obtain all the licenses and permits required to perform the work. The Contractor will comply with all laws applicable to the work or performance of the Contract Agreement.

6.10 ELECTRICAL SAFETY

Any electrical equipment used in performance of the Contract Agreement must be certified by an accredited certification organization acceptable to the Trust. All costs of approval will be at the Contractors expense.

6.11 SOFTWARE

It is the Contractors responsibility to ensure that the Trust has all licenses required to use any software that may be supplied by the Contractor pursuant to the Contract Agreement.

6.12 INTELLECTUAL PROPERTY RIGHTS

The Trust will be the owner of the intellectual property rights, including patent, copyright, trademark, industrial design and trade secrets in any product developed through a Contract Agreement. Licensing and marketing rights to the developed product will not be granted in the Contract Agreement. Proposals regarding these rights should not be submitted in response to this Request for Proposal and will not be considered in evaluating responses. If, in the future, the Trust elects to commercialize the developed product, licensing and marketing rights will be negotiated separately.

6.13 RELEASE OF IMAGES FOR ADVERTISING, PUBLICITY, AND DISPLAY MATERIALS

The Trust will be given permission to use, distribute, and/or license the use and/or distribution of the Contractor's image and likeness while in costume representing and/or interpreting characters from Barkerville Historic Town. This permission will similarly be given by any and/or all of the Contractor's Employees and/or Sub-contractors prior to the commencement of the terms of the Contract Agreement. This permission, obtained through the signing of a separate **RELEASE FORM FOR ADVERTISING, PUBLICITY, AND DISPLAY MATERIALS**, shall be retained by the Trust in perpetuity, for use in any medium and for any lawful purpose, including promoting Barkerville Historic Town, its programs and services.

PROJECT OR PROGRAM REQUIREMENTS

7. SITUATION OVERVIEW

7.1 TRUST RESPONSIBILITY

The Barkerville Heritage Trust has as its mandate to preserve, protect and present Barkerville Historic Town & Park for present and future generations.

7.2 BACKGROUND

7.2.1 Barkerville Historic Town & Park

7.2.1.1 General Background

Barkerville Historic Town & Park is one of the premiere heritage attractions in British Columbia. It is significant because of its role as a supply and service centre in the middle of the rich Cariboo gold bearing regions. Barkerville played an important part in British Columbia becoming a Canadian province. Barkerville Historic Town is a designated National Historic Site of Canada, owned by the people of the Province of British Columbia as a provincial heritage attraction. It is administered by the Barkerville Heritage Trust for the Province.

Barkerville is a living museum, intended to promote awareness and understanding of the importance of the site and to interpret regional and local history within a provincial context. Interpretation is carried out in a manner that is both educational and entertaining. Interpreters portray actual historic characters, thereby complementing the "living history" ambiance offered by the site.

The area under the management of the Barkerville Heritage Trust and known as Barkerville Historic Town & Park is over 400 hectares in size. The town site itself occupies only a few hectares and the combined area of the campgrounds is 55 hectares.

7.2.1.2 Regional Setting

Barkerville is located in the Cariboo Region of British Columbia's north-central interior. It lies on the western edge of the Cariboo Mountains and is in a northern mountainous forest zone. Elevation is 1,250 m (4,100 ft) above sea level. Winters can be cold with heavy snowfall. Summers are typically cool and damp.

Barkerville is situated at the end of Highway 26, 81 kilometres east of Quesnel and 8 km from the small community of Wells. Quesnel is the largest commercial centre within a 100 km radius, and has a population of approximately 10,000. The outlying district around Quesnel is home to some 25,000 people. Prince George, a two hour drive from Barkerville, has a population of over 77,000. Wells is a service centre for the Barkerville-Bowron Lake area. A gas station, three hotels

and three restaurants are situated in Wells. The full-time population of Wells is less than 350.

Other attractions in the area include Bowron Lake and Cariboo Mountains Provincial Parks. The Bowron is regarded to be one of the finest wilderness canoeing circuits in the world. There is access to many back country recreational activities including lodges, hunting, fishing, backpacking, Nordic and alpine skiing, mountain biking and snowmobiling. During the summer there is secondary road access to Likely-Horsefly and the Quesnel Lakes area.

7.2.1.3 Planning and Development

The Barkerville Heritage Trust employs the equivalent of fifteen full-time employees. It maintains a professional management team, curatorial staff and operations specialists year round.

Barkerville, along with other parks and protected sites, is protected by a range of provincial legislation. In 1958, Barkerville, including the campgrounds, was designated as a Class "A" provincial park, a status that it has maintained under the Heritage Conservation Act. Provincial legislation and associated regulations provide a legal framework for heritage and environmental protection, boundary changes, determination of appropriate activities on site, business regulations, the administration of fees for admission and other licensing.

Site planning, development and day-to-day operations are generally guided by an overall management plan. This plan is continually being developed through reviews and revisions to try to provide for the needs of all stakeholders.

