

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
800 Burrard Street, 12th Floor
800, rue Burrard, 12e étage
Vancouver, BC V6Z 2V8
Bid Fax: (604) 775-7526

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

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

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Empty Container Info. System	
Solicitation No. - N° de l'invitation T7000-120005/A	Date 2012-12-17
Client Reference No. - N° de référence du client T7000-120005	
GETS Reference No. - N° de référence de SEAG PW-\$VAN-524-6871	
File No. - N° de dossier VAN-2-35276 (524)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-01-28	Time Zone Fuseau horaire Pacific Standard Time PST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Yamamoto, Albert	Buyer Id - Id de l'acheteur van524
Telephone No. - N° de téléphone (604) 775-7549 ()	FAX No. - N° de FAX (604) 775-7526
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF TRANSPORT STE 1100 800 BURRARD ST VANCOUVER British Columbia V6Z2J8 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Pacific
Region
800 Burrard Street, 12th Floor
800, rue Burrard, 12e étage
Vancouver, BC V6Z 2V8

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

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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Work

The requirement is detailed under Article 2 of the resulting contract clauses.

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days

Insert: 120 days

2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

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

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must

be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4. Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (3 hard copies) and 1 soft copy on CD

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

1.1 Exchange Rate Fluctuation

C3011T (2010-01-11), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**1. Evaluation Procedures**

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

1.1 Technical Evaluation**1.1.1 Mandatory Technical Criteria**

Project Director (PD) must have the following qualifications and experience:

- Hold a post-graduate degree in Civil Engineering, Urban Planning or Computer Science, or is able to demonstrate an equivalent level of technical knowledge gained from work experience.
- Have a demonstrated knowledge and experience (minimum 10 years) in the discipline of freight transport and logistics planning, and/or Intelligent Transportation Systems

Project Manager (PM) must have the following qualifications and experience:

- Have a minimum of five (5) years experience in project management
- Have a demonstrated experience in the discipline freight transport and logistics planning, and/or Intelligent Transportation Systems

1.1.2 Point Rated Technical Criteria**Company Qualifications (15 points)**

- Knowledge, experience and human resources available in subject area. (10 points)
- Evidence of good administrative structure, management practices and project administration. (5 points)

Project Team Qualifications (30 points)

- Project team member's qualifications, experience, position and authority within the organization. (10 points)
- Relevant experience, expertise and educational qualifications of the Project Director and Project Manager and other key personnel assigned to carry out tasks in the project. (10 points)
- Availability of proposed personnel to proceed immediately with the project and in accordance with the schedule requirements. (10 points)

Quality and Responsiveness of the Proposal (55 points)

- Understanding of the work to be undertaken, the responsibilities and the outputs required, adherence to the spirit and framework of the Statement of Work, creativity and innovation, and originality of the proposal. (5 points)
 - Quality of the proposed Work Program and technical approach to carry out the work. (25 points)
 - Demonstration of compliance with the Statement of Work. (10 points)
 - Adequacy of level of effort in achieving project tasks, work plan and schedule. (10 points)
- Details of the hour allocations by personnel by task and the cost effective use of appropriate technical experts and other personnel resources. (5 points)

Note: Proposals must include a clear description of level of effort by work element to permit its assessment against the proposed accomplishments.

2. Basis of Selection

2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price

To be declared responsive, a bid must:

- A. comply with all the requirements of the bid solicitation; and
- B. meet all mandatory criteria; and
- C. obtain 60% or more of the points available in each of the above three categories; and
- D. obtain the required minimum of 70 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 100 points.

- 2.2 Bids not meeting (a) or (b) or (c) and (d) will be declared non-responsive.
- 2.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % the technical merit and 30 % for the price.
- 2.4 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70 % .
- 2.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 % .

- 2.6 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 2.7 Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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

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

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

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

- 1.1.1** By submitting a bid, the Bidder certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are

true. By submitting a bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any bid in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.

Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Bidders bidding as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names 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 will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form- PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

2. Additional Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

2.1 Federal Contractors Program - Certification

Federal Contractors Program - over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

a.() is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;

b.() is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

c.() is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;

d.() has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: _____ .

Further information on the FCP is available on the HRSDC Web site.

2.2 Former Public Servant Certification

Former Public Servant - Competitive Requirements

Contracts with 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 with FPS, bidders must provide the information required below.

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 FPS in receipt of a pension, as applicable:

a.name of former public servant;

b.date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? Yes () No ()

If so, the Bidder must provide the following information:

a.name of former public servant;

b.conditions of the lump sum payment incentive;

c.date of termination of employment;

d.amount of lump sum payment;

e.rate of pay on which lump sum payment is based;

f.period of lump sum payment including start date, end date and number of weeks;

g.number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction 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 the Goods and Services Tax or Harmonized Sales Tax.

2.3 Status and Availability of Resources

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

clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

2.4 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Work

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

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

3.1 General Conditions

2010B (2012-11-19), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

4. Term of Contract

4.1 Delivery Date

The period of the Contract is from date of Contract to June 30, 2013 inclusive

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Albert Yamamoto
Supply Specialist
Public Works and Government Services Canada
Acquisitions, Vancouver
800 Burrard Street, Room 641
Vancouver, British Columbia V6Z 2V8
Canada

Telephone : 604-775-7549

Fax : 604-775-7526

E-mail : albert.yamamoto@pwgsc-tpsgc.gc.ca

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

5.2 Project Authority

The Project Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone : ____ _

Facsimile: ____ _

E-mail address: _____

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

5.3 Contractor's Representative

(Fill in or delete as applicable)

6. Payment

6.1 Basis of Payment - Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B , to a limitation of expenditure of \$_____ (insert the amount at contract award). Customs duties are included, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

6.2 Limitation of Price

SACC *Manual* clause C6000C (2011-05-16) Limitation of Price

6.3 Milestone Payments

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

a. an accurate and complete claim for payment using PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

b. all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;

c. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

6.4 Schedule of Milestones

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

Milestone No.	Description or "Deliverable"	Firm Amount	Due Date or "Delivery Date"
1	_____	\$ _____	on or before March 31, 2013
2	_____	\$ _____	on or before _____
3	_____	\$ _____	on or before _____
4	_____	\$ _____	on or before June 30, 2013

7. Invoicing Instructions

7.1 Invoicing Instructions - Progress Payment Claim

1. The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment.

Each claim must show:

a. all information required on form PWGSC-TPSGC 1111;

b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;

c.the description and value of the milestone claimed as detailed in the Contract.

Each claim must be supported by:

a.a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;

2.The Goods and Services Tax or Harmonized Sales Tax (GST/HST), as applicable, must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no GST/HST payable as it was claimed and payable under the previous claims for progress payments.

3.The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward it to the Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Project Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

4.The Contractor must not submit claims until all work identified in the claim is completed.

8. Certifications

8.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions Professional Services (Medium Complexity) 2010B (2012-11-19);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____ (insert date of bid) (If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” **or** “, as amended on _____” and insert date(s) of clarification(s) or amendment(s))

Solicitation No. - N° de l'invitation

T7000-120005/A

Amd. No. - N° de la modif.

File No. - N° du dossier

VAN-2-35276

Buyer ID - Id de l'acheteur

van524

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

T7000-120005

CCC No./N° CCC - FMS No/ N° VME

Solicitation No. - N° de l'invitation

T7000-120005/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

van524

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

T7000-120005

File No. - N° du dossier

VAN-2-35276

CCC No./N° CCC - FMS No/ N° VME

ANNEX A

STATEMENT OF WORK

See attached.

Annex B - Financial Bid and Basis of Payment

All items related to fees and costs as described in this section must be provided in a sealed envelope, separate from the rest of the proposal.

The consultant will provide the charge out rates for each member of the project team, including any sub-consultants and sub contractors.

The consultant will provide the proposed fee to successfully complete the project work program in its entirety, as well as a breakdown of costs by task.

