

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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 Laurier St. / 11, rue Laurier  
Place du Portage , Phase III  
Core 0A1 / Noyau 0A1  
Gatineau, Québec K1A 0S5  
Bid Fax: (819) 997-9776**

**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**

<b>Title - Sujet</b> Clean Transportation Initiative	
<b>Solicitation No. - N° de l'invitation</b> T8125-13CTI1/A	<b>Date</b> 2013-03-13
<b>Client Reference No. - N° de référence du client</b> T8125-13CTI1	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$\$-052-25580	
<b>File No. - N° de dossier</b> 052ss.T8125-13CTI1	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-04-11</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Taylor, Brooke	<b>Buyer Id - Id de l'acheteur</b> 052ss
<b>Telephone No. - N° de téléphone</b> (819) 956-1674 ( )	<b>FAX No. - N° de FAX</b> (819) 997-2229
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF TRANSPORT PDV TWR C, 25TH FL.(ACAF) 330 SPARKS ST OTTAWA Ontario K1A0N5 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**

Science Procurement Directorate/Direction de l'acquisition  
de travaux scientifiques  
11C1, Phase III  
Place du Portage  
11 Laurier St. / 11, rue Laurier  
Gatineau, Québec K1A 0S5

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

## 1. **Requirement**

### 1.1 **Scope**

The Clean Transportation Initiative (CTI) is part of the Government of Canada's (GC) efforts under the Clean Air Agenda to address and make major improvements in Canada's environment by addressing challenges of climate change and air pollution to build a clean and healthy environment for all Canadians. The scope of this CTI includes the aviation, marine and rail sectors and supports the communication of research findings within these sectors.

This Call for Proposals (CFP) solicitation presents the guidelines for submission of a proposal and proposal selection for the CTI by Transport Canada.

### 1.2 **Background**

The GC is committed to reducing greenhouse gas (GHG) emissions by 17% from 2005 levels by 2020. This goal, which is inscribed in the Copenhagen Accord, is aligned with the reduction target set by the United States (US). Transportation is expected to be the second fastest growing source of GHG emissions between 2005 and 2020.

Transportation is also a major source of air pollution (e.g., nitrogen oxides, sulphur oxides, particulate matter, volatile organic compounds and carbon monoxide), or criteria air contaminants (CACs). Action is required to address the significant emissions that remain and to align with emerging global and US standards.

To this end, Transport Canada is working on a number of fronts to help reduce emissions. One such effort includes managing science and technology projects to develop a transportation system with a greatly reduced emissions footprint than exists today. The CTI is developed in response to the GC's commitment to reduce transport related emissions through regulations, support the adoption of clean technologies and practices, and to engage in research technologies and practices.

### 1.3 **Clean Transportation Initiative Mandate**

To inform future policies and regulations by initiating and overseeing targeted scientific research that will improve understanding of the technical aspects of reducing emissions. The research will also help to identify, demonstrate, and bring to market new emission reduction operational procedures and technologies while strengthening emission measurement and tracking capacities.

### 1.4 **Priority Areas and Project Themes**

There are three (3) Priority Areas identifying themes being considered in this CFP. The three Priority Areas are:

- Aviation Sector Research and Development,
- Marine Sector Research and Development; and
- Rail Sector Research and Development.

All Bidders must identify the most applicable Priority Area in their proposal. Bidders should also identify a theme relating to a Priority Area. The themes for each Priority Area are as follows, **but not limited to**:

**(A) Priority Area: Aviation Sector Research and Development**

<b>Research Themes</b>	<b>Technologies – Focus Area</b>
Quantification and control of aviation sector's GHG emissions	<ul style="list-style-type: none"> <li>Improved measurement, modeling and scientific understanding of the aviation sector's GHG emissions-related impacts on the global climate.</li> <li>Development of emission control technology and/or operational techniques to reduce aviation related GHG emissions.</li> </ul>
Quantification and control of aviation sector's air pollutants	<ul style="list-style-type: none"> <li>Improved measurement, modeling and scientific understanding of the aviation sector's air pollutants' impact to air quality.</li> <li>Development of emission control technology and/or operational techniques to reduce aviation related air pollution.</li> </ul>
Alternative fuels	<ul style="list-style-type: none"> <li>Switching to: <ul style="list-style-type: none"> <li>low carbon fuels to meet CO2 reduction goals</li> <li>low sulphur jet fuel to reduce air pollutants</li> <li>unleaded aviation gasoline</li> </ul> </li> </ul>

**(B) Priority Area: Marine Sector Research and Development**

<b>Research Themes</b>	<b>Technologies – Focus Area</b>
Emissions inventories	<ul style="list-style-type: none"> <li>Emission inventories provide an understanding of the activities and emissions related to marine operations at local and regional levels.</li> <li>Detailed inventories combined with activity monitoring facilitate emission assessment by identifying suitable technologies for emission reduction.</li> </ul>
Emission controls	<ul style="list-style-type: none"> <li>To develop emission control technologies that will reduce GHG and CAC emissions associated with shipping activities.</li> </ul>
Improved energy use	<ul style="list-style-type: none"> <li>The use of energy is the main contributor to emissions. Finding better uses and/or new cleaner sources of energy will directly reduce emissions.</li> </ul>
Alternative fuels and/or power systems	<ul style="list-style-type: none"> <li>Low carbon and/or sulphur fuels and innovative low emission power systems are a very effective strategy for emission reductions.</li> </ul>