The historic interpretation programs are an education and entertainment tool for the visitors to Barkerville Historic Town. The interpretation at Barkerville is commonly regarded as one of the best programs in Canada. Historic Interpretation plays an important role in marketing the historic site, assisting visitors in their understanding of life in a gold rush town and provides an educational role in the school curriculum.

See the attached Appendix A - 'Framework for Interpretation in Barkerville' to get a better understanding of the overall goals and expectations for the interpretation programs at Barkerville

7.2.1.4 Capital Development

The site's capital program has seen expenditures averaging \$1.5 million over each of the last few years. Major projects have included development and maintenance of site infrastructure, construction of the new Cornish Waterwheel and new displays.

7.2.1.5 Admissions and Attendance

The Barkerville town-site is open to the public all year, but the Visitor Reception Centre, private businesses, displays and visitor programming are only open during the summer season. Our season is from Mid-May to the end of September. High season is generally considered to be the period between mid June and Labour Day. The site remains open throughout the winter, although most buildings are closed and displays are modified for winter storage and the protection of artefacts.

In 1987, admission fees were instituted at all provincial heritage attractions including Barkerville. The intention of introducing admission fees was to offset escalating operating costs. All revenues including gate receipts are accounted for by the Barkerville Heritage Trust.

Visitor statistics are derived from gate admissions. From 2006-2018, an average of 58,000+ visitors came to Barkerville each season between May and September.

7.2.1.6 Programs

Throughout the year special programs and events are offered in Barkerville, including (but not limited to) a spring school program (4,000+ students from all over British Columbia actively participate in Barkerville's school program each year), Victoria Day, Dominion Day, Indigenous Celebration, the Mid-Autumn Festival, Sports Day, Cowboy & Drover Jubilee, Steampunk Murder Mystery, Halloween, and Old-Fashioned Christmas activities. This is in addition to the regular day-to-day programming on site such as blacksmith and mining demonstrations, street performances and overall interpretation of various activities at locations throughout the site.

As well, the nearby town of Wells also hosts many special events and activities throughout the summer that Barkerville supports, including *ArtsWells*, a 4-day music festival on the August long weekend.

The interpretation programs are the key piece in the Barkerville education programs through which visiting school children can learn about the early gold rush history of the province.

7.2.1.7 Site and Concession Agreements/Contracts

Currently, a number of services are administered under a system of Concession Agreements. Usually, these are revenue-producing commercial ventures which offer a specific product or service to visitors, such as a retail store, food services, a bakery, or a live theatre. There are guidelines governing the types of products which can be sold and how they are packaged for presentation and delivery. This is done to maintain the integrity of the site, and to ensure accurate historical representation.

Service contracts have been used to provide an array of product and support services including street animation and other interpretive programs, construction and consulting, and professional services.

7.2.1.8 Marketing

The site benefits from an advertising and marketing campaign coordinated by the Trust. In the past two years of operation by the Trust Barkerville has spent more than \$150,000 annually on advertising and marketing initiatives, mostly within (but not limited to) the Cariboo, Northern BC and Alberta regions. Barkerville works closely with the regional tourism associations, destination marketing organizations, and local stakeholders to ensure we receive the greatest return for our dollars spent.

Word of mouth continues to be one of the best promotional tools we have and the historic interpretation programs add to the experiences visitors have while at Barkerville and to the message they take home with them.

8. REQUIREMENTS AND PROJECT SCOPE

8.1 PROJECT SCOPE, BUDGET AND TIME-FRAMES

8.1.1 Project Description

This contract will require no less than three people to facilitate the delivery of activities which illustrate the importance of the indigenous community (miners, merchants, labourers and others) during the development of Barkerville, the Cariboo goldfields, and British Columbia. These activities may include site tours, demonstrations, historically-themed vignettes and/or discussions, one-on-one costumed interpretation, and special events.

8.1.2 Term of Contract:

The contract will be issued on a **one-year term**, with annual renewal based on the satisfactory completion of the previous contract year and the availability of adequate funding. **First-time contractors with the Barkerville Heritage Trust are subject to a one-year probationary term**, with annual renewal based on satisfactory completion of the initial contract year, to be determined by formal review.

8.1.3 .Definitions:

Specific to this contract unless the context otherwise requires:

- i. **"SITE"** means the Heritage Property known as Barkerville Historic Town & Park.
- ii. **"LOCATION"** means the area of interpretation in Barkerville Historic Town & Park, specifically the Andersen Cabin, the Grand Room, and the Pavilion.
- iii. **"PERIOD"** means the historic period between the years 1862 and 1942.
- iv. **"INTERPRETATION SEASON"** means the dates between which the program will take place, in 2020 these dates are from May 14 to September 27.
- v. **"SPRING SEASON"** means the calendar period from May 14, 2020 to June 19, 2020 inclusive.
- vi. **"SUMMER SEASON"** means the calendar period from June 15, 2019 to September 2, 2019 inclusive.
- vii. **"FALL SEASON"** means the calendar period from September 8, 2020 to September 27, 2020 inclusive.