The consultant will provide an estimate of disbursement charges such as travel cost, accommodation, communication, or reproduction. The disbursement charge is part of the overall budget.

Travel and Living Expenses

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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

All payments are subject to government audit.

Estimated Cost: \$ _____

The bidder must provide details.

The total bid including all travel costs must not exceed \$175,000.00 CDN not including taxes.

Annex C - Evaluation Rating Criteria

See attached.

NOTE TO BIDDERS: Please use **ONE** of the two mailing labels below and affix it securely to the outside of the envelope or package containing your bid submitted by mail or courier. For bids submitted by facsimile (Bid receiving fax (604) 775-7526), use this sheet as the cover sheet. Always ensure your company name, return address, open bidding solicitation number and closing date appear legibly on the outside of your bid submission.

AVIS AUX FOURNISSEURS: Pour le retour par la poste ou par messenger, veuillez utiliser **UNE** des étiquettes d'envoi ci-dessous et apposez-la à l'extérieur de votre enveloppe ou du colis contenant votre offre. Pour les offres soumises par télécopieur (n° du télécopieur pour la réception des offres: (604) 775-7526), utilisez cette page comme bordereau de télécopie. Assurez-vous que le nom de votre compagnie, l'adresse de retour, le numéro de l'invitation ouverte à soumissionner et la date de clôture soient lisibles à l'extérieur de votre offre.

Bid Receiving
Public Works & Government Services Canada
12TH FLOOR - 800 BURRARD STREET
VANCOUVER BC V6Z 2V8

Solicitation No. : T7000-120005/A SD U000

Solicitation Closes at : 2:00 PM Pacific Time
on : 2013-01-28

Réception des soumissions
Travaux publics et services gouvernementaux Canada
800 rue Burrard, 12^e étage
Vancouver (C.-B) V6Z 2Z8

N° de l'invitation : T7000-120005/A SD U000

La réception des soumissions prend fin le : 2013-01-28
à : 14h HP

ANNEX A - STATEMENT OF WORK

Empty Container Information System – Concept of Operations

December 2012

**TRANSPORT CANADA
BRITISH COLUMBIA MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE
TRANSLINK
PORT METRO VANCOUVER**

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1 Background

In 2011, Transport Canada, in partnership with Port Metro Vancouver, TransLink and the British Columbia Ministry of Transportation and Infrastructure undertook the *Empty Container Information Management System: Proof of Concept Study* and a related *Preliminary Delivery and Governance Overview*. This study explored the merits of an internet based communication platform specific to marine containers, and tailored to the needs of Gateway stakeholders.

The Proof of Concept Study, and the Preliminary Governance Study, demonstrated the potential of an Empty Container Information System¹ to serve goals such as environmental sustainability, Gateway competitiveness and productivity, and promotion of international trade. From a regional road network perspective, the Proof of Concept study estimated that a functional ECIS could lead to a reduction in unproductive Gateway related truck trips by over 140,000 trips per year, and a reduction in greenhouse gas emissions by up to 9,000 tonnes per year.

2 ECIMS: Proof of Concept and Governance Studies

In general terms, the Proof of Concept study – through a consultative process – evaluated industry needs, and developed a concept for an ECIS that responds to industry needs. Specifically, this study:

1. Described the role and function of stakeholders within the Gateway system (steamship lines, marine terminals, trucking companies, exporters, export transloads, importers, import transloads, international freight forwarders, empty container terminals, and marine container leasing companies). This focussed on the physical transport of export commodities, import cargo, marine containers and transport equipment.
2. Examined communication patterns among Gateway stakeholders, through a series of workshops and surveys.
3. Evaluated communication barriers that inhibit the ability of Gateway stakeholders to efficiently interact with other Gateway stakeholders.
4. Conceived of a centralized information system (ECIS) and its functions that specifically addressed issues raised by stakeholders. In general, an ECIS could consolidate related information in one place, and enable systematic information exchange among companies operating in the Gateway.
5. Reported on Gateway stakeholder views of an ECIS based upon surveys, one-on-one interviews, and workshops.
6. Evaluated the potential effect of an ECIS in terms of Gateway competitiveness, as well as a reduction in truck traffic on the regional road network, and commensurate reductions in greenhouse gases.