Navigation technologies and data systems	<ul style="list-style-type: none"> <li>▪ Efficient navigation technologies and improved data systems for ships are a key concern for shipping operations.</li> <li>▪ More efficient operations using navigation technologies and high integrity data, directly reduce fuel use, and hence emissions.</li> </ul>
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### (C) Priority Area: Rail Sector Research and Development

Research Themes	Technologies – Focus Area
Alternatives to diesel locomotives	<ul style="list-style-type: none"> <li>▪ Captured energy management</li> <li>▪ Genset locomotives (switch yard application)</li> <li>▪ Waste heat recovery</li> <li>▪ Hydrogen fuel cells</li> <li>▪ Electrification (with green power)</li> <li>▪ Liquefied-natural-gas powered locomotives</li> <li>▪ Regenerative braking (passenger/urban)</li> </ul>
Emission control technologies	<ul style="list-style-type: none"> <li>▪ Automatic engine start-stop (AESS) devices</li> <li>▪ Emission controls: diesel particulate filter (DPF); selective catalytic reduction (SCR); diesel oxidation catalyst (DOC); exhaust gas recirculation (EGR)</li> <li>▪ Auxiliary power units (APU)</li> </ul>
Fuels and infrastructure	<ul style="list-style-type: none"> <li>▪ Biodiesel blends B20 and B50</li> <li>▪ Diesel substitutes from non-biogenic sources</li> <li>▪ Eliminate infrastructure bottlenecks</li> <li>▪ Wheel and rail profile design (niche application)</li> </ul>
Railcars and optimizing operations	<ul style="list-style-type: none"> <li>▪ Long trains</li> <li>▪ Optimization, communications and monitoring software (except Positive Train Control)</li> <li>▪ Crew training</li> <li>▪ Electronically controlled pneumatic braking (ECP)</li> <li>▪ Increased car weight and axle loads</li> <li>▪ Lightweighting rail cars</li> <li>▪ Improved aerodynamic efficiencies</li> </ul>

## 1.5 Technology Readiness Levels

The stages of R&D are termed Technology Readiness Levels (TRL). For the purposes of this procurement, they are defined and can be viewed at Annex C, *Technology Readiness Levels*. This scale, developed to assist in evaluating the maturity of the development of technology, evaluates broadly while recognizing that not all development cycles are the same. This is not a linear process and development may skip or quickly address certain stages of readiness.

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## 1.6 Research and Development Projects to be funded under the Call for Proposals

Only proposals that have TRLs of 1 to 6 will be considered for contracts under this Call for Proposals. The types of proposals that may be submitted are:

Type 1: Studies that are evidence-based examinations or analyses that address known environmental issues, define problems and/or solutions or scope out future projects in areas identified by the Bidder. They can provide research tools and methods, including risk, capability and foresight analyses, or road mapping to define operational needs and/or aid in prioritizing investment decisions. This type of project would have maturity Technology Level Readiness from 1-6.

Example: conducting scoping studies, developing scenarios that help to define needs, or analyzing the risk of a particular output for a variety of operational approaches in a feasibility or cost-benefit analysis.

Type 2: Research and Development (R&D) projects that involve applied research that will generate knowledge or awareness while addressing user-defined capability gaps in critical areas identified by the Bidder. This type of project would have maturity Technology Level Readiness from 3-4.

Example: analytical research and experiments that mature earlier findings or validate the analytical predictions of existing Science and Technology (S&T) in a new context to constitute "proof-of-concept" validation.

## 2. Call for Proposals

### 2.1 Procurement Approach

Public Works and Government Services Canada (PWGSC) is the contracting authority responsible for the integrity of the procurement process under the Call for Proposals method of supply.

The Clean Transportation Initiative (CTI) Call for Proposals process involves a three-stage procurement process:

- Stage One: Proposal Submission
- Stage Two: Evaluation
- Stage Three: Contracting

The process is organized in a manner consistent with the principles of the Agreement on Internal Trade (AIT) in terms of equal access, fairness, and transparency and is open to all national S&T performers – public, private, and academic.

This procurement does not constitute a guarantee on the part of Canada that a contract will be awarded. The information provided is used to establish a pool of pre-qualified proposals.

### 2.2 Standard Instructions, Clauses and Conditions

- 2.2.1 All instructions, clauses and conditions in the Call for Proposals are identified by number, date and title as 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 (PWGSC).
- 2.2.2 Bidders who submit a proposal agree that they have read, understand and acknowledge the instructions and clauses and conditions contained in all parts of the Call for Proposals solicitation and draft resulting contract clauses and conditions.
- 2.2.3 The 2003 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the Call for Proposals solicitation.
- 2.2.4 The 2003 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are amended as follows:

At article 04 - Definition of Bidder

DELETE: "...It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors. "

REPLACE by: "...It does include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors".

ADD: A Bid must be submitted by a Canadian Bidder. A Canadian Bidder is defined as a Bidder having a place of business in Canada where the Bidder conducts activities on a permanent basis that is clearly identified by name and accessible during normal working hours.

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At article 05 - Submission of Bids, sub-article 4,

DELETE: sixty (60) days

REPLACE by: three hundred and sixty five (365) days

DELETE the following articles in their entirety:

08 Transmission by Facsimile

09 Customs Clearance

18 Conflict of Interest - Unfair Advantage

In this document the term "bid" conveys "proposal".

## **2.3 Applicable Laws**

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

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

## **2.4 Trade Agreements**

The Agreement on Internal Trade (AIT) applies to this procurement.

This procurement is excluded from the North American Free Trade Agreement (NAFTA) under Annex 1001.1b-2, Section 2, and World Trade Organization - Agreement on Government Procurement (WTO-AGP) under Appendix 1, Annex 4.