viii. **"INTERPRETATION HOURS"**

- i. 7 days per week, 10:00 am to 4:00 pm during the spring season
- ii. 7 days per week, 10:00 am to 5:30 pm during the summer
- iii. 7 days per week 10:00 am to 4:00 pm during fall season

ix. **"HOURS OF OPERATION"** means the hours of operation of the site as determined by the Trust.

x. **"SCHEDULE OF EVENTS"** means a schedule established by the Trust and amended from time to time. The purpose of this schedule is to allow as many visitors as possible to experience the maximum number of events.

xi. **"THE BARKERVILLE HERITAGE TRUST"** here after also known as the **"TRUST"** means the board of the Barkerville Heritage Trust or their representative.

8.1.4 Contract Objectives:

It is the goal of this interpretation program to:

- a) To prepare story lines and scripts for interpretation of identified themes, with emphasis on the importance of the indigenous population to the gold rush and Barkerville.
- b) To provide interpretation, education and animation services for the benefit and enjoyment of organised school groups arriving at the site during the Spring Season.
- c) To provide interpretation, education and animation services for the benefit and enjoyment of visitors to the site during the spring, summer, and fall seasons.
- d) To provide for the supply of materials, minor maintenance and general cleanliness of the location.
- e) To provide a season-end report.

8.1.5 Contract Requirements

8.1.5.1 Interpretation and Animation

The Contractor shall, under the direction of the Trust and its indigenous partners, prepare and present programs in Barkerville Historic Town & Park as follows:

- i. Provide at least two qualified and knowledgeable interpreters in approved period costume for the purpose of presenting the life of times of indigenous members of the Barkerville community during interpretive hours.

- ii. Use the facilities provided in to present dramatic monologues/dialogues, tours, or demonstrations to explain the life and customs of indigenous people during the Cariboo Gold Rush.
- iii. Enhance the education and enjoyment of the visiting public.
- iv. Allow a question and answer period of 15 to 20 minutes will follow each presentation.
- v. Conduct all research necessary for the effective presentation of the characters portrayed, or any other programs in which they are involved. The Trust reserves the right to examine and approve all material and information presented to the public by the Contractor.
- vi. Supply historically appropriate costumes, subject to the approval of the Trust. Where either the Contractor or their staff wears corrective lenses, contact lenses or eyeglasses appropriate to the time-period must be worn. All hairstyles must be appropriate to the time-period or professional quality wigs and/or hairpieces worn. All footwear must be appropriate to the time period. All costuming used by the Contractor in performing this contract shall be cleaned and maintained by the Contractor.
- vii. Taking a count of the number of visitors attending presentations
- viii. Assist in the organisation of and participate in, special events or activities, which illustrate the cultural heritage of the indigenous community in Barkerville in co-operation with the Trust, or other activities as approved by the Trust.
- ix. Portray and/or present characters of their choosing, either fictional or real, who are relevant to the indigenous communities that had a presence in and around Barkerville, to the visiting public.
- x. Develop a story-line for the characters chosen.
- xi. Provide demonstrations of customs, crafts or traditions as adapted by life in the goldfields.
- xii. Engage local indigenous communities in the research, development, and delivery of interpretive programs.
- xiii. The proponent shall include time required for research and program development, and rehearsals in his or her proposal.

The Trust is open to new and creative ideas on how the program will meet its objectives.

8.1.5.2 Materials and Supplies

Under the terms of this contract the Contractor shall provide and be responsible for:

- i. All costumes, footwear, clothing, jewellery and accessories worn or used in the presentation of programs. Such material must be historically correct for the period portrayed.

- ii. All research necessary for the effective presentation of characters portrayed in animation programs performed at the site.
- iii. Annotated scripts, including accurate references for any historical and/or educational facts presented, for any and all formal public presentations.
- iv. All materials and supplies necessary for the manufacture of products in the program.

The Contractor shall:

- i. Supply all labour, equipment and supplies for the co-ordination and delivery of the Indigenous Interpretation program at Barkerville Historic Town & Park. Pre-program planning, co-ordination, research, direction, production and training except where specified shall be the responsibility of the Contractor and shall be undertaken during the period from awarding of the contract, until the commencement of the interpretive program.
- ii. Submit to the Trust for approval all scripts (fully annotated), material and information presented to the public by the Contractor must be submitted to the Trust for examination and approval.
- iii. Provide a list of characters to be portrayed, as well as documentation on historic themes and topics to be used. It is the responsibility of the Contractor to ensure material is approved prior to program delivery. It is therefore suggested that the Contractor submit such documentation as early as possible, in order to allow for any revisions requested by the Trust.
- iv. Understand that all research and scripts of formal presentations shall be the property of the Trust. Such research and scripts shall be placed in the Barkerville Archives and not used by other parties until such time as Barkerville Historic Town & Park no longer employs the Contractor.