Based upon the preceding, the Proof of Concept study concluded that there appeared to be merit to the ECIS concept, with support-in-principle among Gateway stakeholders. The Proof of Concept study recommended advancing ECIS towards a Concept of Operations Study, with a view towards potential delivery of a Pilot Project. The Proof of Concept Study also recommended a more detailed examination of data requirements and information flows, and deeper stakeholder discussions especially regarding compatibility of an ECIS with stakeholder operations.

¹ The Empty Container Information Management System (ECIMS) is now known as the Empty Container Information System (ECIS)

While the Proof of Concept Study examined technical aspects of the ECIS concept, a concurrent *Preliminary Delivery and Governance Overview* study explored ownership and governance issues regarding delivery of an ECIS, and also offered insight into delivery of a Pilot Project.

Copies of the *ECIMS Proof of Concept* and *Preliminary Delivery and Governance Overview* studies are available upon request.

3 Empty Container Information System: Concept of Operations Study

Transport Canada, Port Metro Vancouver, TransLink and the British Columbia Ministry of Transportation and Infrastructure are partnering to conduct an ECIS Concept of Operations Study (Study). In broad terms, the goal of the Study is to advance a framework within which technology, industry stakeholders and agencies collaborate to enable exchange of information that would support optimization of off-dock Gateway transport and logistics in Metro Vancouver. The objectives for the ECIS Concept of Operations Study are to:

- Advance the ECIS concept to a more detailed functional assessment and validation.
- Develop an ECIS architecture.
- Validate the ECIS concept through deeper and broader stakeholder consultation.
- Evaluate the merits of the ECIS for the public and private sectors.
- Develop an implementation plan for execution of a Pilot Project.

3.1 ECIS Concept of Operations – Considerations

At its most basic level ECIS is envisioned as an internet based platform that would enable Gateway stakeholders to share information and interact, with a primary focus on off-dock marine containers. It is viewed as a tool that would enable Gateway operators to overcome communication barriers, and enable them to better “aim, plan and execute” in their daily operations.

While Section 5 of the Proof of Concept report describes the understanding of ECIS at the time, it is understood that the ECIS concept may evolve during the Concept of Operations Study.

A few considerations that guide the ECIS Concept of Operations study include:

- By its very nature, the ECIS concept is collaborative and participation is voluntary. It is predicated upon the active cooperation and support of a diverse set of stakeholders, most of whom are in the private sector and many of whom are in competition. As such, it must honour business models, and maintain desired confidentiality of data and commercial relationships of all stakeholders.
- The ECIS is intended to enhance stakeholder cooperation. The ECIS is not envisioned to venture beyond an enabling support tool, and will not prescribe actions to Gateway stakeholders.
- Shipping lines are not expected to cede control of containers to ECIS, but would be able to use ECIS as a tool. ECIS should not inhibit the ability of shipping lines to exercise their commercial duties, or require alteration to their business practices.

- The efficacy of ECIS depends upon its usefulness at an operational level, on a day-to-day basis. It must dovetail with ease into stakeholder operations, and not be perceived as a burden for operational managers.
- ECIS is not necessarily an inventory of all empty containers, but is rather an tool that can make use of container information captured from different sources.
- A number of external factors such as empty container supply (seasonal variations, timing and magnitude of empty containers shipped by rail from Eastern Canada etc.) could affect the efficacy of ECIS. The processes and information in ECIS should be reasonably forward thinking, and adaptable to changing conditions.
- An ECIS architecture should focus on technology and communications protocols that are state of the practice at this time, but at the same time be mindful of trends in technology and communication.