## **2.5 Conflict of Interest**

Participation in this Call for Proposals solicitation will not by itself be construed to be a conflict of interest. The Bidder, its subcontractor, any participant or individual directly or indirectly involved in the participation of the Call for Proposals solicitation will not be excluded from bidding on any other future Call for Proposals or bid solicitations for the sole reason of their participation in this Call.

## **2.6 Communication Notification**

As a courtesy, the Government of Canada requests that successful Bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the recommendation of a contract award.

## **2.7 Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of

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competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least fifteen (15) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.



### 3. **Procurement Approach**

#### 3.1 **Stage One: Proposal Submission**

A concise and clear proposal using the template in Appendix "A-1" of this Call for Proposals 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.

Bidders who anticipate requiring security clearance in order to successfully complete the Work described in their proposal are encouraged to consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](#)"

(<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

**The proposal should be submitted in two (2) electronic copies in PDF format on CD.**

##### 3.1.1 **Enquiries - Call for Proposals Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the Call for Proposals solicitation closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the Call for Proposals solicitation to which the enquiry relates. Bidders should 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.

##### 3.1.2 **Contracting Authority**

Enquiries must be made to:

Brooke Taylor  
Supply Team Leader  
Public Works and Government Services Canada  
Acquisitions Branch  
Science Procurement Directorate  
Place du Portage, Phase III, 6C1  
11 Laurier Street  
Gatineau, Quebec  
K1A 0S5  
Telephone: 819-956-1674  
Facsimile: 819-997-2229  
E-mail address: [brooke.taylor@tpsgc-pwgsc.gc.ca](mailto:brooke.taylor@tpsgc-pwgsc.gc.ca)

##### 3.1.3 **Who May Submit a Proposal**

A proposal may be submitted by a Canadian private, academic or public sector organization.

Government Departments that submit proposals as a "Bidder", where there would be intent to contract with a Supplier using this solicitation, must name the Supplier in their proposal and the applicable budget. Suppliers not clearly identified within the proposal cannot be contracted through any resultant contracts initiated under the CFP.

Bidders may submit more than one proposal, but only one (1) proposal must be submitted per technology. Any proposals submitted above the said limit will not be considered.

Bidders must not have been awarded a grant through Transport Canada's *Clean Rail Academic Grant Program* for the proposed project. Proposals submitted by bidders that were successful under this grant program will not be considered.

### 3.1.4 Proposal Content

A complete proposal consists of a technical proposal and financial proposal, submitted in accordance with Annex A, which consists of the following Appendices:

- Appendix "A-1", *Technical Proposal Template*;
- Appendix "A-2", *Financial Proposal Template – Co-Investments*; and
- Appendix "A-3", *Financial Proposal Cost Breakdown*.

#### 3.1.4.1 Technical Proposal

Technical proposals should be prepared in accordance with Appendix "A-1", *Technical Proposal Template*.

#### 3.1.4.2 Financial Proposal

The maximum funding available for individual contracts resulting from this Call for Proposals is **\$200,000.00** CAD (Goods and Services Tax or the Harmonized Sales Tax extra, as appropriate). This does not include the co-investment of in-kind contributions made by the Bidder, which will form part of the total project cost. This disclosure does not commit Canada to pay the maximum funding available. Any cost in excess of the maximum funding will be construed as a bidder co-investment to the Contract.

All proposed projects must be completed by March 31, 2016.

The total amount of funding available for all pre-qualified proposals is \$2,400,000 (Goods and Services Tax or the Harmonized Sales Tax extra) and is divided among the 3 priorities areas as shown in Table 1. GC Fiscal Years are from April 1 to March 31.

**Table 1 – Funding available for all pre-qualified proposals**

Priority Areas	Fiscal Year 2013-2014	Fiscal Year 2014-2015	Fiscal Year 2015 - 2016	Total
<b>Aviation</b>	\$200,000	\$200,000	\$200,000	<b>\$600,000</b>
<b>Marine</b>	\$300,000	\$300,000	\$300,000	<b>\$900,000</b>
<b>Rail</b>	\$250,000	\$400,000	\$250,000	<b>\$900,000</b>
<b>Total</b>				<b>\$2,400,000</b>

Bidders must identify the total project cost, the amount of requested CTI funding, and the Bidder's co-investment in accordance with Appendix "A-2", *Financial Proposal Template – Co-Investments*. The Bidder's co-investment must be a minimum of 25% of the total project cost. The amount of CTI funding will be subject to negotiation.

Bidders are to provide a cost breakdown of the requested CTI funding at Appendix "A-3", *Financial Proposal Cost Breakdown*. This cost breakdown is not to include the Bidder's co-investment.

### 3.1.4.3 Certifications

Additional certification and other information required with the proposal may be requested before contract award. This information can be viewed at Annex "D".

## 3.2 Stage Two: Evaluation

Proposals will be evaluated in accordance with the evaluation criteria detailed in Annex "B", *Evaluation Criteria*.

Proposals will be divided into three categories based on the applicable transportation Priority Area (aviation, marine, and rail) identified by the Bidder in its proposal. An evaluation team composed of professionals from within Transport Canada for the applicable transportation Priority Area will evaluate the proposals.

The evaluation of proposals and development of the three Pools of Pre-qualified Proposals, one for each transportation Priority Area, will be conducted using the following process:

### Step One (1): Mandatory Criteria and Certifications

Each proposal will be assessed against the Mandatory Criteria and Certifications in Annex "B". Proposals that do not meet all Mandatory Criteria and Certifications will be declared non-responsive and will not be given further consideration.