8.1.5.3 Facilities, Maintenance, Reporting

The Contractor shall:

- i. Have full access to and use of the Andersen Cabin and appropriate additional facilities (to be determined) and specified equipment and furnishings provided in and with this area, with special consideration given to the care and restricted use of sensitive artifacts as determined by the Trust.
- ii. Be responsible for minor cleaning and maintenance duties in the Andersen Cabin and appropriate additional facilities (to be determined) including sweeping, dusting, and lighting of the fire before the arrival of visitors and removal of all possessions by the end of the contract term.

- iii. Be responsible for minor cleaning and maintenance duties in the Grand Room and Pavilion, including the setting of chairs and daily removal of all possessions.
- iv. Keep a supply of split wood available for use at the Andersen Cabin, from a central pile supplied by the Trust.
- v. Provide to the Contract Supervisor, on the first day of each month during the contract term, a monthly schedule of interpretation for the Contract either verbally or in written form.
- vi. Be responsible for general cleanliness and minor upkeep of the grounds and area surrounding the locations.
- vii. Be responsible for general clean-up of the area, keeping equipment in good repair and minor maintenance of the as approved by the Trust.
- viii. Prepare a season-end report, which includes (but is not limited to) the following information:
 - Overall program summary; describing programs, public reaction.
 - School program results and teacher reaction and comments.
 - Number of school children attending programs.
 - Issues or problems encountered during the contract term.
 - Major maintenance required.
 - Copies of interpretative program outlines and scripts.
 - Recommendations for future operations.

One (1) copy of the final report is to be submitted to the Trust by the 15th day of October 2020.

8.1.5.4 Site Safety and Security

The Contractor shall:

- i. Immediately report all accidents, incidents, equipment loss, damage, complaints and disturbances to the Trust.
- ii. Ensure that all gates and doors are closed and secured as required except during the interpretative hours.
- iii. Ensure that all his/her employees and visitors comply with regulations, which prohibit smoking or fires on site.
- iv. Refer all questions concerning operating policies and procedures pertaining to the site or other provincially managed heritage attractions to the Trust.
- v. Refer all questions and inquiries from press or media pertaining to the operation of the site or other provincially managed heritage attractions to the Trust.
- vi. In the case of an emergency on site (i.e. fire) the contractor will be required to help site staff as directed.

8.1.5.5 Staff Conduct

The contractor will ensure that all persons employed to work under this contract at the site conduct themselves in a professional and cordial manner, and that any such

person not meeting an acceptable professional standard as established by the Trust shall be removed from the site.

8.1.6 Season Termination of Operations

By October 15, 2020, the Contractor shall remove all equipment materials not consigned to the site, and return all equipment that is property of the Trust in good condition, normal fair wear and tear excepted.

8.1.7 Additional Terms and Conditions

The Contractor shall:

- i. Have reasonable access to and use of the location.
- ii. Comply with guidelines and procedures established for the care, handling, security and use of artefacts as established by the Trust.
- iii. Ensure the public has free access to the site during the hours of operation.
- iv. Attend all orientation and training sessions as indicated by the Trust including bear aware, fire training or other training as deemed necessary between May 10 and May 14, 2020.
- v. Attend a pre-season, mid-season, and post-season interpretive contractors' meeting.
- vi. Meet with Barkerville's Curator prior to May 14, 2020 to review the contract's historical presentation standards, including updates to research, scripts, and costuming.
- vii. Ensure that he/she and his/her employees attend any orientation and training sessions, including "Bear Aware" and Fire training, as scheduled by the Trust.
- viii. Ensure that all his/her employees are aware of and understand the location of all safety and fire extinguishing equipment at the location.
- ix. Obtain prior approval from the Trust for any changes or deviations to schedules or content of programs, demonstrations or activities provided to visitors or visiting groups.
- x. Not permit any of his/her employees, servants or agents to allow the site to be used for the collection of fees, licenses or permits other than those approved by the Trust.
- xi. Not collect any fees, moneys or remuneration for services, goods or products at the site without the express written consent of the Trust.
- xii. Not erect any sign, notice or advertisement without the express written consent of the Trust.
- xiii. Ensure that all equipment supplied by the Trust is signed in at the end of the season. All equipment will be checked and any damage beyond the normal wear and tear will be charged to the Contractor.
- xiv. Attend with his/her employees a final meeting on or prior to the final day of operation for the purpose of discussing the success of this contract and any problems associated with it.

xv. Exert every possible effort to obtain a substitute, should a replacement for the Contractor or his/her staff be required due to illness or other justifiable reason, knowing that:

- a. The Trust must approve such a substitute; and
- b. The substitute shall be subject to the terms and conditions of this contract.

If no substitute is available, the contractor shall either:

- a. Make up the lost days by working regular days off; or
- b. Have deducted from the contract price the amount equal to the number of days absent.

xvi. Be responsible for all material costs that exceed the costs paid for by the Trust in the interpretation part of this contract during the term of this contract and all similar costs during the remainder of the year.