3.2 ECIS Concept of Operations – Statement of Work

The Concept of Operation Study is expected to provide a clear path to delivering the concept presented in the Proof of Concept Study, in the context of the considerations raised in **Section 3.1**. The Concept of Operations should clearly describe what ECIS will do, how ECIS will work, and the potential roles of stakeholders in ECIS. Additionally, this study is expected to narrate a process to deliver an ECIS Pilot Project. While a potential functionality of an ECIS Pilot Project is outlined in the Proof of Concept report, other ideas may also be explored.

As part of the proposal, the Consultant is expected to develop a Work Program. The following sections (a) to (e) are intended to guide, but not limit or constrain, Consultant proposals.

a. Stakeholder Engagement

Ultimately, an ECIS must be useful to industry stakeholders and hence must be tailored to stakeholder needs. Consequently, stakeholder engagement will be central to this Study through two means:

- Deeper consultation, through creation of a Stakeholder Advisory Group. Invitations to the stakeholder group will come from the client, upon advice from the Consultant. It is expected that this group would be involved throughout the course of the Study, and advise the Consultant on matters such as (but not limited to):
 - Define end use expectations
 - define end user requirements
 - data sources and flows
 - concept and functional development
 - compatibility of ECIS with stakeholder operations
 - outline what each stakeholder would be required to do to adopt ECIS
 - data sharing agreements
 - advice on the efficacy of a Pilot Program
 - advice on the delivery of a Pilot Program.
- Broader consultation with industry conducted by the consultant at appropriate times during the course of the Study.

b. Concept of Operations

The Concept of Operations is expected to flesh out the architecture of an ECIS, in the context of the guiding principles outlined in **Section 3.1**. The following is intended to guide Consultant proposals toward Study expectations, but does not prelude other useful ideas:

- Validate and refine the ECIS concept.
- Define and describe end user requirements.
- Identify data sources and map information flow.
- Identify what data sources can be used as is; or what data sources will need to be expanded or modified.
- Describe how an ECIS would function, both desktop and mobile.
- Describe technology and protocols to transfer information.
- Describe connectivity of stakeholders with ECIS.
- Rules built into the system that would honour proprietary industry business models.
- Allow for adaptability for use by additional stakeholders, or additional functionality.
- Who would have general and administrative access to ECIS.

The Concept of Operations should also explore:

- The 'real-time' nature of ECIS; what types of interactions are real-time and others that may be periodical e.g. 2 weeks, 1 day, real-time.
- The role of rail, especially westbound empty containers, in the ECIS concept.
- Data sharing agreements.

c. Private Sector Stakeholder Benefits and Costs

The Consultant should supply a succinct summary for each stakeholder that includes matters such as (but not limited to):

- Describe and demonstrate how ECIS would interact with each stakeholders operating system and operations.
- Describe the typical expectation for each stakeholder including inputs, resources, training, software, hardware etc.
- Evaluate the net benefit/cost or describe pros/cons for each stakeholder type.
- Describe the level of effort or resources required for stakeholder participation / level of effort or resources precluded through participation.
- Describe how use of ECIS would affect operations for each stakeholder.
- Describe barriers / obstacles to participation in ECIS for each stakeholder type (including potential show-stoppers), and propose rational methods to overcome these challenges.
- Evaluate the impact of introducing ECIS on the stakeholders' upstream and downstream business operations.
- Determination of key stakeholders and/or critical mass that would make ECIS worth pursuing to implementation.

d. Alignment with Public Sector Goals

The Proof of Concept Study demonstrated alignment of ECIS with public sector goals such as air quality and reductions in green-house gases, Gateway competitiveness, promotion of international trade, labour stability, and potential reduction in truck trips/ traffic congestion. This Study should update this analysis, based upon up to date trade flows, and new information gathered during this Study.

e. Pilot Project Implementation Plan and Business Case

This Concept of Operations study will be used to judge the efficacy of an ECIS Pilot Program. As part of this, the Consultant is expected to develop a Pilot Project implementation plan and business case that would include (but not limited to):