### Step Two (2): Screening Criteria

Proposals that have met the Mandatory Criteria and Certifications will be evaluated against the Screening Criteria identified in Annex "B", *Evaluation Criteria*, in the order that the stated criteria appear. If a proposal fails to successfully address any of the screening criteria, the proposal will be declared non-responsive and will not be given further consideration (i.e. the remaining criteria will not be evaluated).

### Step Three (3): Technical Point-Rated Criteria

Proposals that have successfully addressed all Screening Criteria will be evaluated against the Technical Point-Rated Criteria identified in Annex "B", in the order that the stated criteria appear. The maximum number of points to be achieved is **50 points**. Proposals that do not achieve a pass mark of **25 points** or above will be considered non-responsive and will not be given further consideration.

In the event that two or more responsive proposals within the same Priority Area have the same Total Overall Point Score the responsive proposal with the lower financial proposal price (the amount of funding requested from Canada) will be ranked higher.

#### Step Four (4): Development of the Pool of Pre-qualified Proposals

Following completion of the Technical Point-Rated Criteria evaluation, three Pools of Pre-qualified Proposals will be established, one for each of the three transportation Priority Areas (aviation, marine, rail).

The Pool of Pre-qualified Proposals will be determined based on the point-rated scores (ranked highest to lowest) for the responsive proposals in each transportation Priority Area. The Pool of Pre-qualified Proposals will only identify the highest ranked proposals up to the available funding for the applicable transportation Priority Area.

The establishment of the Pool of Pre-qualified Proposals is approved in principle and will not constitute a guarantee on the part of Canada that a contract will be awarded.

Additional Funds: Responsive proposals can move to the Pool of Pre-qualified Proposals, in order of highest rank, subject to the following conditions:

- a) availability of additional funds **or** a pre-qualified proposal has been removed from the Pool;
- b) the Bidders' proposal validity period has not expired; and
- c) the next CTI Call for Proposals has not been issued.

#### Step Five (5): Debriefings

Following approval of the Pools of Pre-qualified Proposals, Bidders will be advised of their evaluation results and provided comments on the evaluation in writing by PWGSC, via email.

### **3.3 Stage Three: Contracting**

During *Stage 3: Contracting*, if it is determined that an agreement can't be reached between Canada and the pre-qualified bidder within **4 months** from the date of notification of pre-qualification, Canada reserves the right to stop negotiations with the Bidder and start the contracting process with the next highest ranked Bidder.

#### **3.3.1 Statement of Work**

Once a proposal has been pre-qualified, Transport Canada will assign a Technical Authority who will work with the Bidder to prepare a Statement of Work (SOW) based on the Bidder's pre-qualified proposal. The SOW will be embedded in any resultant contract, and it will detail all work to be performed under the contract. The Transport Canada Technical Authority will contact the Bidder for any required clarification(s) or additional information, and may require some re-scoping of the proposed project.

#### **3.3.2 Financial Capability, Certifications and Negotiations**

The Contracting Authority will contact Bidders identified in the Pool of Pre-qualified Proposals for:

- Financial information to verify the Bidder's capacity to undertake the Work, as may be applicable;
- Additional price information and price support;
- Certifications and other information required before contract award; and
- To negotiate the contract terms and conditions and pricing, if applicable.

#### **3.3.3 Contract Award**

If the negotiation of the contract Terms and Conditions are successful, the Bidder will be awarded a

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contract. Should negotiations be unsuccessful there will be no contract award.

A list of potential contract clauses is shown under Annex "E", *Contracting Documents*.

**ANNEX "A"**  
**APPENDIX "A-1" - TECHNICAL PROPOSAL TEMPLATE**

Please submit on company letterhead. The entire proposal should be no more than 30 pages.

**PROPOSAL TITLE:** \_\_\_\_\_

**PRIORITY AREA:** \_\_\_\_\_ (see Call for Proposal section 1.4)

**THEME:** \_\_\_\_\_ (see Call for Proposal section 1.4)

**EXECUTIVE SUMMARY:** Briefly describe the background and the general overall objectives of the proposed project.

**PART 1: COMPANY INFORMATION**

<b>Company name</b>	
<b>Official address</b>	
<b>Contact Name</b>	
<b>Phone</b>	
<b>E-mail</b>	
<b>Legal Status (i.e. Inc., Ltd.)</b>	
<b>No. of years in business</b>	
<b>Total number of employees*</b>	

\* Do not include contractors, only permanent employees.

Please provide a brief overview of the following:

- 1.1 General nature of company business, geographic market and industry sector.
- 1.2 Management team and background (current and projected).
- 1.3 R&D/Engineering/Technical capability.
- 1.4 Existing product lines and nature of and health of targeted market for such product.

**PART 2: PROJECT INFORMATION**

This section should be of sufficient detail to demonstrate this is a research project aimed at reducing greenhouse gas emissions and air pollution in the transportation sector.

- 2.1 Describe the background and general objectives of the proposed project.
- 2.2 What is the estimated duration (in months) for the proposed project?
- 2.3 Summarize the proposed work. At a minimum, the following key points should be addressed, as applicable:

- Description and current status of the technology.
- Technology differentiation of the proposed project, compared with products or technology currently available.
- The technical issues to be resolved and the proposed work plan.
- Technical and commercial objectives.
- A clear statement regarding ownership and rights to use any background Intellectual Property, if applicable.