8.1.8 Under terms of this contract the Trust shall provide and be responsible for:

1. Orientation programs for the Contractor and his employees including bear aware and fire training.
2. The supply and maintenance of all fire fighting and safety equipment located at the site, and in the vicinity of the location.
3. Professional advice and guidance pertaining to preparation and use of materials, artefacts, costumes and the themes being presented or adapted.
4. The fabrication and erection of all signs, notices and advertisements.

9. CRIMINAL RECORDS REVIEW

The contractor shall:

1. Perform a criminal record check for all their principles, employees and volunteers in the manner required by the **Criminal Records Review Act** and, when requested by the Trust, provide proof of compliance with said Act.
2. Upon receipt of notice under the Criminal Record Review Act that a principle, employee or volunteer is a risk to children, immediately terminate the employment or services of said person.
3. As soon as possible after execution of this contract, provide to the Trust satisfactory proof that the principle(s) are not a "Risk" within the meaning of the Criminal Record Review Act and failure to do so shall constitute cause for cancellation of this contract.
4. Follow the instructions on the Authorisation for Criminal Records Search forms.

10. CONTACTS

10.1. THE CONTRACT SUPERVISOR SHALL BE:

James Douglas
Public Programming & Global Media Development
Barkerville Heritage Trust
PO Box 19
Barkerville, BC V0K 1B0
Tel: 250-994-3302, ext. 41
Email: james.douglas@barkerville.ca

The Contract Supervisor will be the main contact and liaison for all operational matters and concerns relating to the performance of this contract.

10.2. THE TRUST REPRESENTATIVE SHALL BE:

Jillian Merrick
Manager, Preservation and Presentation
Barkerville Heritage Trust
PO Box 19
Barkerville, BC V0K 1B0
Tel: (250) 994-3302, ext. 28
jillian.merrick@barkerville.ca

The Trust Representative will be responsible for the administration of all policy, legislative and financial matters relating to the performance of this contract.

11. REQUIREMENTS

1. BASIC REQUIREMENTS

11.1.1 Fees

The Proponent must itemize the fees to be charged to complete the project. GST should be itemized separately.

11.1.2 Performance Guarantee

Not Applicable.

11.1.3. Accommodation

Not Applicable.

11.1.4. Maintenance

Not Applicable.

11.1.5. Uniforms

Not Applicable.

11.1.6. Other Costs

Only costs itemized in 11.1 above will be considered as valid contract expenses.

11.2 SPECIFIC REQUIREMENTS

Not Applicable.

12. EVALUATION CRITERIA

The following criteria, shown in order of importance, form the basis upon which evaluation of proposals will be made.

12.1. MANDATORY CRITERIA

The following are mandatory requirements. Proposals not clearly demonstrating that they meet them will receive no further consideration during the evaluation process.

Mandatory Criteria
a) Two (2) copies of the proposal must be submitted by courier, mail, or email.
b) Proposal must be in English and must not be sent by facsimile.
c) Proposal must be received by the closing date and time.
d) Proposal must be signed by the appropriate person.

12.2. DESIRABLE CRITERIA

Proposals meeting the mandatory requirements will be further assessed against the following criteria. The relative weighting for each criterion is also given.

EVALUATION OF PROPOSALS

Criteria	Weight
a) Demonstrated knowledge and understanding of the specific contract and Barkerville, their historical significance and themes as outlined in story outlines and thematic treatment.	25%
b) Innovation and creativity demonstrated in the proposed approach to theme interpretation through proposed character portrayal, animation and demonstration.	15%
c) Scope and frequency of demonstration programs and activities proposed in support of interpretation.	15%
d) Engagement of partner indigenous communities in the research, development, and delivery of the programs	15%
e) Total fixed price.	10%
e) Authenticity of proposed costumes and props.	10%
f) Business qualifications and/or professional experience.	10%

12.3 REFERENCES

References of the three highest scoring proponents may be checked. The Trust will not enter into a Contract Agreement with any Proponent whose references, in the Trust's sole opinion, are found to be unsatisfactory.

12.4 PRESENTATIONS

Not Applicable.

13. PROPONENT RESPONSE

In order to receive full consideration during evaluation, proposals should include the following:

13.1 TO MEET MANDATORY CRITERIA

- a) Ensure all items under **Section 8** are addressed and items enclosed where required.

13.2 TO MEET DESIRABLE CRITERIA

- a) The proponents should ensure that they fully describe the products they intend to offer, the method of service and the requirements they must meet to provide the service. Illustrations, descriptions, and examples (i.e. Enhanced services) should be included for review.
- b) Proponents should follow the outline prepared in this Suggested Proposal Format (Appendix E) when submitting proposals. Failure to comply could result in loss of points.
- c) Ensure the proposal is clear, concise and complete. Do not assume the Evaluation Team has prior knowledge of any aspect of the individual proposal.