- A conceptual work plan for a Pilot Project. The consultant should explore options such as full-scale delivery of ECIS with a limited sub-set of stakeholders; or delivery of some ECIS modules, (potentially phased) with either a limited or broad set of stakeholders; or other options.
- Estimated costs of Pilot Project delivery e.g. hardware and software costs, estimation of resource requirements, timing, set-up as well as ongoing maintenance, training, promotion costs and resources.
- Comprehensive assessment of risks associated with delivery of a Pilot Project including i) inventory of risks; ii) probability and consequences; and ii) mitigation strategies.
- Role of stakeholders in a Pilot Project, and advice in Pilot Project partnerships and associated risks.
- Delivery models for a Pilot Project, with a view towards long term ownership of ECIS; and risks associated with delivery models.
- View on how a proposed Pilot Project could evolve into wider use or full scale implementation.
- Suggestions on performance measures for a Pilot Project.
- Estimated cost for full scale implementation and maintenance of ECIS.

While there may be appeal to delivery of the full suite of ECIS functions, consideration should also be given to a phased in approach, where the early stages could focus on functions that are easier to achieve.

4 Administration and Deliverables

The minimum deliverables for the Study follow. Due to the tight timeline, the Consultant is encouraged to work closely with the Client Project Manager and Technical Committee. Delivery of the Study would also benefit from interim technical notes that would ultimately be consolidated into the final report. Deliverables include:

- Active participation and leadership in a Stakeholder Advisory Group and broader stakeholder consultation and outreach.
- A project initiation meeting.
- Bi-weekly status reports.
- Up to four meetings in Vancouver with the Steering and/or Technical Committees.
- Final Technical meeting in Vancouver.
- Production of presentations to the Steering Committee.

- Interim Technical Notes as proposed by the Consultant.
- Draft and Final Technical Reports with Executive Summary.

Timing

The Final Technical Report must be delivered by **June 30 2013**.

Proposal Review

As part of the proposal, the consultant should provide a Gantt Chart, describing anticipated hours by person by task. Proposals may be reviewed by the four Partners.

Budget

The budget for this study must not exceed **\$175,000** CDN not including HST.

MANDATORY REQUIREMENTS			
1. Project Director (PD) must have the following qualifications and experience in order for the bid to be considered in the Request for Proposal (RFP) process:			
- Hold a post-graduate degree in Civil Engineering, Urban Planning or Computer Science, or is able to demonstrate an equivalent level of technical knowledge gained from work experience.	Yes / No		
- Have a demonstrated knowledge and experience in the discipline of freight transport and logistics planning, and/or Intelligent Transportation Systems	Yes / No		
2. Project Manager (PM) must have the following experience in order for the bid to be considered in the RFP process:			
- Have a minimum of five (5) years experience in project management.	Yes / No		
- Have a demonstrated experience in the discipline freight transport and logistics planning, and/or Intelligent Transportation Systems	Yes / No		
1. COMPANY QUALIFICATIONS (15 POINTS)			
	0 to 4 points	5 to 7 points	8 to 10 points
1.1 Knowledge, experience and human resources available in subject area. (10 points)	Evidence of poor knowledge and previous experience in subject area.	Evidence of good knowledge and previous experience in subject area.	Evidence of superior knowledge and previous experience in subject area.
	0 to 1 points	2 to 3 points	4 to 5 points
1.2 Evidence of good administrative structure, management practices and project administration. (5 points)	Proposal shows a poor administrative structure and poor project monitoring / control processes, which suggest problems in completing the work successfully.	Proposal shows a good administrative structure and good project monitoring / control processes, which suggest no problems in completing the work successfully.	Proposal shows a superior administrative structure and superior project monitoring / control processes, which should help facilitate/accelerate completion of the work.
2. PROJECT TEAM QUALIFICATIONS (30 POINTS)			
	0 to 1 points	2 to 3 points	4 to 5 points
2.1 Project team member's qualifications, experience, position and authority within the organization. (10 points)	Project team members have some or insufficient qualifications to carry out the	Project team members have appropriate and adequate qualifications to carry out the	Project team members have appropriate and extensive qualifications to carry out the