### PART 3: EVALUATION CRITERIA

Bidders should follow the summary of the Certifications and Acknowledgement, Mandatory Criteria, Screening Criteria and Technical Point-Rated Criteria found in Annex "B". Information in other sections of the Bidder's proposal that is applicable to this section may be cross-referenced instead of repeated.

### PART 4: COSTING AND FINANCIAL INFORMATION

Describe any in-kind contributions and briefly explain how the Bidder will cover its part of the project co-investment costs.

The proposed costs to CTI must be categorized as indicated in Appendix "A-2" - *Financial Proposal Template - Co-Investments* and Appendix "A-3" - *Financial Proposal Cost Breakdown*. All proposed costs must fall into one of the following categories:

**Labour:** List direct salaries of scientific and technical personnel, employee benefits and overhead.

**Materials and supplies:** List only costs for consumable materials and supplies.

**Equipment:** For CTI purposes, 'equipment' is considered to be non-disposable and potentially capitalizable.

- Purchases: Specify the purpose of each piece of equipment to be purchased. Equipment paid by Canada must be delivered to Canada at the end of the Contract.
- Rental or Lease: Must be at or less than competitive commercial rates.

Bidders are to identify whether any in-kind contribution of equipment will be leased or whether Canada will take ownership of equipment at the end of the contract.

**Subcontracts:** The names, locations and affiliations of companies or individuals performing sub-contract work required for the project must be identified. In addition, a description and a clear rationale for the work must be rendered along with costing details in the proposal document.

**Travel and Living:** Attach estimates and details of essential project related travel, including purpose destination and cost. Sales-related or conference expenses are excluded. Costs must not exceed the limits of the Treasury Board (TB) Travel Directive. With respect to the TB Directive, only the meal, private vehicle and incidental allowances specified in Appendices B, C and D of the Directive <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>, and the other provisions of the Directive referring to "travellers", rather than those referring to "employees", are applicable.

**Other Direct Charges:** Identify any other direct charges anticipated and provide the pricing basis.

**ANNEX "A"**  
**APPENTIX "A-2" - FINANCIAL PROPOSAL TEMPLATE – CO-INVESTMENTS**

Company Name: \_\_\_\_\_ Project Title: \_\_\_\_\_

	Total Project Cost	CTI Funds Requested from Canada	Bidder's Co-Investment (In-kind contribution)	
Labour (Salary costs)				
Employee Benefits				
Overhead				
Materials and Supplies				
Equipment				
Subcontracts				
Travel and Living				
Other Direct Costs				
Total Costs				
Estimated Total Annual Costs per Government of Canada Fiscal Year				
	Fiscal Year 2013/2014	Fiscal Year 2014/2015	Fiscal Year 2015/2016	Totals
CTI Funding	\$	\$	\$	\$
Bidder's Co-Investment	\$	\$	\$	\$
Total	\$	\$	\$	\$

Fiscal Years are from April 1 to March 31.

A co-investment contribution indicates a commitment to the project, and is required for all proposals. The Bidder's co-investment contribution must be a minimum of 25% of the total project value. Co-investment contributions considered to be allowable project expenses are those considered essential to carry out the work and which can be documented and justified. Details of the Bidder's co-investment will be requested before contract award. Costs must be computed in accordance with *Contract Cost Principles 1031-2*, found in the *Standard Acquisition Clauses and Conditions Manual*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>).

Bidders are responsible for ensuring that their actual co-investment contributions will total the amount stipulated in the original proposal. Bidders must ensure that co-investments are tracked and documentation is retained. The following are examples of tracking mechanisms for different types of contributions:

- Personnel time should be tracked by the hour devoted to the project. In the absence of a more sophisticated system for tracking time, a spreadsheet may be used, logging the name of the individual, the project, and the dates and times devoted to the project.
- Direct material and other direct costs should be tracked as incurred. The spreadsheet should include the nature of the cost, the project, and the value.
- Use of equipment or facilities should be tracked on an "hours used" basis.



**ANNEX "A"**  
**APPENDIX "A-3" - FINANCIAL PROPOSAL COST BREAKDOWN**

Bidders are to provide a proposed cost breakdown of the requested CTI funding from Canada only. Bidders are to indicate co-investment of in-kind contributions in Appendix "A-2" – *Financial Proposal Template – Co-Investments*.

Company Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Start Date: \_\_\_\_\_

Project Completion Date: \_\_\_\_\_

(no later than March 31, 2016)

<b>LABOUR (firm hourly rates)</b>						
Name or labour category	A Salary	B Employee Benefits	C Overhead	D Total firm hourly rate (A+B+C)	E Level of Effort	Estimated Cost (D x E)
1.						
2.						
3.						
Total estimated labour cost						\$
<b>MATERIALS AND SUPPLIES</b>						
Item	Unit cost		No. of units		Estimated Cost	
1.						
2.						
3.						
Total estimated materials and supplies cost						\$
<b>EQUIPMENT</b>		Description				Estimated Cost
Equipment rentals						
Equipment purchases						
Total estimated equipment cost						\$
<b>SUBCONTRACTS</b>				Labour	Material	Estimated Cost
Subcontractor #1 name and description of work						
Subcontractor #2 name and description of work						
Total estimated subcontract cost						\$
<b>TRAVEL AND LIVING</b>		Description (location, duration, reason for trip, etc.)				Estimated Cost
Transportation						
Accommodation						
Meals						
Total estimated travel and living cost						\$
<b>OTHER DIRECT CHARGES</b>		Description				Estimated Cost
						\$
<b>TOTAL COST*</b>						\$

\*The total cost to Canada must not exceed \$200,000.00, GST/HST excluded.