14. PROPOSAL FORMAT

Evaluation of proposals is made easier when Proponents respond in a similar manner. The following format and sequence should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- a) Title Page, showing Request for Proposal number, Proponent's name and address, Proponent's telephone number, and a contact person.
- b) One page letter of introduction signed by the person or persons authorized to sign on behalf of, and bind the Proponent to, statements made in the proposal.

- c) Table of contents including page numbers.
- d) A short (one or two page) summary of the key features of the proposal.
- e) The body of the proposal, following the format in Appendix B.
- f) Any additional information or attachments.

15. PROPONENT CHECKLIST

This checklist has been provided solely for the convenience of the Proponent. Its use is not mandatory and it does not have to be returned with the proposal. The Receipt Confirmation form, however, should be returned upon receipt of the Request for Proposal.

- The requirements of the Request for Proposal have been read and understood by everyone involved in putting together the proposal.
- The Receipt Confirmation Form has been completed and sent in.
- The proposal addresses everything asked for in the Request for Proposal.
- The proposal meets all the mandatory requirements of the Request for Proposal.
- The proposal clearly identifies the Proponent, the project, and the Request for Proposal number.
- The Proponent's name and the Request for Proposal number appear on the proposal envelope.
- The appropriate numbers of copies of the proposal have been made. (Proposals without the correct number of copies may be rejected.)
- Every care has been taken to make sure the proposals are at the closing location in plenty of time, as late proposals will be rejected.
- The proposal is being delivered by hand, courier, or mail, as faxed or emailed proposals are not accepted.

APPENDIX – A - FRAMEWORK FOR INTERPRETATION AT BARKERVILLE

Three Definitions of Interpretation

"Interpretation is a mission-based communication process that forges emotional and intellectual connections between the interests of the audience and the meanings inherent in the resource."

Interpretation Canada

"Interpretation enriches our lives through engaging emotions, enhancing experiences and deepening understanding of people, places, events and objects from past and present." *The National Association for Interpretation (US)*

"Interpretation is the process of communicating messages and stories about our cultural and natural heritage, providing the audience with inspiration and a wider understanding of our environment. Or quite simply, interpretation is about telling stories." *The Association for Heritage Interpretation (UK)*

Interpretation at Barkerville

Barkerville has been recognized for its excellent site interpretation, in a large part based on its program of costumed interpreters animating buildings, demonstrating early trades and interacting with visitors on the street. Originally implemented in the mid-1970s, the program has developed a reputation for authenticity and educational value as well as for being highly entertaining.

The presentation of Barkerville through the 1970s and 80s focused on Barkerville as “an 1870s Gold Rush Town”. With the growing realization that neither the age of the original structures, which ranged from 1869 to the 1940s, nor the artefacts in the collection, supported this approach, the 1990s saw a shift in how Barkerville was presented. Research revealed that while the concept of ‘Gold Rush’ was central to Barkerville’s identity, there had, in fact, been several boom and bust periods during Barkerville’s history from 1862 to 1958 (when it became an historic site) and that each was significant in its own right. Presenting only one of these time periods did not respect the integrity of the museum collections, i.e. the buildings and the artefacts. Therefore, it was decided to tell the whole story of Barkerville up until the time it became a Provincial Park.

Barkerville’s early interpretation programs were influenced by the ‘living history’ approach used at sites such as Colonial Williamsburg, Louisburg and King’s Landing. However, the difficulties in employing a strict living history approach in an original town site that spanned several decades were soon apparent. Living history and re-enactments work best in recreated settings that can be made extremely accurate to a ‘moment in time’.

The task presented to interpreters now is much more complex – to present the story of the social and economic development of a mining town through all of its ups and down between 1862 and 1958. This is further complicated by the fact that the site has no visitor orientation centre. The visitor is not adequately ‘prepared’ for what they will experience on the site and many still come with the expectation of seeing ‘an 1870s gold rush town’.

Interpreting several decades instead of one decade does not make Barkerville any less authentic. In fact it increases the integrity of our presentation. Instead of trying to fit a 1930s building into an 1870s

presentation, buildings can now be portrayed as what they truly are, often significant buildings attached to prominent Barkerville families with interesting stories to be told.

The role of the costumed interpreters also becomes more complex. While character portrayal will remain the foundation of our interpretation programs it will mean a shift away from strict first person interpretation. Characters must now be able to ‘see into the future’ or ‘slip through time’ to describe events that took place after their time in Barkerville. This device is already used by many Barkerville characters without ‘breaking the spell’ for the visitor.

Good interpretation is more than just to communication of facts. It reveals meanings and imparts understanding in ways that provoke and engage the visitor. While it has elements of education, it is voluntary and depends upon the interest of the viewer. While it is based on information and supported by research, it is linked to the reality of the participant and contains emotional content. It can make use of all the senses – sight, touch, hearing, smell and kinetic muscle sense. The objective is to ‘light a spark’ in the visitor that motivates them to dig deeper and relate experiences to their own lives. The outcome is not just education or entertainment, it is revelation. A wide variety of techniques are used to achieve these outcomes including storytelling, dramatizations, walking tours, lectures and presentations.