	specified tasks in the project.	specified tasks in the project.	specified tasks in the project.
	Project team members have some or insufficient experience and expertise to carry out the specified tasks in the project.	Project team members have appropriate and adequate experience and expertise to carry out the specified tasks in the project.	Project team members have extensive experience and expertise to carry out the specified tasks in the project.
	0 to 4 points	5 to 7 points	8 to 10 points
2.2 Relevant experience, expertise and educational qualifications of the Project Director and Project Manager and other key personnel assigned to carry out tasks in the project. (10 points)	Relevant publications and reports cited in the proposal do not show a sound working knowledge of freight transport and logistics planning, and/or Intelligent Transportation Systems.	Relevant publications and reports cited in the proposal show an adequate working knowledge of freight transport and logistics planning, and/or Intelligent Transportation Systems.	Relevant publications and reports cited in the proposal show an superior working knowledge of freight transport and logistics planning, and/or Intelligent Transportation Systems.
	0 to 4 points	5 to 7 points	8 to 10 points
2.3 Availability of proposed personnel to proceed immediately with the project and in accordance with the schedule requirements. (10 points)	Not demonstrated. The proposal contains no commitment letter demonstrating the availability of the proposed key personnel to proceed with the project in accordance with the schedule requirements.	The proposal contains some commitment letters demonstrating the availability of the proposed key personnel to proceed with the project in accordance with the schedule requirements.	The proposal contains all commitment letters demonstrating the availability of the proposed key personnel to proceed with the project in accordance with the schedule requirements.
3. QUALITY AND RESPONSIVENESS OF PROPOSAL (55 POINTS)			
	0 to 1 points	2 to 3 points	4 to 5 points
3.1 Understanding of the work to be undertaken, the responsibilities and the outputs required, adherence to the spirit and framework of the Statement of Work, creativity	The proposal shows a superficial understanding of the work to be undertaken, the responsibilities,	The proposal shows a general understanding of the work to be undertaken, the responsibilities,	The proposal shows a clear understanding of the work to be undertaken, the responsibilities,

and innovation, and originality of the proposal (5 points).	and the outputs required.	and the outputs required.	and the outputs required. The proposal is original, innovative (and/or creative).
	0 to 9 points	10 to 18 points	19 to 25 points
3.2 Quality of the proposed Work Program and technical approach to carry out the work. (25 points)	The proposed work program and technical approach is poor and incomplete.	The proposed work program and technical approach is good and complete.	The proposed work program and technical approach is superior and complete.
	0 to 4 points	5 to 7 points	8 to 10 points
3.3 Demonstration of compliance with the Statement of Work. (10 points)	The proposal shows limited knowledge of the requirements of the Statement of Work. The Work Program is weak and/or the schedule is unrealistic.	The proposal shows an adequate knowledge of the requirements of the Statement of Work. The Work Program is complete and the schedule is realistic.	The proposal shows a thorough knowledge of the requirements of the Statement of Work. The Work Program is superior and realistic; deadlines are taken into account.
3.4 Adequacy of level of effort in achieving project tasks, work plan and schedule. (10 points)	Insufficient resources to complete the project tasks in accordance with Work Program and schedule.	Acceptable level of resources to complete the project tasks in accordance with Work Program and schedule.	Ample level of resources to complete the project tasks in accordance with Work Program and schedule.
	0 to 1 points	2 to 3 points	4 to 5 points
3.5 Details of the hour allocations by personnel by task and the cost effective use of appropriate technical experts and other personnel resources (5 points)	Insufficient details provided in the budget to reflect how the project cost was determined.	The proposal provides sufficient details in the budget to reflect how the project cost was determined. Cost estimates reflect an adequate means of using experts and personnel to complete the project tasks in accordance with Work Program and schedule.	The proposal provides clear details in the budget to reflect how the project cost was determined. Cost estimates reflect a cost effective use of experts and personnel to complete the project tasks in accordance with Work Program and schedule.