## **ANNEX "B"** **EVALUATION CRITERIA**

### **1 Certifications and Acknowledgement**

**In submitting a proposal, the Bidder certifies the following :**

- 1.1 Canadian Content Certification:** a minimum of 80 percent of the total bid price consists of Canadian goods and/or Canadian services. Refer to section 4, *Canadian Content Certification*, in Annex "D", *Certifications*.
- 1.2 Canadian Bidder:** The Bidder is Canadian and is submitting the proposal on its own behalf. A Canadian Bidder is defined as a Bidder having a place of business in Canada where the Bidder conducts activities on a permanent basis that is clearly identified by name and accessible during normal working hours.
- 1.3 Ownership Intellectual Property (IP):** The Bidder certifies it is the owner of the IP or has a license to the IP rights from a Canadian licensor for the proposed technology, and it is not infringing on any IP rights.
- 1.4 Acknowledgement:** By submitting a proposal, the Bidder acknowledges the following:
- That the Bidder meets all of the certifications listed above;
  - That the proposed Work must be complete no later than March 31, 2016.
  - That the Bidder has read, understands, and acknowledges the instructions and the clauses and conditions contained in all parts of the Call for Proposals solicitation;
  - That the Bidder representative is an authorized signing officer of the Bidder and has authority to submit this proposal on behalf of the Bidder and to act as the lead contact for purposes of this proposal;
  - That all the information given in this proposal is true and complete;
  - That the Bidder has not received a grant under Transport Canada's *Clean Rail Academic Grant Program*.

### **2 Mandatory Criteria**

- 2.1 Priority Area:** The proposal must fall within one of the three Priority Areas:
- Aviation Sector Research and Development, or
  - Marine Sector Research and Development; or
  - Rail Sector Research and Development.
- 2.2 Maximum Funding:** The Bidder's financial proposal must not exceed \$200,000.00 CAD, excluding the Goods and Services Tax or Harmonized Sales Tax. This value does not include the Bidder's co-investment.
- 2.3 Co-Investment Contribution Ratio:** The Bidder co-investment ratio must be equal to or greater than 25%.

The Bidder Co-Investment contribution ratio is the percentage of all bidder co-investment contributions compared to the total project value.

For example, if a proposal requests \$70,000 in CTI funding from Canada and the sum of all bidder and partner in-kind contributions total \$30,000 then the total project value is \$100,000. The Bidder co-investment contribution ratio is 30% (\$30,000 divided by \$100,000 multiplied by 100).

**2.4 Technology Readiness Level:** The Bidder must indicate the appropriate TRL for the proposed project (see Annex "C" for descriptions of the various TRLs). The proposed technology must be within a TRL of 1 to 6.

**2.5 Level of Innovation:** The Bidder must demonstrate the level of innovation of the proposed technology by providing a description of the following:

- How the technology advances the state of the art in your field or industry; and
- The features and benefits of the technology and how those features and benefits compare with the competition.

The definition of *State of the Art* is: the highest level of development (as of a device, procedure, process, technique, or science) reached at any particular time usually as a result of modern methods.

### 3 Technical Point-Rated Criteria

#### 3.1 Project Manager

The Bidder should identify the Project Manager to be assigned to the project, and briefly state the individual's relevant expertise. Include information on education, training and experience necessary to do the job.

0 points	A description of qualifications relevant to the undertaking of the proposed project is not provided.
2 points	The project manager has prior experience completing one previous project similar to the proposed project. The qualifications are described in a general way.
4 points	The project manager has prior experience completing two previous projects similar to the proposed project. The qualifications are described in some detail.
6 points	The project manager has prior experience completing 3 or more previous projects similar to the proposed project. The qualifications are well described.

#### 3.2 Key Personnel

The Bidder should describe key technical personnel, excluding the Project Manager, to be assigned to the project, and briefly state each person's relevant expertise and role on the project. Include information on education, training and experience necessary to do the job.

0 points	Less than 33% of the key personnel have a minimum of 12 months experience within the last 3 years working in a subject area related to the proposal.
2 points	At least 33% of the key personnel have a minimum of 12 months experience within the last 3 years working in a subject area related to the proposal.
4 points	At least 66% of the key personnel have a minimum of 12 months experience within the last 3 years working in a subject area related to the proposal.
6 points	100% of the key personnel have a minimum of 12 months experience within the last 3 years working in a subject area related to the proposal.

### 3.3 Relevance of the project to the program priority areas

Describe the short and long term objectives of the project and explain how they relate to the applicable program priority. Describe the degree that the project contributes to one or more of the program Priority Areas.

0 points	<ul style="list-style-type: none"> <li>A description of the relevance of the project to the program priority areas is not provided.</li> </ul>
2 points	<ul style="list-style-type: none"> <li>A description of the relevance of the project is supported by one relevant example that is not quantitatively substantiated that outlines the connection between the challenge and proposed solution.</li> <li>There is application to one Priority Area.</li> </ul>
4 points	<ul style="list-style-type: none"> <li>A description of the relevance of the project is supported by at least one relevant example that is quantitatively substantiated that outlines the connection between the challenge and proposed solution.</li> <li>There is application to one Priority Area.</li> </ul>
6 points	<ul style="list-style-type: none"> <li>A description of the relevance of the project is supported by at least one relevant example that is quantitatively substantiated that outlines the connection between the challenge and proposed solution.</li> <li>There is application across multiple Priority Areas.</li> </ul>

### 3.4 Ability to reduce air emissions

Demonstrate the potential for the project to reduce air emissions. The Bidder should include estimates for the reduction in air emissions by using this technology.