In delivering its Interpretation Programs, Barkerville is looking for more than individuals to deliver scripted lines. We are looking for individuals with a passion for history and a real desire to communicate that information to others.

The skill set of a good interpreter includes strong verbal and written communication skills, an understanding of human nature and how people of all ages learn, a thorough command of presentation skills that may include the use of many dramatic techniques, improvisation and storytelling, as well as historical and archival research skills.

SPECIAL CONSIDERATIONS FOR INTERPRETATION CONTRACTORS

There are a number of special aspects of interpretation in Barkerville which should be considered carefully by proponents.

Costuming – Barkerville strives through its interpretation programs to provide the visitor with an accurate portrayal of how people dressed at different times in the gold rush town. Costumes should be based on actual photographs of the time period from the Barkerville Archives. We are interested in what people wore in Barkerville, more than what was worn elsewhere during that time period. A careful examination of the archival photos will reveal much information about the design, fabric, undergarments and even colour (to a degree) of the garments worn in Barkerville at any particular time period.

All costumes MUST be approved by the Curator and/or the Management Team before production including fabric and colour. The costume design should be supported by photographic evidence from the Archives.

Presentation Materials – As in any field of research, differing opinions and interpretation of the ‘facts’ exist. Primary research (examination of original documents and photographs) is usually preferable to

secondary research (examination of published documents). The source of information is always important in evaluating the reliability of information.

All content presented in Barkerville interpretation programs MUST be firmly rooted in research with sources footnoted. Presentation material MUST be reviewed and pre-approved by the Curator. This includes scripts for tours, dramatic scenarios, stories and monologues and discourses. Contractors who have previously worked at Barkerville should not automatically assume that previous scripts will be accepted verbatim. All scripts will be reviewed. Any scripts that do not footnote sources will need to be amended.

Character Portrayal – Although character portrayal will remain the foundation of our approach to interpretation at Barkerville, management is looking for new and innovative approaches based on this framework.

In previous years there has been an emphasis on the portrayal of real characters. However, unless there is sufficient information to do this accurately, this may result in ‘rewriting history’. To avoid this, we would suggest that the use of fictitious characters gives considerable freedom to interpret a wide variety of themes within one character.

Generally, real character portrayal should only be done when sufficient information exists to give a well-rounded picture of their life and personality. Excellent examples are Judge Begbie and Cariboo Cameron. When a portrayal results in the interpreter ‘filling in’ character traits or aspects of the character’s life with supposition or invention, then it is better to use a fictitious, stereotypic character.

When interpretation is tied to a building or an event, this may not be possible. In this case, great care needs to be taken to ensure that the interpreter does not unintentionally ‘invent’ aspects of the person’s life or character. Again, it may be necessary to shift from first person interpretation to accurately represent to the visitor what is known and what is not known about the character.

The invention of fictitious characters that are related to real people or the use of real characters who were not known to be in Barkerville should be avoided.

The possibilities for character development, by the proponent, can range between 1862, when Billy Barker made his fabulous discoveries, to 1942, when Fred Wells was developing his Cariboo Hudson mine on Cunningham Creek. The characters can be real and/or fictitious, depending on sensitivities, sensibilities and the objective of the overall presentation in terms of story line and flow and ethical considerations as described above. The Characters can be from all one-time period and/or from a variety of time periods in Barkerville’s history. Characters will interact with business people representing businesses from the 1860s through to the 1930s. It is expected that there will be interaction with other interpretation contract staff.

A quick review of the presentations, in exhibits, retail outlets and interpreted displays will reveal to the proponents that Barkerville has a greater dynamic than just the early gold rush years. But, this is not to negate the importance of the earlier time period for interpretative purposes, especially when considering the interpretation of the development of law and social interaction in early British Columbia. The challenge for the Contractor will be to interpret the entire history of Barkerville in a relatively short

period of time in such a way as to be inclusive of the time periods represented throughout the site in businesses, interpreted venues and exhibits. This will require utilising the exhibits and businesses as extensions of the street interpretation. Coalition of divergent information into a coherent and entertaining whole is the objective.

Ongoing Research

It is critical to Barkerville's Interpretation program that interpreters continue to increase their knowledge not only in their particular area of expertise, but also on Barkerville and environs. Preference will be given to proposals that contain a research element and that show that their staff will contribute to increasing their own knowledge and/or contributing to the overall knowledge base on the area. It must be stressed however that the products of research remain the property of the Barkerville Heritage Trust and that all research material must be fully referenced.

Suggested Reading

To give a better sense of theory, scope and expectations of the field of heritage interpretation, the following resources are suggested:

Aird, Fox and Bain. Policy Paper on Recognizing and Including Indigenous Cultural Heritage in B.C. First Peoples' Cultural Council, 2019.