0 points	A description of the potential for the project to reduce air emissions is not provided.
2 points	A description of the potential for the project to reduce air emissions is provided. However the description is not quantifiably substantiated.
5 points	A description of the potential for the project to reduce air emissions is provided. The description is quantifiably substantiated.

### 3.5 Ability to reduce GHG emissions

Demonstrate the potential for the project to reduce GHG emissions. The Bidder should include estimates for the reduction in GHG emissions by using this technology.

0 points	A description of the potential for the project to reduce GHG emissions is not provided.
2 points	A description of the potential for the project to reduce GHG emissions is provided. However the description is not quantifiably substantiated.
5 points	A description of the potential for the project to reduce GHG emissions is provided. The description is quantifiably substantiated.

### 3.6 Ability to improve other benefits (eg. cost savings, safety improvements, water and soil quality.)

Demonstrate the potential for the project to positively impact cost savings, safety improvements, water and soil quality.

0 points	A description of the potential for the project to make an positive impact in other benefits is not provided.
2 points	A description of the potential for the project to positively impact other benefits is provided. However the description is not quantifiably substantiated.
5 points	A description of the potential for the project to positively impact other benefits is provided. The description is quantifiably substantiated.

### 3.7 Quality of the project plan

The project plan should be comprehensive, credible and address inherent risks. The Bidder should:

- Describe the extent and boundaries of the work.
- Identify the tasks to reach the objective(s). Describe each task and estimate how long each task may take.
- Identify and describe the deliverables.
- Describe the technical challenges that have been addressed.
- Describe the technical challenges and risks that remain to be addressed. How will these risks be mitigated?

0 points	Insufficient detail in the plan. The plan lacks clarity. More than one of the following components needs refinement: tasks, deliverables, risk management and timelines.
2 points	Sufficient detail. Clarity could be improved. Risks / mitigation strategy not clearly identified. One of the following components needs refinement: tasks, deliverables, and timelines.
4 points	Clear and concise plan. Risks identified with mitigation strategies. All of the following components are addressed adequately: tasks, deliverables, and timelines.
6 points	Comprehensive plan. Demonstrates Bidder's expertise in managing projects, instils confidence, would serve well as a model or template for others. Risks clearly identified, including mitigation strategies for risks that would affect successful execution. The plan leaves very little or no room for improvement. All components are thoroughly addressed.

### 3.8 Exploitation plan

Describe how the project outputs could be put into practice by industry. What is the plan to encourage this? Describe how you would encourage uptake of the technology by the end users. Describe how the project findings will be shared or disseminated with other academic institutions, community of practice, or other (be specific about who will benefit).

0 points	Insufficient detail and lacks clarity.
3 points	Clear and concise. Detail provided is sufficient.
5 points	Comprehensive. Demonstrates the bidder's expertise in operationalizing projects, instills confidence, would serve well as a model or template for others. The exploitation plan leaves very little or no room for improvement. The level of detail provided is balanced well against the amount of funding requested. The exploitation plan is laid out well and easy to follow. There is no unnecessary detail.

### 3.9 Technology usage potential

Describe the potential of the project to be implemented by industry globally, nationally or locally. Specify the desired end users that could use the technology and why they could use the technology.

0 points	No comprehensible description of potential provided
1 points	Potential of being used in only one region.
2 points	Potential of being used by industry nation-wide.
3 points	Potential of being used by industry in other countries.

### 3.10 Partnerships

Provide the number of partners, along with their names and addresses, and describe their role and the depth of their contribution to the project.

0 points	No partnerships or collaborations described.
2 points	A partner and their proposed contribution to the project is described.
3 points	Multiple partners and their proposed contribution to the project is described.

**MAXIMUM POINTS: 50**

**MINIMUM POINTS REQUIRED TO PASS: 25**

## ANNEX "C"

**TECHNOLOGY READINESS LEVELS**

Technology Readiness Levels (TRL) are used to describe the R&D continuum from basic research through to engineering development and the eventual commercialization of a product.

<i>Broad Terminology</i>	<i>TRL Level</i>	<i>Description</i>
Basic Research	<b>1</b>	Basic principles observed and reported. Marks the beginning of technology development. In this level, a scientific phenomenon has been observed and reported on. Applications of this research are not conceived in this stage.
	<b>2</b>	Technology concept or application formulated. Practical applications of scientific theories are formulated and devised. Prospective systems are speculative with no experimental or detailed analysis to support the invention.
Applied Research/ Research to Prove Feasibility	<b>3</b>	Analytical and experimental critical function or characteristic proof of concept. Active research and development is initiated to provide analytical studies. Laboratory based testing is performed to validate the analytical model. Analytical and experimental approaches are used to validate "proof of concept" established in TRL 2.
	<b>4</b>	Concept, process, component, or subsystem validation in a laboratory environment. Testing is performed to establish that the components work together to achieve the desired result. Prospective applications of the new technology are discussed at this stage. Ex. Small-scale models are produced and tested. These tests verify the reliability and cost-effectiveness of various designs.
Experimental or Technology Development	<b>5</b>	Concept, process, component, or subsystem validation in a relevant environment. Component pieces and the overall systems are tested in the relevant operational environment.
Demonstration and Validation/Engineering Feasibility	<b>6</b>	Concept, process, system/subsystem model or prototype demonstration in a relevant environment. A full scale or prototype system is tested in the relevant environment. This level goes beyond component testing as the full system is assembled and tested.
	<b>7</b>	Concept, process, or system prototype demonstration in an operational environment.
Engineering and Manufacturing Development	<b>8</b>	Technology certified for appropriate use. In almost all cases, this levels ends the development of most technology. In this level, the technology must be certified for appropriate use. Certification can include safety requirements or specific operational requirements.
System Test and Operations/ Operational Systems Development	<b>9</b>	Technology is explicitly verified by its' continued and successful operation. No further assessments are required to analyze and develop the technology. However, audits can be conducted to identify other applications or to facilitate improvements.

## **ANNEX "D"**

### **CERTIFICATIONS**

Bidders must provide the required certifications to be awarded a contract.

Compliance with the certifications Bidders provide to Canada is subject to verification by Canada during the Call for Proposals 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 the Bidders' compliance with the certifications before and after award of a contract. The Proposal 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 or to comply with the request of the Contracting Authority for additional information may render the proposal non-responsive.

#### **Certifications Precedent to Contract Award**

The Certifications Precedent to Contract Award will be requested of the Bidder by the Contracting Authority should the Proposal be in the Pool of Pre-qualified Proposals. If any of these required certifications are 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 Proposal non-responsive.

#### **1 Code of Conduct and Certifications - Related documentation**

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 **Federal Contractors Program for Employment Equity - Certification**

### **Federal Contractors Program - \$200,000 or more**

The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive 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.

If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

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), in which case a duly signed certificate of commitment is attached;
- (d) ☐ is subject to the FCP, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC.)

Further information on the FCP is available on the HRSDC Web site (<http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml>).

**OR**

### **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 (<http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml>).

### **3 Former Public Servant Certification**

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, in the context of the fee abatement formula, 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**

Is the Bidder a FPS in receipt of a pension as defined above? **YES ( ) NO ( )**

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

#### **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.

#### **Certification**

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

#### **4 Canadian Content Certification**

This procurement is limited to Canadian goods and Canadian services.

The Bidder certifies that:

- ( ) a minimum of 80 percent of the total bid price consist of Canadian goods and Canadian services as defined in paragraph 5 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the Supply Manual.

(<https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/annex/3/6>)

#### **4.1 SACC Manual clause A3050T (2010-01-11), Canadian Content Definition**

### **5 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.

### **6 Rate or Price Certification**

The Bidder is requested to provide one (1) of the following certifications, as applicable, in its financial bid:

- ( ) The Bidder certifies that the price proposed
- (a) is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both;
  - (b) does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity, and
  - (c) does not include any provision for discounts to selling agents.

**-OR-**

- ( ) The Bidder certifies that the price proposed is based on costs computed in accordance with Contract Cost Principles 1031-2, and includes an estimated amount of profit of \$\_\_\_\_\_."

Solicitation No. - N° de l'invitation

T8125-13CTI1/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

052ss

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

T8125-13CTI1

File No. - N° du dossier

052ssT8125-13CTI1

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**-OR-**

- ( ) The Bidder certifies that the price proposed is based on costs computed in accordance with 10.40(a) to (i) of the Supply Manual, Public Works and Government Services Canada, on the pricing of research and development contracts with universities and colleges.

**7 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.

## **ANNEX "E"**

### **CONTRACTING DOCUMENTS**

#### **1. Resulting Contract Clauses**

The instructions, clauses and conditions identified below, are provided as an example of the standard terms and conditions that could form part of any resulting Contract and do not represent a complete list. PWGSC may update, add or delete, as applicable, the standard terms and conditions contained herein.

All clauses are identified by number, date and title as 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 (PWGSC).

2040 (2012-11-19), *General Conditions – Research and Development*

B4007C (2006-06-16), *Statement of Work*

4001 (2010-08-16), *Hardware Purchase, Lease and Maintenance*

4002 (2010-08-16), *Software Development or Modification Services*

4003 (2010-08-16), *Licensed Software*

4004 (2010-08-16), *Maintenance and Support Services for Licensed Software*

4005 (2010-08-16), *Telecommunications Services and Products*

4008 (2008-12-12), *Personal Information*

A9113C (2008-12-12), *Handling of Personal Information*

A9122C (2008-05-12), *Protection and Security of Data Stored in Databases*

A9022C (2007-05-25), *Period of the Contract*

A1024C (2007-05-25), *Contracting Authority*

A1030C (2007-05-25), *Technical Authority*

C1200C (2008-05-12), *Basis of Payment – Ceiling Price*

C0207C (2011-05-16), *Basis of Payment – Firm Price, Firm Unit Price(s) or Firm Lot Price(s)*

H3010C (2010-01-11), *Milestone Payments*

H1003C (2010-01-11), *Progress Payments*

A9117C (2007-11-30), *T1204 - Direct Request by Customer Department*

C0705C (2010-01-11), *Discretionary Audit*

H3022C (2010-01-11), *Invoicing Instructions – Progress Payment Claim*

A3015C (2008-12-12), *Certifications*

A3060C (2008-05-12), *Canadian Content Certification*

A9140C (2007-05-25), *Priority of Documents*

A2000C (2006-06-16), *Foreign Nationals (Canadian Contractor)*

G1005C (2008-05-12), *Insurance*

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## **2. Security Requirements Check List**

Fillable PDF Form (Fill-in by computer, print form, sign, submit by mail)

<http://www.tbs-sct.gc.ca/tbsf-fsct/350-103.pdf>

<http://www.tbs-sct.gc.ca/tbsf-fsct/350-103-eng.asp>

## **3. How to Prepare a Bid**

<https://buyandsell.gc.ca/for-businesses/for-businesses-guide/bid-on-opportunities/how-to-prepare-a-bid>