Report on Parks Canada's Indigenous Engagement Sessions: Reflections and Recommendations from the Indigenous Heritage Circle. Indigenous Heritage Circle, 2019.

Alderson, W.T. and Low, S.P, *Interpretation of Historic Sites*. Nashville: American Association for State and Local History, 1986.

Beck, Larry and Cable, Ted. *Interpretation for the 21st Century*. Champaign, Il: Sagamore Publishing, 1998.

Hems, Allison, *Heritage Interpretation*. Routledge, 2006.

Tildon, Freeman, *Interpreting Our Heritage*. University of North Carolina Press, 1977.

APPENDIX – B - RECEIPT CONFIRMATION FORM

INDIGENOUS INTERPRETATION
REQUEST FOR PROPOSAL NO. BHT 20-10
BARKERVILLE HERITAGE TRUST

To receive any further information about this Request for Proposal, please return this form immediately to:

Jillian Merrick
Manager, Preservation and Presentation
Barkerville Historic Town & Park
PO Box 19 Barkerville BC V0K 1B0
Phone: (250) 994-3332, ext. 41
jillian.merrick@barkerville.ca

COMPANY: _____

STREET ADDRESS: _____

CITY: _____ **POSTAL CODE:** _____

MAILING ADDRESS IF DIFFERENT: _____

FAX NUMBER: (____) _____ **PHONE NUMBER:** (____) _____

CONTACT PERSON: _____

I have received my package and have ensured that it is complete. Yes ___ No _____

Please send further correspondence about this Request for Proposal by:

Courier collect: courier name and account no. _____

Mail: address is

Email: email address is

SIGNATURE: _____

TITLE: _____

APPENDIX – C - : SUGGESTED PROPOSAL FORMAT

[Note: the content bullets listed below are only suggestions. It is the Proponent’s responsibility to ensure that their proposal is complete and responds to all aspects of the RFP.]

BACKGROUND

COMPANY (OR INDIVIDUAL) DETAILS

- State the company name or business name (include address, location of head office and telephone number)
- Identify the legal form (sole proprietorship, partnership, limited company)
- Principle’s names (if company)

A) SERVICE DELIVERY

PRODUCT DESCRIPTION

- Describe the products or services to be offered. Use illustrations, photographs or other media to characterize the type, characteristics and quality of facility and services you are proposing.

LABOUR/STAFFING

- List the number of full-time, part-time, and contract employees required. Identify experience and qualifications or skills that they require.
- Availability of labour (training required, accommodation constraints, seasonal, etc)
- Outline your training plan for employees. How do you plan to supervise to ensure good performance, customer service, and quality of product?
- Describe your fire safety , first aid and security plan for staff
- Describe what contingencies exist to ensure adequate staffing at all times, including illness, or unforeseen absences.

B) EXPERIENCE AND QUALIFICATIONS

COMPANY DETAILS

- Outline the existing business and number of employee’s (brief description including type of business and number of years in the business).

KEY MANAGEMENT/PERSONNEL

- Provide resumes of key management personnel that will be involved. Detail their experience in a similar or related business (include the number of years of experience).

KEY PERSONNEL JOB DESCRIPTIONS

- Describe the duties and responsibilities of key personnel (e.g. giving job descriptions which outline duties and responsibilities, including qualifications required).
- State labour costs including wages (for all positions), benefits, and deductions
- A preference for on-site management will be given.

REFERENCES

- Include three relevant letters of reference which outline your past performance and/or accomplishments

APPENDIX D: BILLING SCHEDULE

Billing Dates: (Date Invoices Due)

1. April 15, 2020	25%
3. June 7, 2020	15%
4. July 3, 2020	15%
5. August 7, 2020	15%
6. September 4, 2020	15%
5. Upon satisfactory completion of the contract	<u>15%</u>
Contract Price	100%
GST	5%
Total Contract Price:	<u>105%</u>

Invoices are due on these dates. Payment will be approximately 30 days after receipt of invoice.

Materials and Services provided under the terms of this contract are subject to GST. Therefore GST must be shown on the invoice.

INVOICING PROCEDURES

Invoices for contract must contain sufficient detail to be identified with the specific contract; this will include information as per schedule "B" of the standard contract format. Where a standard contract is not used, the invoice should, as a minimum, contain:

1. The name and address of the supplier (where cheque is to be sent).
2. The date of the invoice.
3. A description of the services provided.
4. Invoice amount.
5. Reference to the contract or agreement, (name of contract or contract number) where applicable.
6. Invoice to be signed by the contractor.

SATISFACTORY COMPLETION OF CONTRACT

1. Shall include completion of all required reports as deemed necessary by the Trust.
2. The receipt of a letter of release from Actors Equity releasing the contractor from all encumbrances and holds-back as required by Actors Equity if employing Equity actors only.